



3 March 2023

NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held in the Council Chamber at 6.30pm on Tuesday, 14 March 2023.

The attached agenda is presented for your consideration.

Yours sincerely

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Please Note

If a Council Member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.



AGENDA
ORDINARY COUNCIL MEETING
14 MARCH 2023

ATTENTION/DISCLAIMER

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Council Member or employee, or on the content of any discussion occurring during the course of the Meeting. Persons should be aware that regulation 10 of the *Local Government (Administration) Regulations 1996* establishes procedures to revoke or change a Council decision. No person should rely on the decisions made by Council until formal written advice of the Council decision is received by that person.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Council Member or employee, or the content of any discussion occurring during the course of the Council Meeting.

CONTENTS

1.0	OPENING PROCEDURES	5
1.1	RECORD OF ATTENDANCE.....	5
2.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	5
3.0	DECLARATION OF INTEREST	5
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS.....	5
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY.....	6
4.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
4.1	QUESTION TAKEN ON NOTICE - ORDINARY COUNCIL MEETING 14 FEBRUARY 2023 - ERIC SMITH.....	6
5.0	PUBLIC QUESTION TIME	6
6.0	APPLICATIONS FOR LEAVE OF ABSENCE	6
7.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	7
8.0	PRESENTATIONS	7
8.1	DEPUTATIONS.....	7
8.2	PETITIONS.....	7
8.3	PRESENTATIONS.....	7
9.0	REPORTS OF COMMITTEES	8
9.1	REPORTS OF GOVERNANCE COMMITTEE 20 FEBRUARY 2023.....	8
GC2.02.23	POLICY REVIEW - ATTENDANCE BY COUNCIL MEMBERS AND CEO AT CONFERENCES AND EVENTS POLICY AND COUNCIL MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT, TRAINING AND PROFESSIONAL MEMBERSHIPS.....	8
9.2	REPORTS OF AUDIT AND RISK COMMITTEE 28 FEBRUARY 2023.....	65
ARC2.02.23	COMPLIANCE AUDIT RETURN 2022.....	65
10.0	REPORTS OF EMPLOYEES	85
10.1	AMENDMENTS TO APPROVED RESTAURANT (AMAROO RETREAT AND SPA) - LOT 70 (No.1200) ALISON STREET, MOUNT HELENA.....	85
10.2	CSRFF MARCH 2023 SMALL GRANTS ROUND.....	222
10.3	2023 LOCAL GOVERNMENT ORDINARY ELECTION.....	225
10.4	CHANGE IN BASIS OF VALUATION FOR RATING PURPOSES.....	231
10.5	MID-YEAR REVIEW OF BUDGET 2022/23.....	234
10.6	STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 JANUARY 2023.....	245
10.7	LIST OF PAYMENTS FOR JANUARY 2023.....	260
11.0	COUNCIL MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	283

11.1 NOTICE OF MOTION - CORRESPONDENCE TO WESTERN AUSTRALIAN
PLANNING COMMISSION REGARDING STATE PLANNING POLICY 3.7 –
PLANNING FOR BUSHFIRE - CR CLAIRE HURST 283

12.0 URGENT BUSINESS (LATE REPORTS) 284

13.0 CONFIDENTIAL REPORTS 284

14.0 CLOSING PROCEDURES 284

14.1 DATE, TIME AND PLACE OF THE NEXT MEETING 284

14.2 CLOSURE OF THE MEETING 284

**ORDINARY COUNCIL MEETING
COUNCIL CHAMBER – 6.30PM**

1.0 OPENING PROCEDURES

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

Recording of Meeting

Members of Council and members of the gallery are advised that this meeting will be livestreamed and audio-recorded.

1.1 Record of Attendance

**Elected
Members**

Apologies

**Leave of
Absence** Nil

Absent

Staff

Guests Nil

**Members of
the Press**

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

3.2 Declaration of Interest Affecting Impartiality

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.1 Question Taken on Notice - Ordinary Council meeting 14 February 2023 - Eric Smith

SUMMARY

At the Ordinary Council meeting held 14 February 2023, Eric Smith of Glen Forrest asked a question which was taken on notice. A response was provided to Mr Smith by the Chief Executive Officer in writing. Below is a summary of the question and the response provided.

Question 1

In regards to works undertaken to reinstate roads in the Shire after resurfacing, when is the Shire going to encourage contractors to reinstate areas in a better condition than they currently are left?

Response 1

The Shire employs an Infrastructure Protection Officer who monitors works undertaken by contractors for utilities where they impact Shire assets (e.g. roads, paths) to ensure satisfactory reinstatement.

The reinstatement in Hardey Road has been monitored since it was completed. The contractor advised underground boring was not possible so trenching was required across the road. Reinstatements are rarely perfect and this reinstatement is considered adequate in that it has not sunk or deteriorated and no excessive dip or mound exists making it barely noticeable to a driver.

5.0 PUBLIC QUESTION TIME

15 minutes (with a possible extension of two extra 15 minute periods) are set aside at the beginning of each Council meeting to allow members of the public to ask questions of Council.

Public Question Time is to be conducted in accordance with *Shire of Mundaring Meeting Procedures Local Law 2015*.

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 14 February 2023 be confirmed.

8.0 PRESENTATIONS

8.1 Deputations

- (1) Members of the public may, during the deputations segment of the order of business and with the consent of the Presiding Member, make a public statement on any matter that appears on the agenda for that meeting provided that –
 - a) the deputation is limited to a maximum of 3 minutes, unless otherwise determined by the Presiding member;
 - b) the deputation is not offensive or defamatory in nature, providing that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement in a manner that is not offensive or defamatory; and
 - c) no discussion or questions relating to the deputation are permitted, unless otherwise determined by the Presiding Member.
- (2) Fifteen minutes is to be allocated for deputations.
- (3) Once all statements have been made, nothing prevents the unused part of the deputation time period from being used for other matters.
- (4) If the 15 minute period set aside for deputations is reached, Council may resolve by resolution that statement time be extended for no more than two 15 minute extensions.

8.2 Petitions

- (1) A petition is to –
 - a) be addressed to the President;
 - b) be made by electors of the district;
 - c) state the request on each page of the petition;
 - d) contain the legible names, addresses and signatures of the electors making the request;
 - e) contain a summary of the reasons for the request;
 - f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
 - g) not contain offensive or insulting language.
- (2) On the presentation of a petition –
 - a) the member presenting it or the CEO is confined to reading the petition; and
 - b) the only motion that is in order is that the petition be received and that it be referred to the CEO for action.
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless –
 - a) The matter is the subject of a report included in the agenda; and
 - b) The Council has considered the issues raised in the petition.

8.3 Presentations

9.0 REPORTS OF COMMITTEES

9.1 Reports of Governance Committee 20 February 2023

GC2.02.23 - Policy Review - Attendance by Council Members and CEO at Conferences and Events Policy and Council Members Continuing Professional Development, Training and Professional Memberships

File Code	GV.OPP 1
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Draft Attendance by Council Members and CEO at Conferences and Events Policy ↓2. Draft Council Member Continuing Professional Development, Training and Professional Memberships Policy ↓3. Draft Attendance by Council Members and CEO at Conferences and Events Policy - with track changes ↓4. Draft Council Member Continuing Professional Development, Training and Professional Memberships Policy - with track changes ↓5. Attendance by Elected Members at Conferences Policy ↓6. Continuing Professional Development Policy ↓7. Attendance at Events Policy ↓8. Appendix - Conference and Event Attendance Form ↓

SUMMARY

The Committee is asked to consider and recommend that Council adopt the draft “Attendance by Council Members and CEO at Conferences and Events Policy” (**Attachment 1**) and draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (**Attachment 2**) .

Section 5.90A of the *Local Government Act 1995* requires the Shire to have a policy relating to attendance at events. Section 5.128 of the *Local Government Act 1995* requires the Shire to have a policy for Continuing Professional Development (CPD) and prescribes that a review of the policy be undertaken after each ordinary election.

It is considered appropriate that the “Attendance by Council Members and CEO at Conferences and Events Policy” and the “Council Member Continuing Professional Development, Training and Professional Memberships Policy” are reviewed collectively, given that the policies are to be read in conjunction with each other.

In the course of the review, it became apparent that the “Attendance at Events Policy” had significant overlap with the “Attendance by Elected Members at Conferences Policy” and therefore relevant information has been incorporated into the draft updated “Attendance by

Council Members and CEO at Conferences and Events Policy”. The amalgamation of the two policies will make the “Attendance at Events Policy” redundant and therefore it is recommended that the “Attendance at Events Policy” be deleted.

BACKGROUND

At the Governance Committee meeting held 14 November 2022 it was resolved as follows:

That the feedback provided by committee members be noted by staff and a revised draft of “Attendance by Council Members and CEO at Conferences and Events Policy” ... and Council Member Continuing Professional Development, Training and Professional Memberships Policy” ...; be presented to the next meeting of the Governance Committee for further review.

Additionally, at the May 2022 Council Forum, a draft “Attendance by Council Members and CEO at Conferences and Events Policy” and a draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” were provided to council members seeking consensus feedback to inform the next iteration of the draft policies.

This report and attachments incorporates feedback received from the above meetings. Consideration was also given to operational implications and, where appropriate, the draft policies have been updated to incorporate the feedback received from council members to form the final drafts presented to consideration.

The draft “Attendance by Council Members and CEO at Conferences and Events Policy” with track changes incorporating feedback from the Governance Committee (**Attachment 3**) is attached. The draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” with track changes incorporating feedback from the Governance Committee (**Attachment 4**) is attached.

Attendance by Council Members and CEO at Conferences and Events Policy

Previously titled “Attendance by Elected Members at Conferences Policy” (**Attachment 5**), this policy established the standards for council members to accept invitations to conferences and events and the reimbursement of expenses incurred during attendance of such conferences and events. The policy was last reviewed in May 2018.

Council Member Continuing Professional Development, Training and Professional Memberships Policy

Previously titled “Continuing Professional Development Policy” (**Attachment 6**). In June 2019, changes to the *Local Government Act 1995* were passed by Parliament that all council members undertake training within the first 12 months of being elected. Additionally, ‘Division 10 – Training and Development’ was added. This included section 5.128 of the Act which required all local governments to prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members. The policy was adopted in December 2020.

Attendance at Events Policy

The “Attendance at Events Policy” (**Attachment 7**) was adopted in March 2020. As this policy will become redundant it is recommended that this policy be deleted.

STATUTORY / LEGAL IMPLICATIONS

Legislation relevant to the reimbursement of expenses to council members:

Local Government Act 1995

5.98. Fees etc. for council members

- (2) A council member who incurs an expense of a kind prescribed as being an expense —
- (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense —
- (a) where the extent of reimbursement for the expense has been determined, to that extent; or
 - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.
- (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.

Legislation relevant to “Attendance by Council Members and CEO at Conferences and Events Policy” (previously incorporated into Attendance at Events Policy):

Local Government Act 1995

5.90A. Policy for attendance at events

- (1) In this section —
- event includes the following —
- (a) a concert;
 - (b) a conference;
 - (c) a function;
 - (d) a sporting event;
 - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
 - (b) payments in respect of attendance; and
 - (c) approval of attendance by the local government and criteria for approval; and
 - (d) any prescribed matter.
- * Absolute majority required.
- (3) A local government may amend* the policy.
- * Absolute majority required.
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (5) *The CEO must publish an up-to-date version of the policy on the local government’s official website.*

Legislation relevant to “Council Member Continuing Professional Development, Training and Professional Memberships Policy”:

Local Government Act 1995

5.126. Training for council members

- (1) *Each council member must complete training in accordance with regulations.*
 (2) *Regulations may —*
 (a) *prescribe a course of training; and*
 (b) *prescribe the period within which training must be completed; and*
 (c) *prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*
 (d) *provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.*

5.127. Report on training

- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
 (2) *The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.*

5.128. Policy for continuing professional development

- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*
 * *Absolute majority required.*
 (2) *A local government may amend* the policy.*
 * *Absolute majority required.*
 (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
 (4) *The CEO must publish an up-to-date version of the policy on the local government’s official website.*
 (5) *A local government —*
 (a) *must review the policy after each ordinary election; and*
 (b) *may review the policy at any other time.*

POLICY IMPLICATIONS

The reviewed policies will be adopted and current policies replaced.

The “Attendance by Council Members and CEO at Conferences and Events Policy” and the “Council Member Continuing Professional Development, Training and Professional Memberships Policy” are considered to be Legislative Policies.

FINANCIAL IMPLICATIONS

The current cost of the five modules of [Council Members Essentials](#) provided by WALGA are:

Understanding Local Government	\$240 (incl GST) - Face-to-Face at WALGA \$240 (incl GST) - Virtual Classroom via Zoom \$214.50 (incl GST) - eLearning course
--------------------------------	---

Conflicts of Interest	\$240 (incl GST) - Face-to-Face at WALGA \$195 (incl GST) - Virtual Classroom via Zoom \$195 (incl GST) - eLearning
Serving on Council (2 day course)	\$990 (incl GST) - Face-to-face at WALGA \$890 (incl GST) - Virtual Classroom via Zoom \$195 (incl GST) - eLearning
Meeting Procedures	\$495 (incl GST) - Face-to-face at WALGA \$450 (incl GST) - Virtual Classroom via Zoom \$195 (incl GST) - eLearning
Understanding Financial Reports and Budgets	\$495 (incl GST) - Face-to-face at WALGA \$495 (incl GST) - Virtual Classroom via Zoom \$214.50 (incl GST) - eLearning

It is at the discretion of council members to determine the delivery methodology by which they complete each module of the compulsory training.

The current budget allocation for compulsory training and conferences is \$36,000 per year. This equates to \$3000 per council member. For council members who have been recently elected to Council, this allocation is usually expended on Compulsory Training in the first financial year. Additionally, this budget is used for team workshops and other Council Member training.

Based on feedback from the May 2022 Council Forum, budgetary amounts have been removed from the “Council Member Continuing Professional Development, Training and Professional Memberships Policy”.

It is suggested that the following line items be included in the budget, which are collectively referred to as ‘training allocations’, in the “Council Member Continuing Professional Development, Training and Professional Memberships Policy” and as ‘budget allocations’, in the “Attendance by Council Members and CEO at Conferences and Events Policy”:

1. Allocation for Compulsory Training

It is noted that generally this allocation will be used every two years as part of the election cycle. An allocation would be required for each financial year, so if there is an extraordinary election, funds would be available for newly elected council members.

2. Allocation for CPD and attendance at conferences and events

This training allocation is to be equally distributed between council members.

This allocation is also to be used for:

- Registration costs for conferences, events and CPD
- Allowances or reimbursements as outlined in the policies
- Requests for the Shire to pay professional membership fees

Any requests from council members to attend conferences, events or CPD that exceeds their available allocation will be presented to Council for consideration.

An additional amount can also be included in the budget for the purpose of training sessions organised by the Shire for all council members.

3. Allocation for WALGA Elected Member Diploma

Council members wishing to complete the WALGA Elected Member Diploma will need to indicate this during budget deliberations. This training allocation will not be evenly distributed, and is instead based on individual council members advising of their intention to complete the course.

Should these line items be included in the budget, Council will determine the amount of the budget allocation during the annual budget deliberations.

All unspent funds within each of the training allocations at the end of the financial year will not be carried forward to the subsequent year.

Note: whilst the "Attendance by Council Members and CEO at Conferences and Events Policy" references the CEO, the CEO's entitlement to attend conferences and events is separate and dealt with under the CEO contract of employment.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Sustain and enhance organisational knowledge, capability and leadership
- Promote innovation, learning and development
- Comply with relevant policy, legislation, regulation, criteria and guidelines

RISK IMPLICATIONS

Risk: <u>Compliance</u>: Non-compliance with the <i>Local Government Act 1995</i> .		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Adopt policies as required to meet regulatory compliance, which also facilitate good governance, ensuring transparency, and accountability.		
Risk: <u>Financial</u>: Cost of attendance for council members to attend compulsory training, conferences and events exceeds annual budget allocations.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		

An up to date policy that stipulates conditions for approval to attend conferences and events with a standard annual expense allocation for each Councillor to enable accurate budget forecasts.		
Risk: Reputation: not adopting the updated policies that provide transparent criteria for approval may create a perception that there is not accountability and that decision making could be influenced.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
That the updated policies be adopted.		

EXTERNAL CONSULTATION

Advice has been sought from the Department of Local Government on whether financial or impartiality interests should be declared by council members for the adoption of these policies.

It is considered that there is no direct financial gain or benefit to council members in regards to these policies, as the policies provide criteria for approval to determine if payment will be made for an individual to attend CPD, training, conferences, events etc. Prior to payment being made, an assessment is undertaken by the CEO or Council.

Additionally, section 5.63 of the *Local Government Act 1995* provides instances of when some interests need not be disclosed. Regulation 21(d) of the *Local Government (Administration) Regulations 1996* includes provisions for interests that do not need to be disclosed in relation to attendance at a meeting, function, conference or other local government business.

It is at the discretion of council members to determine if they have an interest that could, or could reasonably be perceived to, adversely affect their impartiality in participating in that decision then they may declare an interest. It is noted that council members who declare impartiality interests are required to remain in the meeting, participate in the debate and are required to vote under section 5.21 of the *Local Government Act 1995*.

COMMENT

For consistency with the terminology used in the *Local Government Act 1995*, 'Elected Member' has been replaced with 'council member' throughout the policies.

Attendance by Council Members and CEO at Conferences and Events Policy

There have been minimal changes to the policy as compared to the item presented to the May 2022 Council Forum and the Governance Committee.

Terminology has been updated for consistency with the "Council Member Continuing Professional Development, Training and Professional Memberships Policy".

The Conference and Event Attendance Form is available as an appendix (**Attachment 8**). The form is provided separate to the policy so if minor changes are required it can be done as an operational task. Should there be significant changes, the policy and form would be presented to Council.

Council Member Continuing Professional Development, Training and Professional Memberships Policy

There has been a number of changes to the draft policy.

The draft reviewed “Council Member Continuing Professional Development, Training and Professional Memberships Policy” presented to the May 2022 Council Forum had subheadings for:

- 4.1 Compulsory Training
- 4.2 Continuing Professional Development (CPD)
- 4.3 Intrastate, Interstate and Overseas CPD
- 4.4 External Committee Members

Following feedback from council members at the May 2022 Council Forum and further feedback received from the Governance Committee at the meeting held 14 November 2022, Officers amended the subheadings in the attached iteration of the draft policy to:

- 4.1 Compulsory Training
 - 4.1.1 Cost of Compulsory Training
- 4.2 Continuing Professional Development (CPD)
 - 4.2.1 Cost of CPD
 - 4.2.2 Conditionally Approved CPD – costing up to \$750
 - 4.2.3 Conditionally Approved CPD – costing \$750 and above
 - 4.2.4 Conditionally Approved CPD – WALGA Elected Member Diploma (included based on feedback from the Governance Committee)
 - 4.2.5 CPD – costing \$750 and above
- 4.3 External Committee Members
 - 4.3.1 Cost of External Committee Members CPD (removed based on feedback from the Governance Committee)

Following the Governance Committee held 14 November 2022, an additional subheading has been included for the conditional approval to complete the WALGA Local Government Diploma. Feedback was received that given the Diploma is the only formal qualification available specific to council members it is considered to be of significant value. The Diploma enhances the skills and knowledge of council members and should therefore be available with minimal restriction.

Council members had also indicated there was interest in being able to ‘gift’ their training allocation to another council member or to ‘roll over’ their training allocation to the following financial year. Consideration was given to this proposal; however, as this could potentially result in less than ideal outcomes in terms of fairness and equity, it is not recommended. The “gifting” of training could create the perception that the “gifting” council member is favouring particular council members over others. In addition, the ‘rolling over’ of the annual training allocation may encourage some council members to “bank” their annual allocation rather than undertake ongoing professional development. The reallocation and rolling over of annual training allocations would need to be tracked by staff via a spreadsheet. It is instead suggested that line items be included in the budget (refer to ‘Financial Implications’ above) with the policy including a definition of ‘training allocation’.

It is considered that having conditionally approved CPD, combined with the suggested budget allocations, will create greater flexibility for council members to undertake training and therefore less items being required to be presented to Council. If requests are required to be presented to Council for approval, the updated policy provides clear criteria for assessment.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 5.90A. Policy for attendance at events

Absolute Majority - *Local Government Act 1995* section 5.128. Policy for continuing professional development

GC2.02.23 – Policy Review - Attendance by Council Members and CEO at Conferences and Events Policy and Council Members Continuing Professional Development, Training and Professional Memberships

COMMITTEE RECOMMENDATION

That Council:

1. adopts, by absolute majority in accordance with section 5.90A of the *Local Government Act 1995*, the draft “Attendance by Council Members and CEO at Conferences and Events Policy” (**Attachment 1**); subject to the following amendments:-
 - a) the table on page 2 of the policy be updated to include “Australian Local Government Association (ALGA)” and “WA Regional Local Government and other Local Governments” events as pre-approved conferences / events for council members;
 - b) item 4.6.5 to include parking costs; and
 - c) delete item 4.9
2. adopts, by absolute majority in accordance with section 5.128 of the *Local Government Act 1995*, the draft “Council Member Continuing Professional Development, Training and Professional Memberships Policy” (**Attachment 2**); subject to the following amendments:-
 - a) item 4.2.4 change to Diploma of Local Government – Elected Member;
 - b) item 4.6.5 to include parking costs; and
 - c) add a new point 4.9 as follows:-

“Within one month from the conclusion of an approved interstate and overseas conferences, the attendee shall provide a written report or presentation for the information of council members. Where appropriate, this requirement shall also apply for intrastate conferences.

The report or presentation is only applicable to conferences and is to contain relevant observations and the identification of significant outcomes gained from the conference that would be of benefit to the Shire’s operations.”
3. deletes “OR-26 Attendance at Events Policy”.



1.2 ATTENDANCE BY COUNCIL MEMBERS AND CEO AT CONFERENCES AND EVENTS

Responsible Directorate	Corporate Services	
Responsible Service Area	Governance	
Adopted	January 2005	RC10.01.05
Reviewed	March 2010	C7.03.10
	May 2018	C15.05.18
	February 2023	Res #
Procedure Ref	N/A	

1. PURPOSE

The *Local Government Act 1995* (the Act), section 5.90A provides that Shire of Mundaring (the Shire) is to adopt a policy on attendance at events for council members and the Chief Executive Officer (CEO).

Attending certain events to represent Shire of Mundaring is an important function for council members and the CEO. In order to carry out their functions impartially, council members and the CEO are required to demonstrate that attendance at events and the acceptance of tickets is transparent and that they are not improperly influenced by third parties.

This policy provides a framework for the acceptance of invitations to events and the reimbursement of expenses incurred during attendance whilst considering the benefit to the community.

2. SCOPE

This policy applies to the acceptance of tickets and attendance at events by council members and the CEO of the Shire (attending in their capacity as a council member or CEO) and includes:

- Acceptance of invitations to attend events and the criteria for approval
- The provision of tickets to events
- Payments in respect of event attendance

This policy does not apply to Shire employees, other than the CEO.

Where this policy relates to attendance at conferences, it should be read in conjunction with the "Council Member Continuing Professional Development, Training and Professional Memberships Policy".

3. DEFINITIONS

- attendees** a council member or the CEO attending a conference/ event as applicable.
- conference** a conference relevant to local government business.

council member	a person elected under the Act as a member of Council. The Shire’s council members include the Shire President, Deputy Shire President and Councillors (as defined by the Act).
event	has the meaning given to it under section 5.90A of the Act and includes a concert, conference, function, sporting event and an occasion prescribed for the purposes of this definition by the <i>Local Government (Administration) Regulations 1996</i> . This is not an exhaustive list.
gift	has the meaning given to it under section 5.57 of the Act; a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money’s worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or a travel contribution.
ticket	includes an admission ticket to an event or an invitation to attend an event, or complimentary registration to an event offered by a third party.

4. POLICY

Council acknowledges that it has a responsibility to ensure that appropriate development opportunities are available to council members to assist in the fulfilment of the duties and responsibilities associated with their office. Attendance at appropriate conferences is one way to achieve this.

Attendance at an event as a representative of the Shire, where the attendee has not paid for the ticket, is a gift and must be disclosed if valued over \$300 (either one gift or cumulative over 12 months from the same third party).

4.1. Pre-Approved Conferences/ Events

Attendance at a pre-approved event will exclude the recipient from the requirement to disclose an interest if the ticket is above \$300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

Receipt of the gift will still be required under the gift register provisions.

The below table indicates pre-approved events (marked with an ‘X’):

Conference/ Event Organiser	Shire President	Deputy Shire President	Council Members	CEO
Western Australian Local Government Association (WALGA)	X	X	X	X
Australian Local Government Association (ALGA)	X	X (if Shire President not attending)		
Local Government Professionals WA	X	X	X	X

Conference/ Event Organiser	Shire President	Deputy Shire President	Council Members	CEO
Local Government Professionals Australia				X
WA Government Agency (e.g. Public Sector Commission)	X	X	X	X
Perth Metropolitan Local Governments	X	X	X	X
WA Regional Local Governments and other Local Governments	X	X		X
State or Federal Member of Parliament (excluding political party event or fundraisers)	X	X	X	X
Shire of Mundaring hosted events	X	X	X	X
Not for Profits and Community organisations / groups within the district of the Shire of Mundaring	X	X	X	X

In addition to accepting invitations to attend pre-approved events, the CEO is approved to attend events in accordance with their contractual entitlements.

4.1.1. Distribution of Tickets

Where an invitation to attend a pre-approved event, including tickets, is extended to the Shire and is addressed to the Shire President, and the President is unable or does not wish to attend the event, the Shire President may with the consent of the event organiser, distribute the ticket to the Deputy Shire President or another council member or employee.

Where an invitation to attend a pre-approved event, including tickets, is extended to a specific council member, and the individual council member is unable or does not wish to attend the event, the Shire President may with the consent of the event organiser, distribute the ticket to another council member or employee.

Where an invitation to attend a pre-approved event, including tickets, is extended to the CEO, and the CEO is unable, or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend and may, if the event organiser agrees, distribute the invitation to a nominated employee.

4.2. Other Events

An invitation to an event accepted by a council member or CEO without payment (to attend in their capacity as a council member or CEO), where a member of the public is required to pay, unless noted as a pre-approved event in this policy, will generally be classified as a gift to which gift declaration provisions apply.

Where an event is a free event to the public then no action is required by the recipient in relation to this policy.

If the event is ticketed and the council member or CEO pays the full ticketed price and does not seek or obtain reimbursement then no action is required by the recipient in relation to this policy.

Where either the CEO proposes to Council or Council itself nominates a council member to attend a specific conference then that council member is not required to complete the Conference and Event Attendance Form, as the report to Council will have already been prepared and the assessment criteria examined. The expenditure is to be considered as part of a report to Council and allocated to the relevant service area or council member budget.

4.3. Approval Process

All event invitations or offers of tickets for a council member to attend must be forwarded in writing and addressed to the CEO for approval.

Where an event invitation or offers of tickets are for the CEO to attend must be forwarded in writing and addressed to the Shire President for approval.

4.4. Criteria for Approval

All proposals to accept invitations for enrolment and attendance at conferences/ events that incur costs (for the reimbursement of expenses) shall be subject to an initial assessment by the CEO based on the following criteria:

- The role of the attendee at the conference/ event (participant, observer, presenter, facilitator) and the value of their contribution.
- Whether the conference/ event relates to an objective identified within the current or future strategic direction of Council.
- The current relevance of the conference/ event to the Shire.
- Equity of opportunity of the council member concerned including recognition of the number of opportunities previously provided to that council member.
- Whether there are more cost effective options to acquire the relevant knowledge and information.
- Whether it is appropriate that more than one council member attends.
- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget allocation including the impact on future conference attendance by other council members.
- Whether the conference/ event is sponsored by the Shire.
- Remaining term of office.

Conferences/ events that will not be considered for approval include:

- Political party events and fundraisers.
- Entertainment events that do not have any relevance to the Shire or to the business of local government.
- An event that benefits a council member or the CEO in a personal capacity.

No council member is permitted to accept invitations to attend conferences/ events which will incur a cost to the Shire during caretaker period, unless otherwise determined by a resolution of Council.

4.5. Authority for Approval

Once the CEO undertakes an initial assessment in relation to the criteria for approval, a report will be presented to Council for approval.

4.6. Reimbursement of Expenses

Where payment or reimbursement of expenses is sought for costs incurred by acceptance of an invitation for the attendance at a conference/ event in excess of the available budget allocation, formal Council approval is required. Any request must be submitted on the Conference and Event Attendance Form (Appendix 1) at least fourteen days prior to the Council meeting at which the request will be considered.

The extent to which an attendee will be reimbursed will be in accordance with the "Elected Members Allowances and Expenses Policy" and this policy. Where appropriate, the Shire will pay reasonable costs associated with an attendee's accommodation.

Necessary approvals required by this policy are to be obtained prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

4.6.1. Private Motor Vehicle

The use of a private motor vehicle is reimbursed in accordance with the "Elected Members Allowances and Expenses Policy".

4.6.2. Intrastate, Interstate and Overseas Air Travel

Economy class air travel arrangements shall apply to CPD requiring air travel. The most direct route to and from the airport situated closest to the venue shall be booked.

Where practicable, advantage should be taken of available discount fares.

Attendees have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

4.6.3. Accommodation

Unless other arrangements are specifically approved by Council the following applies:

- Accommodation costs shall be paid for the duration of the training/ CPD. This includes arrival the day before the start of the training/ CPD and departure the day following the close of training/ CPD where necessary (for example, timing makes it unreasonable to arrive at or return home in normal working hours or have a '10 hour break' between the end of the event and resuming normal hours of work).

- Accommodation will, where practicable, be booked at the associated venue or in close proximity to the venue and be a standard twin or double.
- Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid by the Shire.

In the event that an attendee wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the attendee.

4.6.4. Personal Accident and Corporate Travel Insurance

Personal accident and corporate travel insurance is provided in accordance with the "Elected Members Allowances and Expenses Policy".

Attendees may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

If an attendee extends their stay (item 4.6.3) or an accompanying person attends (item 4.6.8) the Shire will not cover the cost of the additional insurance.

4.6.5. Transportation

The cost of taxi, ride share or fares for public transport to and from the airport, training/ CPD venue or other approved places shall be reimbursed.

The cost of car hire will only be reimbursed when the request has been included in the notification of attendance and approval given at the time attendance the conference/ event is authorised.

4.6.6. Meals and Incidental Expenses

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel.

Incidental expenses are to be interpreted as reasonable expenses incurred by the Council Member for telephone calls, public transport and sundry food and beverages.

The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses. Alternatively, Council may determine the amount for meals and incidental expenses at the time of approving the attendance.

4.6.7. Child Care Expenses

Reimbursement for child care expenses that result from attendance at a conference/ event will be reimbursed in accordance with the "Elected Members Allowances and Expenses Policy".

4.6.8. Accompanying Person

Council appreciates that attendees may require someone to accompany them to training/ CPD. This is supported on the following basis:

- Details of the accompanying person is included when the request is submitted.
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for accompanying persons, it is appropriate that Council meets these expenses in the first instance. The attendee must arrange reimbursement of these costs prior to attendance at the training/ CPD.
- Expenses incurred by the accompanying person at the conference/ event will be borne by the Council Member, not the Shire.

4.6.9. Accompanying Carer

Where an attendee is attending training/ CPD and has a disability as defined in the *Disability Services Act 1993*, the Shire will meet the cost of an accompanying carer where that carer is a person who provides ongoing care or assistance.

The costs provided by the Shire for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs.

4.6.10. Claiming Reimbursement of Expenses

Within 30 working days of the conclusion of the training/ CPD, receipts must be presented to support the expenditure that is to be reimbursed.

Only expenses incurred in the attendee's capacity to fulfil their role representing the Shire will be reimbursed.

4.6.11. Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where possible, travel and accommodation bookings that accrue loyalty rewards or bonus points, should not be personally claimed or used for private purposes and where possible be used only for further official purposes.

4.7. Administration Process

Registration for all conferences/ events approved in accordance with this policy, including travel and accommodation, are to be organised by the Executive Assistant to the CEO.

Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be pre-paid by the Shire.

Where items are unable to be pre-paid, council members may seek reimbursement for expenses in accordance with this policy.

4.8. Reporting

Gifts received by council members and the CEO will be listed in the Shire's Gift Register in accordance with section 5.87A and section 5.87B of the *Local Government Act 1995*.

4.9. Sharing of Knowledge

Within one month from the conclusion of an approved interstate and overseas conferences, the attendee shall provide a written report or presentation (including copies of conference papers) for the information of council members and for Shire records. Where appropriate this requirement shall also apply to intrastate conferences.

The report or presentation is only applicable to conferences and is to contain relevant observations and the identification of significant outcomes gained from the conference that would be of benefit to the Shire's operations.

5. APPENDICES

Appendix 1 Conference and Event Attendance Form

6. RELATED LEGISLATION

Local Government Act 1995, section 5.90A Policy for attendance at events

Local Government Act 1995, section 5.98 Fees etc. for council members

7. RELATED DOCUMENTS

Council Member Continuing Professional Development, Training and Professional Memberships Policy

Local Government Operational Guidelines – Attendance at Events Policy

Local Government Operational Guidelines – Disclosure of gifts and disclosure of interests relating to gifts



1.3 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT, TRAINING AND PROFESSIONAL MEMBERSHIPS

Responsible Directorate	Corporate Services	
Responsible Service Area	Governance	
Adopted	December 2020	SC18.12.20
Reviewed	February 2023	Res #
Procedure Ref	N/A	

1. PURPOSE

Shire of Mundaring (the Shire) is committed to supporting council members to fulfil their role as leaders and enable them comply with relevant legislation that prescribes training requirements.

The knowledge, skills and experiences that council members bring to their role when elected, which are enhanced during an induction program, will generally need to be supplemented with ongoing knowledge and skills development relevant to their complex and significant role as leaders in the community.

This policy provides a structured approach to Continuing Professional Development (CPD), compulsory training and professional memberships whilst maintaining the flexibility to enable council members to tailor to their individual needs.

2. SCOPE

This policy applies to all council members of the Shire. This policy is to be reviewed after each ordinary local government election.

3. DEFINITIONS

compulsory training	the <i>Local Government Act 1995</i> (the Act) and <i>Local Government (Administration) Regulations 1996</i> requires all council members to undertake training courses within 12 months of being elected.
Elected Member Essentials	as defined by the <i>Local Government (Administration) Regulations 1996</i> , regulation 35(2).
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
external committee member	a person appointed to a Committee established under the Act who is not a council member.

Continuing Professional Development	attendance or participation in (in person or online) training relevant to the role of a council member. Including but not limited to: conferences, workshops, courses, webinars, seminars, networking forums, formal qualifications or similar professional development provided by a Registered Training Organisation or government agency.
Registered Training Organisation	provider registered by the Australian Skills Quality Authority or similar state regulator to deliver nationally recognised training and qualifications.
training allocation	Council adopted budget allocation for the purposes of attending compulsory training or CPD to support the role of a council member to attend CPD.

4. POLICY

Council members are encouraged to seek the assistance of their peers and the Chief Executive Officer (CEO) to identify opportunities for their particular development requirements and appropriate training, courses, conferences and formal qualifications to improve their skills and knowledge.

4.1. Compulsory Training

Section 5.126 of the *Local Government Act 1995* (the Act) includes provisions relating to the universal training of council members. All council members are required to complete Elected Member Essentials within 12 months of election to Council. Compulsory training remains valid for five years.

A council member is only required to undertake compulsory training after every second election unless exempt under regulation 36 of the *Local Government (Administration) Regulations 1996*. Exemptions include:

- Completion of compulsory training courses within the period of 5 years ending immediately before the day on which the council member is elected.
- Completion of Diploma of Local Government (Elected Member) within the period of 5 years ending immediately before the day on which the council member is elected.
- Completion of the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

Immediately following each election, newly elected council members, be they first-time or returning, are to request to be enrolled in compulsory training on their preferred date either online or in person, depending on their preference.

It is the responsibility of the council member to complete their compulsory training in accordance with legislation.

4.1.1. Cost of Compulsory Training

Costs to undertake compulsory training are determined by the Training Providers.

A training allocation for compulsory training will be determined as part of the budget setting process.

Noting that the allocation for compulsory training will generally be expended every two years, based on election cycles, a training allocation will be made available to any new or returning council member who is required to complete compulsory training. The training allocation for compulsory training is in addition to the training allocation for CPD.

All unspent funds in the training allocation for compulsory training will not be carried forward at the end of the financial year.

4.2. Continuing Professional Development (CPD)

Where CPD is attendance at a conference, this policy is to be considered in conjunction with the "Attendance by Council Members and CEO at Conference and Events Policy" where relevant.

4.2.1. Cost of CPD

Costs to undertake CPD are determined by training providers or event organisers.

The training allocation for CPD will be determined as part of the budget setting process.

The training allocation for CPD is to be equally distributed between council members.

Any requests from council members to attend CPD that exceeds their available allocation will be presented to Council for consideration.

All unspent funds in the training allocation for CPD will not be carried forward at the end of the financial year.

4.2.2. Conditionally Approved CPD – costing up to \$750

CPD costing up to \$750, including reimbursement of expenses, is conditionally approved.

Conditions for approval include:

- a. A request is submitted in writing including all estimated expenses (see item 4.6) to the CEO.
- b. The council member has completed or enrolled in all compulsory training.
- c. The request addresses the council member's professional development needs.
- d. The CPD aligns with the strategic direction of the Shire.
- e. The CPD is held online or within the Perth metropolitan area.

- f. The CPD is delivered by a reputable organisation or Registered Training Organisation.
- g. There are sufficient funds available in the council members training allocation.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.3. Conditionally Approved CPD – costing \$750 and above

Council members may request to attend conditionally approved CPD costing \$750 and above (refer to 4.2.5 for CPD costing up to \$750) including:

- Courses conducted by the Western Australian Local Government Association (WALGA). Excludes WALGA Elected Member Diploma. Refer to 4.2.4.
- Courses conducted by the Australian Institute of Company Directors.
- Courses conducted by the Institute of Public Administration Australia.
- Courses conducted by the Governance Institute of Australia.
- Courses conducted by the International Association for Public Participation (IAP2).

Conditions for approval include:

- a. A request is submitted in writing including all estimated expenditure (see item 4.6) to the CEO.
- b. The council member has completed or enrolled in all compulsory training.
- c. The request addresses the council member's professional development needs.
- d. The CPD aligns with the strategic direction of the Shire.
- e. The CPD is held online or within the Perth metropolitan area.
- f. There are sufficient funds available in the council members training allocation.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.4. Conditionally Approved CPD – WALGA Elected Member Diploma

Council members may request to complete the WALGA Elected Member Diploma.

Conditions for approval include:

- a. The intention to complete the WALGA Elected Member Diploma is raised during budget deliberations.

- b. A request is submitted in writing including all estimated expenditure (see item 4.6) to the CEO within the first 18 months of the council members term.
- c. The council member has completed or enrolled in all compulsory training.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.5. CPD – costing \$750 and above

Generally, CPD costing above \$750, including estimated expenditure (excluding conditionally approved CPD) are for intrastate, interstate or overseas CPD.

A request is to be submitted in writing to the CEO including all estimated expenditure (see item 4.6).

Criteria for assessment includes:

- a. The council member has completed or enrolled in all compulsory training.
- b. The request addresses the council member's professional development needs.
- c. The CPD aligns with the strategic direction of the Shire
- d. The CPD is delivered by a reputable organisation or Registered Training Organisation
- e. There are sufficient funds available in the council members training allocation.
- f. The CPD does not have an option to participate through an online learning format. If an online learning format is available, the council member is to attend via that means rather than travel to the course location.

Once the CEO undertakes an initial assessment, a report will be presented to Council for consideration.

4.3. External Committee Members CPD

External committee members may be invited to attend in-house training relevant to their role as a committee member.

4.4. General Considerations for Compulsory Training and CPD

No council member is permitted to undertake CPD during the caretaker period prior to the expiry of their term.

In circumstances where a council member is unable to attend Compulsory Training or CPD they have registered for and cancellation would result in a financial loss to the Shire, the CEO is authorised to determine a substitute council member and/or employee to attend the CPD in lieu of the registered council member.

Where other subsidies are provided to council members, they are only entitled to financial assistance through this policy to the extent that the other subsidies don't cover their expenses.

4.5. Professional Memberships

There are a range of professional bodies associated with local government matters. These provide a variety of learning and networking opportunities for council members.

Professional bodies have a range of membership fees which are a recognised cost to participate in training.

Requests for payment of professional membership may be initiated by the council member and must be forwarded to the CEO.

Criteria for approval include:

- a. Membership is to a recognised organisation and is relevant to role of the council member.
- b. The membership aligns with the strategic direction of the Shire.
- c. There are sufficient funds available in the training allocation.

If the request meets the above criteria, the CEO will arrange for the payment of the professional membership for the council member. Any requests that do not meet the above criteria will be presented to Council for consideration.

4.5.1. Cost of Professional Memberships

The cost of professional memberships are determined by the professional bodies.

Requests from council members for the cost of a professional membership to be paid by the Shire will be taken from the council members training allocation.

All unspent funds in the training allocation for professional memberships will not be carried forward at the end of the financial year.

4.6. Reimbursement of Expenses

Where payment or reimbursement of expenses is sought for costs incurred by the attendance at Compulsory Training or CPD exceeding \$500, the formal approval of Council is required. Any request must be submitted in writing at least fourteen days prior to the Council meeting at which the request will be considered.

The extent to which an attendee will be reimbursed will be in accordance with the "Elected Members Allowances and Expenses Policy" and this policy. Where appropriate, the Shire will pay reasonable costs associated with an attendee's accommodation.

Necessary approvals required by this policy are to be obtained prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

4.6.1. Private Motor Vehicle

The use of a private motor vehicle is reimbursed in accordance with the "Elected Members Allowances and Expenses Policy".

4.6.2. Intrastate, Interstate and Overseas Air Travel

Economy class air travel arrangements shall apply to CPD requiring air travel. The most direct route to and from the airport situated closest to the venue shall be booked.

Where practicable, advantage should be taken of available discount fares.

Attendees have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

4.6.3. Accommodation

Unless other arrangements are specifically approved by Council the following applies:

- Accommodation costs shall be paid for the duration of the training/ CPD. This includes arrival the day before the start of the training/ CPD and departure the day following the close of training/ CPD where necessary (for example, timing makes it unreasonable to arrive at or return home in normal working hours or have a '10 hour break' between the end of the event and resuming normal hours of work).
- Accommodation will, where practicable, be booked at the associated venue or in close proximity to the venue and be a standard twin or double.
- Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid by the Shire.

In the event that an attendee wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the attendee.

4.6.4. Personal Accident and Corporate Travel Insurance

Personal accident and corporate travel insurance is provided in accordance with the "Elected Members Allowances and Expenses Policy".

Attendees may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

If an attendee extends their stay (item 4.6.3) or an accompanying person attends (item 4.6.8) the Shire will not cover the cost of the additional insurance.

4.6.5. Transportation

The cost of taxi, ride share or fares for public transport to and from the airport, training/ CPD venue or other approved places shall be reimbursed.

The cost of car hire will only be reimbursed when the request has been included in the notification of attendance and approval given at the time attendance the conference/ event is authorised.

4.6.6. Meals and Incidental Expenses

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel.

Incidental expenses are to be interpreted as reasonable expenses incurred by the Council Member for telephone calls, public transport and sundry food and beverages.

The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses. Alternatively, Council may determine the amount for meals and incidental expenses at the time of approving the attendance.

4.6.7. Child Care Expenses

Reimbursement for child care expenses that result from attendance at a conference/ event will be reimbursed in accordance with the "Elected Members Allowances and Expenses Policy".

4.6.8. Accompanying Person

Council appreciates that attendees may require someone to accompany them to training/ CPD. This is supported on the following basis:

- Details of the accompanying person is included when the request is submitted.
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for accompanying persons, it is appropriate that Council meets these expenses in the first instance. The attendee must arrange reimbursement of these costs prior to attendance at the training/ CPD.
- Expenses incurred by the accompanying person at the conference/ event will be borne by the council member, not the Shire.

4.6.9. Accompanying Carer

Where an attendee is attending training/ CPD and has a disability as defined in the *Disability Services Act 1993*, the Shire will meet the cost of an accompanying carer where that carer is a person who provides ongoing care or assistance.

The costs provided by the Shire for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs.

4.6.10. Claiming Reimbursement of Expenses

Within 30 working days of the conclusion of the training/ CPD, receipts must be presented to support the expenditure that is to be reimbursed.

Only expenses incurred in the attendee's capacity to fulfil their role representing the Shire will be reimbursed.

4.6.11. Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where possible, travel and accommodation bookings that accrue loyalty rewards or bonus points, should not be personally claimed or used for private purposes and where possible be used only for further official purposes.

4.7. Administration Process

Registration for all compulsory training, professional memberships and approved CPD including travel and accommodation are to be organised by the Executive Assistant to the CEO.

Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be pre-paid by the Shire.

Where items are unable to be pre-paid, council members may seek reimbursement for expenses in accordance with this policy.

4.8. Reporting

In accordance with section 5.127 of the Act, the Shire will publish a report on the Shire's website within one month of the financial year detailing the training/ CPD completed by council members.

The report will be in the format of a register which will include:

- Council member name
- Name of training or CPD completed
- Name of Registered Training Organisation

In order to complete the register, council members shall, following completion of compulsory training or CPD, provide evidence of attendance/ completion to the Chief Executive Officer via the Shire's generic email address.

5. RELATED LEGISLATION

Local Government Act 1995, section 5.126 Training for council members

Local Government Act 1995, section 5.127 Report on training

Local Government Act 1995, section 5.128 Policy for continuing professional development

Local Government Administration Regulations 1996, regulation 35 Training for council members (Act s. 5.126(1))

Local Government Administration Regulations 1996, regulation 36 Exemption from Act s. 5.126(1) requirement

6. RELATED DOCUMENTS

Attendance by Council Members and CEO at Conferences and Events Policy

DRAFT



1.2 ATTENDANCE BY COUNCIL MEMBERS AND CEO AT CONFERENCES AND EVENTS

Responsible Directorate	Corporate Services	
Responsible Service Area	Governance	
Adopted	January 2005	RC10.01.05
Reviewed	March 2010	C7.03.10
	May 2018	C15.05.18
	February 2023	Res #
Procedure Ref	N/A	

1. PURPOSE

The *Local Government Act 1995* (the Act), section 5.90A provides that Shire of Mundaring (the Shire) is to adopt a policy on attendance at events for council members and the Chief Executive Officer (CEO).

Attending certain events to represent Shire of Mundaring is an important function for council members and the CEO. In order to carry out their functions impartially, council members and the CEO are required to demonstrate that attendance at events and the acceptance of tickets is transparent and that they are not improperly influenced by third parties.

This policy provides a framework for the acceptance of invitations to events and the reimbursement of expenses incurred during attendance whilst considering the benefit to the community.

2. SCOPE

This policy applies to the acceptance of tickets and attendance at events by council members and the CEO of the Shire (attending in their capacity as a council member or CEO) and includes:

- Acceptance of invitations to attend events and the criteria for approval
- The provision of tickets to events
- Payments in respect of event attendance

This policy does not apply to Shire employees, other than the CEO.

Where this policy relates to attendance at conferences, it should be read in conjunction with the "Council Member Continuing Professional Development, Training and Professional Memberships Policy".

3. DEFINITIONS

attendees	a council member or the CEO attending a conference/ event as applicable.
conference	a conference relevant to local government business.

council member	a person elected under the Act as a member of Council. The Shire’s council members include the Shire President, Deputy Shire President and Councillors (as defined by the Act).
event	has the meaning given to it under section 5.90A of the Act and includes a concert, conference, function, sporting event and an occasion prescribed for the purposes of this definition by the <i>Local Government (Administration) Regulations 1996</i> . This is not an exhaustive list.
gift	has the meaning given to it under section 5.57 of the Act; a conferral of a financial benefit (including a disposition of property) made by one person in favour of another person unless adequate consideration in money or money’s worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or a travel contribution.
ticket	includes an admission ticket to an event or an invitation to attend an event, or complimentary registration to an event offered by a third party.

4. POLICY

Council acknowledges that it has a responsibility to ensure that appropriate development opportunities are available to council members to assist in the fulfilment of the duties and responsibilities associated with their office. Attendance at appropriate conferences is one way to achieve this.

Attendance at an event as a representative of the Shire, where the attendee has not paid for the ticket, is a gift and must be disclosed if valued over \$300 (either one gift or cumulative over 12 months from the same third party).

4.1. Pre-Approved Conferences/ Events

Attendance at a pre-approved event will exclude the recipient from the requirement to disclose an interest if the ticket is above \$300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

Receipt of the gift will still be required under the gift register provisions.

The below table indicates pre-approved events (marked with an ‘X’):

Conference/ Event Organiser	Shire President	Deputy Shire President	Council Members	CEO
Western Australian Local Government Association (WALGA)	X	X	X	X
Australian Local Government Association (ALGA)	X	X (if Shire President not attending)		
Local Government Professionals WA	X	X	X	X

Local Government Professionals Australia				X
WA Government Agency (e.g. Public Sector Commission)	X	X	X	X
Perth Metropolitan Local Governments	X	X	X	X
WA Regional Local Governments and other Local Governments	X	X		X
State or Federal Member of Parliament (excluding political party event or fundraisers)	X	X	X	X
Shire of Mundaring hosted events	X	X	X	X
Not for Profits and Community organisations / groups within the district of the Shire of Mundaring	X	X	X	X

In addition to accepting invitations to attend pre-approved events, the CEO is approved to attend events in accordance with their contractual entitlements.

4.1.1. Distribution of Tickets

Where an invitation to attend a pre-approved event, including tickets, is extended to the Shire and is addressed to the Shire President, and the President is unable or does not wish to attend the event, the Shire President may with the consent of the event organiser, distribute the ticket to the Deputy Shire President or another council member or employee.

Where an invitation to attend a pre-approved event, including tickets, is extended to a specific council member, and the individual council member is unable or does not wish to attend the event, the Shire President may with the consent of the event organiser, distribute the ticket to another council member or employee.

Where an invitation to attend a pre-approved event, including tickets, is extended to the CEO, and the CEO is unable, or does not wish to attend the event, the CEO is to advise the event organiser of their inability to attend and may, if the event organiser agrees, distribute the invitation to a nominated employee.

4.2. Other Events

An invitation to an event accepted by a council member or CEO without payment (to attend in their capacity as a council member or CEO), where a member of the public is required to pay, unless noted as a pre-approved event in this policy, will generally be classified as a gift to which gift declaration provisions apply.

Where an event is a free event to the public then no action is required by the recipient in relation to this policy.

If the event is ticketed and the council member or CEO pays the full ticketed price and does not seek or obtain reimbursement then no action is required by the recipient in relation to this policy.

Where either the CEO proposes to Council or Council itself nominates a council member to attend a specific conference then that council member is not required to complete the Conference and Event Attendance Form, as the report to Council will have already been prepared and the assessment criteria examined. The expenditure is to be considered as part of a report to Council and allocated to the relevant service area or council member budget.

4.3. Approval Process

All event invitations or offers of tickets for a council member to attend must be forwarded in writing and addressed to the CEO for approval.

Where an event invitation or offers of tickets are for the CEO to attend must be forwarded in writing and addressed to the Shire President for approval.

4.4. Criteria for Approval

All proposals to accept invitations for enrolment and attendance at conferences/ events that incur costs (for ~~the allowances or~~ reimbursement of expenses) shall be subject to an initial assessment by the CEO based on the following criteria:

- The role of the attendee at the conference/ event (participant, observer, presenter, facilitator) and the value of their contribution.
- Whether the conference/ event relates to an objective identified within the current or future strategic direction of Council.
- The current relevance of the conference/ event to the Shire.
- Equity of opportunity of the council member concerned including recognition of the number of opportunities previously provided to that council member.
- Whether there are more cost effective options to acquire the relevant knowledge and information.
- Whether it is appropriate that more than one council member attends.
- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget allocation including the impact on future conference attendance by other council members.
- Whether the conference/ event is sponsored by the Shire.
- Remaining term of office.

Conferences/ events that will not be considered for approval include:

- Political party events and fundraisers.
- Entertainment events that do not have any relevance to the Shire or to the business of local government.
- An event that benefits a council member or the CEO in a personal capacity.

No council member is permitted to accept invitations to attend conferences/ events which will incur a cost to the Shire during caretaker period, unless otherwise determined by a resolution of Council.

4.5. Authority for Approval

Once the CEO undertakes an initial assessment in relation to the criteria for approval, a report will be presented to Council for approval.

4.6. ~~Allowances and Reimbursement~~ of Expenses

Where payment or reimbursement of expenses is sought for costs incurred by acceptance of an invitation for the attendance at a conference/ event in excess of the available budget allocation, formal Council approval is required. Any request must be submitted on the Conference and Event Attendance Form (Appendix 1) at least fourteen days prior to the Council meeting at which the request will be considered.

The extent to which an attendee will be reimbursed will be in accordance with the "Elected Member Allowances and Expenses Policy" and this policy. Where appropriate, the Shire will pay reasonable costs associated with an attendee's accommodation.

Necessary approvals required by this policy are to be obtained prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

4.6.1. Private Motor Vehicle

The use of a private motor vehicle is reimbursed in accordance with the "Elected Member Allowances and Expenses Policy".

4.6.2. Intrastate, Interstate and Overseas Air Travel

Economy class air travel arrangements shall apply to conferences/ events requiring air travel. The most direct route to and from the airport situated closest to the venue shall be booked.

Where practicable, advantage should be taken of available discount fares.

Attendees have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

4.6.3. Accommodation

Unless other arrangements are specifically approved by Council the following applies:

- Accommodation costs shall be paid for the duration of the conference/ event. This includes arrival the day before the start of the conference/ event and departure the day following the close of the conference/ event where necessary (for example, timing makes it unreasonable to arrive at or return home in normal working hours or have a '10 hour break' between the end of the event and resuming normal hours of work).
- Accommodation will, where practicable, be booked at the associated venue or in close proximity to the venue and be a standard twin or double.

- Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid by the Shire.

In the event that an attendee wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the attendee.

4.6.4. Personal Accident and Corporate Travel Insurance

Personal accident and corporate travel insurance is provided in accordance with the "Elected Member Allowances and Expenses Policy".

Attendees may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

If an attendee extends their stay (item 4.5.3) or an accompanying person attends (item 4.5.8) the Shire will not cover the cost of the additional insurance.

4.6.5. Transportation

The cost of taxi, ride share or fares for public transport to and from the airport, conference/ event venue or other approved places shall be reimbursed.

The cost of car hire will only be reimbursed when the request has been included in the Conference and Event Attendance Form (Appendix 1) approval given at the time attendance the conference/ event is approved.

4.6.6. Meals and Incidental Expenses

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel.

Incidental expenses are to be interpreted as reasonable expenses incurred by the council member for telephone calls, public transport and sundry food and beverages.

The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses. Alternatively, Council may determine the amount for meals and incidental expenses at the time of approving the attendance.

4.6.7. Child Care Expenses

Reimbursement for child care expenses that result from attendance at a conference/ event will be reimbursed in accordance with the "Elected Members Allowances and Expenses Policy".

4.6.8. Accompanying Person

Council appreciates that attendees may want someone to accompany them to conferences/ events. This is supported on the following basis:

- Details of the accompanying person is included in the Conference and Event Attendance Form (Appendix 1).
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for accompanying persons, it is appropriate that Council meets these expenses in the first instance. The attendee must arrange reimbursement of these costs prior to attendance at the conference/ event.
- Expenses incurred by the accompanying person at the conference/ event will be borne by the council member or CEO, not the Shire.

4.6.9. Accompanying Carer

Where an attendee is attending a conference/ event and has a disability as defined in the *Disability Services Act 1993*, the Shire will meet the cost of an accompanying carer where that carer is a person who provides ongoing care or assistance.

The costs provided by the Shire for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs.

4.6.10. Claiming Reimbursement of Expenses

Within 30 working days of the conclusion of the conference/ event, receipts must be presented to support the expenditure that is to be reimbursed.

Only expenses incurred in the attendee's capacity to fulfil their role representing the Shire will be reimbursed.

4.6.11. Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where possible, travel and accommodation bookings that accrue loyalty rewards or bonus points, should not be personally claimed or used for private purposes and where possible be used only for further official purposes.

4.7. Administration Process

Registration for all conferences/ events approved in accordance with this policy, including travel and accommodation, are to be organised by the Executive Assistant to the CEO.

Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be pre-paid by the Shire.

Where items are unable to be pre-paid, council members may seek reimbursement for expenses in accordance with this policy.

4.8. Reporting

Gifts received by council members and the CEO will be listed in the Shire's Gift Register in accordance with section 5.87A and section 5.87B of the *Local Government Act 1995*.

4.9. Sharing of Knowledge

Within ~~three~~ one months from the conclusion of an approved interstate and overseas conferences, the attendee shall provide a written report or presentation (including copies of conference papers) for the information of council members and for Shire records. Where appropriate this requirement shall also apply to intrastate conferences.

The report or presentation is only applicable to conferences and is to contain relevant observations and the identification of significant outcomes gained from the conference that would be of benefit to the Shire's operations.

5. APPENDICES

Appendix 1 Conference and Event Attendance Form

6. RELATED LEGISLATION

Local Government Act 1995, section 5.90A Policy for attendance at events

Local Government Act 1995, section 5.98 Fees etc. for council members

7. RELATED DOCUMENTS

Council Member Continuing Professional Development, Training and Professional Memberships Policy

Local Government Operational Guidelines – Attendance at Events Policy

Local Government Operational Guidelines – Disclosure of gifts and disclosure of interests relating to gifts



1.3 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT, TRAINING AND PROFESSIONAL MEMBERSHIPS

Responsible Directorate	Corporate Services	
Responsible Service Area	Governance	
Adopted	December 2020	SC18.12.20
Reviewed	February 2023	Res #
Procedure Ref	N/A	

1. PURPOSE

Shire of Mundaring (the Shire) is committed to supporting council members to fulfil their role as leaders and enable them comply with relevant legislation that prescribes training requirements.

The knowledge, skills and experiences that council members bring to their role when elected, which are enhanced during an induction program, will generally need to be supplemented with ongoing knowledge and skills development relevant to their complex and significant role as leaders in the community.

This Policy provides a structured approach to Continuing Professional Development (CPD), compulsory training and professional memberships whilst maintaining the flexibility to enable council members to tailor to their individual needs.

2. SCOPE

This Policy applies to all council members of the Shire. This Policy is to be reviewed after each ordinary local government election.

3. DEFINITIONS

compulsory training	the <i>Local Government Act 1995</i> (the Act) and <i>Local Government (Administration) Regulations 1996</i> requires all council members to undertake training courses within 12 months of being elected.
Elected Member Essentials	as defined by the <i>Local Government (Administration) Regulations 1996</i> , regulation 35(2).
council member	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
external committee member	a person appointed to a Committee established under the Act who is not a council member.

Continuing Professional Development	attendance or participation in (in person or online) training relevant to the role of a council member. Including but not limited to: conferences, workshops, courses, webinars, seminars, networking forums, formal qualifications or similar professional development provided by a Registered Training Organisation or government agency.
Registered Training Organisation	provider registered by the Australian Skills Quality Authority or similar state regulator to deliver nationally recognised training and qualifications.
training allocation	Council adopted budget allocation for the purposes of attending compulsory training or CPD to support the role of a council member or for external committee members to attend CPD.

4. POLICY

Council members are encouraged to seek the assistance of their peers and the Chief Executive Officer (CEO) to identify opportunities for their particular development requirements and appropriate training, courses, conferences and formal qualifications to improve their skills and knowledge.

4.1. Compulsory Training

Section 5.126 of the *Local Government Act 1995* (the Act) includes provisions relating to the universal training of council members. All council members are required to complete Elected Member Essentials within 12 months of election to Council. Compulsory training remains valid for five years.

A council member is only required to undertake compulsory training after every second election unless exempt under regulation 36 of the *Local Government (Administration) Regulations 1996*. Exemptions include:

- Completion of compulsory training courses within the period of 5 years ending immediately before the day on which the council member is elected.
- Completion of Diploma of Local Government (Elected Member) within the period of 5 years ending immediately before the day on which the council member is elected.
- Completion of the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.

Immediately following each election, newly elected council members, be they first-time or returning, are to request to be enrolled in compulsory training on their preferred date either online or in person, depending on their preference.

It is the responsibility of the council member to complete their compulsory training in accordance with legislation.

4.1.1. Cost of Compulsory Training

Costs to undertake compulsory training are determined by the Training Providers.

A training allocation for compulsory training will be determined as part of the budget setting process.

Noting that the allocation for compulsory training will generally be expended every two years, based on election cycles, a training allocation will be made available to any new or returning council member who is required to complete compulsory training. The training allocation for compulsory training is in addition to the training allocation for CPD.

All unspent funds in the training allocation for compulsory training will not be carried forward at the end of the financial year.

4.2. Continuing Professional Development (CPD)

Where CPD is attendance at a conference, this Policy is to be considered in conjunction with the Attendance by Council Members and CEO at Conference and Events Policy where relevant.

4.2.1. Cost of CPD

Costs to undertake CPD are determined by training providers or event organisers.

The training allocation for CPD will be determined as part of the budget setting process.

The training allocation for CPD is to be equally distributed between council members (excluding the allocation for the WALGA Elected Member Diploma).

Any requests from council members to attend CPD that exceeds their available allocation will be presented to Council for consideration.

All unspent funds in the training allocation for CPD will not be carried forward at the end of the financial year.

4.2.2. Conditionally Approved CPD – costing up to ~~\$750500~~

CPD costing up to ~~\$750500~~, including reimbursement of allowances and expenses, is conditionally approved.

Conditions for approval include:

- a. A request is submitted in writing including all estimated expected allowances and expenses (see item 4.6) to the CEO.
- b. The council member has completed or enrolled in all compulsory training.
- c. The request addresses the council member's professional development needs.
- d. The CPD aligns with the strategic direction of the Shire.

- e. The CPD is held online or within the Perth metropolitan area.
- f. The CPD is delivered by a reputable organisation or Registered Training Organisation.
- g. There are sufficient funds available in the council members training allocation.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.3. Conditionally Approved CPD – costing \$~~750500~~ and above

Council members may request to attend conditionally approved CPD costing \$~~500750~~ and above (refer to 4.2.~~53~~ for CPD costing up to \$~~500750~~) including:

- Courses conducted by the Western Australian Local Government Association (WALGA).
Excludes WALGA Elected Member Diploma. Refer to 4.2.4.
- Courses conducted by the Australian Institute of Company Directors.
- Courses conducted by the Institute of Public Administration Australia.
- Courses conducted by the Governance Institute of Australia.
- Courses conducted by the International Association for Public Participation (IAP2).

Conditions for approval include:

- a. A request is submitted in writing including all estimated expected allowances and expenses (see item 4.6) to the CEO.
- b. The council member has completed or enrolled in all compulsory training.
- c. The request addresses the council member's professional development needs.
- d. The CPD aligns with the strategic direction of the Shire.
- e. The CPD is held online or within the Perth metropolitan area.
- f. There are sufficient funds available in the council members training allocation.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.4. Conditionally Approved CPD – WALGA Elected Member Diploma

Council members may request to complete the WALGA Elected Member Diploma.

Conditions for approval include:

- a. The intention to complete the WALGA Elected Member Diploma is raised during budget deliberations.
- b. A request is submitted in writing including all estimated expenditure (see item 4.6) to the CEO within the first 18 months of the council members term.
- c. The council member has completed or enrolled in all compulsory training.

If the request meets the above conditions, the CEO will arrange for the council member to be enrolled/ registered. Any requests that do not meet the above conditions will be presented to Council for consideration.

4.2.4.4.2.5. CPD – costing \$500750 and above

Generally, CPD costing above \$500750, including ~~allowances and estimated~~ expenses (excluding conditionally approved CPD) are for intrastate, interstate or overseas CPD.

A request is to be submitted in writing to the CEO including all ~~estimated expected allowances and~~ expenses (see item 4.6).

Criteria for assessment includes:

- a. The council member has completed or enrolled in all compulsory training.
- b. The request addresses the council member's professional development needs.
- c. The CPD aligns with the strategic direction of the Shire
- d. The CPD is delivered by a reputable organisation or Registered Training Organisation
- e. There are sufficient funds available in the council members training allocation.
- f. The CPD does not have an option to participate through an online learning format. If an online learning format is available, the council member is to attend via that means rather than travel to the course location.

Once the CEO undertakes an initial assessment, a report will be presented to Council for consideration.

4.3. External Committee Members CPD

External committee members may be invited to attend in-house training relevant to their role as a committee member. ~~are able to request to attend CPD relevant to the Committee they have been appointed to.~~

~~Requests for CPD may be initiated by an external committee member and must be forwarded to the CEO.~~

~~Criteria for approval include:~~

- ~~a. The request addresses the external committee member's professional development needs.~~
- ~~a. The CPD aligns with the strategic direction of the Shire.~~
- ~~b. The CPD is delivered by a reputable organisation or Registered Training Organisation.~~

~~The CPD is held within the Perth metropolitan area or by an online learning format.~~

~~There are sufficient funds available in the training allocation for external committee members CPD.~~

~~Any requests that do not meet the above criteria will not be approved.~~

~~4.3.1. Cost of External Committee Members CPD~~

~~Costs to undertake CPD are determined by the training providers or the event organisers.~~

~~The training allocation for external committee member CPD will be determined as part of the budget setting process.~~

~~Unspent funds in the training allocation for external committee member CPD will not be carried forward at the end of the financial year.~~

4.4. General Considerations for Compulsory Training and CPD

No council member ~~or external committee member~~ is permitted to undertake CPD during the caretaker period prior to the expiry of their term, ~~unless otherwise determined by a resolution of Council.~~

In circumstances where a council member ~~or external committee member~~ is unable to attend Compulsory Training or CPD they have registered for and cancellation would result in a financial loss to the Shire, the CEO is authorised to determine a substitute council member and/or employee to attend the CPD in lieu of the registered council ~~member or external committee member.~~

~~If a council member does not successfully complete conditionally approved CPD (including CPD up to the cost of \$500), they will be required to reimburse any payments made in accordance with this Policy.~~

Where other subsidies are provided to council members, they are only entitled to financial assistance through this Policy to the extent that the other subsidies don't cover their expenses.

4.5. Professional Memberships

There are a range of professional bodies associated with local government matters. These provide a variety of learning and networking opportunities for council members.

Professional bodies have a range of membership fees which are a recognised cost to participate in training.

Requests for payment of professional membership may be initiated by the council member and must be forwarded to the CEO.

Criteria for approval include:

- a. Membership is to a recognised organisation and is relevant to role of the council member.
- b. The membership aligns with the strategic direction of the Shire.
- c. There are sufficient funds available in the training allocation.

If the request meets the above criteria, the CEO will arrange for the payment of the professional membership for the council member. Any

requests that do not meet the above criteria will be presented to Council for consideration.

4.5.1. Cost of Professional Memberships

The cost of professional memberships are determined by the professional bodies.

Requests from council members for the cost of a professional membership to be paid by the Shire will be taken from the council members training allocation.

All unspent funds in the training allocation for professional memberships will not be carried forward at the end of the financial year.

4.6. ~~Allowances and Reimbursement~~ **of Expenses**

Where payment or reimbursement of expenses is sought for costs incurred by the attendance at Compulsory Training or CPD ~~including allowances and reimbursement~~ exceeding \$500, the formal approval of Council is required. Any request must be submitted in writing at least fourteen days prior to the Council meeting at which the request will be considered.

The extent to which an attendee will be reimbursed will be in accordance with ~~the~~ "Elected Members Allowances and Expenses Policy" and this Policy. Where appropriate, the Shire will pay reasonable costs associated with an attendee's accommodation.

Necessary approvals required by this policy are to be obtained prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

4.6.1. Private Motor Vehicle

The use of a private motor vehicle is reimbursed in accordance with the "Elected Members Allowances and Expenses Policy".

4.6.2. Intrastate, Interstate and Overseas Air Travel

Economy class air travel arrangements shall apply to CPD requiring air travel. The most direct route to and from the airport situated closest to the venue shall be booked.

Where practicable, advantage should be taken of available discount fares.

Attendees have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

4.6.3. Accommodation

Unless other arrangements are specifically approved by Council the following applies:

- Accommodation costs shall be paid for the duration of the training/ CPD. This includes arrival the day before the start of the training/ CPD and departure the day following the close of training/ CPD where necessary (for example, timing makes it

unreasonable to arrive at or return home in normal working hours or have a '10 hour break' between the end of the event and resuming normal hours of work).

- Accommodation will, where practicable, be booked at the associated venue or in close proximity to the venue and be a standard twin or double.
- Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid by the Shire.

In the event that an attendee wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the attendee.

4.6.4. Personal Accident and Corporate Travel Insurance

Personal accident and corporate travel insurance is provided in accordance with the "Elected Members Allowances and Expenses Policy".

Attendees may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

If an attendee extends their stay (item 4.76.3) or an accompanying person attends (item 4.76.8) the Shire will not cover the cost of the additional insurance.

4.6.5. Transportation

The cost of taxi, ride share or fares for public transport to and from the airport, training/ CPD venue or other approved places shall be reimbursed.

The cost of car hire will only be reimbursed when the request has been included in the notification of attendance and approval given at the time attendance the conference/ event is authorised.

4.6.6. Meals and Incidental Expenses

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel.

Incidental expenses are to be interpreted as reasonable expenses incurred by the Council Member for telephone calls, public transport and sundry food and beverages.

The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses. Alternatively, Council may determine the amount for meals and incidental expenses at the time of approving the attendance.

4.6.7. Child Care Expenses

Reimbursement for child care expenses that result from attendance at a conference/ event will be reimbursed in

accordance with the “Elected Members Allowances and Expenses Policy”.

4.6.8. Accompanying Person

Council appreciates that attendees may require someone to accompany them to training/ CPD. This is supported on the following basis:

- Details of the accompanying person is included when the request is submitted.
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for accompanying persons, it is appropriate that Council meets these expenses in the first instance. The attendee must arrange reimbursement of these costs prior to attendance at the training/ CPD.
- Expenses incurred by the accompanying person at the conference/ event will be borne by the Council Member, not the Shire.

4.6.9. Accompanying Carer

Where an attendee is attending training/ CPD and has a disability as defined in the *Disability Services Act 1993*, the Shire will meet the cost of an accompanying carer where that carer is a person who provides ongoing care or assistance.

The costs provided by the Shire for an accompanying carer will include travel, meals, registration, accommodation and participation in any programs.

4.6.10. Claiming Reimbursement of Expenses

Within 30 working days of the conclusion of the training/ CPD, receipts must be presented to support the expenditure that is to be reimbursed.

Only expenses incurred in the attendee’s capacity to fulfil their role representing the Shire will be reimbursed.

4.6.11. Loyalty Rewards or Bonus Points

Consistent with the principle of not using public expenditure for private advantage, where possible, travel and accommodation bookings that accrue loyalty rewards or bonus points, should not be personally claimed or used for private purposes and where possible be used only for further official purposes.

4.7. Administration Process

Registration for all compulsory training, professional memberships and approved CPD including travel and accommodation are to be organised by the Executive Assistant to the CEO.

Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be pre-paid by the Shire.

Where items are unable to be pre-paid, council members may seek reimbursement for expenses in accordance with this Policy.

4.8. Reporting

In accordance with section 5.127 of the Act, the Shire will publish a report on the Shire's website within one month of the financial year detailing the training/ CPD completed by council members.

The report will be in the format of a register which will include:

- Council member name
- Name of training or CPD completed
- Name of Registered Training Organisation

In order to complete the register, council members shall, following completion of compulsory training or CPD, provide evidence of attendance/ completion to the Chief Executive Officer via the Shire's generic email address.

5. RELATED LEGISLATION

Local Government Act 1995, section 5.126 Training for council members

Local Government Act 1995, section 5.127 Report on training

Local Government Act 1995, section 5.128 Policy for continuing professional development

Local Government Administration Regulations 1996, regulation 35 Training for council members (Act s. 5.126(1))

Local Government Administration Regulations 1996, regulation 36 Exemption from Act s. 5.126(1) requirement

6. RELATED DOCUMENTS

Attendance by Council Members and CEO at Conferences and Events Policy

Shire of Mundaring

POLICY

ATTENDANCE BY ELECTED MEMBERS AT CONFERENCES

Policy Ref:	OR-01
--------------------	--------------

Adopted by:	RC10.01.05	Date:	Jan 2005
Amended by:	C7.03.10	Date:	March 2010
Amended by:	C15.05.18	Date:	May 2018
Procedure Ref:	n/a	Delegation Ref:	n/a
Statute Ref:	<i>Local Government Act 1995 s. 5.98 (expenses to be reimbursed)</i>		
Local Law Ref:	n/a		

PURPOSE

To establish standards for the attendance of elected members at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances.

Definition

- CEO** means the Chief Executive Office of the Shire of Mundaring
- Conference** includes conferences, seminars, congresses, workshops, training courses, industry forums, presentations, awards and study tours that will benefit an elected member in his or her decision making role on Council
- Council** means the Council of Shire of Mundaring
- Elected Member** means a Councillor of the Shire of Mundaring Council

POLICY

1. Council acknowledges that it has a responsibility to ensure that appropriate training and development opportunities are available to elected members to assist in the fulfilment of the duties and responsibilities associated with their office. Attendance at appropriate conferences is one way to achieve this.
2. All elected members have an annual conference allowance of no more than \$3000 per financial year. All unspent funds for this purpose will not be carried forward at the end of the financial year.

3. The cost of attendance by an elected member at the Annual Western Australian Local Government (WALGA) Convention will be part of the individual conference allowance.
4. The President or Deputy President is approved to attend the Annual National General Assembly of Local Government. Costs of attendance is not part of the individual conference allowance.
5. If an elected member wishes to attend a conference in addition to the above or which exceeds their total allocation of \$3000, then a request shall be placed before Council for consideration in accordance with the assessment criteria.

Approval

6. For elected members to be able to seek payment or reimbursement of expenses incurred in the attendance at conferences in excess of the individual allowance, the formal approval of Council is required. Any request must be submitted on the Attendance Request Form (**Appendix 1**) at least fourteen days prior to the Council meeting at which the request will be considered.
7. Where either the CEO proposes to Council or Council itself nominates an elected member to attend a specific conference then that elected member is not required to complete the relevant Attendance Request Form, as the report to Council will have already been prepared and the assessment criteria examined. In these circumstances, the attendance cost are not to be taken from the elected member's annual allowance.
8. Elected members should obtain the necessary approvals required by this policy prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

Assessment Criteria

9. All proposals for attendance at conferences in addition to those detailed above shall be subject to an initial assessment by the CEO based on the following criteria:
 - Whether the proposal relates to an objective identified within the current or future strategic direction of Council.
 - The current relevance of the proposal to the Shire.
 - The relationship of the proposal to the outcomes to be delivered and how these relate to the elected member's role.
 - Equity of opportunity of the elected member concerned including recognition of the number of opportunities previously provided to that elected member.
 - Whether there are more cost effective options to acquire the relevant knowledge and information.
 - Whether it is appropriate that more than one elected member attends.

- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget allocation including the impact on future conference attendance by other elected members during the current financial year.

Administration Process

10. Registration for all approved conferences including travel and accommodation must be organised through the CEO's Executive Assistant. Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be paid direct by the Shire.

Payment of Travel, Accommodation and Related Costs

Interstate Travel

11. Economy class air travel arrangements shall apply provided that individual elected members have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

Intrastate Travel

12. Reimbursement of actual vehicle costs will be provided on a cents per kilometre basis payable at the rates specified in the *Local Government Officers' (Western Australia) Interim Award 2011*, where travel is solely for the purpose of attending the conference.
13. Economy class air travel arrangements shall apply to intrastate conferences requiring air travel, provided that individual elected members have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

Accommodation

14. Accommodation costs for elected members shall be paid for the duration of the conference, including allowing elected members to arrive the day before the start of the conference and depart the day following the close of the conference where this is necessary because of travel and/or the conference event timetable which makes it unreasonable to arrive at or return home in normal working hours or have a '10 hour break' between the end of the event and resuming normal hours of work, unless other arrangements are specifically approved by Council. In the event that an elected member wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the elected member.
15. Elected members are generally expected to stay in a standard "twin or double" room at the conference venue unless that facility is fully booked or alternative accommodation can be used at no additional cost to Council.
16. Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid.

Transportation

17. The cost of taxi or bus fares to and from the airport, conference venues or other approved places shall be reimbursed.

18. The cost of car hire will only be reimbursed when specific approval has been obtained at the time attendance at the conference is authorised.

Incidental Expenses

19. The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses up to \$124 per day, or any other amount predetermined by Council at the time of approving the attendance

Reimbursement of Expenses

20. Within 10 working days of the conclusion of the conference, elected members must present receipts to support the expenditure that is to be reimbursed.

Accompanying Partners

21. Council appreciates that elected members may wish their partner to accompany them to conferences. This is supported on the following basis –
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for partners, it is appropriate that Council meets these expenses in the first instance. The elected member must arrange reimbursement of these costs prior to attendance at the conference.
 - The elected member shall meet directly all attending partner's expenses at the conference.

Sharing of Knowledge

22. Within three months from the conclusion of an approved interstate conference, the elected member shall provide a written report or presentation (including copies of conference papers) of the conference for the information of other elected members and for Shire records. Where appropriate this requirement shall also apply to intrastate conferences.

23. The report or presentation is only applicable to conferences and is to contain relevant observations and the identification of significant outcomes gained from the conference that would be of benefit to the Shire's operations.

Loyalty Rewards or Bonus Points

24. Consistent with the principle of not using public expenditure for private advantage, where travel and accommodation bookings or associated bookings are made and carry loyalty rewards or bonus points, they should not be personally claimed or used for private purposes. They may be used only for further official purposes.

REQUEST FOR ATTENDANCE AT CONFERENCES

Elected Member's Name:	
Proposed Conference:	
Location of Conference:	
Duration of Conference:	
Dates of Travel:	
Conference Registration Fee:	\$
Airfares:	\$
Accommodation:	\$
Associated Costs:	\$
ESTIMATED TOTAL COST	\$
Details of committee membership of elected members:	
Details of conferences previously attended during current financial year:	
Expiration of Term of Office:	
Elected Member's signature:	
Date:	
Submitted to Council on:	
Approved/Not Approved	Decision No:
Chief Executive Officer:	
Date:	

Shire of Mundaring

POLICY**CONTINUING PROFESSIONAL DEVELOPMENT**

Policy Ref:	OR-30		
Committee Rec:	ARC5.12.20	Date:	14 December 2020
Adopted:	SC18.12.20	Date:	17 December 2020
Amended:		Date:	
Reviewed:		Date:	
Procedure Ref:	N/A	Delegation Ref:	N/A
Statute Ref:	<i>Local Government Act 1995</i> sections 5.126, 5.127 and 5.128 <i>Local Government (Administration) Regulations 1996</i> r. 35 and 36		
Guidance:	DLGSC Circular no. 2019-8 Council Member Training and Candidate Induction		

PURPOSE

To ensure that Elected Members have the skills and knowledge to undertake their complex and significant role as leaders in the community.

BACKGROUND

The *Local Government Act 1995* (The Act) and *Local Government (Administration) Regulations 1996* require all Elected Members to undertake the compulsory training course *Council Members Essentials* within 12 months of being elected.

The Act requires the Shire to report on its website on the training completed by Elected Members within one month after the end of each financial year.

The Shire is also required to adopt a policy outlining the continuing professional development (CPD) of its Elected Members. This policy must be reviewed after each ordinary election to take into account the needs and skills sets of new councillors.

SCOPE

This policy applies to Elected Members of Shire of Mundaring.

POLICY**1. Mandatory Elected Member Training**

All Elected Members* are required to complete the *Council Members Essentials* within 12 months of election to Council.

The training remains valid for five years, so that an Elected Member is only required to undertake the training once during every four year term.

Council Members Essentials consists of five modules:

1. Understanding Local Government;
2. Serving on Council;
3. Meeting Procedures;
4. Conflicts of Interest; and
5. Understanding Financial Reports and Budgets.

This training course will be sourced by the Shire at no cost to Elected Members.

Immediately following each election newly Elected Members, be they first-time or returning councillors, will be enrolled in the *Council Members Essentials* course's five modules online or in person, depending on their preference.

Elected Members are required to report their progress towards completion of the modules to the Council Forum meetings in February, May and August.

- * Regulation 36(2) exempts Elected Members whose term commenced before the October 2019 elections from the requirement of compulsory training until the end of their term in October 2021.

2. Other Continuing Professional Development

Once the full *Council Members Essentials* course has been completed, Elected Members are strongly encouraged to take advantage of other CPD opportunities relevant to their roles and in line with the strategic objectives of the Shire, in particular the following courses, delivered by WALGA:

- Effective Community Leadership;
- Dealing with Conflict;
- Integrated Strategic Planning – the Essentials;
- Planning Practices – the Essentials;
- Planning Practices – Advanced;
- CEO Performance Appraisals;
- Integrated Strategic Planning – Policy; and
- Infrastructure Asset Management.

Successful completion of these courses plus *Council Members Essentials* will result in the achievement of the *Diploma of Local Government* (Elected Member) qualification.

Other CPD opportunities that may be considered:

- Emergency Management Fundamentals – WALGA;
- Managing Recovery Activities for Local Government – WALGA;

- Waste 101: Introduction to Waste Management – WALGA.

This list is not exhaustive.

Requests for non-mandatory professional development training may be initiated by the Elected Member and must be forwarded to the CEO, who will arrange enrolment if –

1. The request addresses the Elected Member's professional development needs;
2. The training aligns with the strategic direction of the Shire;
3. The training is delivered by a registered training provider;
4. The training is held within the Perth metropolitan area; and
5. There are sufficient funds in the Elected Members training budget.

Any requests that do not meet the above criteria will be submitted to Council for consideration.

3. Reporting

Annually in July Shire of Mundaring will publish on its website a report listing each Elected Member and the training they have completed in the previous financial year. This will include both the *Council Members Essentials* course and other continuing professional development consistent with this policy.

Shire of Mundaring

POLICY

ATTENDANCE AT EVENTS

Policy Ref:	OR - 26		
Committee Rec:	ARC3.02.20	Date:	18 Feb 2020
Adopted:	C7.03.20	Date:	10 Mar 2020
Amended:		Date:	
Reviewed:		Date:	
Related Policy:	OR-01 Attendance by Elected Members at Conferences	Delegation Ref:	
Statute Ref:	Local Government Act 1995 section 5.90A		
Local Law Ref:			

PURPOSE
<ul style="list-style-type: none"> • For Council to actively consider the purpose of and benefits to the community from Elected Members and the CEO attending events; • To provide a framework for the acceptance of invitations to such events; • To clarify who pays for tickets to events; and • To provide transparency to the community on the acceptance of tickets to events.

POLICY

Section 5.90A of the *Local Government Act 1995* (the Act) provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions.

Scope

This policy applies to Elected Members and the CEO of Shire of Mundaring. It must be read in conjunction with Policy OR-01 "Attendance by Elected Members at Conferences".

This policy does not apply to Shire of Mundaring employees other than the CEO. Refer to OP-10 "Employee Attendance at Conferences and Travel".

Definition

In accordance with section 5.90A of the *Local Government Act 1995*, **event** includes:

- a concert;
- a conference;

- a function;
- a sporting event; and
- an occasion prescribed for the purposes of this definition by the *Local Government (Administration) Regulations 1996*.

This is not an exhaustive list. This policy also applies to agricultural shows, cultural events and festivals etc.

Policy

Council acknowledges that it is an important function for Elected Members and the CEO to represent their local government and fulfil their leadership role in the community.

Council's accountability to the community requires it to ensure that tangible benefits from spending ratepayers' money can be identified and that there is no perception of bias from accepting complimentary tickets when matters affecting the donor come before Council. It is important that Elected Members and the CEO make decisions – and are seen to be making decisions – free from influence and in the best interests of the community.

Attendance at an event, whether as a representative of Shire of Mundaring or otherwise as an Elected Member or CEO, where the Elected Member or CEO has not paid for the ticket or hospitality, is a gift and must be disclosed if the gift is valued over \$300 (either one gift or cumulative over 12 months from the same donor).

However attendance at an event in accordance with clause 1.3 of this policy will exclude the recipient of complimentary tickets from the requirement to disclose an interest if the ticket is over \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

1. Provision of tickets to events

- 1.1 All invitations for an Elected Member or CEO to attend an event must be addressed in writing to Shire of Mundaring.
- 1.2 Invitations addressed to Elected Members or the CEO, but not submitted in writing to the Shire, are not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 1.3 Events for Elected Members and the CEO authorised in advance of the event by this policy are:
 - a. Shire hosted or sponsored ceremonies, functions, events and art exhibitions;
 - b. Meetings and events hosted by clubs and not-for-profit organisations in the shire;
 - c. Any free events held in the shire;
 - d. Cultural events or festivals in the shire;
 - e. Events run by schools within the shire;
 - f. Events for which representation by the Shire President or the CEO has been requested; and

- g. Events run by other local governments, WALGA and Local Government Professionals Australia.

2. Approval of attendance

2.1 In making a decision on attendance at an event, Council will consider:

- a) who is providing the ticket to the event;
- b) the location of the event ie whether in the district or out of the district;
- c) the role of the Elected Member or CEO when attending the event, i.e. participant, observer, presenter and the value of their contribution;
- d) whether the event is sponsored by the Shire;
- e) the benefit of Shire representation at the event;
- f) the number of invitations or tickets received;
- g) the cost to attend the event, including the cost of the ticket and any other expenses such as travel and accommodation.

2.2 Decisions to attend events in accordance with this policy will be made by simple majority and may be delegated.

3. Payments in respect of attendance

3.1 Where an invitation or ticket to an event outside the Shire is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, if Council determines attendance to be of public value.

3.2 Unless listed at clause 1.3, for any events where generally members of the public are required to pay, Council will determine whether it is in the best interests of the Shire for an Elected Member or the CEO to attend on behalf of Council.

3.3 If Council determines that an Elected Member or CEO should attend a paid event, the Shire will pay the cost of attendance and appropriate expenses, such as travel and accommodation, for events outside the Shire and the cost of attendance for events within the Shire.

3.4 Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative.

Conference and Event Attendance



Attendee Details:	
Attendee Name:	
Accompanying person (if applicable):	
Conference/ Event Details:	
Conference/ Event:	
Location:	
Duration:	
Dates of travel (if applicable):	
Costs (if there is not sufficient space, please outline costs on a separate page):	
Conference/ Event registration fee:	\$
Airfares (if applicable):	\$
Accommodation (if applicable):	\$
Other expenses (refer to Policy):	\$
Other expenses (refer to Policy):	\$
Estimated total costs:	\$
Statement addressing criteria for approval:	
Refer to Policy for criteria for approval:	
Details of conferences previously attended during current financial year:	
Expiration of term of office:	
Signatures/ Consideration by Council:	
Signature:	Date:

7000 Great Eastern Highway Mundaring WA 6073 Ph: 9290 6666 shire@mundaring.wa.gov.au www.mundaring.wa.gov.au

9.2 Reports of Audit and Risk Committee 28 February 2023

ARC2.02.23 Compliance Audit Return 2022

File Code	GV.CAR 1
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. 2022 Compliance Audit Return ↓

SUMMARY

The Audit and Risk Committee is requested to review the completed 2022 Compliance Audit Return (the Return) (**Attachment 1**) and recommend its adoption to Council for the Shire President and Chief Executive Officer to certify the Return.

It is required to be submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) by the due date of 31 March 2023.

BACKGROUND

In accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*, a local government is required to complete an annual Return for the period 1 January to 31 December of the preceding year.

The Return covers a sample of legislative provisions required under the provisions of the *Local Government Act 1995*, which is required to be completed by staff and endorsed by Council prior to submission.

The Return, after being adopted by Council, is to be forwarded to the DLGSC by 31 March 2023.

The Return is traditionally undertaken as an exercise of self-assessment by individual local governments in terms of compliance with legislation and more specifically particular sections of the *Local Government Act 1995* and associated regulations.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

Section 7.13 of the *Local Government Act 1995* provides the following in relation to the Audits.

7.13 Regulations as to Audits

- (1) (i) *requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
 - (i) *of a financial nature or not; or*
 - (ii) *under this Act or another written law.*

- (2) *Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.*

Regulation 13 of the *Local Government (Audit) Regulations 1996* details the statutory requirements that must be addressed within the Compliance audit.

Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* provide the following in relation to Compliance audits.

14. Compliance audits by local governments

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

15. Compliance audit return, certified copy of etc. to be given to Executive Director

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance - Failure to complete and submit the Return by 31 March 2023 would result in non-compliance with the legislative requirements of the <i>Local Government (Audit) Regulations 1996</i> .		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
On an annual basis Shire staff complete the Return in January, the Return is then considered by the Audit and Risk Committee in February and subsequently Council adopts the Return at the March Ordinary Meeting of Council.		

EXTERNAL CONSULTATION

Nil

COMMENT

The purpose of the Return is for individual local governments to assess their level of compliance with the *Local Government Act 1995* and associated regulations.

The 2022 Return has a total of 94 questions focused on the following areas of compliance:

1. Commercial Enterprises by Local Governments (5 questions)
2. Delegation of Power/ Duty (13 questions)
3. Disclosure of Interest (21 questions)
4. Disposal of Property (2 questions)
5. Elections (3 questions)
6. Finance (7 questions);
7. Integrated Planning and Reporting (3 questions)
8. Local Government Employees (5 questions)
9. Official Conduct (4 questions)
10. Optional questions (9 questions)
11. Tenders for Providing Goods and Services (22 questions)

The Shire has achieved a 99% compliance rating for the period covered by the 2022 Return (a score of 93 out of 94 questions).

This compares with the Shire achieving the following levels of compliance in recent years:

Year	Compliance
2021*	96%
2020	99%
2019	98%
2018*	98%
2017*	99%
2016*	100%
2015	100%
2014	97.5%

The Return is provided for review. Areas of non-compliance found in the 2022 Return are listed in the below table. Comments and further actions (where applicable) to be undertaken are also included.

Question/ Reference	Comment
<p>Disclosure of Interest (question 5) s5.76 Admin Reg 23, Form 3 Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?</p>	<p>A council member submitted an incomplete annual return within the prescribed deadline. It is noted that an updated annual return from the council member was received 14 September 2022.</p>

In relation to the area of non-compliance listed in the Compliance Audit Return, the annual returns forms are provided by email in July each year to relevant persons (council members and officers). A link is included for the Department of Local Government Operational Guideline. Reminders are sent to relevant persons to encourage early submission with follow up reminders as required. In this specific instance, the annual return was submitted prior to the deadline, however, it was noted that the return was incomplete. As noted above, the council member provided an updated return on 14 September 2022. It is the responsibility of the relevant person to complete and submit their annual return.

VOTING REQUIREMENT

Simple Majority

ARC2.02.23 – Compliance Audit Return 2022

COMMITTEE RECOMMENDATION	ARC2.02.23
---------------------------------	-------------------

That Council:

1. Adopts the completed 2022 Compliance Audit Return for the period 1 January 2022 to 31 December 2022 (**Attachment 1**);
2. Notes the areas on non-compliance listed in the Compliance Audit Return; and
3. Authorises the Shire President and Chief Executive Officer to certify the Compliance Audit Return so it may be submitted to the Department of Local Government, Sport and Cultural Industries by the due date of 31 March 2023.

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return 2022

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comment
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	No major trading undertaking.
2	s3.59(2)(b) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	Yes	Council endorsed Ground Lease of Pt Lot 804 Elmsfield Road, Midvale – Additional Time Term Options 12 July 2022 (C22.07.22)
3	s3.59(2)(c) F&G Regs 7,8A,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	Yes	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	Yes	Ground Lease of Pt Lot 804 Elmsfield Road, Midvale state-wide public notice 20 July 2022.
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	Council resolved to proceed 8 November 2022 (C7.11.22)

Delegation of Power/Duty

No	Reference	Question	Response	Comment
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Delegations Register reviewed and adopted by absolute majority 10 May 2022 (C10.05.22).
2	s5.16	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	Included in Delegations Register: COM-46 Annual Meeting with Auditor.
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	Yes	Delegations Register reviewed 10 May 2022 (C10.05.22). Available on Shire's website under 'Governance Registers'.

No	Reference	Question	Response	Comment
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Delegations Register reviewed and adopted by absolute majority 10 May 2022 (C10.05.22).
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Delegations Register reviewed and adopted by absolute majority 10 May 2022 (C10.05.22).
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	Delegations Register reviewed and adopted by absolute majority 10 May 2022 (C10.05.22).
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	Form, email, letter, memorandum etc. of any delegation exercised entered into Shire's record keeping system.

Disclosure of Interest

No	Reference	Question	Response	Comment
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Minutes show where financial interests were disclosed that required a council member to leave a meeting they did so.
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required <i>the Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Minutes show where financial interests were deemed insignificant council members sought approval to participate in the meeting (14 June 2022 C6.06.22).
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	

No	Reference	Question	Response	Comment
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	No	One council member submitted an incomplete annual return within the prescribed deadline. Updated annual return was received 14 September 2022.
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	Details of relevant person removed from internal register.
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Retained in Shire's record keeping system.
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Available on Shire's website under 'Governance Registers'.
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	

No	Reference	Question	Response	Comment
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Retained in Shire's record keeping system.
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No known cases where interests were not disclosed.
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the <i>Local Government Act 1995</i> recorded in the minutes of the council meeting at which the decision was considered?	N/A	No occasions were participate approval was sought from the Minister.
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Adopted 13 April 2021 (C10.04.21). Reviewed 13 December 2022 (C5.12.22).
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	Yes	Complies with section 5.104 (3) and (4).
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Code of Conduct for Council Members, Committee Members and Candidates available on the Shire's website under 'Policies'.
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the <i>Local Government Act 1995</i> ?	Yes	Code of Conduct for Employees prepared and available on Shire's website under 'Working with Us'.

Disposal of Property

No	Reference	Question	Response	Comment
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	N/A	5 new and renewed leases exempt under section 3.58(3)
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	N/A	

Elections

No	Reference	Question	Response	Comment
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	Extraordinary election held Friday 1 July 2022. No gift declarations received.
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	No gift declarations received.
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	Available on Shire's website under 'Governance Registers'.

Finance

No	Reference	Question	Response	Comment
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	Special Council Meeting 29 October 2021 (SC12.10.21)
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	Yes	COM-46 Annual Meeting with Auditor. Delegations Register reviewed and adopted by absolute majority 10 May 2022 (C10.05.22).
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	Audit Report was received 14 December 2022.
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	Audit clearance was provided on 2 December 2022, Audit exit meeting occurred on 13 December 2022 and Audit Report was received 14 December 2022.

Integrated Planning and Reporting

No	Reference	Question	Response	Comment
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Strategic Community Plan adopted 10 March 2020 (C21.03.20). Next review to be undertaken by March 2024.
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Corporate Business Plan adopted 6 July 2021 (SC2.06.21).
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	Available on Shire's website under 'Plans and Strategies'.

Local Government Employees

No	Reference	Question	Response	Comment
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	No CEO and/or senior employee vacancies advertised in 2022.
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct

No	Reference	Question	Response	Comment
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	CEO designated as Complaints Officer 9 February 2021 (C12.02.21).
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Available on Shire's website under 'Governance Registers'.

Optional Questions

No	Reference	Question	Response	Comment
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	Yes	Review undertaken and presented to Council January 2022 (C5.01.22).
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	Yes	Review undertaken and presented to Council January 2022 (C5.01.22).
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	

No	Reference	Question	Response	Comment
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Last reviewed May 2018 (C15.05.18) currently under review. Adopted Policy available on the Shire's website under 'Policies'.
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Adopted December 2020 (SC18.12.20) currently under review. Adopted Policy available on the Shire's website under 'Policies'.
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes	Available on Shire's website under 'Governance Registers'.
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	Balanced accounts and annual financial report were submitted 23 September 2022.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comment
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The Shire utilise an online procurement system (Tenderlink). No known instances of non-compliance.
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	

No	Reference	Question	Response	Comment
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government (Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Forum/Addendum provided via Tenderlink where applicable.
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	Tenderlink restricts access to submissions until closing date and requires a password to access submissions for each tender.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Available on Shire's website under 'Governance Registers'.
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	Tenderlink does not allow submission after the closing date/time of the tender.
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Retained in Shire's record keeping system.
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	Yes	Retained in Shire's record keeping system.

No	Reference	Question	Response	Comment
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No expressions of interest sought.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 24AD(4) and 24AE?	N/A	No pre-qualified suppliers sought.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	

No	Reference	Question	Response	Comment
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	N/A	Regional price preference not applicable to the Shire.

ARC3.02.23 - Chart of Accounts Project Update

File Code	FI.ACC
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Council had previously requested the Chief Executive Officer to provide Council with a progress update on the Chart of Accounts project, which is one of the CEO's Key Focus Areas (KFA 11.1). This report addresses this request and provides a progress report to Council on the Chart of Accounts (COA) project.

BACKGROUND

Establishing a logical and structured COA is extremely important to the overall performance of the accounting software. The Shire's current COA, which has been in place for a number of years now, is structured in such a way that it restricts the type of financial and management reports that can be produced in an automated way. Flexibility in terms of management reporting is also limited by the current structure of the COA.

In short, implementing a new COA will enhance the Shire's financial management reporting capabilities and better inform decision making (e.g. the Shire will be able to better ascertain the cost of specific activities/services/assets the Shire undertakes/provides).

It should be noted that the Shire's current financial reports (monthly and annual) and budget all meet the statutory requirements.

Such a project has significant staff resource implications and is normally undertaken when an organisation changes over to a new financial software system. There is no plan to change this software in the short to medium term.

The first iteration of the COA project, which originally commenced in 2017/18, was subject to a number of delays. The primary cause of these delays was inadequate resourcing for the project. In August 2021 the Audit and Risk Committee in considering this matter recommended that Council allocate a total of \$177,580 towards the project. This allocation incorporated the cost of technical project support from the software provider and cost of the additional staff resources required for the project. Council adopted this recommendation as part of the 2021/22 mid-year budget review and subsequently the 2022/23 budget (as the funds were not required in 2021/22).

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The budget provision for the COA project is \$177,580. This allocation covers the cost of technical project support from the software provider (\$77,580) and cost of the additional staff resources (\$100,000) required for the project.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: The Shire is unable to implement a new COA structure and remains constrained in the quality and flexibility of the financial reports than can be produced.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
A project plan was developed and has been activated to implement a new COA structure.		

Risk: The Shire's software provider does not provide adequate project and technical support during the project or at the implementation stage. This in turn could cause project delays in terms implementation of the new COA.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
A detailed scope of works and project plan was developed collaboratively, and agreed to, by the Shire and the software provider.		

Risk: The Shire does not allocate sufficient resources towards the project. This in turn could cause project delays in terms of the implementation of the new COA and/or compromise the outcome of the project.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		

The Shire has allocated a total of \$177,580 for the project in 2022/23. This allocation covers the cost of technical project support from the software provider and cost of the additional staff resources required for the project.

EXTERNAL CONSULTATION

The Shire's financial software provider is providing project and technical support.

COMMENT

The "go live" date for the new COA is 1 July 2023 i.e. the commencement of the 2023/24 financial year. The new COA will be built in a server environment which is separate to the existing COA structure. The 2023/24 budget will be developed in the secondary environment which the Shire will switch over to on the "go live" date.

Preliminary analysis of the current chart of accounts has been undertaken in conjunction with an analysis of the design and capacity of the new accounting structure being implemented. Consultation with stakeholder groups across the organisation is currently being finalised to:

- Provide insight as to what the new accounting structure will look like and introduce activity based costing principles to be implemented under the new structure.
- Identify any significant impacts / required changes to current processes and systems of work under the new structure.
- Identify opportunities for improvements to the efficiency and effectiveness of current financial recording and reporting processes.
- Attain input to the design and tailoring of the accounting structure to meet management reporting requirements at service delivery level.
- Introduce bottom up budgeting processes and incorporate design considerations to facilitate efficient budgets preparation processes.

This consultation process is 95% completed. The design phase is taking place concurrently with the consultation phase. Once the consultation phase is completed the new COA design is on schedule to be finalised by late February 2023. Once the design is finalised the actual build will take place from early March to Mid-March. During March the required processes for the mapping and conversion of data from the current chart of accounts to the new system shall be also be undertaken. Budget templates will also be developed during the build phase with a view that these templates are available in late March.

Once the build is complete two data migration "cuts" will take place. The first "cut" is scheduled to take place at the end of March and a second and final "cut" is scheduled to take place mid-April. The purpose of the data migration "cuts" is to test the new COA with transactional data (Payroll, creditors, rates etc.) to ensure all transactions are being accounted in the for system correctly.

Once the test phase is completed the last phase will be to prepare for the "go-live" date, which will include staff training and change management. It should be noted that change management has already been undertaken throughout the project, particularly during the consultation and design phase.

VOTING REQUIREMENT

Simple Majority

ARC3.02.23 – Chart of Accounts Project Update

COMMITTEE RECOMMENDATION	ARC3.02.23
---------------------------------	-------------------

That Council notes this report which provides an update on the progress of the Chart of Accounts project.

10.0 REPORTS OF EMPLOYEES

10.1 Amendments to approved restaurant (Amaroo Retreat and Spa) - Lot 70 (No.1200) Alison Street, Mount Helena

File Code	AI 7.1200
Author	Adam Olivari, Co-ordinator Statutory Planning
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Development plans ↓2. Cover letter ↓3. Noise management plan ↓4. Acoustic report ↓5. Bushfire emergency plan ↓6. Schedule of submissions ↓

Landowner	Mr Michael Rhodes Westerman Ms Kristin Jane Westerman
Applicant	Planning Outcomes WA
Zoning	Rural Small Holdings 40
Area	203,124sqm (20ha)
Use Class	Restaurant

SUMMARY

Planning approval is being sought to amend Council's approval of an existing restaurant by:

- a) increasing the hours of operation from 42 hours to 60 hours per week;
- b) increasing the patronage from 60 persons to 85 persons;
- c) increasing events at the restaurant from 25 to 30 per calendar year; and
- d) constructing additions to the existing restaurant (refer to **Attachment 1**)

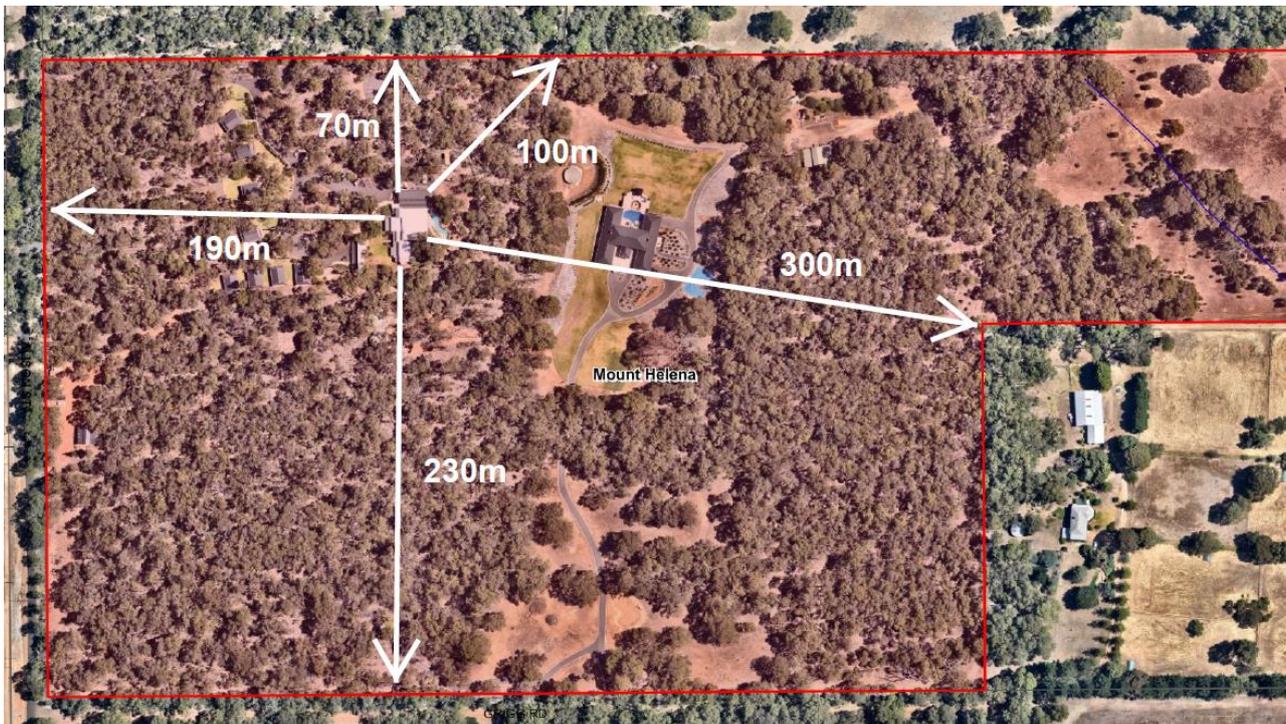
Considering the nature and the scale of the proposal, and its proximity to nearby properties, it is considered unlikely to have a significant impact on the local amenity. Therefore, it is recommended that Council approves the application.

BACKGROUND

Site Context

The subject property contains a significant amount of vegetation and a watercourse, none of which will be impacted as a result of the current proposal. The topography of the site is relatively flat.

Numerous buildings exist which are used in conjunction with a restaurant and a retreat, all of which are a significant distance away from the street and lot boundaries. Refer to the locality plan below (image 1).



Description of proposal

Planning approval is being sought to amend Council's approval of a restaurant by:

- Increasing the hours of operation from 42 hours to 60 hours per week.
 - The current wording of the condition restricts operations to 3 days a week; 8am to 11pm Monday to Saturday and 8am to 8pm Sunday and Public Holiday.
 - The applicant is seeking to operate 7 days per week, closing no later than 11pm Friday to Saturday and 10pm Sunday to Thursday.
- increasing the total number of events at the reception centre from 25 to 30 per annum;
- increasing the patronage from 60 persons to 85 persons; and
- Constructing additions which are proposed to be used as a preparation room, dry store, cool room, access ramp, toilets and outdoor decking / uncovered dining area (refer to **Attachment 1**)

The following photographs were taken by the Shire during a recent visit of the site:

Image 2 - below: Facing the north and western side of restaurant, where decking and toilets proposed. Note: existing transportable cool room (to be relocated).



Image 3 - below: Facing the north and eastern side of the restaurant, where preparation/storage room, access ramp and relocated cool room proposed.



Previous decisions

Date of decision	Description of Use and/or works	Outcome
12 April 2016	<ul style="list-style-type: none"> • Holiday Accommodation (8 chalets) • Restaurant / Reception Centre (100 patron limit); • Three storey Single House, and • Ancillary structures 	This proposal was initially refused by Council (C7.12.15). The applicant appealed the decision to the State Administrative Tribunal (SAT), resulting in the matter being reconsidered and approved.
27 June 2018	<ul style="list-style-type: none"> • Visitors Lounge (110sqm) • Pool & lawn area, and • Check-in building 	Conditionally approved under delegation
10 September 2019	<ul style="list-style-type: none"> • Removal of the previously approved restaurant / reception centre; • Repurpose of visitors lounge, and • New restaurant (60 patron limit). 	Conditionally approved by Council (C5.09.19)
24 May 2022	<ul style="list-style-type: none"> • Decommissioning – 2 massage rooms; • Refitting (alterations) – Private gym, office and storeroom; • Eco-Tents x 12 (massage services and tourist accommodation); • Car parking (10 bays); • Driveway and footpaths; and • Patio 	Approved by the Joint Development Assessment Panel

STATUTORY / LEGAL IMPLICATIONS

- *Planning and Development Act 2005* (the Act);
- *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations);
- Metropolitan Region Scheme; and
- Local Planning Scheme No.4 (LPS4).

The proposal constitutes development under the *Planning and Development Act 2005* and requires planning approval under the Shire's *Local Planning Scheme No. 4* (LPS4). In accordance with Schedule 2 Part 9 Clause 67(2) of the Regulations, Council is to have regard to the following matters, amongst others, when determining the development application:

“(m) The compatibility of the development with its setting, including —
(i) the compatibility of the development with the desired future character of its setting; and
(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;”

“(n) The amenity of the locality including the following —
(i) environmental impacts of the development;
(ii) the character of the locality;
(iii) social impacts of the development;”

“(p) whether adequate provision has been made for landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.”

“(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.”

“(y) any submissions received on the application;”

POLICY IMPLICATIONS

- State Planning Policy 3.7 – Planning in Bushfire Prone Areas
- Guidelines for Planning in Bushfire Prone Areas (Version 1.4)
- Advertising Planning Proposals (PS-01)

FINANCIAL IMPLICATIONS

Should Council refuse the proposal or the applicant is aggrieved by conditions of approval, the matter could be appealed to SAT, which may incur legal costs and staff time.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.2 – Flourishing local businesses

Strategy 1.2.3 - Support tourism development and promote the distinctive character of the attractions of the district including arts, food, sustainability and natural environment

SUSTAINABILITY IMPLICATIONS

The various aspects of sustainability are discussed throughout the comment section below.

RISK IMPLICATIONS

Risk: Noise complaints are received from nearby neighbours due to additional patrons and extended hours of operation.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Carefully consider noise issues and the Acoustic Report, when determining the application and consider imposing a condition requiring compliance with the Noise Management Plan.		

EXTERNAL CONSULTATION

The proposal was advertised to seven nearby neighbours due to the hours of operation, the increased number of patrons being proposed and the potential of this having an impact on the local amenity.

Upon the conclusion of the advertising period five submissions (all objections) had been received by the Shire. The concerns received are addressed in the schedule of submissions (**Attachment 6**) and comment section below.

COMMENT

Local Planning Scheme No.4

Local Planning Scheme No. 4	
Scheme Requirement / Clause	Assessment / Comment
Objectives for Rural Small Holdings zone: <i>“4.2.3 Rural Small Holdings (a) To provide for rural pursuits, hobby farming and alternative residential lifestyle purposes where part-time income from home based businesses and/or use of the land for agriculture may be derived, subject to appropriate land capability and suitability.</i>	Council has previously determined that the current land-use is not ‘inconsistent’ with this objective. The proposal to increase patronage, hours of operation and undertake some minor additions and alterations remain consistent with this objective.
<i>(b) To ensure use and development of land is sited, designed and managed in harmony with the natural environment and so as to protect ecological and landscape values.</i>	The building is existing. When approved it was assessed against this objective and other environmental controls within LPS4 and found to be compliant. The additions are located in areas devoid of vegetation, a significant distance away from any watercourse, immediately surrounding the restaurant/ reception centre building, and setback approximately 70m from the nearest lot boundaries
<i>(c) To ensure conservation of soil, watercourses and other water resources and the protection of ecological and landscape values.”</i>	As above
<i>“Table 2 - Car parking: 1 space for 10m2 GLA or 6 spaces,</i>	Outdoor decking area: 60sqm can be utilised for outdoor dining, which is

<p><i>whichever is the greater.”</i></p> <p>The applicant states:</p> <p><i>“Additional car bays (if required) can be proposed, with the number to be advised by the City”</i></p>	<p>calculated as GLA. This requires an additional 6 car parking spaces. If the application is approved by Council it is recommended that a condition be included requiring an amended site plan to be provided showing the location of these 6 additional car parking spaces.</p>
<p><u>Development requirements for the Rural Small Holdings zone</u></p> <p>5.10.9.1 The minimum setbacks to boundaries for development on any lot within the Rural Small Holdings zone shall be as follows:</p> <p>(e) All other development: 10m to all lot boundaries</p>	<p>The proposed additions are proposed to be setback ~68m from the nearest lot boundary.</p>

Planning and Development (Local Planning Scheme) Regulations – Schedule 2

<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed provisions for local planning schemes:</i>	
Relevant Clauses	Assessment / Comment
<p><i>“(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of height, bulk, scale, orientation and appearance of the development.”</i></p>	<p>The proposed additions and alterations have minimal visual impact, as a result of height, bulk, scale, orientation and appearance on surrounding neighbours or the general public.</p>
<p><i>“(n) the amenity of the locality including the following-</i></p> <p><i>(i) environmental impacts of the development;</i></p> <p><i>(ii) the character of the locality;</i></p> <p><i>(iii) social impacts of the development;”</i></p>	<p>Amenity is defined by the Regulations as: <i>“... all those factors which combine to form the character of an area and include the present and likely future amenity.”</i></p> <p>The existing restaurant forms part of the now established character of the area. The alterations and additions are designed in a manner that compliments the existing buildings</p> <p>The additions and alterations avoid areas of native vegetation, having minimal environmental impact on the site.</p> <p>The use is complementary to the existing character as discussed above.</p> <p>Employment of local persons is likely, assists in broadening the offering of a facility for tourist and residents in the hills, where people can socialise.</p>

<p><i>“(p) whether adequate provision has been made for landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.”</i></p>	<p>The applicant proposes screening with a fence and trees between the car park and the northern neighbour as shown on the site plan by the applicant.</p>
<p><i>“(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.”</i></p>	<p>The impacts on the community as a whole are considered to be positive. The holiday destination brings visitors to the locality and the region, of which the restaurant/reception centre is a component, and brings residual benefits to the local economy. The broader community also have expectations for the Shire to protect the hills landscape and biodiversity.</p> <p>This hills holiday destination centred around nature enables the landowner to derive an income in a more sustainable manner compared to traditional rural activities such as subdivision and/or clearing land to grow crops and/or keeping livestock.</p>
	<p>The Shire is in the process of preparing a draft Economic Development and Tourism Informing Strategy, the desired outcomes of which, amongst others, are employment opportunities, sustainable business growth, and visitor attraction to grow a vibrant and sustainable growth economy. The proposal would contribute to the achievement of these outcomes.</p>
<p><i>“(y) any submissions received on the application;”</i></p>	<p>The concerns received are addressed in the sections which follow. Also refer to Attachment 6.</p>

Local Natural Area and Environmental considerations

The additional development has been proposed in an area devoid of any vegetation, and has been designed around significant trees in the locality.

The increased activity resulting from changes to patronage numbers and the hours of operation are unlikely to have any additional impact on local flora or fauna.

The proposed additions are considered to be compliant with the Shires Local Natural Area and native vegetation protection provisions of LPS4.

Noise and amenity

A Noise Management Plan (**Attachment 3**) and Acoustic Report (**Attachment 4**) accompanied the application.

The Acoustic Report concludes that the expanded operation of Amaroo Resort and Spa achieves full compliance with daytime, evening, night and Sunday assigned noise levels, in accordance with the *Environmental Protection (Noise) Regulations 1997* and based on the hours of operation sought by the applicant.

The operator is required, by law, to operate within the assigned noise levels prescribed under the *Environmental Protection (Noise) Regulations 1997*. The objective of the Noise Management Plan is to manage and minimise noise emissions to maintain compliance with the regulations, provide a protocol for noise monitoring and outline a compliant management procedure.

Notwithstanding the Noise Management Plan, breaching assigned levels may result in Environmental Health Officers undertaking formal enforcement action.

Should Council resolve to approve the application, it is recommended a condition be included that requires the operator to comply with the Noise Management Plan.

Bushfire Management

The proposal was accompanied by a Bushfire Emergency Plan (**Attachment 5**) that has been amended to take into account the operation of the site as a whole.

The designated primary procedure in an emergency situation is early evacuation.

Dependent on the Incident Controller's advice, guests and staff can egress in any direction, with suitable locations in relative close proximity to the site. The site (including the accommodation) is not to operate when the FDI is declared as 'Catastrophic'.

Where early evacuation is not possible, the single residence on the site has been designated as a last resort refuge building. Given the primary dwelling was built in accordance with AS3959, and has a well-maintained APZ (managed gardens, concrete, asphalt and green grass), it represents a suitable secondary option.

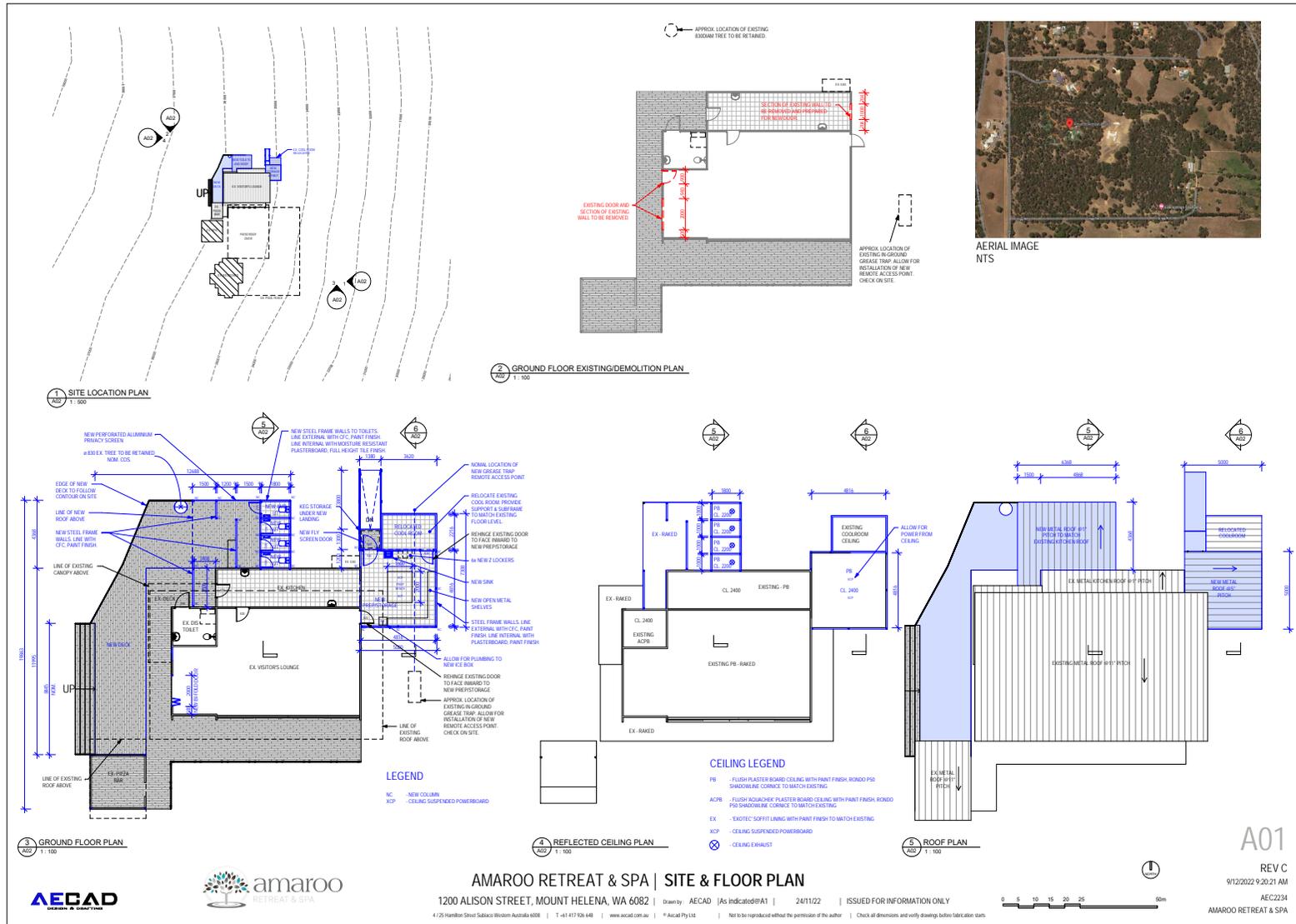
VOTING REQUIREMENT

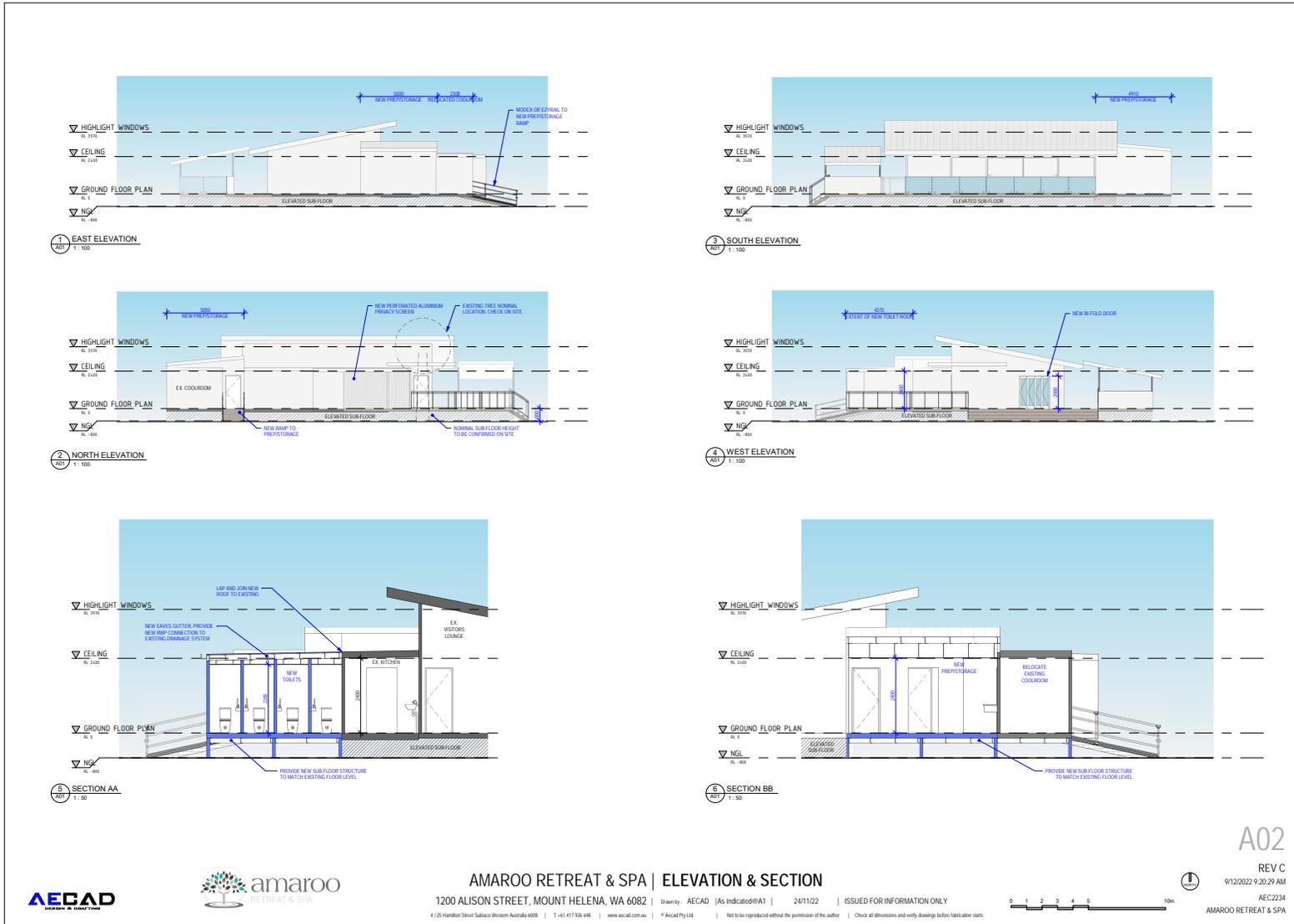
Simple Majority

RECOMMENDATION

That Council approves the amended development application for the existing restaurant at Lot 70 (No.1200) Alison Street, Mount Helena, subject to the following:

1. The development shall comply with the approved amended plans unless approval is granted by the Planning Service for any minor variation made necessary by detailed design; (P)
2. All stormwater must be managed onsite to prevent erosion and transportation of water borne pollutants, to the satisfaction of the Shire; (B)
3. Prior to any works commencing an amended site plan showing an additional 6 on site car parking bays is to be provided to, and be approved by, the Shire; (P)
4. Prior to the practicable completion of the proposed outdoor decking/uncovered dining area, the 6 additional car parking bays shall be constructed and drained to the satisfaction of the Shire. The driveway and car bays shall be constructed, drained, and individual bays marked, and thereafter be maintained to the satisfaction of the Shire; (I)
5. All native vegetation on the lot shall be retained unless clearing is specifically exempt under the Local Planning Scheme No 4 or required under the approved Bushfire Management Plan/s; (E)
6. The restaurant shall be limited to the following hours of operation:
 - 8:00am to 10:00pm Monday to Thursday
 - 8:00am to 11:00pm Friday to Saturday
 - 8:00am to 9:00pm Sunday and Public Holidays.capped at a maximum of 60 hours per week; (H)
7. A maximum of 30 wedding events, or other events, are permitted at the premises per calendar year; (P)
8. A maximum of 85 persons at the restaurant may be accommodated at the premises at any one time (B); and
9. The Noise Management Plan dated 20 December 2022 shall be complied with to the satisfaction of the Shire. (H)





AMAROO RETREAT & SPA | ELEVATION & SECTION
 1200 ALISON STREET, MOUNT HELENA, WA 6082 | Drawn by: AECAD | As indicated@A1 | 24/11/22 | ISSUED FOR INFORMATION ONLY
 4/25 Hamilton Street Subaco Western Australia 6008 | T +61 417 926 448 | www.aecad.com.au | © Aecad Pty Ltd | Not to be reproduced without the permission of the author | Check all dimensions and verify drawings before fabrication starts



A02
 REV C
 9/12/2022 9:20:29 AM
 AEC2234
 AMAROO RETREAT & SPA



Our Ref: 1200Alison/DA5

6 February 2023

Planning Services
Shire of Mundaring
7000 Great Eastern Highway
MUNDARING WA 6073

Attn: Adam Olivari

Dear Sir,

**NO. 1200 (LOT 70) ALISON STREET, MOUNT HELENA (AMAROO RETREAT & SPA)
DEVELOPMENT APPLICATION FOR ADDITIONS & ALTERATIONS (TOILETS & DECK) TO RESTAURANT**

Planning Outcomes WA has been engaged by the new landowners of the above property to support a planning application for an extension to their successful restaurant.

1. Proposal

As shown in the submitted plans, the proposal is for:

- Preparation room, dry store, cool room and access ramp.
- Deck;
- Toilets, 4 of;
- Pizza bar;
- Amending previous planning condition for a patron limit from 60 people to 85 people; and
- Amending previous planning condition for operating hours from 42h to 60h per week.

2. Neighbour Consultation

In response to completed neighbour consultation, our responses can be found in the Table of Submissions (**Attachment 1**).

3. Operating Hours

The operating hours are currently limited by a previous planning approval condition:

*Focused on solutions for landowners confronted by difficult problems
www.townplanningadvice.com.au*

*Here to help
Page 1 of 4*

6. The hours of operation for the Restaurant shall be limited to three (3) days a week (or the equivalent hours) and can operate between Monday to Saturday 8:00am-10:00pm and 8:00am-8:00pm on Sundays and Public Holiday. Events as a Reception Centre shall be limited to the same operating times as the Restaurant with no more than 25 events per annum for the first twelve (12) months after commencement of operations and this restriction will remain thereafter unless specifically reviewed and varied by Council;

When first approved in 2016 and the retreat was not operating, the suitability of these hours was unknown. Since that time, the retreat has been operating for a considerable period, the business has changed in various ways, and new owners have taken possession.

We now consider the number of hours to be less than optimal, and the wording of the condition slightly ambiguous resulting in 36-42 hours/week being available. It is also noted that the restriction on the number of wedding events is predicated to the first year of operation.

The preferred operating hours are:

- Breakfast Service – 7 days/week, 8am to 10am.
- Lunch Service – 5 days/week, 12-noon to 3pm.
- Dinner Service – 7 day/week, 6pm-10pm (SUN-THURS) or 11pm (FRI-SAT).
- Total Hours – 59 hours/week.
- Weddings – 30 events per annum.

The preferred wording of the condition is proposed as:

The hours of operation for the Restaurant / Reception Centre shall be limited to a maximum of 60 hours per week, for 7 days a week, but closing no later than 11pm Friday-Saturday and 10pm Sunday-Thursday. This restriction relates only to hours open to patrons and not staffing hours. Events as a Reception Centre shall be further limited to no more than 30 events per annum.

In support for the proposed change:

- **Statutory Noise Control** – Noise levels are controlled by statute under the Noise Regulations, which has been assessed by an Acoustic Engineer and managed by a Noise Management Plan.
- **Openings** – The opening time is typically for guest breakfasts, not an event where there might be considerable vehicular movement or music, and further ongoing oversight is not considered relevant.
- **Closings** – Most (if not all) restaurants do not strictly operate as per posted closing hours, because actual patronage varies wildly, and with many staff being casually employed and labour costs being the largest expense in a business. Accordingly, restaurants will shut early if possible, thereby reducing the impact upon surrounding neighbours. The restaurant currently closes 30-60mins before closing time on a regular basis.

- **Patron Hours** – Restaurant operating hours 'open' to guests and patrons is the noisiest period with the movement of vehicles and talking (in and outside of the building).
- **Staff Hours** – In order this 'open' period, many additional hours are required for restocking, food preparation (prep'), cleaning, waste management, staff training and ongoing management, etc. This additional period is a relatively quiet operation.
- **Total Hours** – If the total number of hours is limited too strictly, the patron hours will become uneconomical. Restaurants businesses function within a volatile and unpredictable environment, such as staffing and training, weather, suppressed economic climates, passing trade, food prices and food styles. Accordingly, it is very important that number and magnitude of restrictions are controlled as much as reasonably possible to reduce risk and uncertainty.
- **Noise Complaints** – Since operations began, the Retreat has not received noise complaints, nor are we aware of any being lodged with the Shire. Comments regarding noise are only received from some community members during neighbour consultation of Development Application, which suggests some objections could be disingenuous.

We also understand further advertising to the public is required, and the proposal will be reevaluated upon receiving submissions.

4. Car-Parking

In relation to increased patron numbers and the impact upon car-parking:

- The focus is to increase the limit on the liquor licence, specifically for weddings.
- Current weddings involve booking the whole site with accommodation which has 37 bays approved.
- Other wedding guests are currently brought to site via local taxi-vans or a coaster.
- A considerable amount of car-parking is facilitated in the existing overflow parking area near Alison Street.
- Additional car bays (if required) can be proposed, with the number to be advised by the City.

5. Bushfire Information

It is understood that additional questions and clarifications are requested to the submitted bushfire documents. Accordingly, our specialist and author of these documents will provide this information in the near future.

If you have any queries, or wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely



Matt Stuart

Principal Town Planning Consultant

BA (URP) Hons | Grad Cert (UD) | MLGPA

0408 000 477 | matt@townplanningadvice.com.au

Att. 1. Table of Submissions (January 2023)

NOISE MANAGEMENT PLAN

FOR

AMAROO RETREAT & SPA

20 December 2022

AES-890140-R01-1-20122022

Acoustic Engineering Solutions
www.acousticengsolutions.com.au

Client: Planning Outcomes WA
Project: Noise Management Plan



DOCUMENT CONTROL

Noise Management Plan

Prepared for: Planning Outcomes WA
www.townplanningadvice.com.au

Contact: Matt Stuart
matt@townplanningadvice.com.au
0408 000 477

Prepared by: Dr Roy Ming
Acoustic Engineering Solutions
roy.ming@acousticengsolutions.com.au
0408 944 982

Revision: 1

Date: 20 December 2022

Doc NO: AES-890140-R01-1-20122022

Acoustic Engineering Solutions

ABN: 64 451 362 914

This document contains commercial, conceptual and engineering information which is proprietary to Acoustic Engineering Solutions (AES). The information in this document should not be divulged to a third party without AES written consent.

AES-890140-R01-1-20122022

Page II



TABLE OF CONTENTS

- 1.0 INTRODUCTION..... 1
 - 1.1 PURPOSE AND OBJECTIVES.....1
 - 1.2 ROLE AND RESPONSIBILITY1
- 2.0 LEGISLATION AND REGULATIONS 2
 - 2.1 RELEVANT LEGISLATION.....2
 - 2.1.1 Noise Criteria..... 2
 - 2.1.2 Corrections for Characteristics of Noise..... 2
 - 2.2 GUIDELINES AND STANDARDS2
- 3.0 AMAROO RETREAT & SPA 3
 - 3.1 HOURS OF OPERATIONS.....3
 - 3.1.1 Current Operations 3
 - 3.1.2 Future Operations..... 3
 - 3.2 SERVICES3
 - 3.3 MAJOR NOISE SOURCES.....3
- 4.0 NEIGHBOURING PREMISES 4
 - 4.1 ASSIGNED NOISE LEVELS4
- 5.0 NOISE ASSESSMENT..... 5
 - 5.1 PREDICTED NOISE LEVELS.....5
 - 5.1.1 Restaurant and Lounge Bar..... 5
 - 5.1.2 Accommodations and Day-Spa 6
 - 5.2 NOISE CONTOURS7
- 6.0 MANAGEMENT OF NOISE..... 8
 - 6.1 SITE ACCESS8
 - 6.2 CAR PARK AREAS8
 - 6.3 INDOOR SPEAKERS8
 - 6.4 LIVE MUSIC8
 - 6.5 INFORMATION GIVEN TO RESTAURANT GUESTS9
 - 6.6 NOISE MITIGATIONS9
 - 6.7 DELIVERIES AND WASTE COLLECTIONS.....9
 - 6.8 NEW EQUIPMENT PURCHASE AND INSTALLATION10
 - 6.9 ACCOMMODATIONS.....10
 - 6.10 TRAINING10
- 7.0 NOISE MONITORING.....11
 - 7.1 OVERVIEW11
 - 7.2 MONITORING LOCATION AND PERIOD.....11
 - 7.3 NOISE MONITORING PROCEDURE11

Client: Planning Outcomes WA
Project: Noise Management Plan



7.3.1	Personnel	11
7.3.2	Noise Monitoring Equipment.....	11
7.3.3	Meteorological Conditions	12
7.3.4	Noise Environment	12
7.4	AMBIENT NOISE MONITORING	12
7.5	OPERATIONAL NOISE MONITORING	12
7.6	REPORTING ON NOISE MONITORING	13
8.0	COMPLAINT MANAGEMENT	14
8.1	RESPONSIBILITIES	14
8.2	COMMUNITY CONSULTATION	14
8.3	COMPLAINT MANAGEMENT	14
APPENDIX A	SITE LAYOUTS.....	16
APPENDIX B	NOISE CONTOURS.....	19
APPENDIX C	COMPLAINT NOISE LOG	26

Client: Planning Outcomes WA
Project: Noise Management Plan



1.0 INTRODUCTION

Amaroo Retreat & Spa (ARS) operates at 1200 Alison Street, Mt Helena. It offers the services of accommodation, day spa, restaurant and lounge bar.

Amaroo Retreat proposes to increase its capacity from 60 to 85 and include the west decking area as one of the two outdoor dining areas. An environmental noise assessment¹ demonstrates that the extended restaurant operations achieve full compliance with the Environmental Protection (Noise) Regulations 1997 (the Regulations).

The Shire of Mundaring requires a noise management plan (NMP) prepared to ensure the ARS operations achieve full compliance with the Regulations. Acoustic Engineering Solutions (AES) has been commissioned by Planning Outcomes WA (POWA) to prepare the NMP.

1.1 PURPOSE AND OBJECTIVES

This NMP has been developed to:

- Manage and minimise the ARS noise emissions;
- Maintain compliance with the Regulations;
- Provide a protocol for noise monitoring; and
- Outline complaint management procedure.

1.2 ROLE AND RESPONSIBILITY

The ARS Manager has the overall responsibility for this NMP implementation, and provides the necessary resources as required. The ARS Manager is responsible for disseminating NMP information to all employees, ensuring them to:

- Understand and meet the requirements of this NMP; and
- Be inducted and aware of their responsibilities and obligations.

And also responsible for:

- Responding to adverse site noise emissions, and adjusting works/activities as appropriate to minimise impacts on the neighbouring properties;
- Undertaking and assessing data from inspections, monitoring and reporting; and
- Liaising with relevant authorities as necessary.

All ARS employees are responsible for following mitigation measures, reporting noise hazards, and informing the ARS Manager of any noise management issues.

¹ Acoustic Report for Amaro Retreat, Report NO: AES-890064-R01-2-20122022, 20 December 2022.

2.0 LEGISLATION AND REGULATIONS

2.1 RELEVANT LEGISLATION

Environmental noise management in Western Australia is implemented through:

- Environmental Protection Act 1986 (the Act); and
- Environmental Protection (Noise) Regulations 1997 (Regulations).

2.1.1 Noise Criteria

Regulation 8 sets the noise limits, which are the highest noise levels that can be received at noise-sensitive (residential), commercial and industrial premises. These noise limits are defined as 'assigned levels'.

Regulation 7 requires that "noise emitted from any premises or public place when received at other premises must not cause, or significantly contribute to, a level of noise which exceeds the assigned level in respect of noise received at premises of that kind".

2.1.2 Corrections for Characteristics of Noise

Regulation 7 also requires that that "noise emitted from any premises or public place when received at other premises must be free of (i) tonality (ii) impulsiveness and (iii) modulation when assessed under Regulation 9".

If the noise exhibits intrusive or dominant characteristics, i.e. if the noise is impulsive, tonal, or modulating, noise levels at noise-sensitive premises must be adjusted. Regulation 9 sets out objective tests and the adjustments incurred for noise exhibiting dominant characteristics.

2.2 GUIDELINES AND STANDARDS

This NMP is prepared in accordance with following guidelines and standards:

- Draft Guideline on Environmental Noise for Prescribed Premises (the Draft Guideline), Department of Environment Regulation, Western Australia, May 2016.
- AS1055-1997 (AS1055) - Description and Measurement of Environmental Noise, Parts 1, 2 and 3, Standards Australia.

3.0 AMAROO RETREAT & SPA

ARS is located in a rural area, and surrounded by residential premises. Figure 1 in APPENDIX A presents an aerial view of the ARS site and surrounding area.

Figure 2 in APPENDIX A presents the site plan. The ARS site will have:

- 8 chalets and 12 Eco-tents;
- 4 SPA tents;
- GYM facility;
- Restaurant and lounge bar; and
- Multiple car parking areas.

3.1 HOURS OF OPERATIONS

3.1.1 Current Operations

ARS currently opens 3 days a week. The restaurant and lounge bar open between 8am and 10pm on Monday to Saturday and from 8am and 8pm for Sunday & public holidays.

The spa opens between 9am and 9pm on Wednesday and Thursday but 9am and 5pm for other days.

3.1.2 Future Operations

ARE plans to extend its service hours to 12am on Monday to Saturday.

3.2 SERVICES

ARS provides the services of 20 one-bedroom accommodations, 4 day spas, restaurant and lounge bar.

The day spa offers caring, indulgent spa treatments while the restaurant and bar take care of gourmet food and drink needs. The restaurant has a maximum capacity of 85 patrons.

3.3 MAJOR NOISE SOURCES

The major noise sources in the ARS site include:

- Restaurant kitchen extraction fan and coolroom compressor condenser.
- Toilet ventilation fans in the restaurant, chalets and eco-tents.
- Air-conditioning system in the restaurant, chalets and eco-tents.
- Indoor music speakers in the restaurant.
- Live music performance.
- TV with sound limiter in each unit of the 8 chalets and 12 eco-tents.
- Patron cars.

Client: Planning Outcomes WA
 Project: Noise Management Plan



4.0 NEIGHBOURING PREMISES

The closest noise sensitive premises to ARS are the residences. Seven (7) neighbouring residences are selected for the detailed assessment of noise impact, as shown in Figure 1 in APPENDIX A.

4.1 ASSIGNED NOISE LEVELS

Table 4-1 presents the assigned noise levels for the selected receivers.

Table 4-1: Assigned noise levels in dB(A)

Closest Residents	Assigned Noise levels in dB(A)			
	Day ² Monday to Saturday	Day ³ Sunday and Public Holiday	Evening ⁴	Night ⁵
L_{A10}				
All	45	40	40	35
L_{A1}				
All	55	50	50	45
L_{AMax}				
All	65	65	55	55

² 0700 to 1900 hours for Monday to Saturday.

³ 0900 to 1900 hours for Sunday and public holidays.

⁴ 1900 to 2200 hours for all days.

⁵ 2200 hours on any day to 0700 hours Monday to Saturday or 0900 hours Sunday and public holidays.

5.0 NOISE ASSESSMENT

The dominant noise sources in the ARS site are associated with the operations of restaurant and lounge bar. The noise emissions from the 20 one-bedroom accommodations, 4 day spas and gym are insignificant compared with the noise emissions from the restaurant.

The noise emissions from the ARS restaurant has been assessed¹ and presented in the "Acoustic Report for Amaroo Retreat" (Report NO: AES-890064-R01-2-20122022) dated on 20 December 2022. The assessments have demonstrated that full compliance is achieved with the Regulations for the worst-case operations of the ARS restaurant.

5.1 PREDICTED NOISE LEVELS

5.1.1 Restaurant and Lounge Bar

Five operational scenarios are modelled to represent the worst-case operations of the restaurant and bar:

- Scenario 1: represents worst-case daily restaurant operation.
- Scenario 2: represents worst-case restaurant operation with an outdoor live music.
- Scenario 2A: represents worst-case restaurant operations with an indoor live music.
- Scenario 3: represents worst-case restaurant operation with a delivery.
- Scenario 4: represent car-door closing events.

Table 5-1 summarises the predicted worst-case noise levels in dB(A) for the above scenarios.

Table 5-1: Predicted worst-case noise levels in dB(A).

Receivers	Scenario 1		Scenario 2	Scenario 2A		Scenario 3	Scenario 4	
	Day	Night	Day	Day	Evening	Day	Day	Night
R1	17.1	17.0	33.0	25.6	25.6	18.0	22.1	22.1
R2	13.0	13.0	34.7	14.8	14.8	23.2	23.6	23.6
R3	28.7	28.6	32.7	29.2	29.1	37.3	38.3	38.3
R4	11.7	11.7	31.1	13.3	13.3	13.2	16.3	16.4
R5	10.9	10.9	14.1	11.4	11.4	20.2	17.2	17.3
R6	1.1	1.1	12.8	3.3	3.3	12.6	5.5	5.5
R7	21.2	21.1	23.6	30.2	30.2	30.4	22.0	22.0

Client: Planning Outcomes WA
 Project: Noise Management Plan



5.1.2 Accommodations and Day-Spa

The noise sources for the accommodations and the day spa are mechanical plant:

- Air conditioning units;
- Toilet ventilation fans; and
- TVs with sound limiters.

For the worst-case operation, the following scenario is modelled:

Scenario 5: The air conditioning units, toilet ventilation fans and TVs of the 8 chalets, 12 Eco-tents and 4 day spas operate simultaneously.

Table 5-2 presents the predicted noise levels in dB(A) for the above scenario. It is shown that the predicted day and night-time noise levels are very similar.

Table 5-2: Predicted worst-case noise levels in dB(A).

Receivers	Scenario 5	
	Day	Night
R1	13.3	13.2
R2	14.0	13.9
R3	24.1	24.0
R4	7.7	7.7
R5	7.7	7.7
R6	3.5	3.4
R7	19.5	19.4

Table 5-1 and Table 5-2 shows:

- Outdoor live music radiates the highest noise emission.
- The mechanical plant of accommodations and day spas generates the lowest noises, which are far below the night-time assigned noise levels even with the tonality adjustment, at most of the neighbouring premises.
- The noises from the daily restaurant operation (scenario 1) and from the accommodations and day spas (scenario 5) are at similar levels and may not be audible at the neighbouring premises during the day and the evening when ambient noise is above 30 dB(A).

Client: Planning Outcomes WA
Project: Noise Management Plan



5.2 NOISE CONTOURS

Figure 3 to Figure 8 in APPENDIX B present the worst-case noise level contours at 1.5m above the ground. These noise contours represent the worst-case noise propagation envelopes, i.e., worst-case propagation in all directions simultaneously. Since the predicted day and night-time worst-case noise levels are at very similar levels, the noise contours represent day, evening and night-time noise emissions from the AES site.

6.0 MANAGEMENT OF NOISE

6.1 SITE ACCESS

Customers drive to ARS. To minimise vehicle noise impact, speed limit and “no honking” policy should be imposed on the ARS site roads. Signs of speed limit and “honking prohibited” are displayed in the site entrances and the car parking areas.

Site roads should be kept even, well graded, and designed to minimise the need for vehicles to reverse.

6.2 CAR PARK AREAS

Slamming a car door could generate high level noise. In the car park areas, the following information is displayed to remind customers to respect the neighbours when they arrive at and leave ARS:

- Close car door gently.
- Do not leave the car/truck engine idling.
- No Loud Conversations Allowed.
- Do not drag objects on the ground.

6.3 INDOOR SPEAKERS

The indoor speakers play low level background music to provide a pleasure and relaxed atmosphere to costumers. The requirement of an indoor speaker in the restaurant is that the average music level is $L_{Aeq,15minutes} = 60$ dB(A) at 1 metre over a 15 minute interval.

The control panel of PA system for operating the indoor speakers should be tested. The scale of PA system is set and marked on the PA system control panel. Restaurant employees are trained to operate the PA system. An information sheet is placed with the control panel to instruct how to operate the indoor speakers. Do not operate the PA system above the limit.

To ensure the background music does not affect costumer conversations (costumers do not need to raise voice against the background music), the background music is:

- Only slow soft music; and
- Played at low levels.

6.4 LIVE MUSIC

Live music is played:

- Outdoors during the day (700 to 1900) on Monday to Friday excluding public holidays.
- Indoors during the evenings (1900 to 2200) and for Sunday and public holidays.

Client: Planning Outcomes WA
Project: Noise Management Plan



The sound requirement for live music is the average music level measured at 1 metre from each live music speaker over a 15 minute interval is:

- $L_{Aeq,15minutes} \leq 91$ dB(A) if the live music has one speaker only; or
- $L_{Aeq,15minutes} \leq 88$ dB(A) if the live music has two speakers.

The above requirement should be maintained for any live music performance.

No live music is allowed during:

- 8am and 9am on Sunday and public holidays.
- After 10pm every day.

As indicated in section 5.1, outdoor live music generates the highest noise emission in the ARS site. Outdoor live music performance will be managed to minimise the noise emission. Mobile barriers can be used to reduce noise propagation towards specific directions if required.

6.5 INFORMATION GIVEN TO RESTAURANT GUESTS

On the restaurant tables, an information sheet is provided to remind customers:

- ARS does not tolerate any shouting and loud noise activities.
- Follow the site road rules of speed limit and "horning prohibited".
- Follow the rules of car park areas, stated in section 6.2.

6.6 NOISE MITIGATIONS

The following noise mitigation measures are recommended:

- The equipment operated on the site will be regularly maintained, and an equipment maintenance program will be developed to ensure all machines are operating as designed (the manufacturer's specifications).
- Take care to minimise noise from daily set up and pack down of furniture.
- Close the kitchen external door if feasible.
- Switch off indoor music immediately after the restaurant service hours.
- Do not drop glass bottle or metals to rubbish bins. Place them gently into rubbish bins.
- Close all external doors when using a vacuum cleaner or other noisy equipment outside the restaurant service hours.

6.7 DELIVERIES AND WASTE COLLECTIONS

Deliveries are generally restricted on Monday to Friday between 9am to 5pm. Delivery drivers are advised to:

- Switch their truck engine off immediately after it is parked.
- Close their truck doors gently.

Client: Planning Outcomes WA
Project: Noise Management Plan



A private waste collection service (J&J Richards) will be contracted to collect waste at the existing bin area in every second Wednesday morning after 7am. The waste truck drivers are advised to minimise noise emissions during the collections.

6.8 NEW EQUIPMENT PURCHASE AND INSTALLATION

When purchasing new tools or equipment, "Buy-Quiet" policy should be committed:

- Buy quietest equipment as available.
- Buy equipment that can achieve a similar outcome with less noise radiation.

The installation of new equipment including furniture should be restricted to the day-time period of Monday to Saturday (0700-1900). The contractor responsible for installations must provide evidence that the tools used for installation meets the noise emission limit, or that noise control with the tools is effective in reducing the noise level to the specified limit.

6.9 ACCOMMODATIONS

Guests staying at the accommodations are required to obey the ARS rules. On arrival, all guests will be provided with an information sheet to remind them:

- ARS does not tolerate any shouting and loud noise activities.
- No unauthorised music players or radios are permitted outdoors after 10pm.
- Do not talk loudly outdoors.
- Do not slam car/truck doors.
- Do not leave the car/truck engine idling.
- Do not drag objects on the ground.
- No unauthorised party is permitted.

6.10 TRAINING

All ARS employees will undertake a noise induction. The induction provides necessary awareness of noise management and the procedures and work practices to minimise noise generations. The induction includes but is not limited to the followings:

- Relevant licence and approval conditions;
- Assigned noise levels of different time periods;
- Locations of potential affected noise-sensitive premises;
- Scale setting for operating the indoor speakers;
- General noise mitigation measures; and
- Noise complaint procedures.

7.0 NOISE MONITORING

7.1 OVERVIEW

Operational noise monitoring will be conducted in accordance with the procedures outlines in the Regulations and AS 1055⁶.

Operational noise monitoring will be undertaken to:

- Quantify the ambient noise levels;
- Verify compliance with the Regulations during the operations;
- Assess the effectiveness of noise mitigation measure if it is implemented;
- Response to complaints where it is appropriate; and
- Evaluate noise emissions and impacts.

7.2 MONITORING LOCATION AND PERIOD

Noise monitoring is recommended to perform at the most affected residential premises (for example, R3) or the complainant premise or representative boundary locations.

At each location, noise monitoring should be undertaken for a minimum of 15 minutes during onsite worst-case operation or for a whole day period from 8am to 10pm or for a week depending on the requirements.

Monitoring locations and time periods are described in details in the measurement note including:

- Marks in an aerial photograph; and
- Photos showing the noise logger locations; and
- Geographic Information System (GIS) coordinates.

7.3 NOISE MONITORING PROCEDURE

7.3.1 Personnel

Noise monitoring should be conducted by a suitably qualified acoustic specialist.

7.3.2 Noise Monitoring Equipment

Noise monitoring equipment must comply with Schedule 4 of the Regulations.

Type 1 Sound Level Meter (SLM) is recommended and it should meet the requirements for Type 1 sound level meters as specified in AS 1259.2:1990⁷, and for octave band filters as

⁶ Australian Standard AS 1055 Acoustics – Description and measurement of environmental noise.

⁷ Australian Standard 1259.2-1990 Acoustics – Sound level meters, part 2: integrating averaging.

Client: Planning Outcomes WA
 Project: Noise Management Plan



specified in IEC 1260 and AS/NZS 4476:1997⁸. The SLM should be able to record the 'Slow' time weighted and 'A' frequency-weighted noise levels of L_{A1} , L_{A10} , L_{A90} , L_{Amax} and L_{Aeq} .

The SLM microphone should be placed towards the site at 1.5m above the ground and at least 3 m away from any reflective objects.

The SLM should be calibrated immediately before and after the monitoring.

7.3.3 Meteorological Conditions

Noise monitoring should be undertaken during days of light winds (<5 m/s) and without rains. Wind speeds/directions and temperature should be recorded. Rain and heavy winds will produce false (high) noise readings.

7.3.4 Noise Environment

For attended noise monitoring, noise environment (activities and time) should be recorded/written in details, including:

- Any activities or audible noises from neighboring premises;
- Local traffic, especially motorcycles if monitoring location is close to roads;
- Train movement if monitoring location is close to a railway;
- Aircraft noise if present;
- Any mechanical plant operating nearby;
- Animal noises (Bird noise, Dog barks, etc);
- People walking and talking passing the noise logger;
- Any audible noise if present; and/or
- Any other activities, which make noises.

7.4 AMBIENT NOISE MONITORING

Before the operation of ARS, ambient noise monitoring is recommended to establish a baseline for the future assessments of operational noises.

7.5 OPERATIONAL NOISE MONITORING

To ensure operational noise compliance with the Regulations, attended noise monitoring is recommended during the worst-case activities in the first 4 weeks of the full operations. If monitored noise level consistently exceeds the assigned noise levels shown in Table 4-1, then investigation should be made to check if the exceedance results from the ARS operations, and if so to identify the culprit equipment/activities. If the exceedance results from the operation of restaurant, noise model should be updated, and noise control measures should be investigated, developed and implemented to achieve compliance with the Regulations.

⁸ Australian Standard 4476-1997 Acoustics – Octave-band and fraction-octave-band filters.

Client: Planning Outcomes WA
Project: Noise Management Plan



If a complaint is received, attended noise monitoring should be undertaken to:

- quantify the noise levels at complainant locations;
- correlate the noise levels between the sources and receivers; and
- identify potential noise sources and their relative contributions.

If a noise mitigation measure is implemented, attended noise monitoring should be undertaken to verify the effectiveness of noise mitigation measures.

If new equipment is purchased, noise measurements should be undertaken to qualify the sound power level and to assess its operational compliance.

7.6 REPORTING ON NOISE MONITORING

Following each noise monitoring, a report will be prepared to present monitoring results and findings. The following information must be included in the reports when applicable:

- Monitoring times/periods and dates.
- Noise monitoring location indicated in the site layout and/or by a photo.
- Sound measurement equipment including models and series numbers.
- Field calibration results (before and after measurements).
- Meteorological conditions during the measurements.
- Description of the site activities including number of customers and car/truck movement during the monitoring.
- Description of the noise environment including activities in the neighbouring premises during the monitoring.
- A table of monitoring results, which are the 15-minute L_{A1} , L_{A10} , L_{A90} , L_{Aeq} and L_{Amax} noise levels. The noise levels shall be taken to the nearest 0.1dB.
- Estimation of noise contributions from major noise sources if possible.
- A summary of any exceedance if present, and description of the machines or activities or (public) road traffic causing the exceedance.
- Details of any corrective & preventive actions taken and status of their implementation.

8.0 COMPLAINT MANAGEMENT

8.1 RESPONSIBILITIES

The Site Manager will ensure that all actions of this NMP are undertaken to a satisfactory standard. A dedicated site contact will be appointed to communicate with the community and deal with operational noise issues. The contact details will be published in the ARS website so that they are available to the public.

8.2 COMMUNITY CONSULTATION

The Site Manager will ensure that the local community is informed of the ARS operations. The following practices are recommended:

- The ARS website is used to notify the community. The content of notification includes:
 - Brief description of the ARS services and activities.
 - Opening hours and days.
 - How to lodge a complaint.
- Dedicated telephone complaint line or email address is established and made available to public especially the closest residents.

8.3 COMPLAINT MANAGEMENT

A complaint management procedure is established to response noise complaints.

In the event of a noise complaint from the community, the dedicated site contact will notify the Site Manager.

When a complaint is made, the dedicated site contact will complete a Noise Compliant Report Form (example in APPENDIX C), which includes:

- Date and time of the complaint.
- Compliant methods (telephone, email, in person).
- Location and contact details of the complainant.
- Nature of the complaint.
- Meteorological conditions at the time of the incident.
- The action taken in relation to the complaint:
 - If a verbal response is given, what is it and is the complainant satisfied.
 - If the site contact discusses with the complainant, what is resolved at this point.
- Name of staff who had taken the complaint.

The noise complaint report form will be kept for management purposes, and available to the Shire of Mundaring upon request.

Client: Planning Outcomes WA
Project: Noise Management Plan



After the complaint is received, actions will be taken as soon as practicable to determine the source of the issue, including:

- Investigation of noise source and activities that is the subject of complaint.
- Identification of related noise activities and locations that could have or are known to have contributed to the incident.
- Attended or unattended noise monitoring at the complainant location.
- Undertaking noise modelling of the activities which related to the complaint.
- Development and Implementation of noise control measures to reduce the noise emissions and to ensure the ARS operations complying with the Regulations.

Complaints will be managed on an individual basis. Corrective actions which do not adversely impact the operations will be implemented as a priority.

Client: Planning Outcomes WA
Project: Noise Management Plan



APPENDIX A SITE LAYOUTS

Client: Planning Outcomes WA
Project: Noise Management Plan

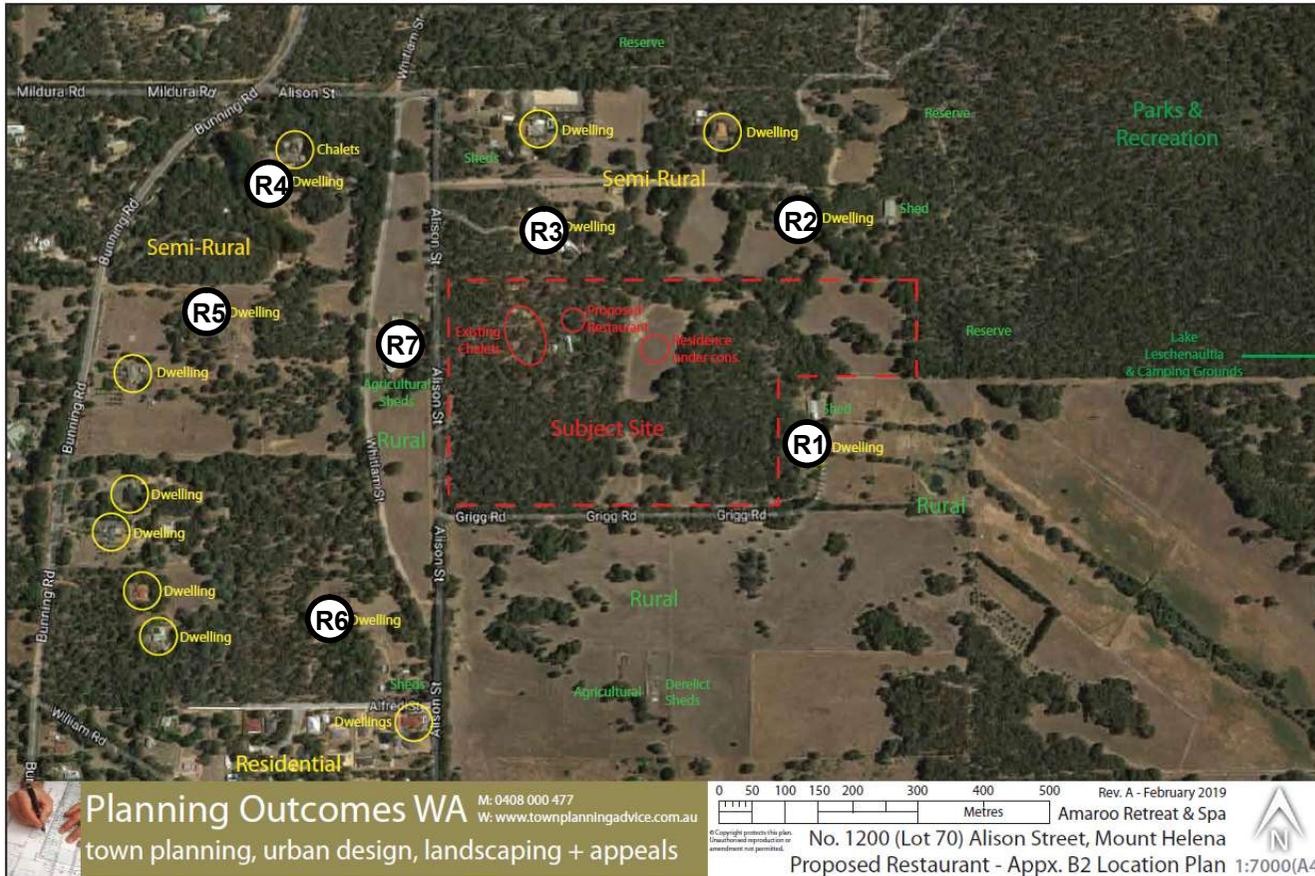


Figure 1: Aerial view of the Amaroo Retreat & Spa and its surrounding area.

Client: Planning Outcomes WA
 Project: Noise Management Plan

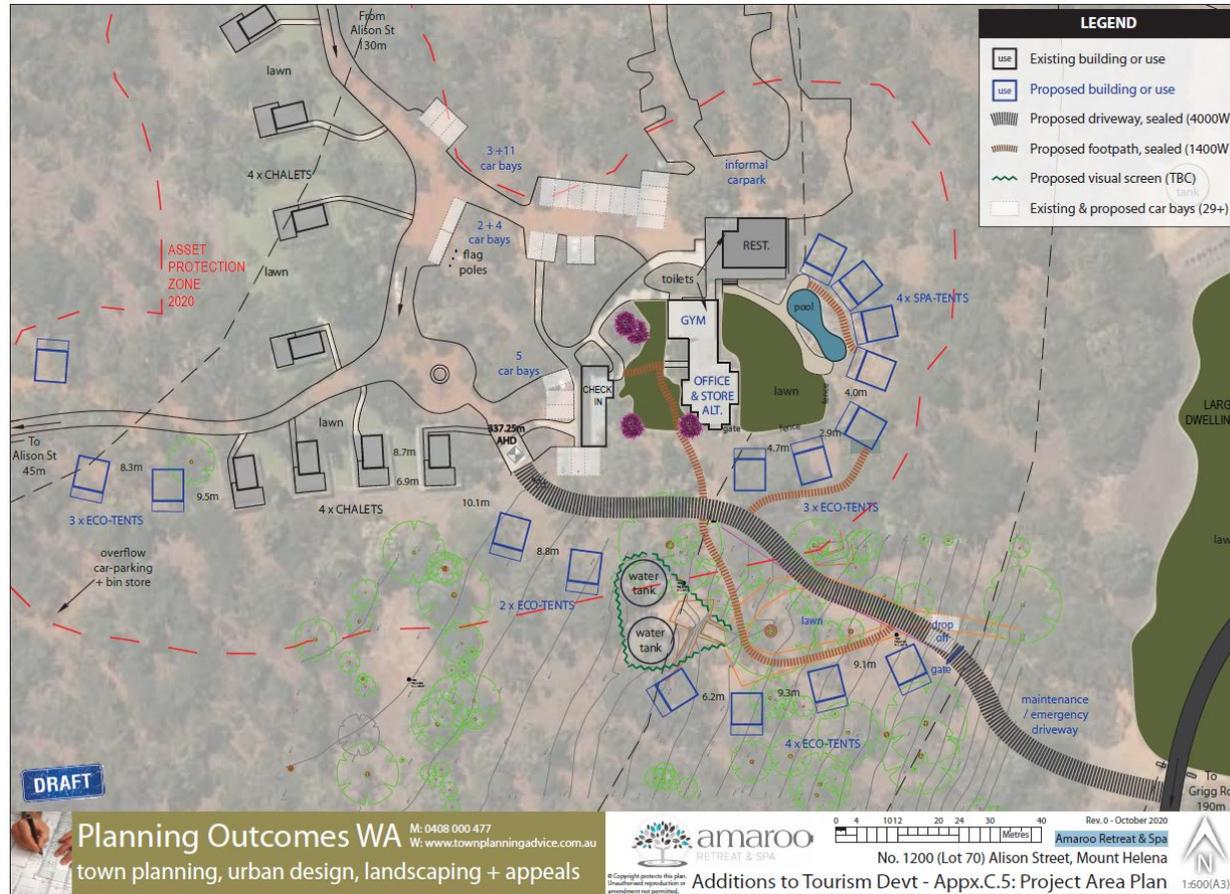


Figure 2: Site Layout.

Client: Planning Outcomes WA
Project: Noise Management Plan



APPENDIX B NOISE CONTOURS

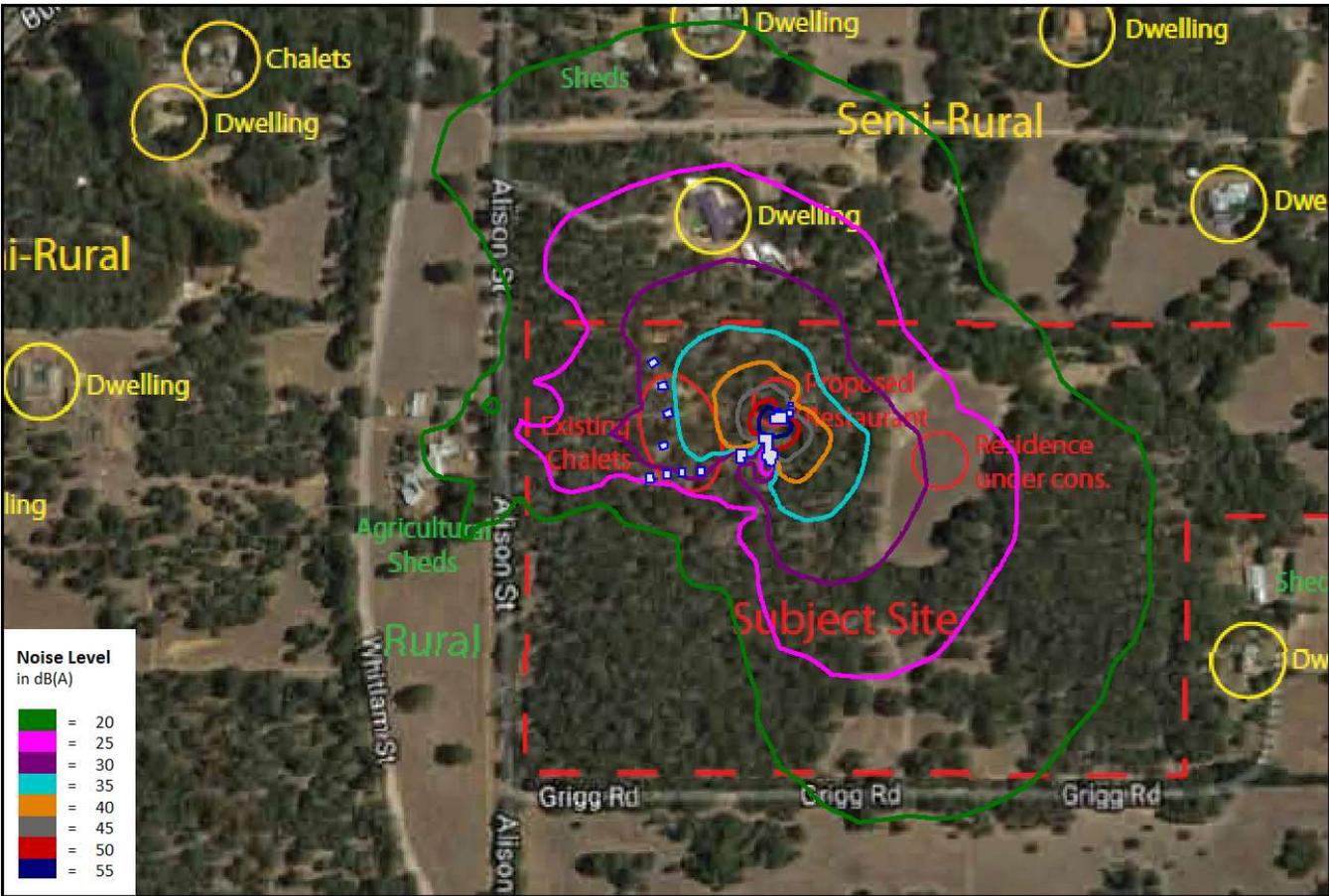


Figure 3: Worst-case noise level contours for scenario 1.

Client: Planning Outcomes WA
Project: Noise Management Plan

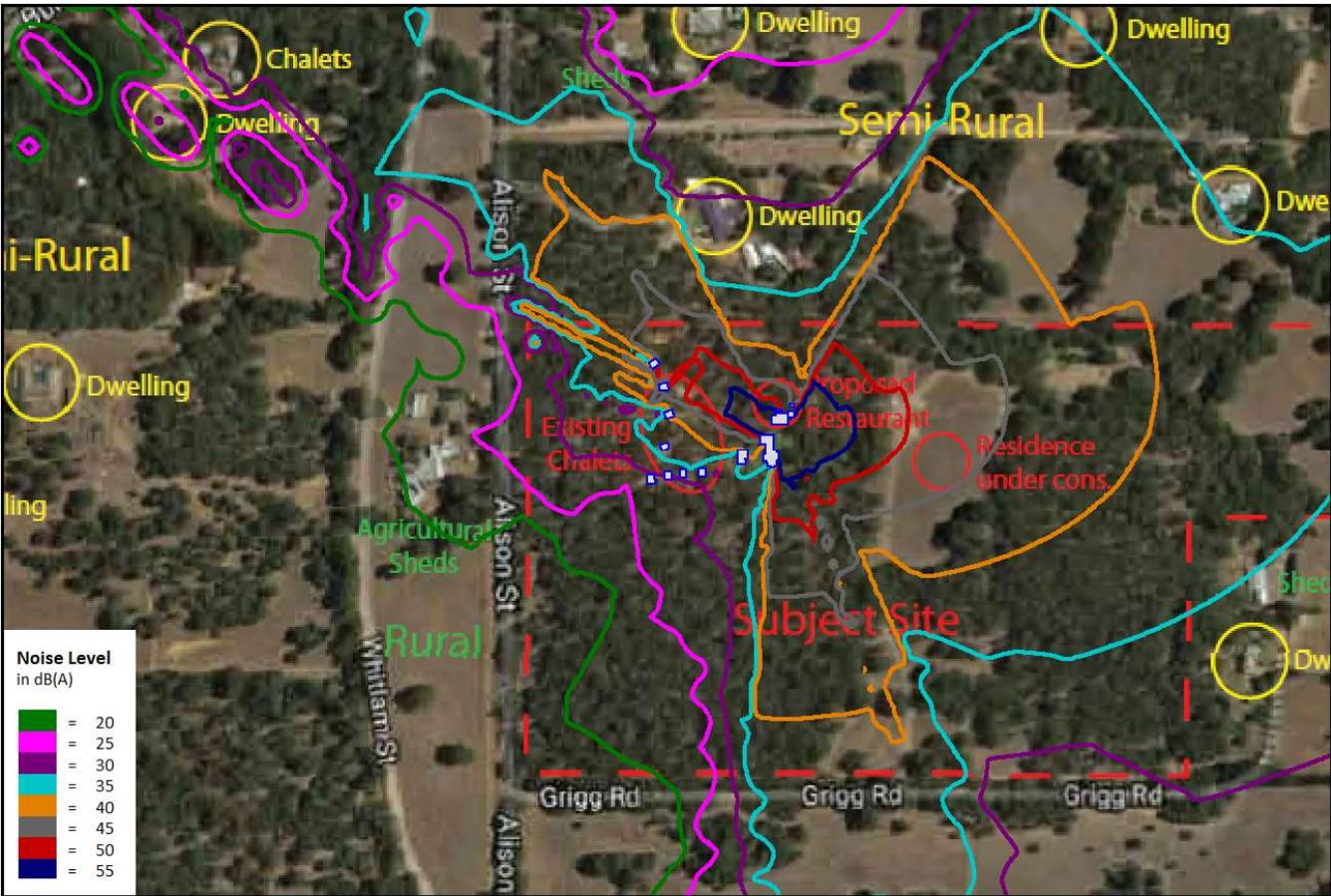


Figure 4: Worst-case noise level contours for scenario 2.

Client: Planning Outcomes WA
Project: Noise Management Plan

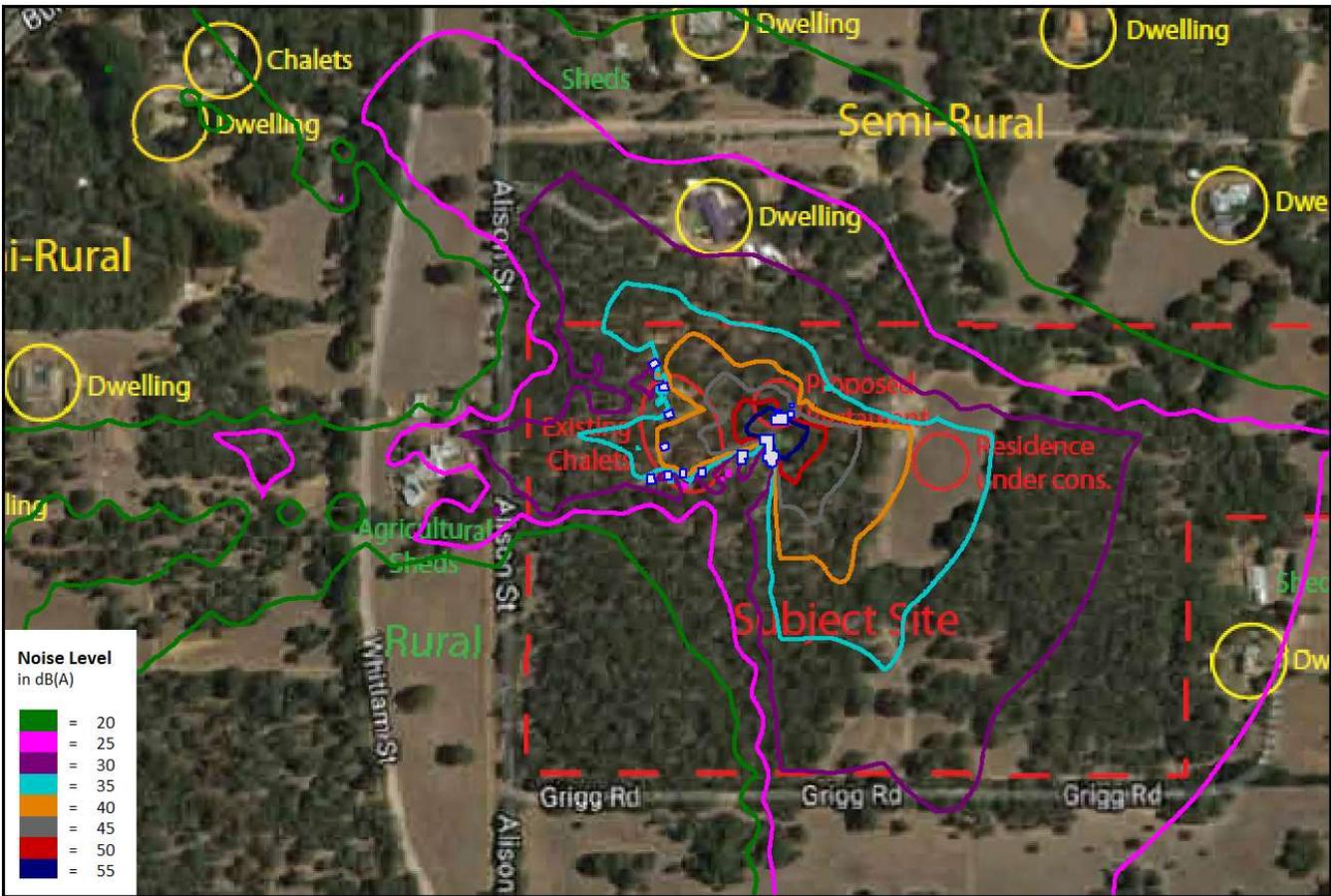


Figure 5: Worst-case noise level contours for scenario 2A.

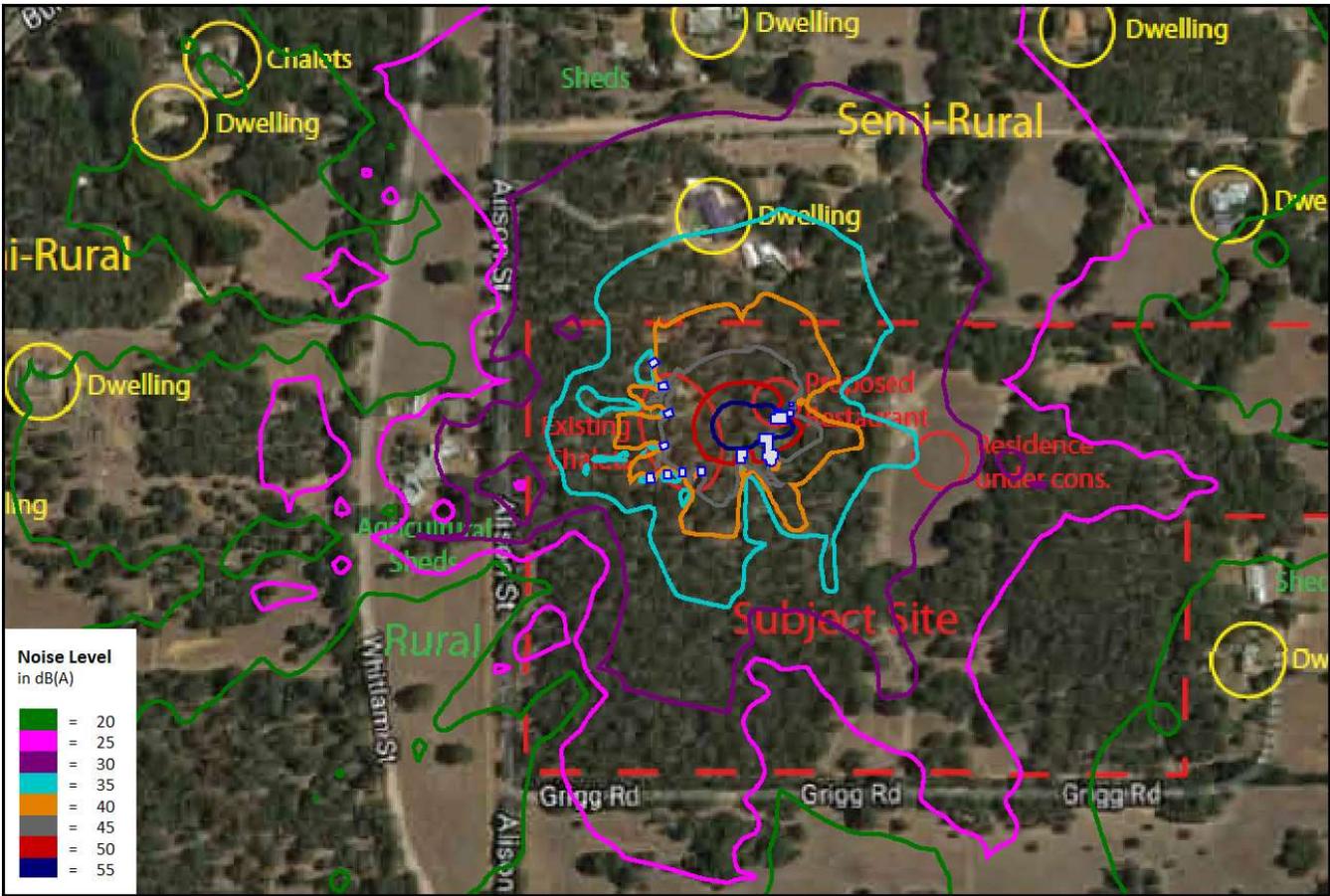


Figure 6: Worst-case noise level contours for scenario 3.

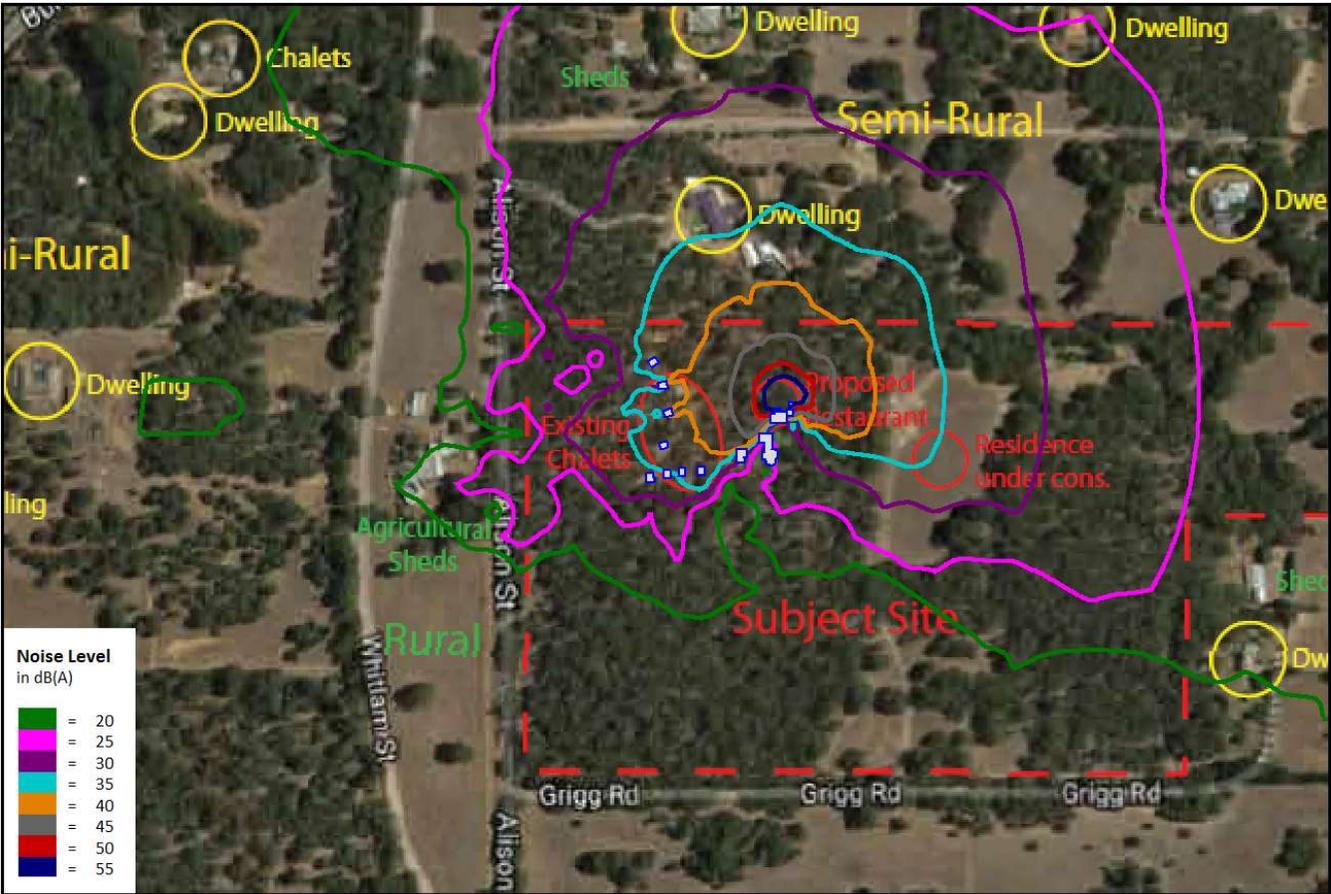


Figure 7: Worst-case noise level contours for scenario 4.

Client: Planning Outcomes WA
Project: Noise Management Plan

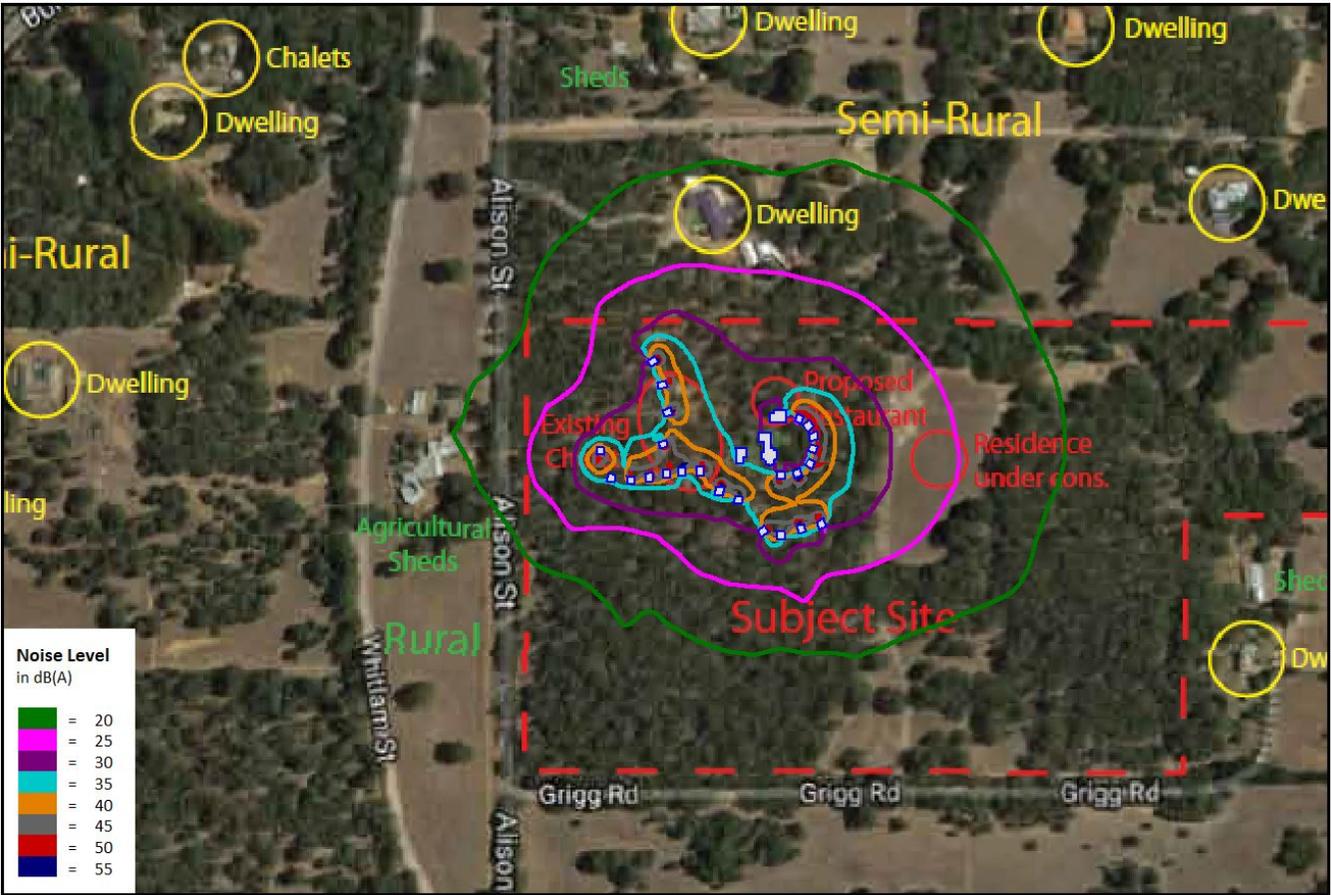


Figure 8: Worst-case noise level contours for scenario 5.

Client: Planning Outcomes WA
Project: Noise Management Plan



APPENDIX C COMPLAINT NOISE LOG

Client: Planning Outcomes WA
 Project: Noise Management Plan



Noise Complaint Log – Amaroo Retreat & Spa

Date	Time	Method of complaint	Weather conditions and wind direction	Contact Details of complainant (Name and Phone)	Location of complainant	Nature of complaint	Response	Follow Up Action	Complaint Taken By
E.g. 18/03/20	7pm	Telephone	Light westerly	John Smith, 0400 XXX XXX	2 XX Street, Mt Helena	Music too loud	Verbal response. Problem solved	Scale down PA Controller	Staff name

ACOUSTIC REPORT

FOR

AMAROO RETREAT

20 December 2022

AES-890064-R01-2-20122022

Acoustic Engineering Solutions
www.acousticengsolutions.com.au

Client: Planning Outcomes WA
Project: Acoustic Report



DOCUMENT CONTROL

Prepared for: Planning Outcomes WA
www.townplanningadvice.com.au
Contact: Matt Stuart

Prepared by: Dr. Roy Ming
Acoustic Engineering Solutions
roy.ming@acousticengsolutions.com.au
0408 944 982
Revision: 2
Date: 20 December 2022
Doc NO: AES-890064-R01-2-20122022

Acoustic Engineering Solutions

ABN: 64 451 362 914

This document contains commercial, conceptual and engineering information which is proprietary to Acoustic Engineering Solutions (AES). The information in this document should not be divulged to a third party without AES written consent.

AES-890064-R01-2-20122022

Pagell

EXECUTIVE SUMMARY

Amaroo Retreat proposes to increase its capacity from 60 to 85 and extend its outdoor dining area. Acoustic Engineering Solutions (AES) has been commissioned by Planning Outcomes WA (POWA) to update the acoustic report accordingly and assess if the proposed changes would comply with the Environmental Protection (Noise) Regulations 1997 (the Regulations).

The existing acoustic model is updated to reflect the proposed changes and the following five worst-case operational scenarios are modelled:

- Scenario 1: All items of the mechanical plant are operating simultaneously with the kitchen activities. The indoor and outdoor speakers play low level music. Half of patrons are assumed to talk simultaneously.
- Scenario 2: Scenario 1 plus live music performance on the southern lawn area. This scenario is only for day-time of Monday to Saturday.
- Scenario 2A: Scenario 1 plus live music performance inside the restaurant building. This scenario is for evenings and for Sunday and public holidays.
- Scenario 3: Scenario 1 plus a delivery truck at a car-parking bay. This scenario occurs in short periods for daytime only of Monday to Friday excluding public holidays.
- Scenario 4: Closing a car door at a worst-case car-park bay. It represents very short events.

Seven closest residential premises are selected for the detailed assessment of noise impacts. Noise levels are predicted for worst-case meteorological conditions. The predicted worst-case noise levels are adjusted to account for their dominant characteristics and then assessed against the criteria set by the Regulations. The compliance assessment concludes that full compliance is achieved for the expanded Amaroo Retreat.



TABLE OF CONTENTS

- EXECUTIVE SUMMARYIII
- 1.0 INTRODUCTION..... 5
 - 1.1 AMAROO RETREAT5
- 2.0 NOISE CRITERIA 6
 - 2.1 CORRECTIONS FORCHARACTERISTICSOF NOISE.....7
 - 2.2 VEHICLE NOISE7
 - 2.3 WASTE COLLECTION8
 - 2.4 INFLUENCING FACTOR.....8
- 3.0 NOISE MODELLING 9
 - 3.1 METHODOLOGY.....9
 - 3.2 INPUT DATA9
 - 3.2.1 Topography 9
 - 3.2.2 Noise Sensitive Premises 9
 - 3.2.3 Source Noise Levels..... 9
 - 3.3 METEOROLOGY 11
 - 3.4 NOISE MODELLING SCENARIOS..... 11
- 4.0 MODELLING RESULTS13
 - 4.1 POINT MODELLING RESULTS..... 13
 - 4.2 NOISE CONTOURS 14
- 5.0 COMPLIANCE ASSESSMENT 15
 - 5.1 WASTE COLLECTION 15
 - 5.2 TONALITY ADJUSTMENT 15
 - 5.3 COMPLIANCE ASSESSMENT 16
 - 5.3.1 Day-time Operations..... 16
 - 5.3.2 Evening and Sunday Operations 17
 - 5.3.3 Night-time Operations..... 19
- APPENDIX A AERIAL VIEW20
- APPENDIX B NOISE CONTOURS.....27

1.0 INTRODUCTION

Amaroo Retreat proposes to increase its capacity from 60 to 85 and extend its outdoor dining area. Acoustic Engineering Solutions (AES) has been commissioned by Planning Outcomes WA (POWA) to update the acoustic report accordingly and assess if the proposed changes would comply with the Environmental Protection (Noise) Regulations 1997 (the Regulations).

1.1 AMAROO RETREAT

Amaroo Retreat is located at 1200 Alison Street, Mt Helena. Figure 1 in APPENDIX A presents an aerial view of the subject site and surrounding area. The subject site is zoned as 'Rural' under the Metropolitan Region Scheme and surrounded by residential premises.

Figure 2 in APPENDIX A presents the site layout and Figure 3 is the project area plan. The site is located on the corner of Alison Street and Grigg Road within the suburb of Mount Helena. Amaroo Retreat is located on the north-western corner of the site (off Alison Street). Twelve car-parking bays are located to west of Amaroo Retreat including a disabled bay.

Figure 4 in APPENDIX A presents the floor plan and elevation views. The restaurant building is a single-storey building with an elevated floor, and has a kitchen, toilets, an indoor dining/bar area (see Figure 5) and two outdoor dining areas: an alfresco dining area (see Figure 6) and the west decking dining area. A cool room, preparation room and dry store are the new additions located to the east of kitchen.

The restaurant building has a metal roof with Bradford Ploymax Acoustic batts R2.5 insulation. All external walls are 92mm metal stud CFC Cladding walls with R2.5 insulation. The windows are glazed with 12mm glasses. The door to the alfresco dining area is a 12mm glass sliding door while the other doors are 40mm timber doors.

A sound system operates ten directional speakers: six (6) on the ceiling of the indoor dining area and four (4) on the wall under the alfresco roof, to provide low level background music during the hours of service. No speakers are installed in the west decking dining area. Live music (solo performance) will be played occasionally.

Amaroo Retreat services food and alcohol, and has a maximum capacity of 85 patrons plus five staff. Four days are planned to open in a week but the actual open days will be decided later. The open hours are from 8am and 10pm on Monday to Saturday and from 8am and 8pm for Sunday & Public Holidays.

J&J Richards (a private waste collection service) is contracted to collect waste at the existing bin area, as shown in Figure 3 in APPENDIX A, in every 2nd Wednesday morning after 7am.

2.0 NOISE CRITERIA

Noise management in Western Australia is implemented through the Environmental Protection (Noise) Regulations 1997 (the Regulations). The Regulations set noise limits which are the highest noise levels that can be received at noise-sensitive (residential), commercial and industrial premises. These noise limits are defined as 'assigned noise levels' at receiver locations. Regulation 7 requires that "noise emitted from any premises or public place when received at other premises must not cause, or significantly contribute to, a level of noise which exceeds the assigned level in respect of noise received at premises of that kind".

Table 2-1 presents the assigned noise levels at various premises.

Table 2-1: Assigned noise levels in dB(A)

Type of Premises Receiving Noise	Time of Day	Assigned Noise Levels in dB(A) ¹		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area	0700 to 1900 hours Monday to Saturday	45 + Influencing factor	55 + Influencing factor	65 + Influencing factor
	0900 to 1900 hours Sunday and public holidays	40 + Influencing factor	50 + Influencing factor	65 + Influencing factor
	1900 to 2200 hours all days	40 + Influencing factor	50 + Influencing factor	55 + Influencing factor
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	35 + Influencing factor	45 + Influencing factor	55 + Influencing factor
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80
Commercial premises	All hours	60	75	80
Industrial and utility premises other than those in the Kwinana Industrial Area	All hours	65	80	90

For highly noise sensitive premises, an "influencing factor" is incorporated into the assigned noise levels. The influencing factor depends on road classification and land use zonings within circles of 100 metres and 450 metres radius from the noise receiver locations.

¹Assigned level L_{A1} is the A-weighted noise level not to be exceeded for 1% of a delegated assessment period.
Assigned level L_{A10} is the A-weighted noise level not to be exceeded for 10% of a delegated assessment period.
Assigned level L_{Amax} is the A-weighted noise level not to be exceeded at any time.



2.1 CORRECTIONS FOR CHARACTERISTICS OF NOISE

Regulation 7 requires that that “noise emitted from any premises or public place when received at other premises must be free of:

- (i) tonality;
- (ii) impulsiveness; and
- (iii) modulation.

when assessed under Regulation 9”.

If the noise exhibits intrusive or dominant characteristics, i.e. if the noise is impulsive, tonal, or modulating, noise levels at noise-sensitive premises must be adjusted. Table 2-2 presents the adjustments incurred for noise exhibiting dominant characteristics. That is, if the noise is assessed as having tonal, modulating or impulsive characteristics, the measured or predicted noise levels have to be adjusted by the amounts given in Table 2-2. Then the adjusted noise levels must comply with the assigned noise levels. Regulation 9 sets out objective tests to assess whether the noise is taken to be free of these characteristics.

Table 2-2: Adjustments for dominant noise characteristics

Adjustment where noise emission is not music. These adjustments are cumulative to a maximum of 15 dB.			Adjustment where noise emission is music	
Where tonality is present	Where Modulation is present	Where Impulsiveness is present	Where Impulsiveness is not present	Where Impulsiveness is present
+5 dB	+5 dB	+10 dB	+10 dB	+15 dB

2.2 VEHICLE NOISE

Regulation 3(a) states that *nothing in these regulations applies to the following noise emissions —*

- (a) *Noise emissions from the propulsion and braking systems of motor vehicles operating on a road.*

If it is open to public, a car park is considered to be a road and therefore vehicle noise (propulsion and braking) is not strictly assessed. However, noise from car door shutting still requires assessment, as this does not form part of the propulsion or braking systems.

Client: Planning Outcomes WA
Project: Acoustic Report



2.3 WASTE COLLECTION

Regulation 14A provides requirements for waste collection and car park cleaning. Such activities can be exempt from Regulation 7 provided they are undertaken in accordance with regulation 14A(2) as follows:

- the works are carried out between:
 - 0700 hours and 1900 hours on any day that is not a Sunday or a public holiday; or
 - 0900 hours and 1900 hours on a Sunday or public holiday.
- the works are carried out in the quietest reasonable and practicable manner; and
- the equipment used to carry out the works is the quietest reasonably available.

If they are carried out outside the above specified hours, the works should be carried out in accordance with a noise management plan, excluding any ancillary measure, approved in writing by the local government authority CEO.

2.4 INFLUENCING FACTOR

Influencing factors vary from residence to residence depending on the surrounding land use. Traffic flows on roads in the vicinity of the subject site are insufficient for any of the roads to be classified as either major or secondary roads and therefore no transport factors apply.

Amaroo Retreat is located in a rural area, and its closest noise sensitive premises are the residences. Neither industrial nor commercial premises are present in the vicinity (within 450m in radius) of the closest residences. Therefore, the influencing factors for the closest residential premises are zeros.

3.0 NOISE MODELLING

3.1 METHODOLOGY

An acoustic model is developed using SoundPlan v8.0 program, and the CONCAWE^{2,3} prediction algorithms are selected for this study. The acoustic model is used to predict noise levels at the selected receiver locations and generate noise level contours for the area surrounding the subject site.

The acoustic model does not include noise emissions from any sources other than from Amaroo Retreat. Therefore, noise emissions from neighbouring premises, aircraft, road traffic, animals, birds, etc are excluded from the modelling.

3.2 INPUT DATA

3.2.1 Topography

Topographical data were provided by POWA and digitised to the acoustic model. Amaroo Retreat and its surrounding area are a rural area. Therefore, an absorptive ground is assumed.

The existing buildings including the restaurant building on the subject site are digitised to the acoustic model. The residential buildings and sheds on the surrounding area are not considered.

3.2.2 Noise Sensitive Premises

Seven neighbouring residential premises are selected for the detailed assessment of noise impact, as shown in Figure 1 in APPENDIX A. All of them are the ground receivers (1.5m above the ground).

3.2.3 Source Noise Levels

Table 3-1 presents the source sound power levels. The overall level of a music speaker was determined from the assumption of 60 dB(A) at 1 metre. The overall noise levels of mechanical plant were provided by POWA. The spectrum shapes were obtained from the AES database for similar equipment. The noises generated from the mechanical plant are expected to exhibit tonality. The sound power levels of a patron conversation and a solo performance were measured for the other AES projects. During the measurements, the

² CONCAWE (Conservation of Clean Air and Water in Europe) was established in 1963 by a group of oil companies to carry out research on environmental issues relevant to the oil industry.

³ The propagation of noise from petroleum and petrochemical complexes to neighbouring communities, CONCAWE Report 4/81, 1981.

Client: Planning Outcomes WA
Project: Acoustic Report



soloist played a guitar and sang a song in a garden with two directional speakers. The sound power level of car door shutting is presented in a L_{Amax} level.

Table 3-1: Sound power levels

Name	Octave Frequency Band Sound Power Levels in dB(A)								Overall dB(A)
	63 Hz	125 Hz	250 Hz	500 Hz	1kHz	2kHz	4kHz	8kHz	
Kitchen Extraction Fan	48	62	71	69	66	69	63	53	76
Toilet Exhaust Fan	42	51	53	58	51	54	53	47	62
Reverse Cycle Air-Conditioner	34	51	60	61	63	60	56	51	68
Coolroom Compressor	35	52	61	62	63	61	57	52	71
Truck Refrigeration Unit	56	70	77	80	84	81	75	69	88
Patron Conversation	45	53	62	61	54	54	53	48	66
Music Speaker	49	56	56	60	63	61	59	53	68
Solo Performance	63	79	87	94	94	92	86	71	99
Car Door Shutting L_{Amax}	72	80	82	81	81	78	72	68	88

Table 3-2 presents the noise level, which was measured over 5 minutes inside a busy restaurant kitchen for another project. The measured kitchen noise includes the contributions from exhaust hoods, cooking and boiling, (food order) conversations, vegetable cutting, fridge door opening and closing, and associated activities.

Table 3-2: Noise levels inside the kitchen

Name	Octave Frequency Band Noise Levels in dB(A)								Overall dB(A)
	63 Hz	125 Hz	250 Hz	500 Hz	1kHz	2kHz	4kHz	8kHz	
Kitchen	40	54	67	73	76	80	75	68	83

3.3 METEOROLOGY

SoundPlan calculates noise levels for defined meteorological conditions. In particular, temperature, relative humidity, wind speed and direction data are required as input to the model. For this study the worst-case meteorological conditions⁴ are assumed, as shown in Table 3-3. Since evening and night have the same worst-case meteorological conditions, only the night-time noise levels are modelled.

Table 3-3: Worst-case meteorological conditions.

Time of day	Temperature Celsius	Relative Humidity	Wind speed	Pasquill Stability Category
Day (0700 --- 1900)	20 Celsius	50%	4 m/s	E
Evening (1900 --- 2200)	15 Celsius	50%	3 m/s	F
Night (2200 --- 0700)	15 Celsius	50%	3 m/s	F

3.4 NOISE MODELLING SCENARIOS

POWA advised:

- Amaroo Retreat has a maximum capacity of 85 patrons.
- Six speakers are installed on the ceiling of the indoor dining area and four speakers are installed on the wall under the alfresco roof. All speakers are directional speakers.
- No speakers are installed in the west decking (outdoor) dining area.
- Low level background music will play during opening hours.
- Live music (Solo performance) will play occasionally:
 - On the south lawn area, as shown in Figure 3 in APPENDIX A, during daytime (8am – 7pm) of Monday and Saturday; or
 - Inside the restaurant building (indoor dining area) during evenings (7pm to 10pm) or for Sunday and public holidays between 9am and 7pm.
- No live music will play during 8am and 9am on Sunday and public holidays.
- The kitchen exhaust fan will be located above the kitchen roof.
- The coolroom compressor condenser sits on the roof.
- The 5 toilet exhaust fans will be installed on the toilet ceiling with roof cowl.
- No noisy equipment operates in the preparation room and dry store.

⁴The worst case meteorological conditions were set by the EPA (Environmental Protection Act 1986) Guidance note No 8 for assessing noise impact from new developments as the upper limit of the meteorological conditions investigated.

- A Panasonic reverse cycle split air-conditioning system will be installed and its condenser sits on the ground close to the east wall of the restaurant building.
- The sliding door to the alfresco dining area and the west double entrance door to the west decking area are open during the open hours.
- The external Kitchen door will be generally open during the open hours.
- Deliveries happen on Monday to Friday between 9am to 5pm.
- No shouting and swearing are allowed in Amaroo Retreat.

Five worst-case operational scenarios are modelled as followings:

- Scenario 1: All items of the mechanical plant are operating simultaneously with the kitchen activities. The indoor and outdoor speakers play low level music. Half of the patrons are assumed to talk simultaneously (42 conversations: 15 indoor conversations and 27 outdoor conversations: 15 conversations in the alfresco outdoor dining area and 12 in the west decking dining area). The external Kitchen door is assumed to be fully open during the open hours.
- Scenario 2: Scenario 1 plus live music performance on the southern lawn close to the restaurant building, as shown in Figure 3 in APPENDIX A. The two live music speakers are not connected to the restaurant PA system and are assumed to be 1.5m above the ground. This scenario is only for day-time of Monday and Saturday between 8am and 7pm.
- Scenario 2A: Scenario 1 plus live music performance inside the restaurant building (indoor dining area). The PA system will be connected to the live music microphone. The two solo speakers are assumed to be 1.5m above the floor. This scenario is for evenings (7pm to 10pm) or for Sunday and public holidays between 9am and 7pm.
- Scenario 3: Scenario 1 plus a delivery truck at a parking bay. It is assumed that the delivery truck engine is switched off during its unloading but its refrigeration unit is operating. This scenario occurs in short periods (much less than 10% of time is expected at any 4-hour interval) during day-time only of Monday to Friday excluding public holidays.
- Scenario 4: Closing a car door at a worst-case car-park bay. It represents very short events.

All items of the mechanical plant are modelled as point sources. The kitchen exhaust outlet and coolroom compressor condenser are assumed to be 0.4m above the roof while the air-conditioner condenser is 0.8m above the ground. For scenario 1, the overall music level of each of the 10 speakers is assumed of 60 dB(A) at 1m.

The car-door closing is modelled as a point source. The barrier effect of car bodies is not considered in the model and the predicted noise levels will be higher than the actual levels at the car body shadow areas.

4.0 MODELLING RESULTS

4.1 POINT MODELLING RESULTS

Table 4-1 presents the predicted worst-case A-weighted overall noise levels. For scenario 4, the predicted noise levels are in $L_{A_{Max}}$ level. It shows that the predicted day and night-time noises are at very similar levels at each of the selected receivers for scenarios 1, 2A and 4.

Table 4-1: Predicted worst-case noise levels in dB(A).

Receivers	Scenario 1		Scenario 2	Scenario 2A		Scenario 3	Scenario 4	
	Day	Night	Day	Day	Evening	Day	Day	Night
R1	17.1	17.0	33.0	25.6	25.6	18.0	22.1	22.1
R2	13.0	13.0	34.7	14.8	14.8	23.2	23.6	23.6
R3	28.7	28.6	32.7	29.2	29.1	37.3	38.3	38.3
R4	11.7	11.7	31.1	13.3	13.3	13.2	16.3	16.4
R5	10.9	10.9	14.1	11.4	11.4	20.2	17.2	17.3
R6	1.1	1.1	12.8	3.3	3.3	12.6	5.5	5.5
R7	21.2	21.1	23.6	30.2	30.2	30.4	22.0	22.0

The noise sources in scenario 1 can be classified into three contributions: patron conversations, music from speakers and mechanical plant. Table 4-2 presents the predicted noise contributions. At R1 the conversations and music are in similar levels while at R3 and R7 the mechanical noise and conversations are at similar levels. At R2 and R4 to R6, the predicted noise levels are much below ambient noise levels and will be inaudible.

Table 4-2: Predicted noise contributions in dB(A).

Receivers	Predicted Noise Contributions for Scenario 1		
	Conversations	Music	Mechanical
R1	14.0	12.2	9.7

Receivers	Predicted Noise Contributions for Scenario 1		
	Conversations	Music	Mechanical
R2	8.6	0	10.7
R3	24.0	11.9	26.7
R4	4.0	0	10.5
R5	9.0	0	7.7
R6	0.0	0	0.0
R7	17.5	12.2	17.7

4.2 NOISE CONTOURS

Figure 7 to Figure 11 in APPENDIX B present the worst-case noise level contours at 1.5m above the ground. These noise contours represent the worst-case noise propagation envelopes, i.e., worst-case propagation in all directions simultaneously. Since the predicted day and night-time worst-case noise levels are at very similar levels, the noise contours represent day, evening and night-time noise emissions from Amaroo Retreat.

Figure 11 presents the noise level $L_{A_{Max}}$ contours. It indicates that for scenario 4 the 45 dB(A) $L_{A_{Max}}$ contour is kept within the subject site, and the noise level $L_{A_{Max}}$ received at any of the neighbouring premises is less than 45 dB(A).

5.0 COMPLIANCE ASSESSMENT

5.1 WASTE COLLECTION

POWA advised that the waste is collected by a private service in every second Wednesday morning after 7am.

Noise generated from the waste collection during those time periods is exempted from Regulation 7. No noise compliance assessment is required for the waste collection.

5.2 TONALITY ADJUSTMENT

According to Table 2-2, the predicted noise levels shown in Table 4-1 should be adjusted by:

- 5 dB if the noise received exhibits tonality; or
- 10 dB if the noise received is music; or
- 10 dB if the noise received exhibits impulsiveness.

For scenario 1, Table 4-1 shows that the predicted noise levels at R2 and R4 to R6 are very low (much lower than background noise levels) and will be inaudible. Table 4-2 indicates that at R1 the music is below conversations and ambient level and will be inaudible. At R3 and R7 the mechanical plant is the dominant noise source. Therefore, a 5dB adjustment applies to the predicted noise levels at R3 and R7. No tonality adjustment is required to the predicted noise levels at the other receivers.

For scenarios 2 and 2A, music is the most dominant source. Therefore, a 10dB adjustment should apply to the predicted noise levels at all of the receivers except for the noise level under 10 dB(A), which should be inaudible.

For scenario 3, the most dominant noise source is the refrigeration unit of a delivery truck. Therefore, a 5dB adjustment should apply to the predicted noise levels at all of the receivers.

Scenario 4 considers the car-door closing noise only. The car-door closing noise may exhibit impulsiveness and then a 10dB adjustment applies to the predicted noise levels at all of the receivers except for the noise level under 10 dB(A), which should be inaudible.

The assigned noise levels in Table 2-1 are given in integer numbers. To assess against with the assigned noise levels, the adjusted noise levels should also be rounded to integer numbers. Table 5-1 presents the adjusted worst-case A-weighted noise levels. The adjusted noise levels are expressed in ***Bold Italic***.

Table 5-1: Adjusted worst-case noise levels in dB(A).

Receivers	Scenario 1		Scenario 2	Scenario 2A		Scenario 3	Scenario 4	
	Day	Night	Day	Day	Evening	Day	Day	Night
R1	17	17	43	36	36	23	32	32
R2	13	13	45	25	25	28	34	34
R3	34	34	43	39	39	42	48	48
R4	12	12	41	23	23	18	26	26
R5	11	11	24	21	21	25	27	27
R6	1	1	23	3	3	18	6	6
R7	26	26	34	40	40	35	32	32

5.3 COMPLIANCE ASSESSMENT

Scenarios 1, 2 and 2A generate continuous noise emissions, and then their noise emissions should be assessed against the assigned noise levels L_{A10} . Delivery trucks visit the site in short periods on Monday to Friday, therefore, scenario 3 should be assessed against the assigned noise levels L_{A1} . Car door closing is a very short event. The noise from a car door closing is predicted in L_{Amax} level and the assigned noise levels L_{Amax} apply for scenario 4.

For Sundays and public holiday, Amaroo Retreat operates between 8am and 8pm. Therefore, scenarios 1 and 4 should be assessed for daytime (9am to 7pm), evening-time (7pm to 8pm) and night-time (8am to 9am).

5.3.1 Day-time Operations

Table 5-2 presents the day-time compliance assessment for Mondays to Saturdays between 8am and 7pm. It is shown that all of the adjusted noise levels do not exceed the day-time assigned noise levels at all receiver locations. This demonstrates that compliance is achieved for the day-time operations of Amaroo Retreat on Mondays to Saturdays.

Table 5-2: Day-time compliance assessment for Mondays to Saturdays.

Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Noise Levels in dB(A)		Assigned Levels L_{A1} in dB(A)	Adjusted dB(A)	Assigned Levels L_{Amax} in dB(A)	L_{Amax} in dB(A)
		Scenario 1	Scenario 2				
R1	45	17	43	55	23	65	32
R2	45	13	45	55	28	65	34
R3	45	34	43	55	42	65	48
R4	45	12	41	55	18	65	26
R5	45	11	24	55	25	65	27
R6	45	1	23	55	18	65	6
R7	45	26	34	55	35	65	32

5.3.2 Evening and Sunday Operations

As indicated in section 3.4, delivery will not happen on Sunday and public holidays and also during evenings and nights. Therefore, the assessment for scenario 3 is not required for evenings, Sunday and public holidays.

Table 5-3 presents the evening-time (7pm to 10pm) compliance assessment. It is shown that all of the adjusted noise levels do not exceed the evening-time assigned noise levels at all receiver locations. This indicates that compliance is achieved for the evening-time operations of Amaroo Retreat.

Table 5-3: Evening-time compliance assessment.

Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Levels in dB(A)		Assigned Levels L_{Amax} in dB(A)	L_{Amax} in dB(A)
		Scenario 1	Scenario 2A		
R1	40	17	36	55	32

Client: Planning Outcomes WA
Project: Acoustic Report



Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Levels in dB(A)		Assigned Levels L_{Amax} in dB(A)	L_{Amax} in dB(A)
		Scenario 1	Scenario 2A		Scenario 4
R2	40	13	25	55	34
R3	40	34	39	55	48
R4	40	12	23	55	26
R5	40	11	21	55	27
R6	40	1	3	55	6
R7	40	26	40	55	32

Table 5-4 presents the day-time compliance assessment for Sunday and public holidays between 9am and 7pm. It is shown that all of the adjusted noise levels do not exceed the day-time assigned noise levels at all receiver locations. This indicates that compliance is achieved for the day-time operations on Sunday and public holidays.

Table 5-4: Sunday compliance assessment.

Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Levels in dB(A)		Assigned Levels L_{Amax} in dB(A)	L_{Amax} in dB(A)
		Scenario 1	Scenario 2A		Scenario 4
R1	40	17	36	65	32
R2	40	13	25	65	34
R3	40	34	39	65	48
R4	40	12	23	65	26
R5	40	11	21	65	27
R6	40	1	3	65	6
R7	40	26	40	65	32

Client: Planning Outcomes WA
 Project: Acoustic Report



5.3.3 Night-time Operations

Table 5-5 presents the night-time compliance assessment for Sunday and public holidays between 8am and 9am. It is shown that all of the adjusted noise levels are lower than the night-time assigned noise levels at all receiver locations. This indicates that compliance is achieved for the night-time operations of Amaroo Retreat.

Table 5-5: Night-time compliance assessment.

Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Levels in dB(A)		Assigned Levels L_{Amax} in dB(A)	L_{Amax} in dB(A)
		Scenario 1	Scenario 4		
R1	35	17	55	32	
R2	35	13	55	34	
R3	35	34	55	48	
R4	35	12	55	26	
R5	35	11	55	27	
R6	35	1	55	6	
R7	35	26	55	32	

The above assessments conclude that full compliance is achieved for the expanded Amaroo Retreat.

Client: Planning Outcomes WA
Project: Acoustic Report



APPENDIX A AERIAL VIEW

Client: Planning Outcomes WA
 Project: Acoustic Report

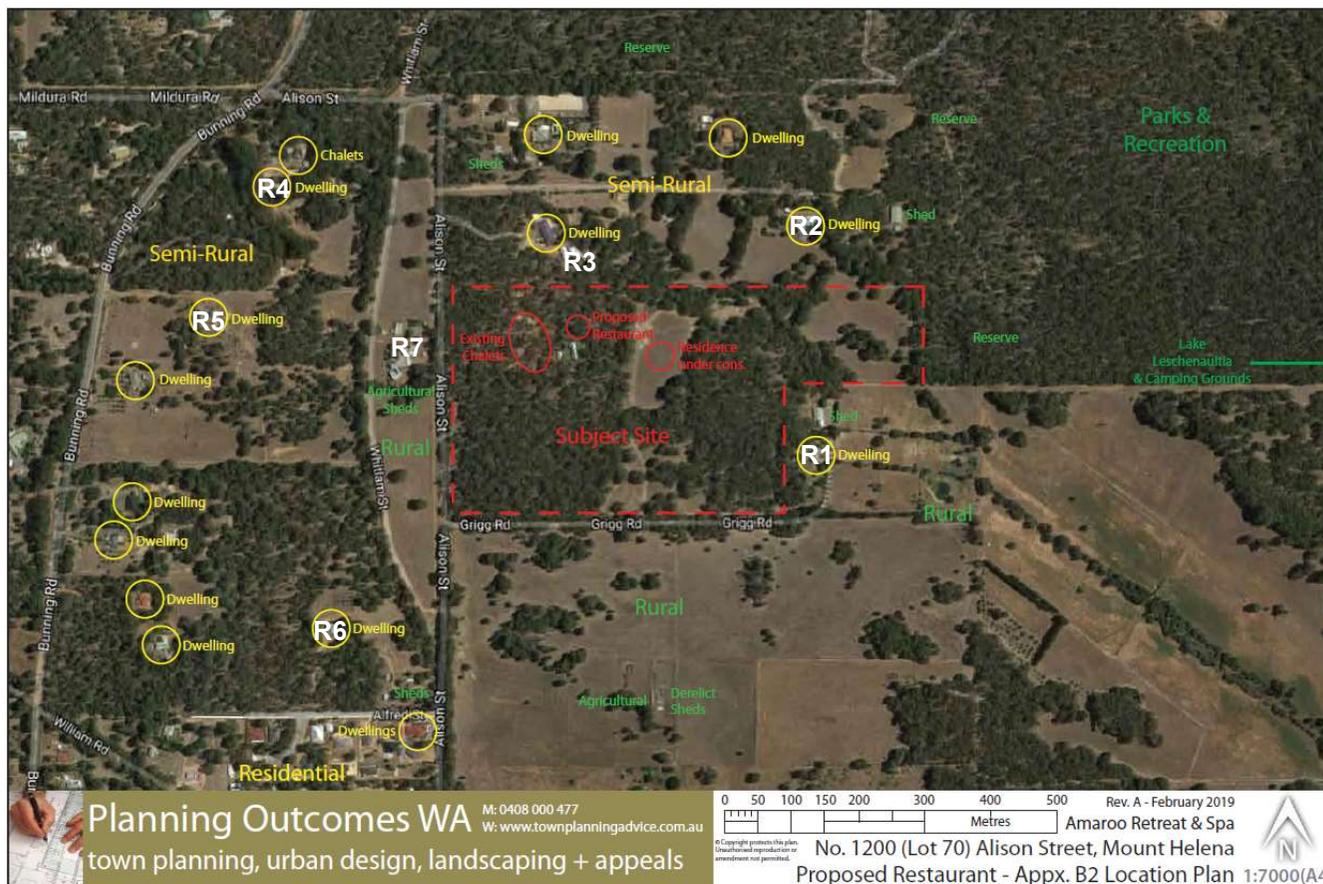


Figure 1: Aerial view of Amaroo Retreat and surrounding area.

Client: Planning Outcomes WA
Project: Acoustic Report



Figure 2: Site layout.

Client: Planning Outcomes WA
Project: Acoustic Report

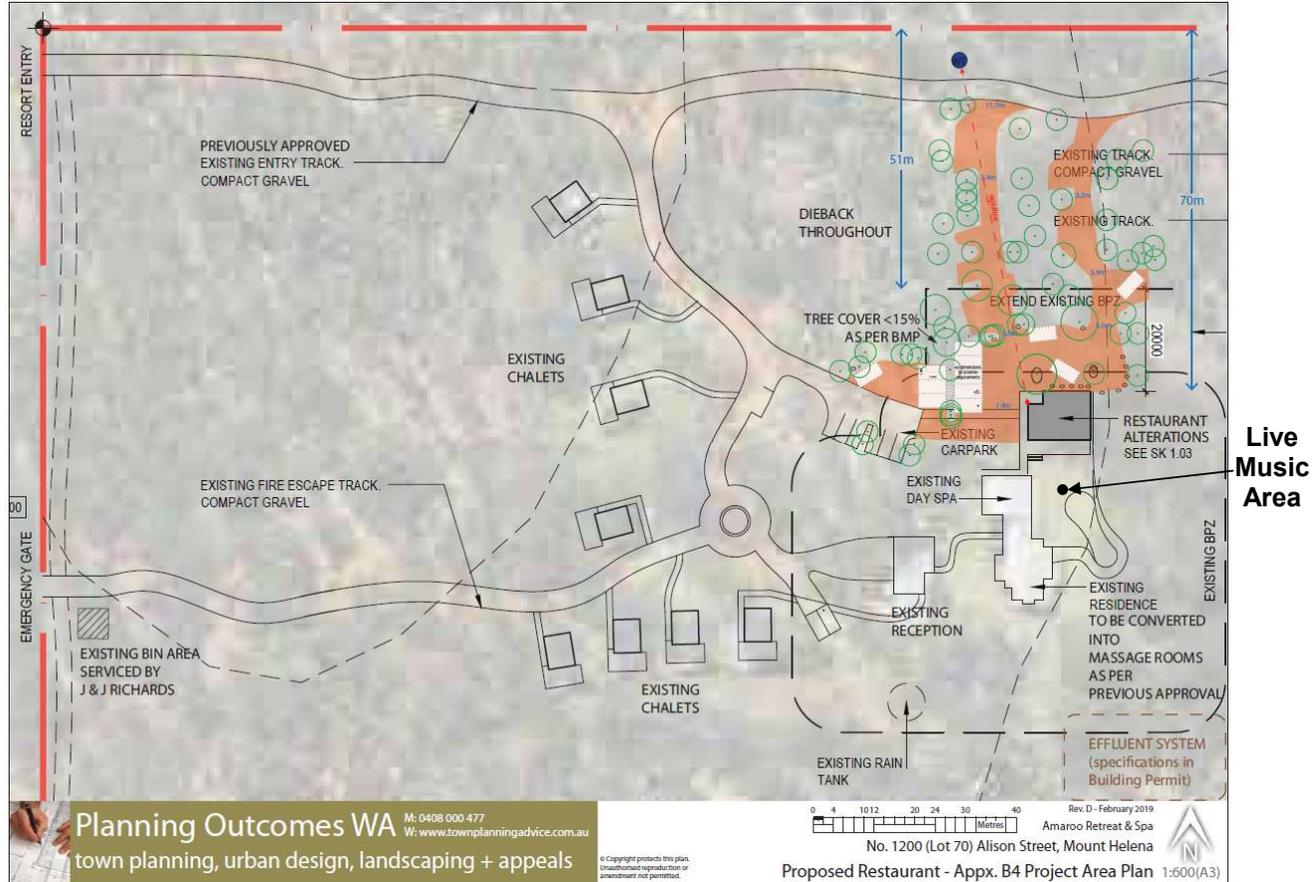


Figure 3: Project area plan.



Figure 5: Photo of the bar.

Client: Planning Outcomes WA
Project: Acoustic Report



Figure 6: Photo of the restaurant building.

Client: Planning Outcomes WA
Project: Acoustic Report



APPENDIX B NOISE CONTOURS

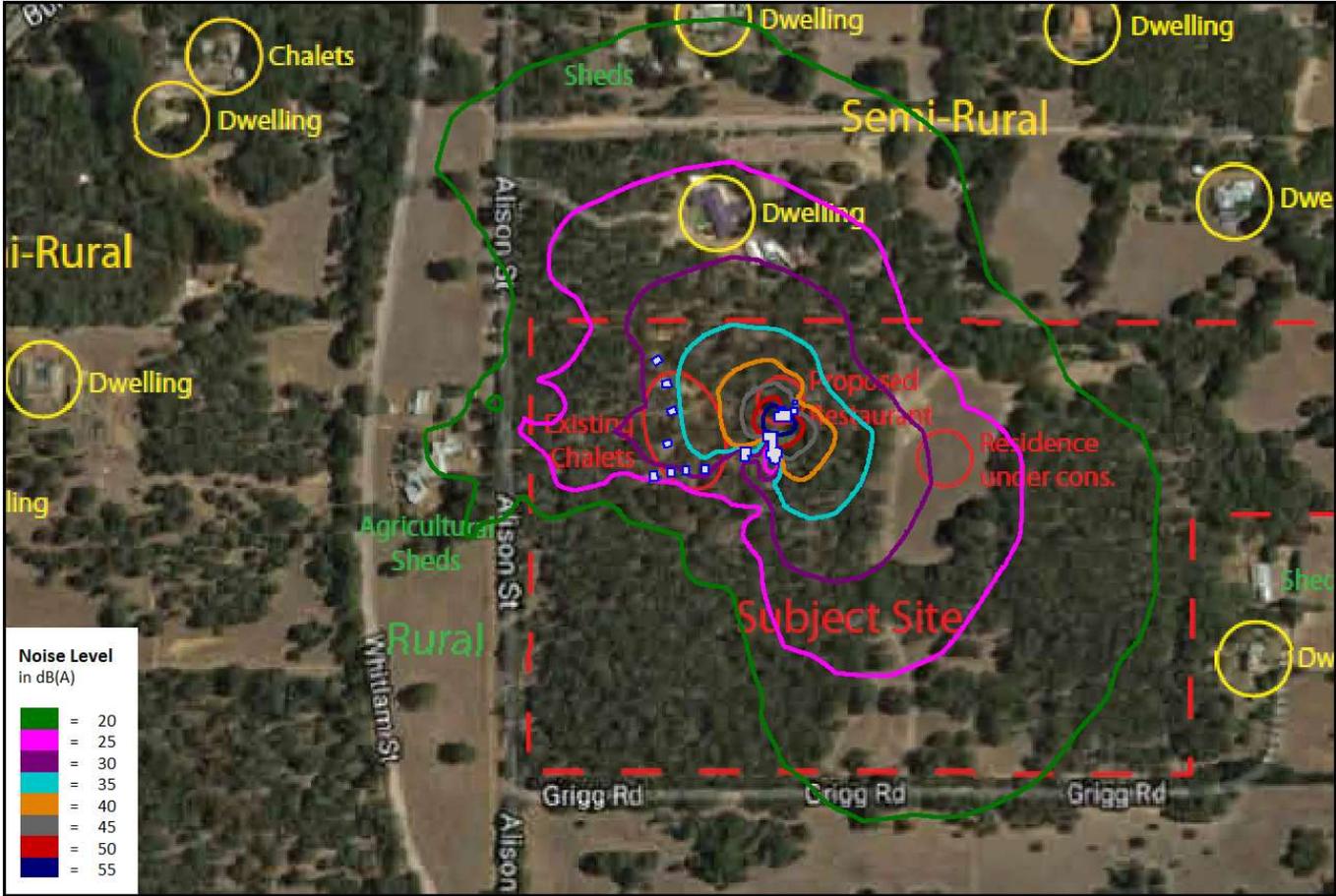


Figure 7: Worst-case noise level contours for scenario 1.

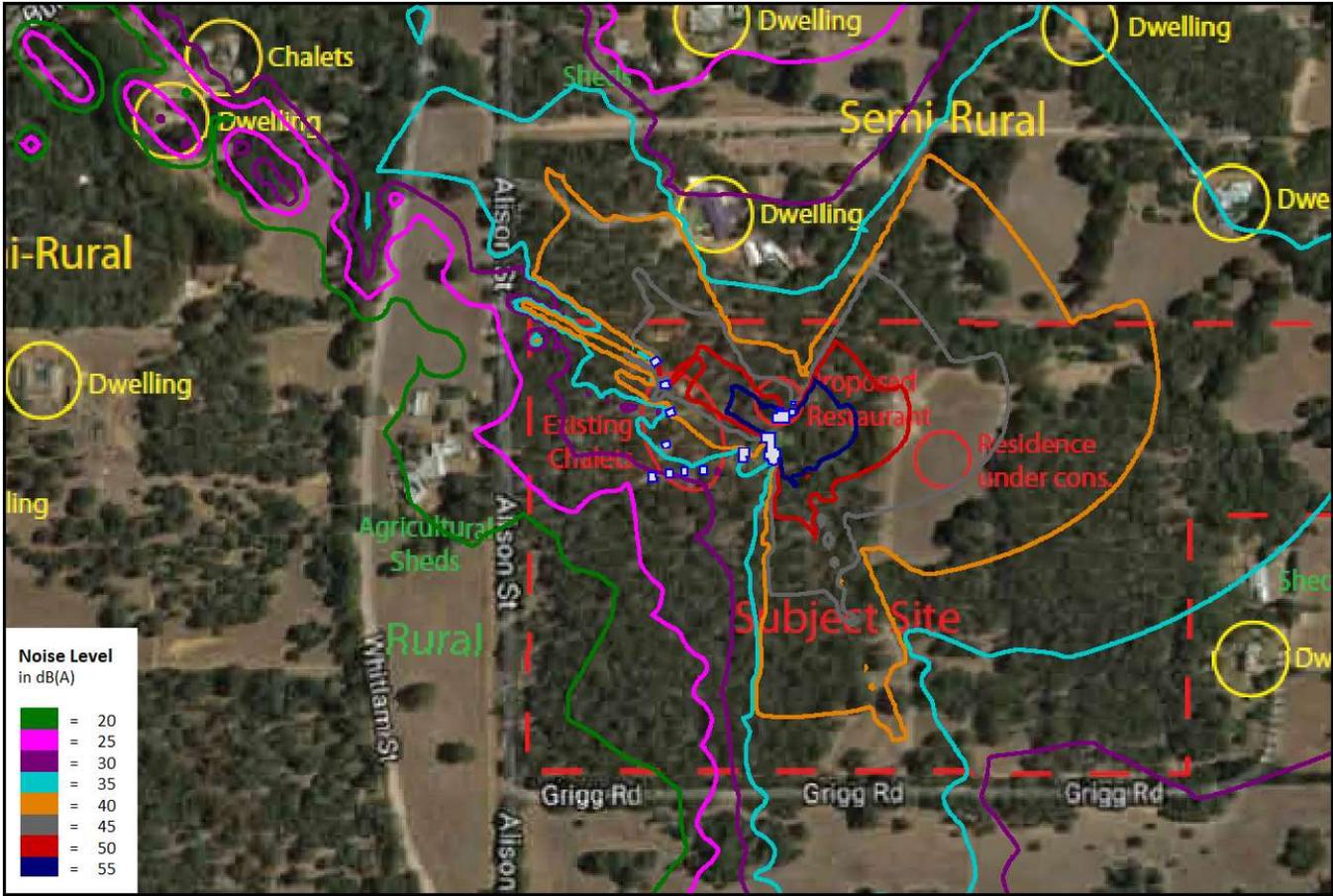


Figure 8: Worst-case noise level contours for scenario 2.



Figure 9: Worst-case noise level contours for scenario 2A.

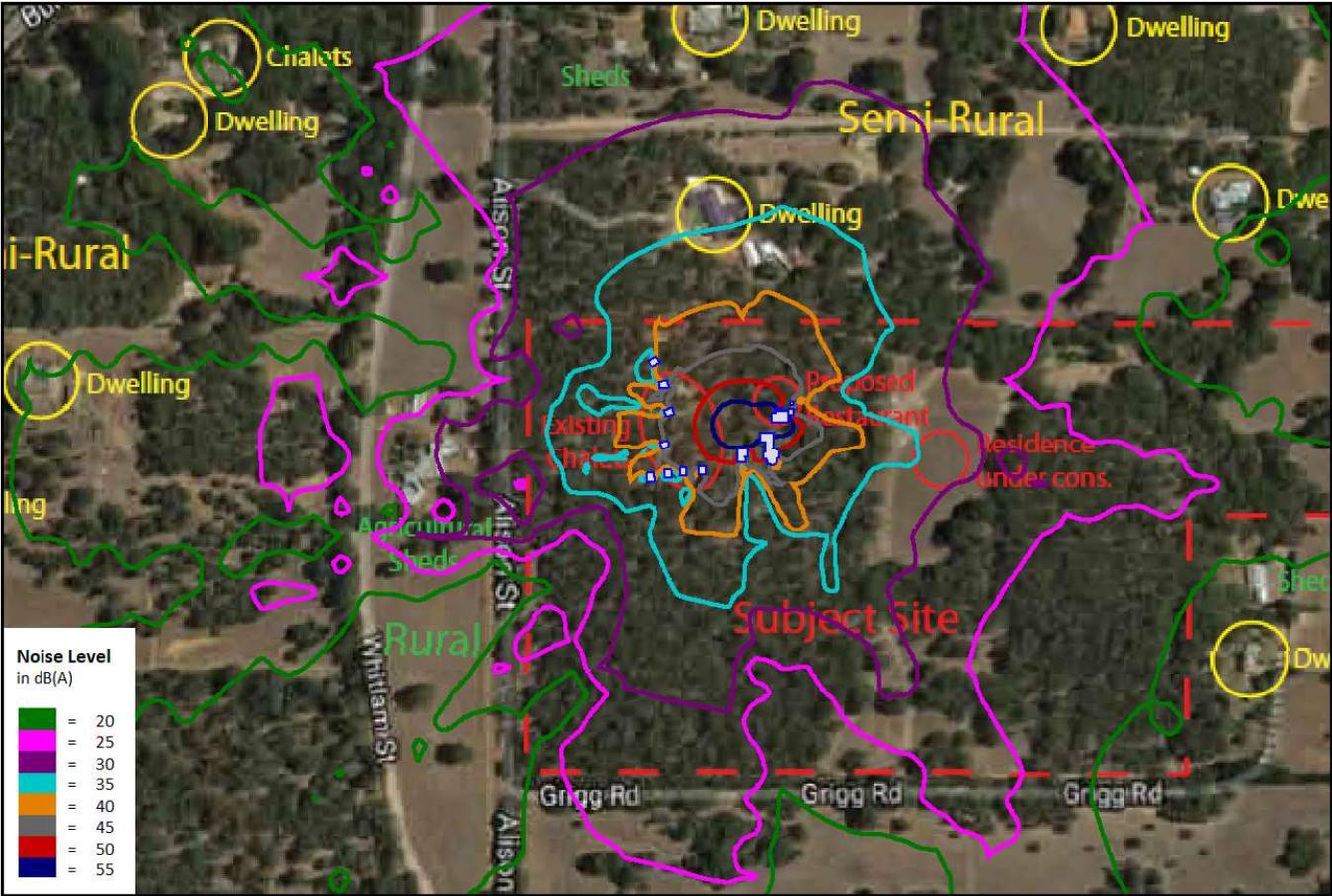


Figure 10: Worst-case noise level contours for scenario 3.

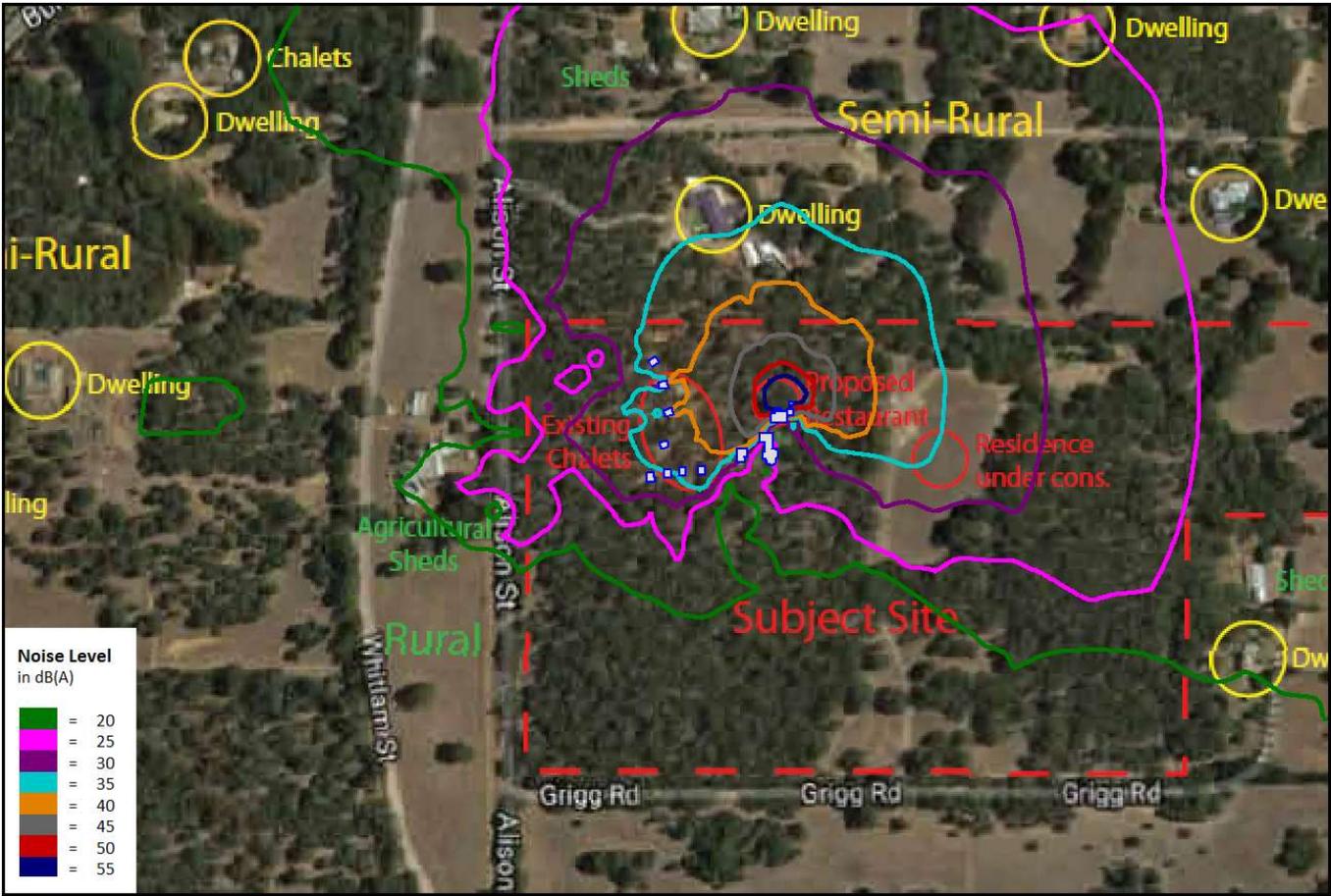


Figure 11: Worst-case noise level contours for scenario 4.

Bushfire Emergency Plan

Operational Document

Prepare | Respond | Recover | Review

Amaroo Retreat and Spa

Lot 70 (1200) Alison Road, Mount Helena

Shire of Mundaring

Vulnerable Land Use Category:
(Guidelines WAPC v1.3)

Category 3: A facility that involves short-stay accommodation or visitation for people who are unaware of their surroundings and who would require assistance or direction in the event of a bushfire.

Facility/Premises Use Type:

Tourist development

Date Created: 1 October 2021

Amended: 14 February 2023

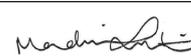
Associated Bushfire Management Plan Reference No:

15336

To Be Reviewed Annually

BPP Group Pty Ltd t/a Bushfire Prone Planning ACN: 39 166 551 784 ABN: 39 166 551 784 Level 1, 159-161 James Street Guildford WA 6055 PO Box 388 Guildford WA 6935 08 6477 1144 admin@bushfireprone.com.au	
---	--

DOCUMENT CONTROL

PREPARATION				
Author:	Madison Smith (BPAD Level 1 - No.56399)			
Co-Author:	Greg Dunstan (BPAD Level 1 - No. 16382)			
Review/Authorise:	Kathy Nastov (BPAD Level 3 - No. 27794)			
VERSION HISTORY				
Version	Details	Hard Copy	Electronic Copy	Date
1.0	Original	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 October 2021
1.1	Updated BEP plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8 March 2022
1.2	Updated BEP plans, updates p3, p10 & p11. Updated Appendices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14 February 2023
BEP (Standard) Template v8.4				
<p>Limitation of Liability: The procedures and their associated actions contained in this Bushfire Emergency Plan do not guarantee that a building will not be damaged in a bushfire, persons injured, or fatalities occur either on the subject site or off the site while evacuating. This is substantially due to the unpredictable nature and behaviour of fire and fire weather conditions. Additionally, the correct implementation of the required bushfire protection measures will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.</p> <p>Any representation, statement, opinion, or advice expressed or implied in this document is made in good faith based on information available to Bushfire Prone Planning at the time. Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence, lack of care or otherwise of their consultants, their servants or agents, arising out of the services provided by their consultants.</p> <p>Copyright ©2020 BPP Group Pty Ltd: All intellectual property rights, including copyright, in format and proprietary content contained in documents created by Bushfire Prone Planning, remain the property of BPP Group Pty Ltd. Any use made of such format or content without the prior written approval of Bushfire Prone Planning, will constitute an infringement on the rights of the Company which reserves all legal rights and remedies in respect of any such infringement.</p>				

EMERGENCY PLANNING TEAM

Name	Business/Organisation and Position	Contact Details
Kirstin Westerman & Jordyn Sellers	Amaroo Retreat/Spa Owner & Manager	0412 390 572 & 0473 587 836
Mike Scott	Bushfire Prone Planning / Consultant	64771144

TABLE OF CONTENTS

USING THE BUSHFIRE EMERGENCY PLAN	3
RESTRICTIONS TO PERIOD OF FACILITY/PREMISES OPERATION	3
THE DESIGNATED PRIMARY EMERGENCY PROCEDURE	4
EMERGENCY CONTACTS	5
INFORMATION TO MONITOR AND INFORM DECISION MAKING.....	6
THE TRIGGERS FOR ACTIVATION OF EACH BUSHFIRE EMERGENCY PROCEDURE.....	7
MAP – SITE EMERGENCY INFORMATION.....	8
MAP - EVACUATION ROUTES AND DESTINATIONS	9
DESIGNATED ON-SITE ASSEMBLY AREA	10
EVACUATION DESTINATIONS – (SUBJECT TO DIRECTION OF CONTROLLING AGENCY).....	10
EVACUATION VEHICLE ARRANGEMENTS.....	11
THE BUSHFIRE EMERGENCY PROCEDURES AND THEIR REQUIRED ACTIONS	12
THE SAFE (EARLY) EVACUATION PROCEDURE.....	12
THE SHELTER-IN-PLACE PROCEDURE	15
THE ELEVATED THREAT PROCEDURE.....	17
THE RECOVERY PROCEDURE.....	18
THE PRE-EMPTIVE PROCEDURE	19
THE IN-SEASON PREPARE PROCEDURE	20
THE PRE-SEASON PREPARE PROCEDURE	21
APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED	25
APPENDIX 2: FIRE DANGER RATINGS - FORECAST BUSHFIRE RISK	26
APPENDIX 3: BUSHFIRE RISKS AND DANGERS	27
APPENDIX 4: GUIDELINES FOR TRAVELLING IN CARS DURING A BUSHFIRE	28
APPENDIX 5: INDICATIVE BUSHFIRE BEHAVIOUR TO IMPACT THE FACILITY/PREMISES.....	29
APPENDIX 6: LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY	32

USING THE BUSHFIRE EMERGENCY PLAN

1. Know and comply with the restricted operating period that has been established for this facility/premises and its use through the Bushfire Management Plan (closure on extreme and catastrophic fire danger rating days).
2. Know the designated PRIMARY PROCEDURE to apply in a bushfire emergency.
3. For any day, identify the relevant TRIGGER and its designated PROCEDURE that establishes the ACTIONS to be implemented.
4. Be familiar with the MAPS showing SITE INFORMATION and EVACUATION ROUTES AND DESTINATIONS.
5. Be familiar with the FIRE BEHAVIOUR INFORMATION and EMERGENCY CONTACTS / INFORMATION SOURCES.

RESTRICTIONS TO PERIOD OF FACILITY/PREMISES OPERATION

In response to a pre-determined fire danger rating and/or total fire ban (where advice from the controlling agency/emergency services recommends closure of certain facilities) or set times of the year (bushfire season), prevent access to occupancy or operation of the subject site (i.e. closure of short stay use and if applicable, day use facilities). The relevant conditions and the requirement to close will be established through the Bushfire Emergency Plan.

For this facility/premises, pre-emptive evacuation may be required, or site operations stopped, is a response for days of Extreme Fire Danger Rating Days with a Fire Behaviour Index (FBI) of 75 (recommended as the most appropriate threshold to trigger pre-emptive closures for this facility) or Catastrophic Fire Danger Rating.

It is the responsibility of the Landowner and/or Operator (Ameroo Retreat and Spa) to seek advice from emergency services and take action during these days conducive to heightened bushfire ignition and activity.

Occupants of the Ameroo Retreat and Spa may be required to re-locate if directed by emergency services to an identified safer place, considering conditions experienced at that time, length of preparation and travel time, and size, location and direction of travel of a bushfire.

The primary reasons for this requirement include:

1. For the landowner and business operator, to inform them of the procedures (and associated actions), that will assist with preventing, preparing, responding and recovering from a bushfire event on their property and in the vicinity of their access/egress routes;
2. To ensure that persons on the property at the time of such an event will have reduced vulnerability to the threats of bushfire because of the knowledge gained from the BEP; and
3. To ensure that persons on the property at the time of such an event will have reduced exposure to the threats by moving away from them (safe early evacuation) or shielding from them (sheltering onsite) in the designated building.

The approved Bushfire Management Plan for this facility/premises establishes the bushfire protection measure that requires **'normal operations'** to cease for the following period each year:

DURING 'CATASTROPHIC' FIRE DANGER DAYS

THE DESIGNATED PRIMARY EMERGENCY PROCEDURE

In the event of a bushfire emergency, there is **ONE** designated Primary Procedure for Amaroo Retreat & Spa and it applies to all persons within the facility/premises and on the Site.

THE DESIGNATED PRIMARY PROCEDURE IS

SAFE (EARLY) EVACUATION

(refer page 12)

EMERGENCY CONTACTS

FACILITY/PREMISES CONTACTS			
POSITION	NAME	BUSHFIRE RESPONSIBILITY	MOBILE NUMBER
Property Owner	Kirstin Westerman	Primary Contact.	0412 390 572
Property Manager	Jordyn Sellers	Secondary Contact.	0473 587 836
STATE EMERGENCY CONTACTS			
ORGANISATION	SERVICES	NUMBER	
Department of Fire and Emergency Services (DFES) / Police / Ambulance	Response to life threatening emergencies. Use to report a fire.	Call triple zero (000) or use the EMERGENCY+ Phone App.	
State Emergency Service (SES)	Assistance with structural damage, flooding, rescuing persons.	13 2500	
Western Power	Response to electricity supply outages and damage.	13 1351	
OTHER CONTACTS			
ORGANISATION	SERVICES	PHONE NUMBER	
St John of God Midland Hospital	Medical services	08 9462 4000	
Sir Charles Gairdner Hospital	Medical services	08 6457 3333	
Perth Children's Hospital	Medical services	08 6456 2222	
Department of Communities Child Protection and Family Support	Crisis care	1800 032 965	
Red Cross	Emergency humanitarian assistance	1800 733 276	
Salvation Army	Social services care line	13 72 58	

INFORMATION TO MONITOR AND INFORM DECISION MAKING
IMPORTANT - AWARENESS OF YOUR SURROUNDINGS

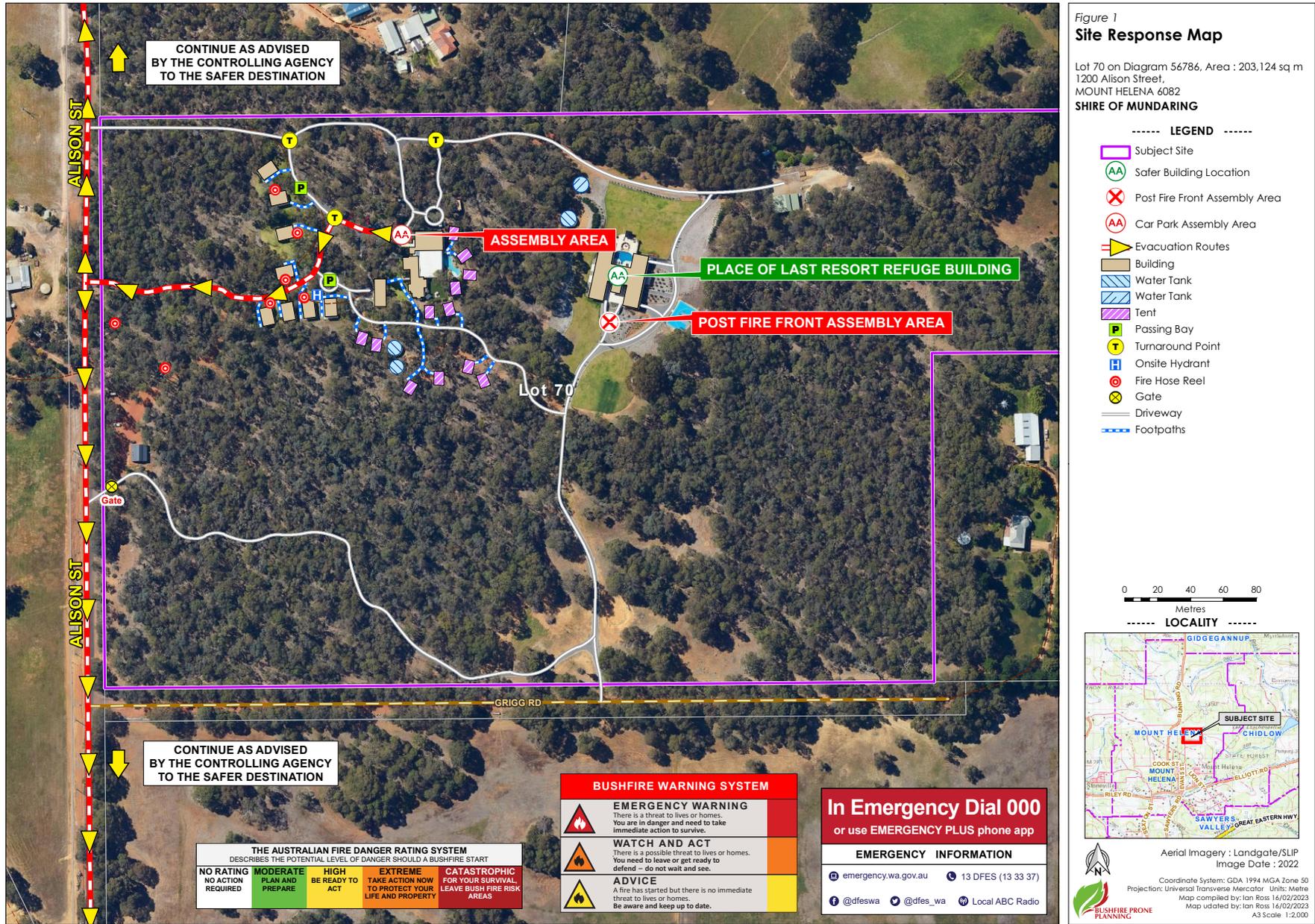
Know the types of vegetation that grow on surrounding land. Be aware of the potential behaviour of a fire in this vegetation and the threats it can present under different conditions.

Knowledge and current environment awareness is a valuable source of information that will assist with decision making. Stay alert to current and immediate past weather conditions (hot/dry presenting the worst conditions). Lookout for any evidence of fire (smoke) within your surrounding landscape, for as far as you can see. Be aware of the current and forecast wind direction as any fire will be likely to spread in the direction to which the wind is blowing.

SOURCE	INFORMATION	CONTACT
Emergency WA	Alerts & Warnings. Incidents, fire danger ratings, total fire bans, prescribed burns, preparation, and recovery information.	Website: emergency.wa.gov.au
Department of Fire & Emergency Services	General public emergency information.	Information Line: 13 3337 (13 DFES)  dfes_wa  dfeswa Website (during a bushfire): dfes.wa.gov.au/hazard-information/bushfire/during Website (recovering from a bushfire): dfes.wa.gov.au/hazard-information/bushfire/recovery
Local Radio	Bushfire alerts, warnings, and information.	Local Radio Stations: ABC (AM/digital) or 6PR (882) Website: abc.net.au/radio/stations
Emergency Alert on Phone	Voice messages (landline) and text messages (mobile) can be sent within a defined area under an immediate threat.	An automated government telephone warning system.
Bushfire.IO	Map based bushfire warnings, bushfire incidents and wind forecasts. Good visual tool run privately – crosscheck with other sources.	Website: bushfire.io
Bureau of Meteorology	Current / forecast fire weather and fire danger ratings.	Website: bom.gov.au/wa/index.shtml
Parks and Wildlife Service	Bushfire alerts and warnings, prescribed burns in national parks.	Website: dpaw.wa.gov.au
Main Roads WA	Incidents, issues and roadworks.	13 8138 Website: travelmap.mainroads.wa.gov.au/Home/Map



THE TRIGGERS FOR ACTIVATION OF EACH BUSHFIRE EMERGENCY PROCEDURE							
TRIGGER	EMERGENCY MANAGEMENT PROCEDURES ¹						
	PRIMARY		SECONDARY				
	Safe (early) Evacuation	Shelter-in-Place	Elevated Threat	Recovery	Pre-Emptive	In-Season Prepare	Pre-Season Prepare
	Page 12	Page 15	Page 17	Page 18	Page 19	Page 20	Page 21
A	A BUSHFIRE IS IDENTIFIED. Emergency services personnel (authority) are on site and have issued specific instructions.		Inform the emergency service person of the existence of this Bushfire Emergency Plan and the designated Primary Procedure. Commence the relevant procedure as instructed by the authority.				
B	A BUSHFIRE IS IDENTIFIED. A bushfire EMERGENCY or WATCH AND ACT warning is in place; or If no warning has been issued, consider the broader landscape (vegetation and ruggedness/slope of the ground) and incorporate the 'Understanding Certain Fire Behaviours' information into your decision making.		<input checked="" type="checkbox"/>				
D	A BUSHFIRE IS IDENTIFIED. A bushfire 'ADVICE' warning is in place; or If no warning has been issued, consider the broader landscape (vegetation and ruggedness/slope of the ground) and incorporate the 'Understanding Certain Fire Behaviours' information into your decision making.			<input checked="" type="checkbox"/>			
E	A BUSHFIRE IS IDENTIFIED. The bushfire is controlled, or the fire front has moved past the facility/premises. Prior evacuation or sheltering in place may have been implemented.				<input checked="" type="checkbox"/>		
F	NO BUSHFIRE IS IDENTIFIED. The forecast fire danger rating (FDR) is Catastrophic and/or a Total Fire Ban is declared (Advice from Controlling Agency/Emergency Services). A Harvest and Vehicle Movement Ban (HVMB) may also be declared.					<input checked="" type="checkbox"/>	
G	NO BUSHFIRE IS IDENTIFIED. The forecast fire danger rating (FDR) is High or Moderate or there is no FDR.					<input checked="" type="checkbox"/>	
H	PRIOR TO THE START OF THE BUSHFIRE SEASON.						<input checked="" type="checkbox"/>
Note 1: Each trigger will only activate a single initial emergency management procedure. If subsequently an additional or different procedure is to apply, this will be directed by the required actions established by the initial procedure.							



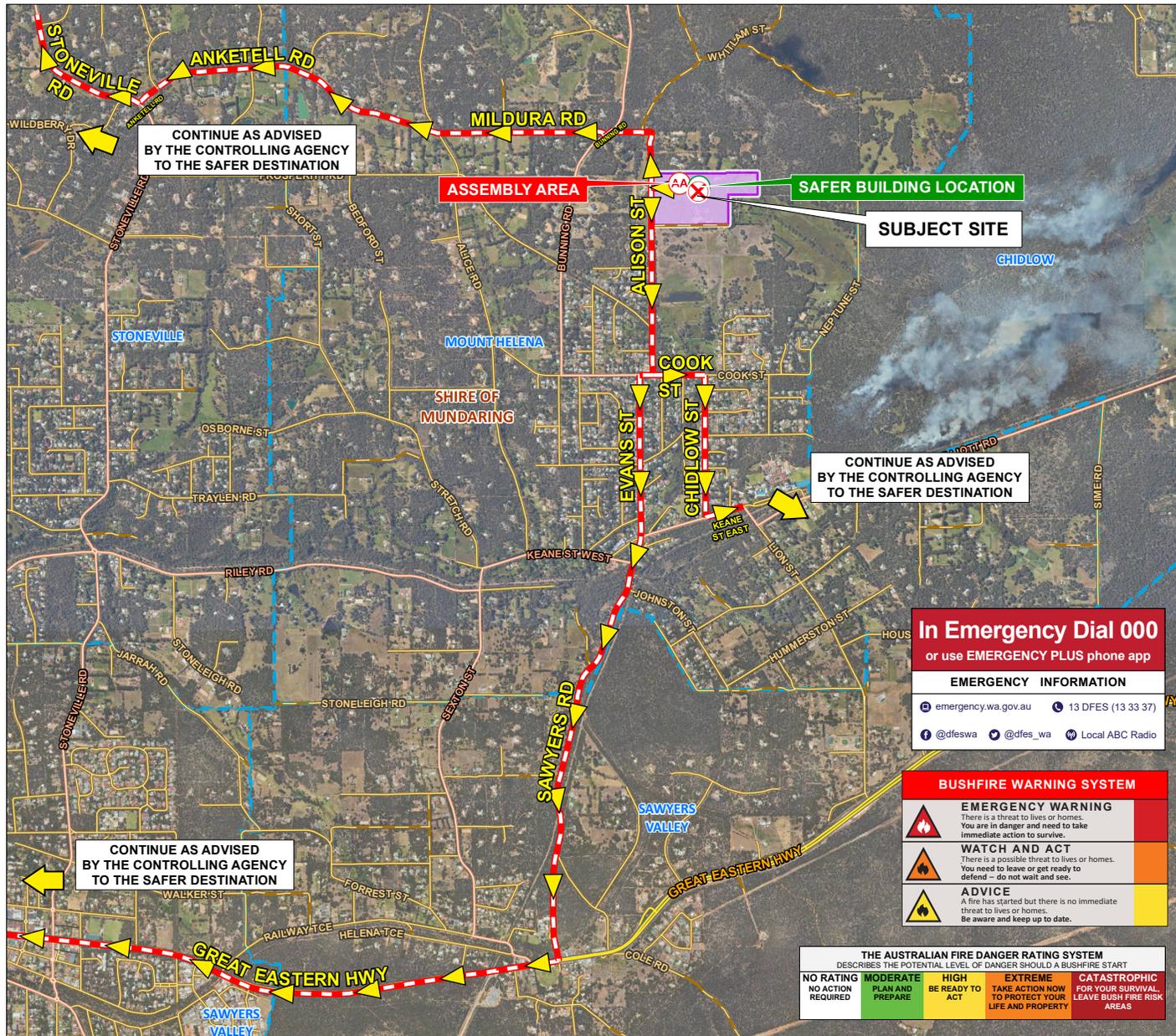


Figure 2
Evacuation Routes and Destinations Map
 Lot 70 on Diagram 56786, Area : 203,124 sq m
 1200 Alison Street,
 MOUNT HELENA 6082
SHIRE OF MUNDARING

LEGEND

- Subject Site
- Local Government Authority
- Locality / Suburb
- Safer Building Location
- Post Fire Assembly Area
- Car Park Assembly Area
- Evacuation Routes

LOCALITY

Aerial Imagery : Landgate/SLIP
 Image Date : 2022

Coordinate System: GDA 1994 MGA Zone 50
 Projection: Universal Transverse Mercator Units: Metre
 Map compiled by: Ian Ross 14/02/2023
 Map updated by: Ian Ross 14/02/2023
 A3 Scale 1:25,000

Disclaimer and Limitation: This map has been prepared for bushfire management planning purposes only. All depicted areas, contours and any dimensions shown are subject to survey. Bushfire Prone Planning does not guarantee that this map is without flaw of any kind and disclaims of liability for any errors, loss or other consequence arising from relying on any information depicted.
 Map Document Path / Name: K:\Projects\Jobs 2015\15336 - Lot 70 (1200) Alison Rd Mt Helena (BMP)\Mapping\MXD\15336_BEP_Fig2_EVAC_1200 Alison Street Mount Helena.mxd

DESIGNATED ON-SITE ASSEMBLY AREA	
Main carpark outside restaurant and chalets	See Site Map (page 8)

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required.

EVACUATION DESTINATIONS – (SUBJECT TO DIRECTION OF CONTROLLING AGENCY)	
SAFE OFF-SITE LOCATION NO. 1 (WEST)	
DESTINATION:	Description/Name: Via Mundaring town-site (The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required).
EVACUATION ROUTE:	Turn left onto Alison Road and head south towards Cook Street 1.3 km Turn right onto Cook Street 93m Turn left onto Evans Street 1.1km At the roundabout, continue straight onto Sawyers Road 3.0 km Turn right onto Great Eastern Highway towards Mundaring 3.7 km Continue as advised by the Controlling Agency to the safer destination
SAFE OFF-SITE LOCATION NO. 2 (NORTH)	
DESTINATION:	Description/Name: Via Toodyay Road to Midland (The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required).
EVACUATION ROUTE:	Turn right onto Alison Road and head north 600m Turn left onto Bunning Road 68m Turn right onto Mildura Road 1.1km Continue onto Anketell Road 2.2km Turn right onto Stoneville Road 5.1km Turn left onto Toodyay Road 15.6km Continue on Toodyay Road 1.3km Turn left onto Lloyd Street 2.3km towards Great Eastern Highway intersection Continue as advised by the Controlling Agency to the safer destination
SAFE OFF-SITE LOCATION NO. 3 (EAST)	
DESTINATION:	Description/Name: Via Mount Helena town-site (The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required).
EVACUATION ROUTE:	Turn left onto Alison Road and head south 1.3km Turn left onto Cook Street 350m Turn right onto Chidlow Street 1.0km Turn left onto Keene Street East 266m towards Eastern Hills Senior High School Continue as advised by the Controlling Agency to the safer destination

EVACUATION VEHICLE ARRANGEMENTS			
EXPECTED MAXIMUM PERSON NUMBERS			
Person Type	Using Own Vehicles or Onsite Transport	Using Alternative Transport	Details (as necessary)
Occupants	32	-	16 cars expected as a minimum at full occupant capacity. More cars could be present if guests come separately instead of together.
Visitors / Customers	85	-	Combination of customers across restaurant, accommodation and day spa. Number of vehicles will depend on how many people came together.
Staff/Employees	16	-	Not all staff are present at the same time. All staff members have their own vehicles.
VEHICLE SOURCE			
Occupants	Own Vehicles <input checked="" type="checkbox"/>	Onsite Facility Vehicles <input type="checkbox"/>	Offsite Facility or Third Party Vehicles <input type="checkbox"/>
Visitors / Customers	Own Vehicles <input checked="" type="checkbox"/>	Onsite Facility Vehicles <input type="checkbox"/>	Offsite Facility or Third Party Vehicles <input type="checkbox"/>
Staff/Employees	Own Vehicles <input checked="" type="checkbox"/>	Onsite Facility Vehicles <input type="checkbox"/>	Offsite Facility or Third Party Vehicles <input type="checkbox"/>
Additional Information: N/A			

OPENING ELECTRIC GATES
Gates for public use for access and egress remain open whilst the facility is in operational mode. In the event that electronic gates are closed, a manual override is installed to ensure gates can be utilised during power outages.
Manual override signage/procedure will be displayed for emergency gate operation.

PLACE OF LAST RESORT - REFUGE BUILDING
In a last resort emergency situation, the existing main residence will accommodate persons on site. The main dwelling has been constructed to a BAL-29 standard and incorporates an asset protection zone that corresponds to the determined BAL rating. Onsite full time manager is present in the event that landowners are not in attendance to enable access to place of last resort refuge building.
The principles of the Australian Building Codes Board (ACBB) 'Design and Construction of Community Bushfire Refuges' handbook has been considered to utilise the main residence building as the last resort option. <i>"It is critical that a refuge is not considered to be a 'stand-alone solution' to potential risks to life safety in a bushfire event. Rather, it should be considered to be a life safety measure that is a last resort component of a 'Bushfire Risk Management Strategy'."</i>

THE BUSHFIRE EMERGENCY PROCEDURES AND THEIR REQUIRED ACTIONS

THE SAFE (EARLY) EVACUATION PROCEDURE

IMPORTANT - DO NOT EVACUATE LATE: ANALYSIS OF PAST EVENTS IDENTIFY THAT MOST PEOPLE WHO DIE IN BUSHFIRES ARE CAUGHT IN THE OPEN, EITHER IN VEHICLES OR ON FOOT, BECAUSE THEY HAVE LEFT THEIR PROPERTY TOO LATE. FOR EVACUATION TO PROVIDE THE SAFEST RESPONSE FOR OCCUPANTS, IT MUST BE CONDUCTED EARLY. BEING ON ROADS WHEN A BUSHFIRE IS CLOSE IS A HIGH RISK ACTION. OTHERWISE, SHELTERING-IN-PLACE IS LIKELY TO PROVIDE GREATER PROTECTION TO PERSONS – PARTICULARLY WHEN A SUITABLE ONSITE SHELTER PLACE IS IDENTIFIED.

REQUIRED ACTIONS

The following actions are to be conducted by the nominated onsite responsible persons. The designated Fire Warden must be informed when they are completed.

1. SITUATION CHECK

- If a bushfire warning has not been issued, call triple zero (000) to enquire if the bushfire has been reported and their current advice.
- Try to locate the position of the bushfire on the Evacuation Route/Destinations Map and identify the direction of the fire movement. Be aware of the local wind direction as this will indicate the direction the flame front is likely to be moving. A bushfire moving directly away from the facility/premises, or the evacuation route is the lowest threat
- Identify if the fire is moving towards your nominated evacuation route. Be aware there may be several bushfires.
- Continue to monitor the bushfire and the sources of emergency Information.

2. CEASE FACILITY / PREMISES OPERATIONS

- Cease all indoor and outdoor activities.
- Ensure any flammable materials are stored in their designated safer location.
- Check perimeter of buildings and store inside all combustible, easy to move outdoor mats and furniture or move well away from buildings - if time permits.

3. ALL PERSONS ON-SITE TO MOVE TO THE DESIGNATED ASSEMBLY AREA

- Locate and have available the 'Occupant/Visitor Register' (for operations where management is required to use person registers).
- Instruct all persons onsite to move to the Designated Assembly Area (except those with specific bushfire responsibilities).
- Do not assume any building is empty – check.
- Account for all persons that are known to be onsite.
- Inform persons at the Assembly Area of the possible evacuation routes and that the decision regarding which route/s to use will be made shortly after assessing their availability.
- Keep all driveways clear for emergency vehicles.



4. RE-EVALUATE THE SITUATION

Persons on-site must take some responsibility for making an informed assessment of the current situation. There may be no other information or persons available, and they may be the most aware of the current situation through being the closest.

When the bushfire is closer, exercise greater situational awareness, judgement and caution as the margin of safety is less. You may not have enough time to initiate and fully complete the evacuation procedure (depending on the bushfire's direction and speed of movement and its location relative to the facility/premises and the evacuation routes). Evacuating a proportion of occupants with the remainder sheltering in place may be a necessary outcome. The decision to evacuate must be continually evaluated based on an informed analysis. Ensure that you consider the following:

- Consider the context of the site and the availability of 'on the ground knowledge' of the current situation. A bushfire is a dynamic emergency with many variables. Your knowledge of the immediate situation is important information to use in the application of best practical judgement.
- Consider variations in the facility/premises operational routines that can impact the length of time to initiate and complete the evacuation procedure – including informing and preparing occupants (see below)
- Consider the current general warnings from emergency services if they have been issued and you have access to them.
- Follow the specific direction/advice of emergency services personnel if they are present on the site.

IMPORTANT: BE AWARE OF THE TIME REQUIRED TO INITIATE AND COMPLETE THE EVACUATION PROCEDURE	
ESTIMATED MINIMUM TIME REQUIRED FOR EVACUATION – INITIATION TO COMPLETION	
Summary Prepare and Travel Time	Estimated Time (hrs: min)
	Own Transport
Total Prepare Time	0:20
Travel Time – to furthest designated safe destination	0:30
Travel Time - to first safe location en-route ¹	0:10
Total Required Time	0:60
Note ¹ : Applied as the required travel time if relevant (i.e. considerable time to safe destination but safety en-route is reached much sooner).	

- Consider the current general warnings from emergency services if they have been issued and you have access to them.
- Follow the specific direction/advice of emergency services personnel if they are present on the site.
- Conduct the evaluation on the following page.

5. CONDUCT THE FOLLOWING EVALUATION BEFORE MAKING THE DECISION TO EVACUATE

EVALUATION	RESPONSE	
Evaluation No. 1: Have the attending emergency services specifically instructed you to evacuate?	YES	Continue the Safe (Early) Evacuation Procedure (or follow the evacuation directions given by the emergency services).
	NO	Conduct Evaluation No.2.
Evaluation No.2: The bushfire is still burning. Does a safe evacuation route remain available to use? The route must not be impacted or likely to be imminently impacted by the bushfire, including by smoke. This condition can be met if: <ul style="list-style-type: none"> • Any effects of the bushfire will be a sufficient distance away from the evacuation route; • The route will require driving directly away from the existing bushfire; or • The bushfire is moving away from the evacuation route. 	YES	Continue the Safe (Early) Evacuation Procedure. Be aware the procedure may have to be stopped if the continued availability of a safe evacuation route is under imminent threat.
	NO	Commence the Shelter-in-Place Procedure

6. LEAVING THE FACILITY/PREMISES/PREMISES CHECKS

- Notify emergency services by calling triple zero (000) that the decision has been taken to evacuate the facility/premises. State the intended destination, numbers of persons and the means of transport.
- Notify the off-site destination to inform them of impending arrival. State the numbers of persons and the means of transport.
- Shut down all mechanical ventilation and air conditioning.
- Shut off gas at the meter or bottles if gas is plumbed into the building.
- Ensure all doors and windows of all buildings are closed but left unlocked. Close fire shutters where installed.
- Start and leave running the emergency power generator.
- Leave on adequate lighting including points of entry lighting.
- Escort persons to Alison Street and ensure they leave driving away from the area of threat (towards informed evacuation destination or self-evacuation locations).

7. AT THE EVACUATION DESTINATION (THE OFF-SITE SAFER PLACE)

- Account for all persons.
- Call triple zero (dial 000) to notify emergency services of arrival at the evacuation destination and the status of all persons.

THE SHELTER-IN-PLACE PROCEDURE

DESIGNATED ONSITE LAST RESORT REFUGE BUILDING	LOCATION
Main Residence (Place of last resort refuge building)	See Site Map (page 8)
REQUIRED ACTIONS	
<i>The following actions are to be conducted by the nominated onsite responsible persons. The designated Fire Warden must be informed when they are completed.</i>	

1. SITUATION CHECK

- If a bushfire warning has not been issued, call triple zero (000) to enquire if the bushfire has been reported and ask for their current advice.
- Try to locate the position of the bushfire on the Evacuation Routes/Destinations Map and identify the direction of the fire movement (consider local wind direction and any information from the emergency services).

2. RE-EVALUATE THE SITUATION

EVALUATION	RESPONSE	
Evaluation No.1: Are emergency services personnel in attendance at your facility/premises?	YES	Conduct Evaluation No. 2
	NO	Continue the Sheltering-in-Place Procedure.
Evaluation No.2: Have the attending emergency services specifically instructed you to evacuate despite being made aware that Shelter-in-Place is the designated Procedure in the event that early evacuation could not be undertaken, in this Bushfire Emergency Plan?	YES	Commence the Safe (Early) Evacuation Procedure.
	NO	Continue the Sheltering-in-Place Procedure.

3. CEASE FACILITY/PREMISES OPERATIONS

- Cease all indoor and outdoor activities.
- Ensure any flammable materials are stored in the dangerous goods store or designated storage area.
- Check perimeter of buildings and store inside all combustible, easy to move outdoor mats and furniture or move well away from buildings - if time permits.

4. ALL PERSONS ON-SITE TO MOVE TO THE DESIGNATED ASSEMBLY AREA

- Instruct all persons onsite to move to the Designated Assembly Area (except those with specific bushfire responsibilities). Communicate instructions loud and clearly. Inform that briefing will take place once assembled.
- Assemble on foot- do not bring vehicles or luggage. Only bring mobile phone, other communication devices, required medicines, health/mobility aids and water.
- Do not assume any building on site is empty – check!

5. SHELTER BUILDING MANAGEMENT

- Direct persons with health issues or mobility impairments, to enter the designated Place of Last Resort Refuge Building. Inform others that while conditions remain tenable it will likely be more comfortable to assemble in the area near to the building entry but remain outside.
- Assemble fire-fighting clothing kits (suits, boots, goggles, woollen blankets) from the cupboard next to the workshop.
- Start backup generators when or before mains power fails.

- Start and demonstrate operation of hoses, set up on fire approach direction. Wet down Place of Last Resort Refuge building, as well as other buildings.
- While conditions outside are not subject to excessive radiant heat, embers or smoke (i.e. tenable), keep accessible doors and windows open as necessary to manage internal conditions.
- When conditions at the Assembly Area (i.e. outside the designated place of last resort refuge building) are no longer tenable, order everyone inside and close all doors and windows.
- Shut off gas at the meter or bottles if gas is plumbed into the building.
- Move furniture/combustible materials as far away from windows as possible. Fill any available containers, (e.g. sinks, baths, bins) with water. Wet materials (e.g. towels, sheets, woollen blankets) and place alongside doors/windows to block any gaps.
- If possible, ensure there is access (e.g. ladder) through manhole to monitor the roof space for spot fires.
- While conditions outside are still tenable, two persons, if wearing appropriate protection from bushfire, are to make regular exterior inspection for embers and ignition of small local fires and extinguish where possible.
- Close all doors, windows, vents, blinds, curtains and bushfire shutters (if fitted) once all persons are required to be within the designated place of last resort refuge building.
- If an evaporative cooler is installed, keep the water running and turn off the fan if possible
- Locate and have available the 'Occupant/Visitor Register'.
- Once everyone is inside the designated place of last resort refuge building, compile a record of persons using the recording sheets stored within the building. This is to inform emergency services.

6. NOTIFY EMERGENCY SERVICES

- Notify emergency services by calling triple zero (000), that the decision has been taken to shelter in the designated Place of Last Resort Refuge Building.
- Describe the designated Place of Last Resort Refuge Building and state its location (street address and site position as relevant)
- State the number of persons sheltering and if any special needs persons.
- Describe current bushfire observations – distance / flames / embers / smoke / spot fires
- Notify emergency services by calling triple zero (000) if the situation changes regarding conditions being experienced, number of persons sheltering and when the bushfire is no longer presenting a threat.

7. MANAGEMENT OF PERSONS

- Shelter in areas furthest from the fire front but ensure some visibility to what is happening outside is available, that two ways of accessing the outside is available if conditions inside become untenable and if possible, a water supply is available (e.g. laundry).
- Drink plenty of water to avoid becoming dehydrated
- Shelter within the building for as long as possible.

8. MONITOR

- Continue to monitor the progress of the bushfire through windows. Be aware of what is happening to assist with decision making and informing emergency services.
- Regularly check the relevant Emergency Information Sources for updated information.
- Monitor the condition of any 'at risk' persons.

9. AFTER PASSAGE OF THE FIRE FRONT

- Be aware of any embers or fires starting in materials close to the building. Designated onsite responsible persons to use available water supplies to douse the embers/fires if necessary.
- If necessary, cautiously begin to open windows to maintain tenable conditions inside.
- If necessary, move to the designated 'Post Fire Front Shelter Area' (or an area that has already burnt) if the building catches fire and conditions inside become untenable. This area is shown on the Site Map.

THE ELEVATED THREAT PROCEDURE

REQUIRED ACTIONS

The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

1. SITUATION CHECK

- If a bushfire warning has not been issued, call triple zero (000) to enquire if the bushfire has been reported and ask for their current advice.
- Try to locate the position of the bushfire on the Evacuation Routes/Destinations Map and identify the direction of the fire movement (consider local wind direction and any information from the emergency services).

2. PRECAUTIONARY EVACUATION

- If the precautionary approach of commencing a very early evacuation is considered a practical and desirable action for the specific facility/premises (rather than being a condition of operation in response to certain triggers), or it is ordered by an emergency services authority, then commence the Safe (Early) Evacuation Procedure.

3. SITE OPERATIONS

- Check if a Total Fire Ban has been declared. This will require not conducting activities that may cause ignition of a fire outside (refer to DFES website for banned activities).
- Ensure that non-essential staff, visitors and contractors are kept away from the site.
- Cease all hot works and work that could potentially cause a bushfire.

4. FACILITY/PREMISES PREPAREDNESS

- Ensure the In-Season Prepare Procedure is being complied with. Conduct relevant actions.

5. INFORM PERSONS ON-SITE

- Inform all persons that a bushfire 'ADVICE' warning exists for the location and the requirement to initiate the Elevated Threat Procedure.
- Inform all persons of the designated Primary Procedure for the facility/premises.
- Advise those persons with adverse health conditions or impaired mobility to consider relocating to accommodation outside the higher risk area.
- Continue to keep all persons informed, including notifying when the bushfire threat no longer exists.

6. MONITOR

- Regularly check the relevant Emergency Information Sources for updated information. Remain aware of changes to the situation and emergency warnings that will Trigger a higher level Procedure.
- Try to locate the bushfire on the Evacuation Routes/Destinations Map and identify the direction of the fire movement. Use emergency information sources consider local wind direction and be aware there may be several bushfires.
- Try to identify if the fire is moving towards your nominated evacuation routes.

THE RECOVERY PROCEDURE

REQUIRED ACTIONS

The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

1. WHEN NO PERSONS HAVE EVACUATED AND BUSHFIRE IS CONTROLLED OR THE FRONT HAS PASSED

- Always follow the directions of emergency services personnel.
- If you have been sheltering in a building and if necessary, cautiously begin to open windows to maintain tenable conditions inside.
- If persons are in discomfort, consider evacuation if a route is available. Seek medical assistance for those requiring it e.g. smoke inhalation.
- Monitor building/s and surrounds for any ignition of combustible material. Be prepared to initiate the evacuation procedure if necessary and an evacuation route is available.
- Be aware of any embers or fires starting in materials close to the building. Use available water supplies to douse the embers/fires if necessary.

2. MOVEMENT OF PERSONS AFTER EVACUATION

- Always follow the directions of emergency services personnel.
- Seek medical assistance for those requiring it.
- No person is to re-enter any evacuated building or site until advised by the relevant emergency service that it is safe.
- The facility/premises management is to arrange inspection of the site to ensure a safe environment before return of any persons.
- The facility/premises Fire Warden (fire emergency manager) is to arrange the movement of occupants back to the facility/premises and/or their respective accommodation.
- Inform emergency services (Dial 000) of the status of persons returning to the facility/premises.
- All occupants must be accounted for on their return using the Occupant Register procedure used by the facility/premises.

THE PRE-EMPTIVE PROCEDURE

REQUIRED ACTIONS

The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

THIS PROCEDURE IS REQUIRED FOR THIS FACILITY/PREMISES AS AN ADDITIONAL BUSHFIRE PROTECTION MEASURE.

This has been determined through assessments conducted to support the development of this bushfire emergency plan.

1. INFORM PERSONS ONSITE

- Inform all persons of the Total Fire Ban or forecast Fire Danger Rating and the requirement to initiate the Pre-emptive Procedure. Do not assume any building is empty – check!
- Ensure all staff are aware of the displayed Bushfire Emergency Information – the Site Map and the Evacuation Routes/Destinations Map.
- Locate and have available the 'Occupant/Visitor Register' (for operations where management is required to use person registers).

2. CEASE FACILITY/PREMISES OPERATIONS

- Close the resort down when the forecasted Fire Danger Rating is 'catastrophic'.
- Do not conduct activities that may cause ignition of a fire outside (refer to DFES website for banned activities during a Total Fire Ban).
- Ensure that non-essential staff, visitors and contractors are kept away from the site.

3. EVACUATE

- Commence the Safe (Early) Evacuation Procedure.

REQUIRED ACTIONS FOR ANY PERSONS REMAINING ONSITE

4. MONITOR

- Regularly scan the broader vicinity in all directions, for any smoke.
- Regularly check the relevant Emergency Information Sources for updated information.
- If a bushfire is identified in the vicinity, initiate the relevant higher level Procedure (refer to Procedure Triggers)

5. SITE AND FACILITY/PREMISES PREPAREDNESS

- Ensure the In-Season Prepare Procedure is being complied with. Conduct relevant actions as practical.

THE IN-SEASON PREPARE PROCEDURE

REQUIRED ACTIONS

The following actions are to be conducted by the nominated onsite responsible persons during the bushfire season. The designated Fire Warden must be informed when they are completed.

1. MONITOR

- Regularly scan the broader vicinity in all directions, for any smoke.
- Regularly check the relevant Emergency Information Sources for updated information. Check after 4.30pm for forecast fire danger rating for the following day.
- Check if a Total Fire Ban has been declared. This will ban any activities that may cause ignition of a fire (refer to the DFES website for the list of activities). This may trigger the Elevated Threat or Pre-Emptive Procedure (refer to Procedure Triggers)
- If a bushfire is identified, refer to the Procedure Triggers to determine the Procedure and its associated Actions to initiate.

2. SITE MAINTENANCE

These actions address the required management of onsite combustible vegetative materials (fuel). Fuel management must be maintained during the bushfire season. By removing or reducing on-site fuels, the likelihood and intensity of consequential secondary (local) fire is significantly reduced.

- Maintain Asset Protection Zones (APZ) around all buildings in accordance with the associated Bushfire Management Plan (BMP) which establishes the size of the zones for this site.
- Clear all roofs, roof gutters and valleys of any combustible material.
- Remove any debris build up from any terrace, pathway, driveway (or other hardstand surfaces), any table drain, culvert or drainage pits. Ensure removal from site of stored/accumulated waste vegetation materials.
- Heavy (or coarse) fuels (i.e. greater than 6mm in diameter) including timber, branches, firewood, and including flammable plants, are to be excluded from areas under or adjacent to buildings and adjacent to any access that is part of the evacuation route - to a distance of at least 4m.

3. FACILITY/PREMISES BUILDINGS AND FIRE FIGHTING APPLIANCE PREPARATION

- Check perimeter of buildings including verandahs and decks, to remove or relocate combustible items that may be seldom used or able to be stored more appropriately. This includes furniture and mats.
- It is recommended that all gas bottles are securely tethered using non-combustible material (to prevent falling over) and that the safety release valve is directed away from both the building and any walking access/egress routes to and from the building.
- Ensure the designated Shelter-in-Place Building is stocked with adequate supplies of water.
- Ensure all mobile phones and any radio communication devices are fully charged.
- Fuel and test start the firefighting pump and emergency power generator.
- Locate and have available the 'Occupant/Visitor Register'.

THE PRE-SEASON PREPARE PROCEDURE

REQUIRED ACTIONS

The following actions are to be conducted by the nominated onsite responsible persons before the bushfire season. They must be completed prior to 1st November. The designated Fire Warden must be informed when they are completed.

1. SITE PREPARATION

These actions address the required management of onsite combustible vegetative materials (fuel). Fuel reduction must be completed prior to the start of the bushfire season and maintained during the season. By removing or reducing onsite fuel, the likelihood and intensity of consequential local fire is significantly reduced.

- Comply with the Homeowners Bushfire Survival Manual (DFES 2014) and any additional protection measures identified from the DFES Fire Chat – Bushfire Preparedness Toolkit.
- Maintain Asset Protection Zones (APZ) around all buildings in accordance with the associated Bushfire Management Plan (BMP) which also establishes the size of the zones for this site. The maintenance specifications and any additional requirements are also stated below.
- As part of or an extension of the APZ, provision is made for an area near the designated shelter-in-place building (administration building) to be landscaped and designed to be sufficiently free of vegetation or combustible construction (e.g. an area of lawn, carpark, other landscaped area) such that it will provide a safe place for dwelling occupants to move to from the dwelling after the fire front has passed, if required.
- Maintain compliance with the local government's annual firebreak and fuel load notice issued under section 33 of the Bush Fires Act 1954. Where the requirements are additional to or provide a greater level of bushfire protection than those established in this emergency plan – they must be complied with.
- Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground or any surface vegetation. Ensure there is clear separation between mature tree crowns.
- Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres (unless they can be classified as low flammability plants). Shrubs greater than 5 metres in height are to be treated as trees.
- Ground covers (<0.5 metres in height): can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 mm in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- Grass: should be managed to maintain a height of 50 mm or less across the entire site. Remove any piles of vegetation from site.
- Ensure property access is kept clear and easily trafficable. Trim trees and shrubs overhanging firebreaks or driveways to the minimum heights and widths established by the relevant local government firebreak notice.
- Clear all roofs, roof gutters and valleys of any combustible material.
- Remove any debris build up from any terrace, pathway, driveway (or other hardstand surfaces), any table drain, culvert or drainage pits.
- Ensure combustible dead vegetation matter less than 6 mm in thickness (fine fuel) is reduced to and

maintained at an average of 2 t/ha (a litter depth of 5mm from the top of the layer to the mineral earth beneath is indicative of approximately 2.5 t/ha).

- Landscaping design: Non-vegetated or irrigated areas such as paths, driveways, parking areas, lawn and pool to be located, where possible, between any vegetation that may burn and the buildings. Ensure non-combustible materials are used for fencing and landscaping construction.
- Heavy (or coarse) fuels (i.e. greater than 6mm in diameter) including timber, branches, firewood, and including flammable plants, are to be excluded from areas under or adjacent to buildings and adjacent to any access that is part of an egress route from building - to a distance of at least 4m. These distances can be reduced to:
 - 0m for non-combustible FRL 60/60/60 rated wall;
 - 4m for BAL-FZ rated walls and eaves; or
 they reside within a building or are fully enclosed under the building.

Large heavy fuel items such as boats, caravans, cars, combustible fences / retaining walls and other landscaping are to be located a minimum of 6m away from any building. These distances can be reduced to:

- 0m for non-combustible FRL 60/60/60 rated wall;
 - 4m for BAL-FZ rated walls and eaves; or
 - they reside within a building or are fully enclosed under the building.

2. FACILITY/PREMISES PREPARATION

These actions address the required maintenance of the facility/premises prior to and during the bushfire season (1st November to 31st March) to ensure:

- Continued compliance with the construction standards that apply to the facility/premises corresponding to its Bushfire Attack Level (as established in the Bushfire Management Plan);
- Any emergency related components of the facilities infrastructure continue to meet the established requirements; and
- The risks from combustible items associated with the facility/premises and its operation, are minimised.

- Comply with the Homeowners Bushfire Survival Manual (DFES 2014) and any additional protection measures identified from the DFES Fire Chat – Bushfire Preparedness Toolkit.
- For the chalets and additional onsite buildings constructed to BAL-12.5 or higher, ensure any external gaps continue to be blocked or screened with non-combustible material (e.g. rock wool, sealant, mesh – maximum aperture of 2mm) to prevent ember entry. This includes under eaves, external cladding, roofs, external vents, skylights etc. Otherwise it is recommended that this action is applied.
- If evaporative air coolers are installed ensure it is either constructed to a BAL rating or is fitted with an appropriate ember protection screen.
- Ensure all installed firefighting appliances including water storage tanks, pump, valves, fire hose reels & fire extinguishers are serviced and correctly located.
- It is recommended that all gas bottles are securely tethered using non-combustible material (to prevent falling over), are plumbed with metal piping and fittings and that the safety release valve is directed away from both the building and any person's access/egress routes away from the building.
- Check perimeter of buildings including verandahs and decks, to remove or relocate combustible items that may be seldom used or able to be stored more appropriately. This includes furniture and mats.
- Ensure all first aid equipment and supplies are stocked, current and accessible.
- Ensure on-site responsible persons have mobile phones.

Bushfire Emergency Plan – Operational Document

- Ensure the designated Place of Last Resort Refuge Building is stocked with adequate supplies of water.
- Ensure all pipework and sprinkler heads serving the irrigation zones within the designated APZ's are functioning and providing enough water flow.
- Ensure all emergency lighting including pathway lighting and signage lighting is fully functional.
- Fuel and test start the firefighting pump and emergency power generator.

3. DISPLAY AND AVAILABILITY OF BUSHFIRE EMERGENCY INFORMATION

Bushfire Emergency Information is to be available and displayed in prominent position/s and readily accessible to all persons.

- Ensure all required onsite emergency signage is in place and legible (i.e. emergency water, bushfire emergency assembly area, evacuation route indicators).
- Ensure the following bushfire emergency information is displayed (framed or laminated) within the relevant buildings.
 - The Site Emergency Information Map
 - The Evacuation Routes/Destinations Map
 - The Information to Monitor and Inform Decision Making
 - The Emergency Contacts.
- Have available copies of the current Bushfire Emergency Plan in locations accessible by the persons onsite responsible for the management of the bushfire emergency.
- Ensure availability and supply of 'Occupant/Visitor Register' sheets. Assign the person/s responsible for maintaining the record.

4. CONDUCT THE ANNUAL REVIEW OF THE BUSHFIRE EMERGENCY PLAN

Update and amend the Bushfire Emergency Plan as required. Assistance from a bushfire consultant may be required (contact Bushfire Prone Planning). Encourage staff participation at each review and include any required modifications that may be noted during the past bushfire season.

- Make required changes to emergency contacts or emergency information sources within this Bushfire Emergency Plan. Ensure that any changes are also applied to the bushfire emergency information displayed within the facility/premises.
- Make required changes to onsite responsible persons details (names, phone number) and the emergency management team.
- Ensure the designated assembly area, place of last resort refuge building/area and the off-site safer locations and nominated evacuation routes are still the best options or incorporate the changes into the Bushfire Emergency Plan and associated displayed information.
- Contact nominated offsite evacuation destinations (buildings in a safer location) to confirm continued availability for potential use during a bushfire emergency.
- Contact nominated off-site transport suppliers to confirm continued availability and capability for potential use during a bushfire emergency.
- Account for any change to buildings or equipment onsite that has implications for emergency management.



- Incorporate any changes in best practice bushfire emergency management that are developed over time.
- Incorporate any improvements or additions (to the emergency management procedures/actions) that may be recorded during the year as suggestions from the onsite responsible persons, other employees and occupants during the bushfire season and after a bushfire event.
- In the event any part of this BEP is amended as part of its annual review, replace old copies and destroy them.

5. TRAIN STAFF – UNDERSTANDING THE BUSHFIRE EMERGENCY PLAN AND ITS APPLICATION

Provide update and/or induction training to staff to assist with understanding the Bushfire Emergency Plan, learn how it is to be implemented and identify the persons responsible for ensuring its proper application.

Promote awareness of the obligation to operate and maintain an environment that reduces the risks from the threats of bushfire and consequential local fire.

- All new and existing staff/employees to complete mandatory training in bushfire awareness and the application of the bushfire procedures and actions contained within this Bushfire Emergency Plan.
- Conduct simulation drills for assembly, evacuation and sheltering procedures.
- Ensure enough daily rostered staff/employees are trained and hold current Senior First Aid Certification.
- Assign persons to the 'Onsite Responsible Persons' roles.

APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED

BUSHFIRE WARNING SYSTEM

	<p>EMERGENCY WARNING</p> <p>An out of control fire is approaching fast and you need to take immediate action to survive. If you haven't prepared your home it is too late.</p> <p>You must seek shelter or leave now if it is safe to do so.</p>
	<p>WATCH AND ACT</p> <p>A fire is approaching and there is a possible threat to lives or homes. Put your plan into action. If your plan is to leave, make sure you leave early. If your plan is to stay, check all your equipment is ready.</p> <p>Only stay and defend if you are mentally and physically prepared.</p>
	<p>ADVICE</p> <p>A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.</p> <p>Be aware and keep up to date.</p>

Where can I get information during an emergency?

emergency.wa.gov.au
 13 DFES (13 33 37)
 @dfeswa
 @dfes_wa
 Local ABC Radio

APPENDIX 2: FIRE DANGER RATINGS - FORECAST BUSHFIRE RISK

THE HIGHER THE RATING, THE MORE DANGEROUS THE CONDITIONS AND THE GREATER THE CONSEQUENCES IF A FIRE STARTS.

Australian Fire Danger Rating System

Moderate: Plan and prepare.
Most fires can be controlled. Stay up to date and be alert for fires in your area.

High: Be ready to act.
Fires can be dangerous. Decide what you will do if a fire starts. Leave bushfire risk areas if necessary.

Extreme: Take action now to protect your life and property.
Fires will spread quickly and be extremely dangerous. Put your bushfire plan into action. If you and your property are not prepared to the highest level, plan to leave early.

Catastrophic: For your survival, leave bushfire risk areas.
These are the most dangerous conditions for a fire. If a fire starts and takes hold, lives are likely to be lost. Homes cannot withstand fires in these conditions.

➤ When there is minimal risk, Fire Danger Ratings will be set to **'No Rating'**. On these days you still need to remain alert and abide by local seasonal laws and regulations.

➤ **Monitor conditions and [emergency.wa.gov.au](https://www.emergency.wa.gov.au) for ratings and bushfire warnings. If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.**

Your life may depend on the decisions you make, even before there is a fire. Create or review your bushfire plan at mybushfireplan.wa.gov.au

This publication is intended to be a guide only. While every effort is made to ensure accuracy at the time of publication, DFEs makes no representation about the content or suitability of the information provided. DFEs expressly disclaims liability for any act or omission done or done in reliance on the information and for any consequences whether direct or indirect, arising therefrom or otherwise.

June 2022 / v1.0

HOW FIREPROOF IS YOUR PLAN?

APPENDIX 3: BUSHFIRE RISKS AND DANGERS

BUSHFIRE RISKS AND DANGERS

BUSHFIRES HAPPEN EVERY SUMMER; THEY CAN START SUDDENLY AND WITHOUT WARNING.
 If you live in or near bushland you need to understand the risks and dangers that bushfires cause.
 Remember that flames are not the only risk you face in a bushfire.

<h3>EMBER ATTACK</h3> <p>Ember attack occurs before, during and after a fire front passes.</p> <p>Embers are pieces of burning bark, leaves or twigs that are carried by the wind around the main fire creating spot fires.</p> <p>Spotting can be carried over half a kilometre from a fire.</p> <p>Embers can land in areas around your home such as your garden, under or in the gutters of your home and on wooden decks.</p> <p>If not extinguished, your house could catch fire.</p>	<h3>RADIANT HEAT</h3> <p>The hotter, drier and windier the day, the more intense a bushfire will be and the more radiant heat it will generate.</p> <p>Radiant heat can cause injury and death from burns and cause the body's cooling system to fail, leading to heat exhaustion and possible heart failure.</p> <p>It is important that you include water and appropriate clothing in your emergency kit and consider where you will shelter during a bushfire to protect yourself from radiant heat.</p>	<h3>SMOKE</h3> <p>Lung injuries and suffocation can occur where the body is exposed to smoke and super-heated air.</p> <p>It is important to seek shelter when heat and smoke are most intense.</p> <p>Your nose and mouth should be covered with a dust mask, wet towel or scarf.</p> <p>A special filter mask should be included in your survival kit for people in your family who suffer respiratory conditions such as asthma.</p>
--	---	---

For more information visit
dfes.wa.gov.au/bushfire
 or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au
 or **9395 9816**

The information contained in this material is provided voluntarily as a public service by the Department of Fire and Emergency Services (DFES). This material has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences whether direct or indirect, arising from such act or omission. This publication is intended to be a guide only and viewers should obtain their own independent advice and make their own necessary inquiries.

September 2020/318

APPENDIX 4: GUIDELINES FOR TRAVELLING IN CARS DURING A BUSHFIRE

TRAVELLING DURING A BUSHFIRE

BUSHFIRES CAN START WITHOUT WARNING. People have been killed or seriously injured during bushfires. If you are travelling or staying near bushland, fire is a real risk to you. **Pack an emergency kit including important items such as woollen blankets, drinking water and protective clothing.**

IF THERE IS A LOT OF SMOKE

- Slow down as there could be people, vehicles and livestock on the road.
- Turn your car headlights and hazard lights on.
- Close the windows and outside vents.
- If you can't see clearly, pull over and wait until the smoke clears.

IF YOU BECOME TRAPPED BY A FIRE

- Sheltering inside a vehicle is a very high risk strategy. It is unlikely that a person will survive in all but the mildest circumstances.**
- Park the vehicle off the roadway where there is little vegetation, with the vehicle facing towards the oncoming fire front.
- Turn the engine off.
- Close the car doors, windows and outside vents, **and call 000.**
- Stay in the car until the fire front has passed. Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke.
- Stay covered in woollen blankets, continue to drink water and wait for assistance.
- Once the front has passed and the temperature has dropped, cautiously exit the vehicle.

IMPORTANT INFORMATION

- Find the local ABC radio frequency in the area. Stay up to date in a major emergency, when lives and property are at risk, ABC radio will issue broadcast warnings at a quarter to and a quarter past the hour.
- Main Roads provides updated information on road closures throughout WA. Call 138 138 or www.mainroads.wa.gov.au
- Check the weather forecast and current fire restrictions. Be aware of the Fire Danger Rating for the area you are travelling to and be prepared to reassess your plans.
- Download the Bushfire Traveller's Checklist at www.dfes.wa.gov.au

For more information visit dfes.wa.gov.au/bushfire or contact DFES Community Preparedness: Community.Preparedness@dfes.wa.gov.au or **9395 9816**

The information contained in this material is provided voluntarily as a public service by the Department of Fire and Emergency Services (DFES). This material has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences whether direct or indirect, arising from such act or omission. This publication is intended to be a guide only and viewers should obtain their own independent advice and make their own necessary inquiries.

HOW FIREPROOF IS YOUR PLAN?

November 2021/V1.0

APPENDIX 5: INDICATIVE BUSHFIRE BEHAVIOUR TO IMPACT THE FACILITY/PREMISES

Information Relevance: This information is included in the Bushfire Emergency Plan to inform and assist the decision making of those persons onsite who have the responsibility to manage a bushfire emergency for the subject facility/premises.

The information establishes the key factors to be considered in understanding the types and scale of key bushfire behaviours that can be expected to impact the facility/premises on a given day. These factors are the type of vegetation that exists on the land surrounding the subject premises/facility, the relevant surrounding terrain, and the forecast Fire Danger Rating (FDR) that applies to the locality.

Information Source: The information is taken from the bushfire behaviour modelling applied within the **Australian Fire Danger Rating System (AFDRS)**. Within this system, eight accepted bushfire behaviour models, describing mathematically the way fire moves and spreads through different vegetation types, are currently available and are applied to twenty two different vegetation types across Australia.

The modelling is used to derive the Fire Behaviour Index (FBI) that assists firefighting operational decision making. From the FBI, Fire Danger Ratings (FDR) are derived which provide the broad categories needed to communicate fire danger to the community. The determination of the daily FDR considers the vegetation types present and the forecast fire weather conditions. The higher the rating, the more dangerous the conditions and the greater the consequences if a fire starts. (Source: AFDRS project led by NSW RFS, Australian Bureau of Meteorology and AFAC).

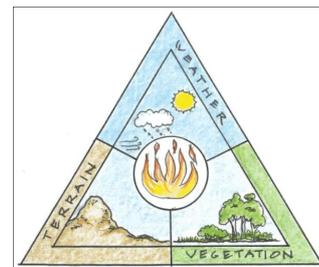
The Fire Behaviour Triangle

The behaviour of a bushfire, including the types of threats, intensity and how quickly it moves, depends on the three factors of vegetation, weather and terrain.

This is known as the fire behaviour triangle – because all three factors combine to shape the characteristics of the bushfire (source: CSIRO ‘Bushfire best practice guide’ at ... research.csiro.au/bushfire/).

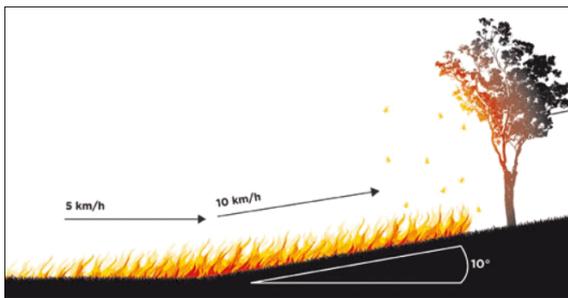
The influence of fire weather (FDR) and vegetation types (as per AFDRS) on the potential bushfire impact to the subject facility/premises, can be derived from the tables presented on the following page(s). Greater fuel loads will result in behaviours at the higher end of stated values.

The influence of terrain can be derived by considering the existence and degree of sloping ground and changes in changes in relief (e.g., flat, undulating or rugged land), surrounding the subject facility/premises and particularly under the vegetation.



The Influence of Terrain (topography)

A fire will burn faster uphill. This is because the flames can easily reach more unburnt fuel in front of the fire. Radiant heat pre-heats the fuel in front of the fire, making the fuel even more flammable.



(source: Country Fire Authority, Victoria).

For every 10° slope, the fire will double its speed. For example, if a fire is travelling at 5 km per hour along flat ground and it hits a 10° slope it will double in speed to 10 km per hour up the hill. By increasing in speed the fire also increases in intensity, becoming even hotter.

The opposite applies to a fire travelling downhill. The flames reach less fuel, and less radiant heat pre-heats the fuel in front of the fire. For every 10° of downhill slope, the fire will halve its speed. Fires tend to move more slowly as the slope decreases

Terrain should be considered for its potential to increase adverse fire behaviour including flame heights, forward rates of spread and ember production (in relevant vegetation i.e., primarily bark fuels). Essentially, where vegetation exists on sloping land near your site, assume that the higher end of adverse fire behaviours is much more likely to apply.

VEGETATION TYPES IDENTIFIED SURROUNDING THE SUBJECT FACILITY/PREMISES		
As Applied in the AFDRS		Vegetation Location Relative to the Facility/Premises
Fire Behaviour Model (short name)	Fuel Types / Description	
Forest (Worst case scenario vegetation applied for this assessment)	Dry eucalypt forests, shrubby understorey/litter surface fuel.	Predominantly Jarrah/Marri forest vegetation surrounding the facility and broader landscape.

FOREST

THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE ASSOCIATED FIRE DANGER RATING (FDR)

Source: AFDRS v.2022_6

FDR	INDICATIVE BUSHFIRE BEHAVIOUR				
NO RATING	MAX FLAME HEIGHT <1 m	0-5 	RATE OF SPREAD 0-40 m/hr	Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.	SPOTTING POTENTIAL Potential for any spotting is very limited and likely <150 m
	<4 m	6-11 	20-110 m/hr	Slow spreading fires, typically involving surface and near-surface fuels and sometimes bark and elevated fuels. Spotting is sporadic and limited to short-distances.	Potential for spotting is limited with short distance spotting possible up to 400 m
MODERATE	2-8 m	12-23 	60-600 m/hr	Actively spreading fires typically involving surface, near-surface, elevated and bark fuel layers and occasionally canopy fuels. Low-moderate spotting frequency; isolated medium range spotting can occur.	Short distance spotting occurring with increasing frequency with possible medium distance spotting up to 2 km
HIGH	7-14 m	24-49 	0.3-1 km/hr	Rapidly spreading fires with potential for development into large burn areas within burning period. Fires typically involving most fuel layers. Short-range spotting is prevalent, with possibility of medium range and occasional long-range distance spotting.	Short and medium distance spotting occurring with increasing frequency with possible long distance spotting up to 4 km
EXTREME	11 m - approx. double forest	50-99 	0.7-3 km/hr	Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	High ember density in short and medium range with possible long distance spotting up to 12 km
CATASTROPHIC	>30 m (approx. double forest height)	100+ 	>2 km/hr can be expected, possibly >3 km/hr	Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	High ember density in short and medium range with possible long distance spotting occurring 20-30 km ahead of the main fire front

APPENDIX 6: LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY

Where initial or renovation landscaping of grounds surrounding the facility/premises is being conducted, apply the directions and principles of the following measures to the greatest extent possible.

For additional guidance, refer to:

- The *Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones (WAPC 2021)*; and
- The DFES 'Bushfire Preparation Toolkit' publication. Website: publications.dfes.wa.gov.au/?hazard=Bushfire

Use of Non-Vegetated Areas and/or Public Open Space:

Reduce the exposure of the facility/premises to the direct and indirect threats of bushfire by incorporating low threat uses of land adjoining the facility/premises and/or the bushfire hazard. These uses create robust and easier managed asset protection zones and include:

- Non-vegetated areas e.g. footpaths, paved areas, roads, driveways, parking, drainage, swimming pools;
- Formally managed areas of vegetation (public open space and other recreation areas), including irrigated areas; and
- Services installed in a common section of non-vegetated land.

Landscaping – Non-Combustible Construction: Ensure non-combustible materials are used for fencing and any other landscaping construction, including retaining walls.

Landscaping – Tree and Plant Species Selection

Utilise trees and plants with characteristics that are more resistant to burning. Refer to *Guidelines for Planning in Bushfire Prone Areas, Appendix 4 'Explanatory Notes E2: Plant Flammability'* (WAPC 2021) for initial guidance.

Avoid planting trees with ribbon or stringy barks (ember/firebrand production). Preference for smooth bark.

Landscaping – Tree and Plant Separation from the Facility/Premises (Location):

Trees (greater than 6 metres in height): Minimise the potential for tree strike damage (falling or blown) to the facility/premises (allowing flame, radiant heat and ember entry to internal spaces), and debris accumulation on, in and around the facility/premise. Principles to apply are:

- Ideally trees will be separated from buildings/structures by a distance of at least 1.5 times the height of the tallest tree;
- As a minimum, trunks at maturity should be at least 6 metres from all elevations of the building, branches at maturity should not touch or overhang a building or powerlines. Mature tree canopies should be separated at least 5m with total canopy cover not exceeding 15% and not connected to tree canopy outside the APZ;
- Species of trees that produce significant quantities of debris (fine fuels) during the bushfire season should be located a sufficient distance away from vulnerable exposed elements to ensure debris cannot drop and accumulate within at least 4m of buildings/structures or be likely to be relocated by wind to closer than 4m to buildings / structures.

Shrubs and scrub (0.5 metres to 6 metres in height):

- Should not be located under trees or within 3 metres of buildings;
- Should not be planted in clumps greater than 5m² in area;

- Clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres (unless they can be classified as low flammability plants); and
- Shrubs greater than 6 metres in height are to be treated as trees.

Ground covers (less than 0.5 metres in height):

- Can be planted under trees but and no closer than two metres from a structure but 3 metres from doors or windows if greater than 100 mm in height; and
- Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: Where possible utilise irrigated perennial species.

Mulches should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.

Separation Between the Facility/Premises and the Consequential Fire Fuels of Stored Flammable Products (Fuels / Other Hazardous Materials):

If applicable, establish sufficient separation distance between the consequential fire fuels and the facility/premises. The required separation distance will be dependent on the fuel and storage type and will need to be determined.

Separation Between the Facility/Premises and the Consequential Fire Fuels of Stored and Constructed Combustible Items:

These consequential fire fuels include:

- Stored Combustible Items - Heavy Fuels (greater than 6mm diameter) e.g. building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins etc:
- Stored Combustible Items – Large Heavy Fuels e.g. vehicles, caravans, boats, trailers and large quantities of dead vegetation materials stored as part of site use.
- Constructed Combustible Items – Heavy Fuels e.g. landscaping structures including fences, screens, walls, plastic water tanks.
- Constructed Combustible Items – Large Heavy Fuels e.g. adjacent buildings/structures including houses, sheds, garages, carports. (Note: If the adjacent structure is constructed to BAL-29 requirements or greater and can implement a significant number of additional bushfire protection measures associated with reducing exposure and vulnerability, these minimum separation distances could be reduced by 30%).

Apply the rule of thumb "assume flames produced from a consequential fire source will be twice as high as the object itself ... where the consequential fire source is a structure, then the maximum eave height is a reasonable measure of maximum height".

Apply the following separation distances from the subject building/structure as a multiple of the height of the consequential fire source and dependent on the bushfire construction standard applied to the building/structure:

- At least six times the height when the facility/premises construction incorporates design and materials that is only intended to resist low levels of radiant heat up to 12.5 kW/m² and no flame contact (BAL-12.5);
- Between 4 and 6 six times the height when the facility/premises construction incorporates design and materials intended to resist radiant heat up to 29 kW/m² and no flame contact (BAL-29).
- Between 2 and 4 times the height when the facility/premises construction incorporates design and materials intended to resist up to 40kW/m² and potential flame contact (BAL-40).
- Less than 2 times the height when the facility/premises construction incorporates design and materials intended to resist extreme levels of radiant heat and flame contact (BAL-FZ).

- Zero separation distance is required if the facility/premises is separated by a non-combustible FRL 60/60/60 rated wall, or the potential consequential fire source is fully enclosed by the facility/premises.
- Constructed Barriers to Shield Facility/Premises from Bushfire:** Where applicable, install walls, fences and/or landforms to shield the facility/premises (or any identified consequential fire fuels – refer to previous item) from direct and indirect bushfire attack mechanisms and reduce the potential impact of these threats.
- These barriers should be constructed using appropriate fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks). These are to withstand the impact of direct bushfire attack mechanisms for the required period.
- Constructed Barriers to Shield Facility/Premises from Consequential Fire:** Applicable to all identified consequential fire fuel sources. Install a non-combustible barrier (including complete enclosure when appropriate), of required robustness, that will reduce the exposure of the facility/premises to the threats of consequential fire.
- Planted Vegetation Barrier to Shield Facility/Premises:** Use appropriate species (lower flammability) of hedges and trees strategically to reduce the facility/premises exposure to radiant heat, to filter/trap embers and firebrands, and to lower wind speeds (prevailing synoptic and/or fire driven).
- Shield Non-Structural Essential Elements:** These are vulnerable elements essential to the continued operation of the facility/premises which are potentially exposed to the fire attack mechanisms of both bushfire and consequential fire. They include electricity cabling and water plumbing and also applies to any installed firefighting equipment / water storage.
- When the use of fire rated materials to the degree necessary is not possible or practical, the application of non-combustible shielding can be applied to reduce exposure to the bushfire threats. Shielding includes underground installation.
- Constructed Barrier to Shield Persons on Pathways to Safer Onsite Area/Building:** Where possible, alongside the relevant pathways, utilise walls / fences / landforms as shielding structures constructed using fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks).
- These are to withstand the impact of direct bushfire attack mechanisms for the required period and provide the required reduction in threat levels to persons (including firefighters) traversing the pathway.



Level 1 159-161 James Street Guildford WA 6055
PO Box 388 Guildford WA 6935
T: 08 6477 1144 | E: admin@bushfireprone.com.au

Our Ref: 15336

14 February 2023

Shire of Mundaring
Attention: Adam Olivari
Co-ordinator Statutory Planning
7000 Great Eastern Highway,
MUNDARING WA 6073

Dear Adam

RE: LOT 70 (1200) ALISON STREET, MOUNT HELENA - AMAROO RETREAT AND SPA BUSHFIRE EMERGENCY PLAN

I make reference to the above mentioned Development Application in regard to the requirements of State Planning Policy 3.7 (SPP 3.7) and the Guidelines for Planning in Bushfire Prone Areas (Guidelines) that pertain to a Vulnerable Land Use (Tourism) and the requirement for an appropriate level bushfire emergency planning.

On review of the intended increase in patronage of 25 additional occupants and the associated bushfire plans provided by Bushfire Prone Planning for the proposal, the following expert opinion is detailed to support this development application by the proponent, and that a decision-maker can consider the application of State Planning Policy 3.7 and the associated Guidelines as being adequately applied in this instance.

Regardless of the implementation of a bushfire emergency plan, it must be acknowledged that it is not possible to guarantee that occupation of a place of last resort refuge, will eliminate the risk of serious injury or fatality. Bushfire and its consequential effects on occupants and the property are complex and variable and that an intention of absolute safety is not attainable and there will always be a finite risk of injury, death or property damage.

Care must be taken to avoid creating a perception that a place of last resort refuge will provide a degree of protection that aligns with it being considered a first resort option. Sheltering in a place of last resort refuge must be accepted by the occupants of the Amaroo Retreat and Spa as being a last resort option when it is no longer safe to move to an area not impacted or under threat of bushfire, but is sufficiently safe to reach a refuge building on-site.

I must emphasise however, that the identified place of last resort refuge building is not a stand-alone solution to mitigating a risk to the occupants. The bushfire management plan and bushfire emergency plan have consideration in developing a comprehensive set of measures to counteract the effects of a bushfire event that include effective land-use planning, fuel management, early evacuation and on site emergency services strategies.

It is considered in this instance that seeking shelter in a place of last resort building may be a useful contingency when for some reason early evacuation was not possible for all or some occupants. It is most likely that pre-emptive evacuation due to days conducive to heightened bushfire activity and early notification through the bushfire warning system will trigger the evacuation off site.

Conversely, the primary objective of the place of last resort refuge is to provide temporary shelter to occupants of the Amaroo Retreat and Spa who have not been able evacuate the local area due to the close proximity of the passage of a bushfire and consequently find themselves with limited options. A fire originating on the



property or ignition in close proximity to the property is not likely to have developed the intensity of a landscape sized bushfire and thus utilising the place of last resort refuge may be the most expedient action, particularly where emergency warnings have not been issued.

It is recognised that in this instance the place of last resort refuge building is a secondary use of an existing building that has some level of known construction standard resilience to bushfire. In this circumstance, it is necessary to supplement this option with safety measures as detailed within the bushfire management plan and bushfire emergency plan so that the main residence building can be occupied as a place of last resort refuge during exposure to a bushfire event.

If you wish to discuss this issue further, please do not hesitate to contact this office.

Yours sincerely

A handwritten signature in black ink that reads "K. Nastov".

Kathy Nastov

Director
Bushfire Prone Planning

Advice

SPP 3.7 Section 6.6 requires a Development Application to be accompanied by a Bushfire Management Plan and Emergency Evacuation Plan, identification of bushfire hazard issues raised by the assessments, and an assessment against the Bushfire Protection Criteria.

Accordingly, the proposal meets this definition of a Vulnerable Land Use (Tourism) and thus requiring a assessment against Element 5 of the 'Guidelines'. However, Element 5 only requires a refuge where certain acceptable solutions cannot be met.

Assessing this proposal requires a pragmatic approach that suits the conditions as they really exist and guidance for future consideration. The proposal falls under the land-use types below:

- Intensification of Land Use
- Vulnerable Land Use

In reference to the assessment against the Bushfire Protection Criteria:

Element 1: Location:

Cannot be further addressed as the building is existing constructed to the determined bushfire attack level and increasing separation from bushfire prone vegetation is not part of this proposal.

Element 2: Siting and Design:

Has been addressed and the development proposal meets the acceptable solutions. The required provision of asset protection zones to achieve BAL-29 (29kWm²) around buildings that are required to meet this acceptable solution can be implemented.

Element 3: Vehicular Access:

Cannot be further addressed as the only applicable measures for 'Development application for the Vulnerable Land Use' are A3.1 Public roads and A3.2a Multiple access routes. The site has existing effective multiple access routes meeting the acceptable solutions. The Proponent/Landowner has no control over the specifications of the road network. Driveways within the site allow for two ways to exit to enable on-site vehicles (patrons) to leave the property with limited congestion via the safest public road route.

Element 4: Water:

The site is within a reticulated area and existing hydrants are located on Alison Street. The Proponent/Landowner has no control over the availability or condition of firefighting water hydrants external to the site. An on-site dedicated water source of the appropriate capacity and associated infrastructure and apparatus is provided. The proposal meets the acceptable solutions.

The stated Policy Objectives within SPP 3.7 Section 5 are:

"5.1 Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount."

Response: Through implementation of the bushfire management plan and bushfire emergency plan the required acceptable solutions address the objectives and policy measures and provide direction on how bushfire threat is reduced for the proposal.

"5.2 Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process."

Response: The bushfire risk relevant to the proposal is not increased and decision making (the approvals process) has the mechanism to be confident in the bushfire assessments prepared in accordance with current planning guidelines.



"5.3 Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures."

Response: The proposal is within an existing developed site. The bushfire protection criteria requirements can be implemented within the control of the Proponent/Landowner.

The structural components of the exterior of the existing building are in accordance with BAL-29 increased construction requirements to comply with AS3959 - 2018. These components are not at an additional risk of ignition from embers or radiant heat as the corresponding asset protection zone is developed to limit radiant heat impact.

"5.4 Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change."

Response: Vegetation clearing or management, or revegetation, is proposed as part of the proposal to reduce the bushfire hazards and mitigate as far as reasonably practicable ignition sources and fire intensity within the site. The limitations on clearing native vegetation will be managed by the seasonal ongoing maintenance of low fuel loads across the property and in particular around the assets of value, through fuel load reduction techniques.

Summary:

State Planning Policy 3.7 is to be used to guide decision-makers to help achieve acceptable bushfire protection outcomes. Consistent with SPP 3.7 and section 5.5 of the Guidelines for Planning in Bushfire Prone Areas, the proposed development can be considered compliant with assessment against applicable acceptable solutions for the following reasons:

1. The proposed development meets the applicable acceptable solutions of the Guidelines;
2. Planned and orderly evacuation well ahead of the fire is the preferred option to last minute evacuation. Consideration to the likelihood of entrapment or being overrun by a bushfire during an evacuation has been given. An alternative option has been identified in the evacuation planning.
3. The proposed development does not increase the threat of bushfire to people, property and infrastructure as the contingency plan for the proposed increase in patronage includes relocation to a place of last resort refuge that can accommodate the occupants on-site;
4. The nearby on-site safer place (place of last resort refuge) that people can relocate or evacuate to quickly when threatened by bushfire, can provide adequate shelter from radiant heat. This is to be achieved by ensuring the separation distance from flame/fuels is maintained in a low threat condition, managed through the bushfire management plan requirement;
5. The existing residence intended to use as a place of last resort building is in addition to the requirements of the Guidelines and can accommodate the number of occupants (135 occupants) in line with the principles of the ABCB Design and Construction of Community Bushfire Refuges – Handbook 2014, for occupancy numbers:
 - Minimum 'floor area' criterion addresses the relationship between the occupancy period and the number of occupants in the refuge. (Minimum 0.75m² per person);
 - Minimum 'volume' criterion is intended to provide sufficient air for a maximum duration of 60 minutes. Design durations greater than 60 minutes will require a specific assessment of air supply. (Minimum 1.2m³ per person);

REQUIRED

- ~150 occupants require 112.5m² (floor area)
- ~150 occupants require 135m³ (volume)

AVAILABLE

- ~Enclosed main areas (excluding bathrooms/utilities/kitchens/hallways/stairwells) ~325m³ (floor area)
- ~150 occupants require 975m³ (volume based on ~3m ceiling height)

BUSHFIRE EMERGENCY INFORMATION

AMAROO RETREAT AND SPA

Produced by Bushfire Prone Planning (February 2023). Additional procedure details and information are contained in the Bushfire Emergency Plan developed for the site.

EMERGENCY CONTACTS

In Emergency Dial 000

or use the EMERGENCY PLUS phone app

EMERGENCY INFORMATION

📄 emergency.wa.gov.au 📞 13 DFES (13 33 37)

📘 @dfeswa 🐦 @dfes_wa 📻 Local ABC Radio

EVACUATION DESTINATION(S)

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required.

Follow advice of the Emergency Services to Evacuation Destinations. (Refer Bushfire Emergency Plan Operational Document)

BUSHFIRE WARNINGS – A FIRE HAS STARTED

	EMERGENCY WARNING There is a threat to lives or homes. You are in danger and need to take immediate action to survive.
	WATCH AND ACT There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.
	ADVICE A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

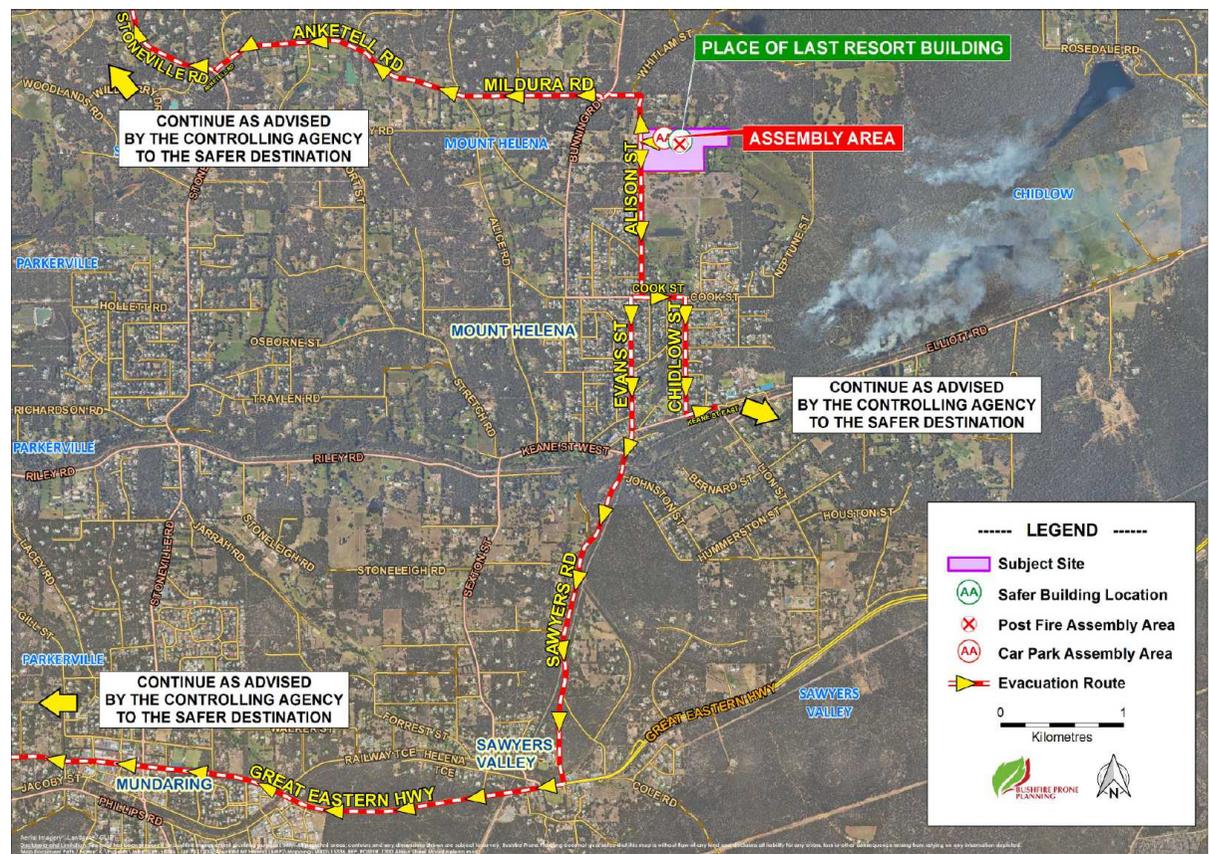
FORECAST FIRE DANGER RATINGS

	The higher the rating, the more dangerous the conditions and the greater the consequences if a fire starts.
No Rating	No action required. Remain alert and abide by local seasonal laws and regulations.
Moderate	Plan and prepare. Most fires can be controlled.
High	Be ready to act. Fires can be dangerous.
Extreme	Act now to protect your life and property. Fires will spread quickly and be extremely dangerous.
Catastrophic	For your survival, leave bush fire risk areas. If a fire starts and takes hold, lives are likely to be lost.

SCENARIO 1: A BUSHFIRE IS IDENTIFIED A CONSIDERABLE DISTANCE AWAY; A BUSHFIRE ADVICE WARNING MAY OR MAY NOT BE ISSUED; YOU ARE CONCERNED FOR YOUR SAFETY; CONDUCT THE ELEVATED THREAT PROCEDURE → Check for bushfire warning; Call 000 to report bushfire if none exist; Ensure everyone at the premises is aware of the situation; Closely monitor the emergency information sources and the situation outside; If the current Fire Danger Rating is Catastrophic or Extreme or persons have health conditions, consider leaving the premises and travel to a lower threat area for the day.

SCENARIO 2: A BUSHFIRE IS IDENTIFIED RELATIVELY CLOSE; A BUSHFIRE EMERGENCY OR WATCH AND ACT WARNING MAY OR MAY NOT BE ISSUED; YOU ARE CONCERNED FOR YOUR SAFETY; CONDUCT THE EVACUATION PROCEDURE → Check for bushfire warning; Call 000 to report bushfire if none exist; Cease all activities, shut all doors/windows, turn off air conditioners, turn off bottled gas and move to the assembly area; Prepare vehicles; Check emergency information sources for latest updates; Evaluate the situation to ensure evacuation routes remain available and choose the most appropriate evacuation destination and proceed to evacuate; If evacuation routes are evaluated as unlikely to be available, apply the actions of Scenario 3.

SCENARIO 3: IMPACT FROM A BUSHFIRE IS IMMINENT; EVACUATION ROUTES ARE THREATENED; THERE IS NO TIME TO PERFORM A SAFE (EARLY) EVACUATION OR EMERGENCY SERVICES HAVE INSTRUCTED YOU TO SHELTER IN PLACE; CONDUCT THE SHELTER IN PLACE PROCEDURE → Move to the **Place of Last Resort - Main Residence Building**, Call 000 to inform them you are sheltering in place. Shut all doors/windows, turn off air conditioners, turn off bottled gas, move all combustible materials (mats, outdoor furniture, rubbish bins well away from the building, wet materials to block gaps around doors. Drink plenty of water, stay aware of what is happening, and monitor emergency information sources. When the fire front has passed and conditions outside are tenable, check for spot fires against the building and extinguish if possible.



Schedule of submissions

Submission One	Applicant response to submission/s	Officer consideration of submission/s
<p>1. Personal Noise concerns From a personal perspective we have not been subjected to any serious noise issues since the retreat has been in operation. If that can be maintained with this new development then we cannot see that it would impose any issues from a perspective of personal inconvenience.</p> <p>2. Impacts on the local Natural Area and Fauna Our main concern and objection to a further development of this property is not so much for increased noise impacts on us personally (as neighbours) but rather the impact that increased human activity, noise and light might have on the fauna in the <i>Local Natural Area</i>. The application ignores this issue entirely and it is not clear how those impacts could actually be reasonably quantified or managed.</p>	<p>Amaroo Retreat has always taken the impact of noise upon neighbouring properties seriously, and are glad that neighbours have noticed. We have a Noise Management Plan in place, and if noise becomes an issue in the future, the business will respond accordingly.</p> <p>Our environmental consultant has advised that there would be no negative impact from noise and light. Light from residential-type lighting will attract insects that will potentially be preyed upon by small predators like bats and owls which is a positive impact.</p> <p>The further introduction of water will most likely positively impact on nocturnal animals like bandicoots which typically easily adapt to the presence of residents despite the generation of noise and light.</p> <p>Noise generation would be managed to prevent impacts to adjacent resort residents and the resulting level of noise is considered unlikely to impact on fauna.</p>	<p>The objection is acknowledged</p> <ol style="list-style-type: none"> 1. The proposal was accompanied with a Noise Management Plan and Acoustic Report which is addressed in the comment section of this report. 2. The extent of alterations and additions are located in cleared areas (refer to images 2 and 3 in the report), within the existing hardstand / building footprint of the restaurant / reception centre

<p>3. General Zoning issues Our concerns since the inception of this development has been that the zoning of <i>Rural Small Holdings</i> and the <i>Local Natural Area</i> on a part of the property appear to fly in the face of its current usage. Since it's inception the scale of the development has increased significantly, tree canopy has been reduced, opening hours have increased and there appears to be no end in sight for its further development.</p> <p>Council might consider that if there is little integrity in the zoning framework, the planning objectives and the Local Natural Area then we will see the Shire progressively environmentally degraded by stealth. They may wish to consider a more restrictive Council Policy on both Zoning, Planning and the delegation of authority. Rural small holdings zoning;</p> <p>4.2.3 <u>Rural Small Holdings</u></p> <ul style="list-style-type: none"> (a) To provide for rural pursuits, hobby farming and alternative residential lifestyle purposes where part-time income from home based businesses and/or use of the land for agriculture may be derived, subject to appropriate land capability and suitability. (b) To ensure use and development of land is sited, designed and managed in harmony with the natural environment and so as to protect ecological and landscape values. (c) To ensure conservation of soil, watercourses and other water resources and the protection of ecological and landscape values. 	<p>We are of the opinion that LNA does not and should not sterilise land from development, which would have a significant negative impact on all landowners, commercial <i>and</i> residential.</p> <p>We have been very responsive to the environment by identifying and classifying the vegetation and designing around it with an organic design.</p> <p>The new owners have actively sourced and planted Australian natives with a focus on bush tucker. This will increase the local flora diversity and sustainability in the long term.</p> <p>There is an ongoing plan to increase the number of these plants in an aim to increase the amount of fauna attracted to the site – mammal, avian, and reptile through the provision of a food source and further habitat development.</p> <p>At its core, the concept of this business is tourist accommodation <i>within</i> the Australian bush, and any unnecessary impacts upon the environment are avoided.</p>	<p>3. The matter of zoning has previously been considered by Council, the State Administrative Tribunal and the Joint Development Assessment Panel.</p> <p>Restaurant is an 'A' use meaning it can be considered in the Rural Small Holding's Zone.</p> <p>As demonstrated in the report to Council, the existing and proposed works/structures are a significant distance from the adjoining properties.</p> <p>The proposal is to modify an existing approval and for some additions and alterations to existing buildings (previously approved).</p> <p>Shire Officers hold the view that the proposal is not inconsistent with the objectives of the Rural Small Holdings Zone.</p>
---	---	---

<p>The constraints attached to the Local Natural Area designation is intended to protect the flora and fauna.</p> <p>In the absence of any proof that this additional development will not negatively impact the flora and fauna then we would oppose this proposal.</p> <hr/> <p><i>Additional comments regarding increase hours of operation:</i></p> <hr/> <p>We have nothing further to add to our original submission.</p>	<p>This is a strategic planning argument that has no effect upon a statutory planning application.</p> <p>On many occasions, we have sought and gained specialist advice from environmental scientists and bushfire practitioners and followed their recommendations, in close liaison with the Shire.</p> <p>Accordingly, we feel that the approved and proposed development strikes a justified balance between conservation and economic development, which has wide-ranging benefits to the landowners as well as the wider community.</p>	
<p>Submission Two</p>	<p>Applicant response to submission</p>	<p>Officer consideration of submission/s</p>
<p>*This is first and foremost a Rural Residential Area. So, this proposed modification by the “new owners” of the Amaroo Retreat & Spa want us neighbors/homeowners to believe that even though they are:</p>	<p>The site is not within a Rural Residential zone.</p> <p>In relation to the Rural Small Holdings zone which the site is within, a quick glance of the Scheme Zoning Table reveals that several commercial land-uses</p>	<p>The objection is acknowledged</p> <p>4. The subject site is zoned Rural Small Holdings and matters pertaining to appropriateness of the development within the zone have previously been</p>

<p>In the Future having opening hours until 12 AM Increasing the restaurant patronage by 25 (condition 9) what is this?</p> <p>Adding extra lights and noise Adding outdoor decking Adding uncovered dining area Adding addition preparation rooms Adding a dry store Adding a cool room Adding an access ramp Adding 4 toilets Adding a pizza bar Increasing the liquor license Adding 8 glamping tents-approved Adding 4 spa tents-approved Adding more traffic to an almost single road and which at times is dangerous now.</p> <p>Doing all these changes to increase their business's patronage will have no effect whatsoever, on the native wildlife, families, and community around them.</p> <p>Really????? This is not true! This is all our homes and lifestyle!</p> <p>Not to mention that we do not have any idea who this "new owner" is or what it is?</p> <p>Last but not least, what is the true intention of the house or should I say hotel? If</p>	<p>are capable of approval in this zone, including the uses previously approved. Furthermore, no additional uses are proposed as part of this application.</p> <p>The new owner is dedicated to the local community and love their new family home. In the very short time they have lived in Mount Helena the owners have found ways to support the staff of the Mount Helena Primary School and they are also proud sponsors of The Hills Rangers Football Club. Being acutely community minded further community support and sponsorships will evolve over time. Employment of any new staff has had a focus on locals. Supporting youth into the</p>	<p>addressed (refer to officer consideration of submission 1 - point 3)</p> <p>5. It is noted the Noise Management Plan (attachement 3) refers to future operating hours to 12am Monday to Saturday. However, the applicant has sought to only increase Friday and Saturday operations to 11pm and Thursday to Sunday to 10pm. If any further proposals are received in future they will be assessed on their own individual merit on a case by case basis.</p> <p>An acoustic report (attachment 4) accompanied this application, concluding that the site will comply with the assigned levels of the <i>Environmental Protection (Noise) Regulations 1997</i> (noise regulations), at the hours of operation sought by the applicant.</p>
---	--	--

<p>weddings are already booking out the entire venue, does this include the established home/hotel?</p> <p>At present under these conditions, we are not supportive of this proposal!</p> <p>Further comments:</p> <p>With the 8 chalets, 8 glamping facilities 4 spa tents plus now the increase and additions and alterations of the Restaurant bring this project to a new level.</p> <p>With two people for each dwelling, plus already 60 for the restaurant, it will give this establishment close to 100 people at this place at any time during the day or night. The addition will bring the resort to over 100 patrons.</p> <p>*Where is the fire plan?</p> <p>***Concern: 3.1.2 Future Operation</p> <p>ARE Plans to extend the service hours to 12 AM Monday/ Saturday The aerial maps are outdated. They do not show the land as it has been developed so far. This is important to residents and how</p>	<p>workforce through employment and training, as well as enabling re engagement with the workforce for those who have had time out raising families, with flexible and family friendly rosters – for example. This extra care is not required in business but forms part of their value base.</p> <p>The building was approved and constructed as a Single House. It was, is, and will continue to be used as a residence without any commercial purposes other than a simple home office.</p> <p>Accommodation patrons are frequent users of the restaurant, and should not be counted as additional visitors of the site.</p> <p>This application includes additions to enable patron numbers greater than 60 persons. It should also noted that the site is a considerable 20 hectares (~200,000m2), which is abundantly capable of handling actual visitor numbers.</p> <p>All bushfire reports and responses have been provided to the Shire in accordance with the Bushfire Guidelines.</p>	<p>6. No changes are proposed to the land uses which have been approved previously.</p> <p>7. The current proposal is considered to be consistent with the zoning’s objectives under LPS4, as the associated works are minor extensions and improvements to an already approved restaurant.</p> <p>An increase in 25 patrons and hours of operation are addressed under the comment section of this report.</p> <p>8. At the time of advertising, the Shire had not yet received an updated Bushfire Emergency Plan (BEP). The BEP has now been provided and includes measures to evacuate the site in a bushfire event, or as a worst case scenario, the single house will provide shelter to guests and staff. The proposal is considered to comply with</p>
--	---	--

<p>these additions will impact them and their lifestyle. Please provide updated aerial pictures.</p> <p>***There is no mention of the impact of lights. This has been a huge issue and as more and more changes are requested and added, this will have an impact on the people and animals who call this area home. Lights have been directly aimed at our property and others property owners not necessarily on purpose I might add, however the impact remains.</p> <p>Noise ***The placement of the cool room is near the closest neighbor. Who already has serious issues.</p> <p>Toilets Is the toilets system adequate for the addition of 4 toilets in the restaurant plus 8 clamping toilets? What impact does this have on the land?</p> <p>Parking Have all the parking bays been approved? The overflow car parking? Do each of the Chalets have parking? Do the eco tents have parking?</p>	<p>There was a low-voltage floodlight aimed upwards into a tree close to the northern boundary by the previous owners which was subsequently removed.</p> <p>The cool-room is existing, and is only being relocated, at a similar distance to the boundary. Our Acoustic Engineer has also updated our Noise Management Plan, which forms part of the application.</p> <p>Details of the wastewater system will be part of the future Building Permit application.</p> <p>Car parking will be in accordance with Australian Standards and Scheme requirements, to the satisfaction of the Shire.</p>	<p>State Planning Policy 3.7 – Planning in Bushfire Prone Areas, particularly element 5 (Tourism land uses).</p> <p>9. No additional lighting has been proposed.</p> <p>10. The cool room already exists on site and is proposed to be re-located ~7m to the east, and ~68m from the northern boundary.</p> <p>11. Environmental Health Services state the recently upgraded effluent disposal system has the capacity to deal with the increased patronage.</p> <p>12. The number of on site car parking bays will be brought into compliance with a condition of approval, should Council resolve to approve the development.</p>
---	--	---

<p>I count 37 car bays without the chalets and eco tents.</p> <p>Liquor License There have been issues with the abuse of liquor and behaviors. Totally unacceptable! I will not support approval of any increase of their liquor license especially since there are new owners and do not know what their behaviors will be.</p> <p>Alison Street is a very narrow road. Its doubtful that this road is adequate to accommodate an increase in traffic. An alternative traffic strategy should be considered. Perhaps an exit onto Grigg Street?</p> <hr/>	<p>This application does not involve liquor licensing, which is subject to approval by the DLGSC. We dispute this baseless allegation.</p> <p>The City's engineer stated in 2015 that the roads in the locality were sufficient to accommodate traffic from the site, and roads in the locality have also been upgraded since then.</p>	<p>13. Liquor Licencing is a matter separate to the consideration of this application. The applicant will be required, should Council resolve to approve the proposal, modify their liquor licencing through the Racing, Gaming and Liquor.</p> <p>14. The proposal for an additional capacity at the restauraunt of 25 patrons is unlikley to unreasonably increase vehcile movements along Alison Street. Officers are of the view that the scale of the proposal does not warrant additional traffic management measures, including altering access to the site</p>
<p>Submission Three</p>	<p>Applicant response to submission</p>	<p>Officer consideration of submission/s</p>
<p>In this submission I wish to argue that the application for further development should not be accepted due to the following:</p> <p>In conflict with current zone regulations Since the sale of 1200 Alison Street Mt Helena in 2014 the property has continued to be degraded and over developed for commercial purposes, which is</p>	<p>The site is not within a Rural Residential zone (see above response).</p> <p>The original landowner pre-2015 did not maintain the property resulting in a high</p>	<p>The objection is acknowledged</p> <p>15. Refer to officer consideration of submission 1 – points 3 and 4.</p>

<p>incompatible with the property zoning of Rural Residential. There has been an obvious environmental impact on the property with considerable clearing and burning witnessed during the previous owner's occupancy. Areas that were noted as pristine and not to be built on in the original documents submitted to the shire in early planning phases, have now been cleared and are included for building of new dwellings and commercial purposes.</p> <p>The significant Local Natural Area on the property has been impacted by the development, with habitats disturbed and destroyed. This has become evident to me as I have seen quenda and echidna in increasing numbers on my property, which I have never seen prior to Amaroo's development. There is no evidence to show that the current owners intend on rehabilitating any degraded areas, to comply with the zoning requirements, as they continue to apply for an expansion on the current development.</p> <p>The agreed hours of operation of a commercial business in a Rural Residential zoned area, were originally limited to reduce the impact on the neighbours and environment. The current application to extend the service hours to 12am Monday</p>	<p>bushfire load <i>on the ground</i>. Since approval of Amaroo, that bushfire load has been reduced, in addition to the removal of dead trees, noting that Dieback is suspected onsite.</p> <p>The proposed structures in this application have a modest floorspace, and only require the removal of a blow-in Wattle bush, which was not identified as 'Significant' in the environmental survey and report.</p> <p>The new owners have had the site assessed by arborists in respect for the land and to assist native flora and fauna to flourish. Toxic weeds including invasive wattle have been further identified. This forms part of the ongoing land management the new owners are putting in place, above and beyond what is expected by the Shire.</p> <p>We have also introduced an extremely high number of native plants to the gardens to encourage more native wildlife. These include native edible plants, kangaroo paws, grevillea, bottlebrush, Limonium & murraya.</p> <p>Please see note above regarding the ongoing planting of flora across the site.</p>	<p>16. Refer to officer consideration of submission 1 – point 2</p> <p>17. Refer to officer consideration of submission 2 – point 5</p>
--	--	---

<p>to Saturday will impact significantly on both the community and have considerable detrimental consequences on the environment. There has been a continual extension of construction, capacity and trading hours since conception. When will this be stopped?</p> <p>Increased Risks With an increase in patrons comes an increased risk in safety. The exit for Amaroo is on the crest of hilland with their 3 gateways onto Alison Street, we have often had vehicles come to a complete stop in front of us without warning, in addition to the inexperience of people driving on a narrow road and their inability to drive to the conditions,causing us to have numerous near misses with patrons of Amaroo pulling onto Alison Street, without looking, and others not pulling to the left to pass safely forcing us to go off the road onto the shoulder to avoid an accident. Longer opening times and increased patrons with cause greater risks.</p> <p>Vehicles leaving late have an increased risk of harming the numerous nocturnal marsupials and birdlife that live in the area. Car lights, people under the influence of alcohol, increased number of road users,</p>	<p>It was noted by the outgoing landowner that the more grassed areas with reticulated water supply that was installed, the greater number of fauna was observed onsite.</p> <p>We also have a number of native animals that make daily appearances in all areas of the retreat at all times of day – kangaroos, bobtails, quendas, kookaburras, cockatoos, a black skink (lizard), frogs, all different kinds of birds and insects. These can also be found throughout our social media posts.</p> <p>It is the intention of the new owners to actively increase the amount of fauna across the property. They too have had an increase in the number of Quenda. The Quenda are well known by visitors and staff alike as they are sighted daily. Their habitat is protected and always preserved. A flora rehabilitation area was installed several years ago.</p> <p>The site is not within a Rural Residential zone (see above response).</p> <p>Our Acoustic Engineer has also updated our Noise Management Plan, which forms part of the application.</p>	<p>18. Refer to officer consideration of submission 2 – point 14</p>
---	---	--

<p>increased delivery vehicles, all increase the risk of accidents and noise in our peaceful area. We live here because we value the peace and quiet! This has a direct impact on our quality of lifestyle. The extension of service hours should be denied.</p> <p>Our ESL Category 5 Fire rating is a great concern with an increase in patrons and construction at Amaroo. Risk factors increase as the number of people increase. Those unfamiliar to their surroundings, smoking and parking their cars in undesignated parking areas (on the side of Alison Street) causes great distress to me as a resident of more than 20 years. There is no mention of advising patrons of the extreme risks associated fire when visiting a Category 5 area in Amaroo's plan.</p> <p>Noted in the 'Noise Management Plan' was 8.2 Community Consultation, where it states the local community is informed of operations, and the website will provide information on how to lodge a complaint and a "dedicated phone line" will be made available for the public, particularly the residents who live closest. In viewing the website nothing has been made available. To the best of my knowledge there has been no community engagement with any of the residents who reside close to</p>	<p>The new owners are unaware that any cars have ever been parked on the side of Alison Street. Busses are offered to patrons who hold intimate weddings onsite for transport to and from the premises.</p>	<p>19. The site is within a bushfire prone area. Refer to officer consideration of submission 2 – point 8</p>
---	---	---

<p>Amaroo. I find it difficult to believe any concerns from neighbours will be addressed appropriately moving forward, or that the owner is 'community minded' as claimed in Amaroo's marketing.</p> <p>The significant impact of construction, (including rock breaking) increased traffic, extended hours of trading, and people disturbing habitats, have and will continue to destroy any remaining areas on 1200 Alison Street which offered a Local Natural Area of sanctuary to monitor lizards and many other native animals. It is a tragic loss that this property continues to be exploited to bring commercial gain to the detriment of the environment and native animals.</p> <hr/>	<p>All bushfire reports and responses have been provided to the Shire in accordance with the Bushfire Guidelines.</p> <p>We have a designated smokers area which is the only location smoking is permitted and if guests are found to be smoking anywhere but these areas, there is a fine imposed. This is enforced with clear signage in all rooms, the restaurant, and spa areas of the retreat. Our staff are also on high alert at all times for anyone smoking in areas other than this space.</p> <p>Amaroo's website has comprehensive information of operations and contact information; and the long-term General Manager has never received such a complaint.</p> <p>Notwithstanding this, the Contact Us page has been updated to overtly direct 'Community Enquires'.</p> <p>In addition, 'quiet hours'; are specifically stipulated in T's & C's for accommodation guests of the retreat which are 10pm-8am. For private functions in which all accommodation and the restaurant have been booked out, there are separate T's & C's for noise management control.</p>	
---	---	--

	<p>Rock-breaking was only required for a service trench in 2016.</p> <p>No Federally protected Threatened or Endangered Communities (TEC's) have been identified in the locality; nor is the site listed for State 'Bush Forever' protection.</p> <p>We are of the opinion that LNA does not and should not sterilise land from any development, which would have a significant negative impact on all landowners, commercial <i>and</i> residential.</p> <p>We have been very responsive to the environment by identifying and classifying the vegetation, and designing around it with an organic form.</p> <p>At its core, the concept of the business is tourist accommodation <i>within</i> the Australian bush, and any unnecessary impacts upon the environment are avoided.</p> <p>The new owners have a strong connection to country and far from exploiting the land on which they are custodians, are taking the time to listen, learn and give back. The environment is of the highest importance, and with time, this will be even more evident for visitors and locals alike.</p> <p>Applicant response to submission</p>	
--	---	--

Submission Four	Applicant response to submission	Officer consideration of submission/s
<p>We believe that our home is in the unique position of being the residence to have been the most affected by the business trading as Amaroo Resort & Spa.</p> <p>We are not going to be citing the impacts on our local flora & fauna, nor will we address the zoning of said areas as these are all matters that have been addressed in the past. Matters which have been overlooked, so pointless going down that path again.</p> <p>Our account of the reasons for opposing these & future modifications at Amaroo are purely based on an insight into the daily lives of an ordinary family. Amaroo have a driveway that runs down our common fence line.</p> <p>We strongly object to any increase in patron numbers or future extension of trading hours.</p> <p>We already suffer constant noise with guests shouting in the car park at night after their evening out. We have vehicle noise from the stream of cars coming and going, trucks doing early morning deliveries & leaving their vehicle running while unloading. Also headlights and the</p>	<p>All noise generated onsite is subject to a Noise Management Plan, in accordance with the State Noise Regulations. We are also not aware of any noise complaints; and to the contrary a different submitter has stated the opposite (see above).</p>	<p>The objection is acknowledged</p> <p>20. Refer to officer consideration of submission 1 point 1 and submission 2 – point 5, and the comment section of report.</p> <ul style="list-style-type: none"> - The Shire has not received a formal noise complaint regarding Amaroo.

<p>carpark/venue lighting pointing our way are all clearly visible from our patio area and front of our home. All this in a place that was once a peaceful area.</p> <p>Increased patronage and hours only adds more and more noise and light pollution to our area that we have to endure. Alison Street does not even have street lighting. We have lived in peace on our property since 1998 before the establishment of the Amaroo as a place of business in recent years. Despite having such a large property, they chose to build & put down access routes right on our fence line in direct view of our family home. Why this was even the case in the first place, particularly in regards to the driveway, is beyond us considering access via Grigg Road being adjacent to unoccupied land would have been the logical choice as there is no-one there to bother.</p> <p>The addition of a Pizza Bar & 'uncovered' dining area only screams more noise coming our way, especially if the weather conditions are not in our favour. Whilst noise levels may not exceed the allowable level, this does not mean that we can't hear it and be impacted by it.</p>	<p>Public reviews of people camping (in a tent) on our neighbour's property since 2020 (Eversprings Glamping, 505 Grigg Rd):</p> <ol style="list-style-type: none"> 1. "Just returned from a few nights stay here. Really unique and beautiful location...you can't hear a thing except the birds and the trees..." Google review by Aimee Givan 2. "This place is so peaceful and just refreshing for the soul..." Google review by Hine Darren 3. "Great location, quiet..." Review by Caitlin on Booking.com 4. "We really enjoyed the beautiful, quiet surroundings..." Google review by Shirley Wood <p>There have been zero reports or complaints of noise from our neighbours' camping guests.</p>	
---	---	--

<p>We note in item 3.1.2 of the Noise Management Plan dated 20.12.22 - current and future hours of operation, that the intended plan is to increase hours to 12am from Mon-Sat. We find this to be an absolutely ludicrous & unnecessary expectation.</p> <p>The Mount Helena Tavern, Parkerville Tavern and Mundaring Hotel to name a few, do not even operate to this hour. As long term SOM rate payers, we feel the council should be protecting our lifestyle choice of living on a large block in peace and not have big business striving to make more money, come and take that away from us and our children, being the future generation of the SOM.</p> <p>In closing we confirm that we are 100% opposed to any changing of trading hours, patron numbers and of any modifications that have the ability to affect your rate payers.</p> <p>It is easy for most to think 'what's the big deal' when it comes to Amaroo. Joe Bloggs down the road can come & enjoy a nice dinner or getaway then go home to their quiet homes. Unless you are 'us' one can never understand & appreciate the struggle because you are simply 'not here'.</p>	<p>The NMP is only assessing all days to provide Management the flexibility to choose which times to open.</p>	
---	--	--

<p>Thank you for your time and opportunity to put forward our voice of saying 'NO' to future development and modifications at 1200 Alison Street Mount Helena and we trust our concerns will be given their due consideration when it comes to decision time on this matter.</p>		
<p>Submission Five</p>	<p>Applicant response to submission</p>	<p>Officer consideration of submission/s</p>
<p>As I pointed out with the original applications, we have noticed that with additional traffic from the resort apart from a few extra dead magpies, that cars are slowing down with confusion over the actual entrance.</p> <p>Traffic has to pass the rather ugly laundry service shed, then the staff entrance gate , then the exit gate, then arrive at the entrance!</p> <p>That's if they don't get rammed from behind by other locals trying to avoid there confusion.</p> <p>It would make a lot more sense to direct traffic down Grigg Street with a much more picturesque drive past sipatellies dam And rural property, and give all traffic a clear view up and down Alison street , rather than cars and buses trying to find the confusing entrance on the crest of a blind</p>	<p>We twice attempted to have street signage implemented on Alison Street stating the speed limit is 50km/h, and advised by the Shire that this limit is assumed because it is residential, and signage will not be installed.</p> <p>We have also installed a sign at our exit which states 'STOP and look both ways before exiting'.</p> <p>Accordingly, we consider the entrance to be legible and safe.</p>	<p>The objection is acknowledged</p> <p>21. Refer to officer consideration of submission 2 – point 14</p>

<p>hill , single lane road with no street lights, there is no way any vehicles lager than a car can safely exit onto Alison street, and even the cars swing out over the total width of the road !</p> <p>The resort’s internal roads are already bitumen finished and by entering from Grigg street would avoid driving past all of our local original rate payers homes . Thanks at this stage all five land owners on the top end of Alison street have had near misses with confused visitors and staff exiting the resort.</p> <p><u>Additional comments regarding increase hours of operation:</u></p>		<p>22. Refer to officer consideration of submission 1- point 1 and submission 2 – point 5, and the comment section of the report.</p>
<p>Thanks for the opportunity to raise our concerns. Noise issues have always been a concern as we are officially 200 mtrs from the buildings that will conduct functions ect. On a still night we can hear music ♪♪ from the resort and since the new owner’s have taken over we are already putting up with lights on all night running on solar timers that shine into our bedroom all night long , we previously complained about this to shire , but very little was done!</p>		

<p>A 10 pm. Cut off slowly turns into later than that, and track history with the previous owners attitudes have not been good! 8 till 8 for dinner ● functions would be normal practice and for function centres maybe 9 pm. Hotels have extended drinking and function hours not resorts in hills housing neighbourhood area's, and increased traffic with increased alcohol ☞ consumption, no street lights, no road line markings, limited traffic road clearance is a recipe for disaster! I can only reinforce my original comments from the first proposal and my recent response they use Grigg street and shut off the top gates at Alison street, should be ● fire exit only! We are concerned that this so called eco friendly Resort just becomes another hotel ! Concerned neighbors!</p>		
--	--	--

10.2 CSRFF March 2023 Small Grants Round

File Code	GS.COM 6
Author	Kirk Kitchin, Manager Recreation & Leisure
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

The Community Sport and Recreation Facilities Fund (CSRFF) managed by the Department of Local Government, Sport and Cultural Industries (DLGSC) provide \$12.5 million annually to community groups and local governments to develop basic infrastructure for sport and recreation. CSRFF will fund up to a third of the total eligible costs of a project with funds for successful projects made available in 2023/24.

Local governments are required to rank CSRFF applications in their area. The Shire has one CSRFF application for this small grants round being the Glen Forrest Sports Club Synthetic Lawn Bowls Green Installation.

It is recommended to give the Glen Forrest Sports Club Synthetic Lawn Bowls Green Installation a priority ranking of 1 and rate it as "A - Well planned and needed by municipality" and submit this application to the DLGSC for consideration in the CSRFF 2022/23 small grants round.

BACKGROUND

The CSRFF, administered by the Department of Local Government, Sport and Cultural Industries (DLGSC), aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

All CSRFF small grant applications need to be lodged with the DLGSC by the last working day in March 2023. Applications go through an assessment process with recommendations provided to the Minister responsible for Sport and Recreation who announces successful applications in the second half of 2023.

The CSRFF application process tasks the local government authority with ranking all project and rating projects using the following structure:

A	Well planned and needed by municipality
B	Well planned and needed by applicant
C	Needed by municipality, more planning required
D	Needed by applicant, more planning required
E	Idea has merit, more planning work needed
F	Not recommended

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

The Glen Forrest Sports Club is not seeking funding from the Shire for this Synthetic Lawn Bowls Green Installation. The club is funding two thirds of the project and seeking one third from CSRFF.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.1 – Provision of sport, recreation and community facilities

SUSTAINABILITY IMPLICATIONS

Social

This project assists the Glen Forrest Sports Club stay sustainable via a significant reduction in costs to maintain natural turf greens and minimise the impost on volunteers to maintain the greens.

RISK IMPLICATIONS

Risk: Reputation		
Should Council not support this application it may negatively affect the success of the grant application, which may have a negative impact on the Shire's reputation with the club, and the community of Glen Forrest and surrounds.		
Likelihood	Consequence	Rating
Possible	Minor	Low
Action / Strategy		
Council support the application and forward to DLGSC by the end of March 2023.		

EXTERNAL CONSULTATION

The Glen Forrest Sports Club have consulted with the Shire and professional artificial turf suppliers and installers on this project.

COMMENT

One application has been received for the current Small Grants Round of CSRFF from the Glen Forrest Sports Club for the replacement of one of their natural turf greens.

The Glen Forrest Sports Club was established in 1930 and has a current membership of 300 members, with lawn bowls being played for over 90 years at the Club.

Traditionally the Club has hired a Greenkeeper, which cost approximately \$45,000 per annum, to maintain two natural turf greens.

Prior to COVID, sourcing a high-quality Greenkeeper was very difficult and now, following COVID, the process has become nearly financially impossible for the club with quotes of over \$80,000 per annum asked for the supply of a part-time Greenkeeper.

The Club, and a dedicated group of volunteers, resolved to maintain the natural turf greens until an aesthetically pleasing and high-quality synthetic turf green could be afforded by saving the money, which would otherwise have been spent on a Greenkeeper.

This process has now been in place for a little over two years and has raised sufficient funds towards the replacement of one of the existing natural grass greens with a new synthetic turf green.

Bowls WA did not sanction the main playing green (Green A) for the 2022/2023 lawn bowls pennant season. This was disappointing news for the many volunteers who had worked hard to maintain the surface and for the Club as fixtured events required shuffling and business was essentially taken away from the Club.

Positively, the community has embraced barefoot bowls, and schools and businesses are booking the bowls greens for coaching and social events respectively; however this also brings increased wear and tear on the natural grass bowls greens.

In late-2022 the Management Committee met to determine the best method to proceed regarding the hosting of lawn bowls by the Club and, accordingly, determined the replacement of both greens with synthetic would be the most advantageous for the long-term sustainability of the Club, with the preferred process being to replace one green in the first instance, and the second in the short-term future.

It is recommended to give the Glen Forrest Sports Club Synthetic Lawn Bowls Green Installation a priority ranking of 1 and rate it as “A - Well planned and needed by municipality” and submit this application to the DLGSC for consideration in the CSRFF 2022/23 small grants round.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Allocates the Glen Forrest Sports Club Synthetic Lawn Bowls Green Installation a priority ranking of 1;
2. Rates the Glen Forrest Sports Club Synthetic Lawn Bowls Green Installation as “A - Well planned and needed by municipality”;
3. Submits this project to the Department of Local Government, Sport and Cultural Industries for consideration for a Community Sport and Recreation Facilities Fund in the March 2023 small grant funding round.

10.3 2023 Local Government Ordinary Election

File Code	GV.ELN 1.2023
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Council is requested to consider appointing the Electoral Commissioner to conduct the ordinary election on Saturday 21 October 2023 via a postal vote election to fill the vacant offices.

BACKGROUND

Local government elections are held every two years on the third Saturday in October.

Shire of Mundaring last held “in person” elections in 1999 and subsequently resolved to conduct all future elections as “postal” elections. This report requests that Council makes formal decisions relating to the conduct of the 2023 ordinary election.

At the Ordinary Council meeting held 11 October 2022, in response to information received from the Minister for Local Government regarding the method of electing the president and changes to the number of council members it was resolved as follows:

“That Council:

- 1. Change, by absolute majority, in accordance with section 2.11 of the Local Government Act 1995, the method of filling the office of Shire President used by the Shire of Mundaring from the election by the council method to the election by the electors’ method (directly elected);*
- 2. Advises the Department of Local Government of the change of method of filling the office of Shire President to the election by the electors’ method (directly elected);*
- 3. Advises the Department of Local Government that the Shire will proceed with the voluntary pathway with a ward and representation review to commence...”*

Subsequently, a Ward and Representation Review was undertaken with public submissions sought in accordance with the *Local Government Act 1995*. At the Ordinary Council Meeting held 24 January 2023 it was resolved as follows:

“That Council:

...

- 4. Notes the preferred model is based on Option 1 listed in the ‘Ward and Representation Review 2022’; which would require the biennial local government elections in the Shire of Mundaring to be modified from 2023 to allow for a transition to a Council comprising eight council members plus a directly elected Shire President and to provide for one vacancy per ward for the office of Councillor by the 2027 local government elections, as follows:*

- a. *In the 2023 local government ordinary elections there will be six continuing council members, which will mean:*

East Ward - one vacancy for office of Councillor (4 year term) – expiring 2027

Central Ward - one vacancy for office of Councillor (4 year term) - expiring 2027

South Ward - no vacancy

West Ward - no vacancy

Vacancy for office of directly elected Shire President (4 year term) - expiring 2027...

At the time of the writing of this report, advice has not been received from the Local Government Advisory Board regarding the recommendation from the Shire to reduce the number of council members.

Additionally, a letter was received from the Minister for Local Government on 3 February 2023 regarding arrangements for the upcoming October 2023 ordinary election. This letter provided information regarding reforms, with items relevant to the Shire including:

- *The introduction of Optional Preferential Voting (OPV). “OPV is similar to preferential voting used in State and Federal Elections, and for local government elections in every other Australian state. OPV provides that electors can preference as many or as few candidates as they decide, and there will be no transfer of preferences other than the preferences electors mark on their ballot paper.”*
- *“Changes for the backfilling of vacancies:*
 - *in the event that a member of the council is directly elected as the Mayor or President, the consequent vacancy can be filled by the next highest-polling candidate through the relevant district or ward council election held on the same day;*
 - *if a vacancy arises within one year of a council member being elected at an ordinary election, that vacancy may be filled by the next highest-polling candidate; and*
 - *the timeframes for which certain vacancies can remain unfilled ahead of an upcoming ordinary election will also be extended.*

Together, these reforms will greatly reduce the need for extraordinary elections, saving costs for ratepayers and administrative burden for local governments in the longer term.”

- *“...the council may declare the Electoral Commissioner as responsible to conduct postal elections under sections 4.20 and 4.61 of the Local Government Act 1995 (the Act)...*

Alternatively, if council decides that the CEO (or other appointee) is to be the returning officer, local governments will have the option to purchase a licence for access to the WAEC’s CountWA software to facilitate the counting of votes. CountWA software is used to count votes in State Elections, and involves data entry of preferences indicated on ballot papers. This provides for preferences to be counted and re-counted using the software.

If a local government decides to license the software instead of appointing the Electoral Commissioner to conduct the election, the CEO (or other appointee) will remain wholly responsible for the conduct of the count, the use of the software, the introduction of the new OPV counting and backfilling provisions, and dealing with any disputes or complaints. The WAEC will only be able to provide general assistance on accessing and using the software.”

STATUTORY / LEGAL IMPLICATIONS

Local government elections are conducted in accordance with the provisions of the *Local Government Act 1995*, the *Local Government (Elections) Regulations 1997* and the *Local Government (Constitution) Regulations 1998*

Relevant sections of legislation in relation to the appointment of the returning officer and the method of conducting the election are included below.

4.20. CEO to be returning officer unless other arrangements made

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —*
 - (a) *an election; or*
 - (b) *all elections held while the appointment of the person subsists.*

** Absolute majority required.*

4.28. Fees and expenses

A local government is to —

- (a) *pay fees to the electoral officers, in accordance with regulations, for conducting an election; and*
- (b) *meet expenses incurred by the electoral officers in connection with an election; and*

4.61. Choice of methods of conducting election

- (1) *The election can be conducted as a —*
postal election *which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or*
voting in person election *which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.*
- (2) *The local government may decide* to conduct the election as a postal election.*
** Absolute majority required.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The WA Electoral Commission (WAEC) is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. The Commission has provided an estimate of \$152,000 (including GST), plus \$6150 (including GST) for Australia Post priority postage, to conduct the 2023 election. If Council appoints the

Electoral Commissioner to conduct the election this cost will be included in the 2023/24 Budget.

It is understood that the increase in cost comes from the vacancy for the office of directly elected Shire President who was previously elected by Council. This vacancy requires a voting slip to be provided to all electors in addition to voting slips for the ward vacancies.

It should be noted that the WA Electoral Commission estimated cost may reduce if a candidate is elected unopposed, removing the requirement for an election in that ward.

As a guide, the following table details the WAEC estimates have compared to actual costs (including GST) in previous years for ordinary elections which each had six vacancies:

Election year	WAEC Estimate	Actual cost	Comment
2021	\$113,182	\$114,682	Central Ward candidate elected unopposed.
2019	\$112,000	\$84,543	South Ward candidate elected unopposed.
2017	\$104,000	\$99,743	Election contested in all four wards.
2015	\$84,000	\$50,053	East and West Ward candidates elected unopposed.
2013	\$80,000	\$52,359	East and West Ward candidates elected unopposed.

In addition, there will be staffing costs for officers preparing the electoral roll, receiving early voting packages or providing replacements and working on election day.

These additional costs can be accommodated from existing operating budgets.

This report recommends the appointment of WAEC as the Returning Officer. As noted above, if the WAEC is not appointed, there would be an unknown costs for the purchase of the software licence for CountWA. This also does not take into consideration other significant costs if the WAEC is not appointed as the Return Officer.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance: Elections are not held in accordance with the Act and the Regulations.		
Likelihood	Consequence	Rating

Unlikely	Major	Moderate
Action / Strategy		
Appoint the Electoral Commissioner to be responsible for the election.		

EXTERNAL CONSULTATION

WAEC

COMMENT

There will be three vacancies to be filled at the October 2023 postal election:

- Shire President (4 year term) – expiring 2027
- East Ward: one vacancy for office of Councillor (4 year term) – expiring 2027
- Central Ward: one vacancy for office of Councillor (4 year term) – expiring 2027

The estimate provided by the WAEC is based on the following assumptions:

- 28,550 electors
- response rate of approximately 30%
- 3 vacancies
- count to be conducted at the offices of the Shire of Mundaring
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages (there will be an additional amount of \$6,150 if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages).

It is recommended that Council opts to pay the extra cost for Priority Service postage as this will maximise the time electors have to post their vote. Additionally Australia Post's standard service levels have decreased in recent years with longer mail delivery times.

Should a council member resign on or after 15 July 2023, the vacancy so created will remain unfilled until the October 2023 election.

Should a council member resign after 21 January 2023 but before 15 July 2023, the vacancy may, with the approval of the Electoral Commissioner, remain unfilled until the October 2023 election.

WAEC advises that filling these supplementary vacancies at the October 2023 election would not incur extra costs, as the determining cost factor is the number of wards where elections are to be held.

If the WAEC is not appointed as the Returning Officer, the CEO would be wholly responsible for the conduct of the election, the use of CountWA, the introduction of OPV counting, backfilling provisions and dealing with any disputes or complaints. Information received from Department of Local Government representatives at recent industry forums strongly recommends the appointment of the WAEC due to the complexity of OPV. This work would be required to be completed in addition to managing electoral rolls, maintaining electoral gifts registers and undertaking advertising in accordance with legislated requirements.

Regardless of the appointment of the Returning Officer, prior to the election, officers will be facilitating candidate sessions and, post-election, the council member induction sessions. The totality of these tasks would require a significant amount of officer time that would have significant resource implications and reduce the impacted officers' ability to undertake other scheduled work, especially in the Governance area. As such, this report recommends the appointment of WAEC as the Returning Officer.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 4.20. CEO to be returning officer unless other arrangements made

Absolute Majority - *Local Government Act 1995* section 4.61 Choice of methods of conducting election

RECOMMENDATION

That Council, by absolute majority:

1. declares, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required;
2. decides, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be as a postal election; and
3. advises the Electoral Commissioner that Australia Post Priority Service at the extra cost of \$6150 is its preferred option.

10.4 Change in Basis of Valuation for Rating Purposes

File Code	As 1.4020
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Where a review has been undertaken in relation to the predominant use of rateable land in the district, Council must seek Ministerial approval prior to changing the basis of rating for a property from Unimproved Values (UV) to Gross Rental Value (GRV) (or from GRV to UV).

A review of the predominant land use has been undertaken for one rateable property in Beechina. The property in question is currently rated as a UV property, however the review concluded that the property should be rated as a GRV property. The predominant land use for this property is residential (as opposed to rural i.e. farming and agriculture) and the property is zoned Rural Small Holdings RSH20 under the Shire's Local Planning Scheme.

It is recommended that the Council resolves to request the Minister for Local Government approve the change to the method of valuation of the land identified in this report; from UV to GRV, in accordance with section 6.28 of the *Local Government Act 1995*. The land that has been reviewed is as follows:

- Lot 22 on Plan 22055, 4020 Ash Road, Beechina WA 6556

BACKGROUND

Under section 6.28 of the *Local Government Act 1995* (the Act) the Minister for Local Government (the Minister) is responsible for determining the method of valuation of land to be used by a Local Government as the basis for a rate and publish a notice of the determination in the Government Gazette.

In determining the method of valuation to be used by a local government, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

- Where the land is used predominantly for rural purposes, the unimproved value of the land; and*
- Where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

This authority has been delegated by the Minister to an officer of the Department of Local Government, Sport and Cultural Industries.

Each Local Government has a role in ensuring that the rating principles of the Act are correctly applied to rateable land within their districts.

STATUTORY / LEGAL IMPLICATIONS

Section 6.28 of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A change in the method of valuation from UV to GRV will impact the Shire's rate revenue, the extent of which is dependent upon the valuation provided by Landgate.

Based on surrounding property values and rates paid, it is likely that the rates payable for the property will be reduced.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance and Reputational. The basis of valuation for rating purposes does not align with the predominant land use.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Council seeks Ministerial approval to change the valuation basis for the property subject to the predominant land use review.		

EXTERNAL CONSULTATION

The landowner of the property subject to the review requested the review and has been advised in writing that the review is in progress.

COMMENT

Pursuant to section 6.28 of the Act the property listed below, which is currently valued on unimproved value, should be valued on gross rental value based on the internal investigation undertaken by staff.

ID	Lot	Plan	Address
A	Lot 22	Plan 22055	4020 Ash Road, Beechina WA 6556

The investigations undertaken by staff identified the following:

1. The property subject to the review is zoned as Rural Small Holdings RSH20 under the Shire's Local Planning Scheme; and

2. A review of aerial photos of the property indicates that the land is not being used for significant farming or agricultural purposes;

Based on the above information the predominant land use of the property is considered to be "non-rural", therefore in order to maintain an equitable rates base and in accordance with section 6.28 of the Act, it is recommended that the method of valuing the property for rating purposes be changed from unimproved value to gross rental value.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council, in accordance with section 6.28 of the *Local Government Act 1995*, requests the Minister for Local Government to approve the change to the method of valuation for the property listed from Unimproved Value to Gross Rental Value:

1. Lot 22 on Plan 22055, 4020 Ash Road, Beechina WA 6556

10.5 Mid-Year Review of Budget 2022/23

File Code	FI.BUD 22/23
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Forecast Statement of Financial Activity for the period ending 31 January 2023 ↓

SUMMARY

Council is requested to consider and adopt the budget review as presented in the Forecast Statement of Financial Activity (Rate Setting Statement) for the period 1 July 2022 to 31 January 2023.

The review indicates that there are no anticipated adverse impacts on the 2022/23 budget at this stage of the financial year. Overall, there is an increase of \$3,171,227 to the Shire's forecast closing budget position for 2022/23; from a budgeted surplus of \$716,003 (as per the adopted annual budget (SC6.07.22)) to a revised forecast surplus of \$3,887,230. The reasons for the movement in the forecast budget surplus are provided in detail under the comment section of this report.

The \$3,171,227 increase in the forecast closing budget position should not be considered as surplus funds that are now available to fund additional projects or services in 2022/23. The improvement in the Shire's forecast closing budget position needs to be considered in the context of developing the Shire's Budget/Corporate Business Plan for 2023/24 and the review of the Long Term Financial Plan.

BACKGROUND

A Statement of Financial Activity incorporating year to date budget variations and year end forecasts to 30 June 2023 presented for Council to consider.

The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires local governments to conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

STATUTORY / LEGAL IMPLICATIONS

Regulation 33A (Review of Budget) of the *Local Government (Financial Management) Regulations 1996*, as amended, requires the local government to carry out a review of its annual budget between 1 January and 31 March each year.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are addressed in the comment section of this report.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

SUSTAINABILITY IMPLICATIONS

Budget parameters are structured on financial viability and sustainability principles.

RISK IMPLICATIONS

Risk: Financial - Adverse budget trends are not identified and addressed by Council.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Monitoring the financial comparisons of actuals to budgets provides for prudent financial management, ensuring the Council is made aware of potential or known financial risks in terms of the 2022/23 budget.		

EXTERNAL CONSULTATION

Nil

COMMENT

As a result of this budget review the forecast closing budget position, as disclosed in Statement of Financial Activity (Rate Setting Statement), increases from a budgeted surplus of \$716,003 (as per the adopted annual budget (SC6.07.22)) to a revised forecast surplus of \$3,887,230.

The major impacts of the budget review are:

Opening Budget Surplus

The forecast opening budget surplus in the 2022/23 budget was \$4,024,176 (i.e. surplus funds brought forward from 2021/22), whilst the actual opening surplus brought forward, which was finalised after the budget was adopted, was \$7,692,098, a difference of \$3,667,922. This is primarily due to the net capital expenditure amount forecast for 2021/22 in the 2022/23 budget being \$3.6 million less than the actual result for 2021/22.

This relates to incomplete capital works/purchases for 2021/22 that have now been carried forward to 2022/23. As these items were not included in the 2022/23 budget they are subject to a forecast adjustment in the mid-year budget review (see “Investment Activities” below), which is offset by the higher than forecast brought forward surplus.

Revenue from operating activities

Forecast revenue from operating activities has increased by \$440,484 compared to the original budget (Forecast \$50,721,438 v Budget \$50,280,954).

The significant changes in forecasts for revenue from operating activities are:

1. An increase of \$218,250 in forecast revenue for grant funding related to the Lake Leschenaultia enhancement project, the funding of which was not included in the budget;

2. A forecast increase in grant revenue of \$250,000 from the Department of Emergency and Fire Services (DFES) for the Bushfire mitigation activities. This funding was not anticipated in the 2022/23 budget and is offset by a corresponding increase in forecast expenditure;
3. An increase of \$100,000 in forecast revenue derived from the instalment administration charges for rates, which reflects an increase in the number of rate payers paying their rates via instalments;
4. An increase of \$15,000 in forecast revenue for facility and room hire at Mundaring Arena;
5. An increase of \$8000 in forecast revenue for Building Licence application fees;
6. An increase of \$13,000 in forecast revenue associated with reimbursements from employees who take up the option to purchase additional annual leave;
7. A decrease of \$30,000 in forecast revenue for Bilgoman Aquatic Centre, which reflects the cool temperatures and the lower than anticipated patronage at the beginning of season;
8. A decrease of \$65,000 in forecast revenue for Lake Leschenaultia (Kiosk sales \$60,000 and Canoe hire \$5000), partially offset by reduced stock purchases, which, like the Bilgoman Aquatic Centre, reflects the cooler temperatures experienced at the beginning of the peak season; and
9. A decrease of \$36,000 in forecast revenue from Statutory Planning fees, which reflects a reduction in activity for development applications.

Expenses from operating activities

Forecast expenses from operating activities have decreased by \$296,115 compared to the original budget (Forecast \$56,649,338 v Budget \$56,945,453).

The significant changes in forecasts for expenses from operating activities are:

1. A decrease of \$230,732 in forecast expenses for employee costs, which is driven by staff vacancies for various periods of time throughout the financial year to 31 January 2023;
2. A forecast decrease of \$64,992 in expenditure for maintenance works associated with the roof at Wooroloo Hall. These works have been deferred due to insufficient capacity/resources to enable delivery of this works in 2022/23. The project will be rescheduled for 2023/24;
3. A decrease of \$25,000 in forecast expenses for subsidy payments relating to crossover constructions, which is due to a lower number of crossover constructions occurring than what was anticipated in the budget;
4. A forecast decrease of \$900,000 in expenditure for works associated with the conversion of Street Lighting to LED (treated as an operating expense as street lights are not assets of the Shire). The project costs are expected to be less than what was provided for in the budget. This reduction in expenditure is offset by a corresponding reduction in transfers from the Civic Facilities Reserve to fund the project;
5. A decrease of \$15,000 in forecast expenses for stock purchases for the Lake Leschenaultia Kiosk, which reflects the lower than anticipated patronage due the cool temperatures at the beginning of the peak season;
6. A decrease of \$15,000 in forecast expenses for postage expenses related to fire control as the release of the new fire guide has been deferred until 2023/24;

7. A decrease of \$5000 in forecast expenses for minor asset purchases for Lake Leschenaultia;
8. A decrease of \$10,000 in forecast expenses for the Travel Smart program as the EMRC are no longer providing this program;
9. A decrease of \$5000 in forecast expenses for stationery and printing for animal control due to a reduction in planned promotional material releases;
10. A decrease of \$4997 in forecast expenses for maintenance at the Glen Forrest Oval change rooms. The widening of the kiosk and storeroom doors will be deferred until 2023/24;
11. A forecast increase in expenses of \$250,000 for unbudgeted Bushfire mitigation activities funded by DFES. This relates to an unbudgeted grant received this year.
12. A forecast increase of \$220,000 relating to Bushfire hazard abatement works on Shire freehold land, from a budget of \$160,000 to a revised forecast of \$380,000. This is due to urgent follow up works being required at various locations;
13. A forecast increase of \$55,000 in expenses related to the shire's investment property strategy, which include expenses associated with the purchase of the property on Jacoby Street , including demolition of building (C9.02.23) and the potential sale of the Scott Street property (funded by a corresponding increase in the transfers from the Capital Income Reserve);
14. A forecast increase of \$20,000 in expenditure for maintenance works for retaining wall repairs for the Octagonal hall in Glen Forrest which was not included in the budget. This relates to incomplete works carried over from 2021/22;
15. A forecast increase of \$10,000 in expenditure related to donations. This reflects Council decision to donate \$10,000 to the Lord Mayor's Distress Relief Fund for the Kimberley Flood (C12.01.23);
16. A forecast increase of \$40,350 in expenditure for works relating to the Broz Park Wetland Project (grant funded) which was not included in the budget. This relates to incomplete works carried over from 2021/22;
17. A forecast increase of \$51,998 in expenditure for works relating to the Broz Park Lake Project (grant funded) which was not included in the budget. This relates to incomplete works carried over from 2021/22;
18. A forecast decrease of \$3000 in electricity expenses for Lake Leschenaultia;
19. A forecast decrease of \$10,000 in utility expenses for Bilgoman Aquatic Centre (electricity and gas, \$5000 each);
20. A forecast decrease of \$10,884 in the total for insurance premium expenses as the total cost of premiums were lower than what was anticipated in the budget;
21. A forecast increase of \$137,197 in the depreciation expenses for property, plant and equipment, from a total budget of \$2,348,805 to a revised forecast of \$2,486,002. This is due to the total depreciation expense being underestimated in the budget. It should be noted that as depreciation is a noncash item it has no impact on the closing budget surplus (i.e. depreciation is excluded from the rate setting statement).

Investing Activities (activities relating to capital works program)

Forecast net expenses from investing activities has increased by \$2,883,501 compared to the original budget (Forecast \$7,482,448 v Budget \$4,598,947).

The significant changes in forecasts for investing activities are:

1. A forecast increase of \$5558 in expenditure for works relating to reconstruction works extending Dibble Street to the reserve which was not included in the budget. This relates to incomplete works carried over from 2021/22;
2. A forecast increase of \$35,658 in expenditure for works relating to road seal works on Tarrup Street which was not included in the budget. This relates to incomplete works carried over from 2021/22;
3. A forecast increase of \$278,445 in expenditure for works on Thomas Road which was not included in the budget. This relates to incomplete works carried over from 2021/22 (Regional Road Group (RRG) funded project);
4. A forecast increase of \$120,000 in expenditure for works to upgrade the drainage on Orchard Road which was not included in the budget. This relates to incomplete works carried over from 2021/22;
5. A forecast increase of \$633,756 in expenditure for works on Keane Street West Road which was not included in the budget. This relates to incomplete works carried over from 2021/22 (RRG funded project);
6. A forecast increase of \$50,000 in expenditure for road resurfacing works on Balfour Road (Lister Street to Cheney Crescent) which is offset by increased Regional Road Group funding;
7. A forecast increase of \$70,000 in expenditure for road resurfacing works on Darlington Road (Great Eastern Highway to Darly Road) which is offset by increased Regional Road Group funding;
8. A forecast increase of \$407,222 in expenditure for unbudgeted works on Katherine Street (Great Eastern Highway to Darly Road) due to the Shire gaining approval for funding from Main Road's RRG funding pool for additional/reserve projects;
9. A forecast increase of \$30,000 in expenditure for works at Chidlow Skate park which was not included in the budget. This relates to incomplete works carried over from 2021/22;
10. A forecast increase of \$2700 in expenditure for paving works at Darlington Pavilion which was not included in the budget. This relates to incomplete works carried over from 2021/22;
11. A forecast increase of \$19,500 in expenditure for upgrade works at Morgan John Morgan reserve which was not included in the budget. This relates to incomplete works carried over from 2021/22;
12. A forecast increase of \$122,000 in expenditure for works related to the Mundaring Cemetery redevelopment which was not included in the budget. This relates to incomplete works carried over from 2021/22;
13. A forecast increase of \$70,000 in expenditure for a new playground at Harmony Estate park which was not included in the budget. This relates to incomplete works carried over from 2021/22;
14. A forecast increase of \$40,000 in expenditure for an upgrade to the Hovea playground which was not included in the budget. This relates to incomplete works carried over from 2021/22;
15. A forecast increase of \$3710 in expenditure for a bin cage and roller door at Mundaring Hardcourts which was not included in the budget. This relates to incomplete works carried over from 2021/22;

16. A forecast increase of \$34,560 in expenditure for the toilet block at the western part of Lake Leschenaultia which was not included in the budget. This relates to incomplete works carried over from 2021/22;
17. A forecast increase of \$30,000 in expenditure for works associated with building accessibility which was not included in the budget. This relates to incomplete works carried over from 2021/22;
18. A forecast increase of \$60,000 in expenditure for design works for the extension of Brooking Road (RRG funded project) which was not included in the budget. This relates to incomplete works carried over from 2021/22;
19. A forecast increase of \$124,600 in expenditure for the purchase of a replacement Wood chipper which was not included in the budget. This relates to the scheduled replacement of the Wood chipper being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
20. A forecast increase of \$170,000 in expenditure for the purchase of a new Post rack Skid steer Loader and trailer which was not included in the budget. This purchase is to funded from the sale of plant items which are now surplus to operational requirements following a team restructure;
21. A forecast increase of \$30,000 in expenditure for the purchase of a replacement vehicle which is a pool vehicle for the Shire administration office which was not included in the budget. This relates to the scheduled replacement of the vehicle being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
22. A forecast increase of \$37,695 in expenditure for the purchase of a replacement Maintenance Supervisor vehicle which was not included in the budget. This relates to the scheduled replacement of the vehicle being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
23. A forecast increase of \$37,695 in expenditure for the purchase of a replacement Works Supervisor vehicle which was not included in the budget. This relates to the scheduled replacement of the vehicle being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
24. A forecast increase of \$137,995 in expenditure for the purchase of the replacement two Community Safety (Rangers) vehicles which were not included in the budget. This relates to the scheduled replacement of the vehicles being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
25. A forecast increase of \$95,000 in expenditure for the purchase of a new vehicle for the Deputy Community Emergency Services Manager vehicle which was not included in the budget. This relates to the scheduled new vehicle being carried over from 2021/22 and will be funded from the plant replacement reserve;
26. A forecast increase of \$26,200 in expenditure for the purchase of a replacement Kubota Front Deck Mower which was not included in the budget. This relates to the scheduled replacement of the mower being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
27. A forecast increase of \$15,400 in expenditure for the purchase of a replacement Tractor which was not included in the budget. This relates to the scheduled replacement of the tractor being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;

28. A forecast increase of \$45,000 in expenditure for the purchase of a replacement Wood chipper as its replacement cost of \$120,000 was \$45,000 greater than what was allowed for in the budget. This will be funded from the plant replacement reserve;
29. A forecast increase of \$40,600 in expenditure for the purchase of a replacement Ute for parks and gardens which was not included in the budget. This relates to the scheduled replacement of the ute being carried over from 2021/22 and will be will from the auction sale income and plant replacement reserve;
30. A forecast increase of \$78,500 in expenditure for the purchase of a replacement sundry plant items (a mulching attachment and a rock grinder attachment) which were not included in the budget. This relates to the scheduled replacement of the items being carried over from 2021/22 and will be funded from the plant replacement reserve;
31. A forecast increase of \$37,700 in expenditure for the purchase of a replacement Ute for Design Services which was not included in the budget. This relates to the scheduled replacement of the ute being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
32. A forecast increase of \$247,000 in expenditure for the purchase of a replacement Hook Lift Truck which was not included in the budget. This relates to the scheduled replacement of the truck being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
33. A forecast increase of \$103,500 in expenditure for the purchase of a replacement Excavator which was not included in the budget. This relates to the scheduled replacement of the excavator being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
34. A forecast increase of \$57,000 in expenditure for the purchase of a replacement two tonne Truck which was not included in the budget. This relates to the scheduled replacement of the truck being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
35. A forecast increase of \$95,000 in expenditure for the purchase of a replacement Fire Protection Officer Vehicle which was not included in the budget. This relates to the scheduled replacement of the vehicle being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
36. A forecast increase of \$15,000 in expenditure for the purchase of a replacement Ride-on Mower which was not included in the budget. This relates to the scheduled replacement of the mower being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
37. A forecast increase of \$37,700 in expenditure for the purchase of a replacement Infrastructure Protection Officer Vehicle which was not included in the budget. This relates to the scheduled replacement of the vehicle being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
38. A forecast increase of \$63,700 in expenditure for the purchase of replacement vehicles at Lake Leschenaultia which were not included in the budget. This relates to the scheduled replacement of the vehicles being carried over from 2021/22 and will be funded from the auction sale income and plant replacement reserve;
39. A forecast increase of \$70,110 in expenditure for the purchase of a two tonne Truck to service the Container Deposit Scheme which was not included in the budget.

This relates to the purchase of the truck being carried over from 2021/22 and will be funded from the plant replacement reserve;

40. A forecast increase of \$28,000 in expenditure for the upgrade of the fuel tank at the Depot which was not included in the budget. This relates to the upgrade of the fuel tank being carried over from 2021/22 and will be funded from the plant replacement reserve;
41. A forecast increase of \$84,000 in expenditure for works for a footpath on Amherst Road which was not included in the budget. This relates to incomplete works carried over from 2021/22;
42. A forecast increase of \$24,000 in expenditure for works for a footpath on Bladon Way which was not included in the budget. This relates to incomplete works carried over from 2021/22;
43. A forecast increase of \$46,370 in expenditure for works for a footpath at Broz Park which was not included in the budget. This relates to incomplete works carried over from 2021/22;
44. A forecast decrease of \$169,000 in expenditure for works associated with drainage and upgrade of reticulation at Sawyers Valley Oval. This project has been deferred due to an insufficient number of ovals being available to relocate the users of Swayers Valley Oval during 2022/23;
45. A forecast decrease of \$31,000 in expenditure for works associated with the entry statement in Mundaring. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled in the future capital works program;
46. A forecast decrease of \$50,000 in expenditure for works associated with converting the lighting at the Glen Forrest Tennis Courts to LED lighting. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled in the future capital works program;
47. A forecast decrease of \$30,000 in expenditure for works associated with the installation of signage on the Heritage Trail. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled in the future capital works program;
48. A forecast decrease of \$65,000 in expenditure for works associated with the retaining walls at the Mathieson Road Community Recycling Centre. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled in the future capital works program;
49. A forecast decrease of \$3000 in expenditure as a result of project costs savings for works to upgrade the solar system at the Darlington Volunteer Bushfire Brigade station building;
50. A forecast decrease of \$11,000 in expenditure as a result of project costs savings for works to upgrade the café panels and switchboard at Lake Leschenaultia;
51. A forecast decrease of \$20,000 in expenditure to replace floor and walls tiles at Bruce Douglas Pavilion. Whilst the project was budgeted for as a carryover project in 2022/23 the project was completed in 2021/22;
52. A forecast decrease of \$40,000 in expenditure to upgrade the lighting at the Brown Park Community Centre to LED. Whilst the project was budgeted for as a carryover project in 2022/23 the project was completed in 2021/22;

53. A forecast decrease of \$115,000 in expenditure for works associated with the roof replacement at Mundaring Recreation Pavilion. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled for 2023/24;
54. A forecast decrease of \$40,000 in expenditure for works associated with the installation of a roof walkway for Mundaring Arena. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled for 2023/24;
55. A forecast decrease of \$231,000 in expenditure for works associated with the wall and roof upgrade at the Brown Park Community Centre building. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled for 2023/24;
56. A forecast decrease of \$30,000 in expenditure for works associated with a footbridge on Mofflin Avenue. This project has been deferred due to insufficient capacity/resources to enable delivery of this project in 2022/23. The project will be rescheduled in the future capital works program;
57. A forecast decrease of \$6000 in expenditure as a result of project costs savings for footpath works on Weld Road;
58. A forecast decrease of \$75,000 in expenditure for works related to the upgrade of the change rooms at Mount Helena Oval. This project, which is funded by a State Government, will not commence in 2022/23. As a consequence there has been a forecast reduction of the equivalent amount in grant revenue;
59. A forecast increase of \$675,000 in expenditure for the purchases of a property on Jacoby Street as per Council resolution C24.07.22. This is offset by a forecast increase of the equivalent amount in transfers from the Capital Investment Reserve;
60. A forecast increase of \$514,998 in proceeds from the disposal of assets, which reflects the unbudgeted replacement plant and vehicles carried over from 2021/22;
61. A forecast increase of \$461,189 in revenue for Main Roads Regional Road Group Funding. This is due to funding that is attached to works carried over from the previous financial year, additional project funding and extra funding for project cost increases; and
62. A forecast increase of \$ 437,504 in revenue for Black Spot funding for roads. This is due to funding that is attached to works carried over from the previous financial year and extra funding for project cost increases.

Financing Activities (activities relating to loans and cash backed reserves)

The significant changes in the forecasts for financing activities are:

1. A forecast increase of \$675,000 in the transfer from the Capital Investment Reserve for the purchases of a property on Jacoby Street as per Council resolution C24.07.22;
2. A forecast increase of \$988,297 in the transfer from the plant replacement reserve, from a budget of \$915,600 to a revised forecast of \$1,903,897. This reflects the forecast changes for plant and vehicle changeover purchases under Investing Activities above;
3. A forecast increase of \$55,000 in the transfer from the Capital Income Reserve for expenses associated with the purchase of the property on Jacoby Street and the potential sale of the Scott Street property; and

4. A forecast decrease of \$900,000 in the transfers from the Civic Facilities Reserve which reflects the reduction in forecast expenditure for works associated with the conversion of Street Lighting to LED.

Forecast closing budget surplus

Council will note there is an increase of \$3,171,227 to the Shire's forecast closing budget position for 2022/23; from a budgeted surplus of \$716,003 (as per the adopted annual budget) to a revised forecast surplus of \$3,887,230. The forecast closing position for 2022/23 at this stage will be the Shire's opening budget position for the 2023/24 budget (subject to further update as the budget is finalised).

The \$3,171,227 increase in the forecast closing budget position should not be considered as surplus funds that are now available to fund additional projects or services in 2022/23. The improvement in the Shire's forecast closing budget position needs to be considered in the context of developing the Shire's budget/Corporate Business Plan for 2023/24 and reviewing the Long Term Financial Plan. Factors that Council will need to consider are:

- Changes to key economic assumptions that may be required e.g. CPI, wage price index, interest rates etc.;
- Capital works projects that were originally budgeted for in 2022/23 which have now been deferred to 2023/24 (or possibly later);
- Potential changes in the Shire's service levels that Council may wish to consider;
- Potential changes to the Shire's long term rating profile that Council may wish to consider; and
- Potential new initiatives/projects that Council may wish to consider.

VOTING REQUIREMENT

Absolute Majority - *Local Government (Financial Management) Regulations 1996* regulation 33A

RECOMMENDATION

That Council:

1. approves, by absolute majority in accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996*, the mid-year budget review as per the forecast figures disclosed in the attached Statement of Financial Activity (**Attachment 1**);
2. notes the change in the forecast closing budget surplus from \$716,003 to \$3,887,230; and
3. notes the forecast changes under the officer's comments in the report, which form part of the annual budget review for 2022/23.

Shire of Mundaring
Budget Review - Statement of Financial Activity
for period ending 31 January 2023

	2022/23	2022/23	2022/23	2022/23	Variance
	YTD Budget	YTD Actuals	Budget (a)	Forecast (b)	(b) - (a)
	\$	\$	\$	\$	\$
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)	4,024,176	7,692,098	4,024,176	7,692,098	3,667,922
Revenue from operating activities					
Rates	31,189,007	31,147,045	31,251,611	31,251,611	-
Operating grants, subsidies and contributions	2,662,219	2,872,290	4,059,267	4,597,551	538,284
Fees and charges	9,875,746	10,295,468	11,901,137	11,783,637	(117,500)
Interest earnings	603,743	318,967	1,035,000	1,035,000	-
Other revenue	820,882	774,688	1,373,039	1,392,739	19,700
Profit on asset disposals	630,700	2,568	660,900	660,900	-
	45,782,297	45,411,026	50,280,954	50,721,438	440,484
Expenditure from operating activities					
Employee costs	(13,495,254)	(12,931,807)	(21,942,259)	(21,711,527)	230,732
Materials and contracts	(12,027,158)	(12,615,664)	(23,983,794)	(23,858,772)	125,022
Utility charges	(836,245)	(667,451)	(1,427,097)	(1,414,097)	13,000
Depreciation on non-current assets	(4,378,934)	(4,517,410)	(7,676,042)	(7,813,239)	(137,197)
Interest expenses	(214,186)	(188,127)	(383,818)	(383,818)	-
Insurance expenses	(601,037)	(590,087)	(601,071)	(590,187)	10,884
Other expenditure	(609,890)	(587,376)	(881,872)	(828,198)	53,674
Loss on asset disposals	-	-	(49,500)	(49,500)	-
Total	(32,162,704)	(32,097,922)	(56,945,453)	(56,649,338)	296,115
Non-cash amounts excluded from operating activities					
Depreciation on Assets	4,378,934	4,517,410	7,676,042	7,813,239	137,197
(Profit)/Loss on Disposal of Assets	(630,700)	(2,568)	(611,400)	(611,400)	-
Deferred Rates Adjustment	-	61,714	-	61,714	61,714
Movement Non-Current Assets	-	-	-	-	-
Movement Non-Current Liabilities	-	-	-	-	-
Amount attributable to operating activities	17,367,827	17,889,661	400,143	1,335,653	935,510
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	3,146,261	3,023,179	9,945,277	10,365,224	419,947
Payments for property, plant and equipment	(1,607,419)	(1,698,921)	(4,320,275)	(6,215,840)	(1,895,565)
Payments for construction of infrastructure	(3,490,137)	(4,299,547)	(11,750,349)	(13,673,230)	(1,922,881)
Proceeds from disposal of assets	1,110,900	26,773	1,526,400	2,041,398	514,998
Amount attributable to investing activities	(840,395)	(2,948,517)	(4,598,947)	(7,482,448)	(2,883,501)
FINANCING ACTIVITIES					
Repayment of borrowings	(429,037)	(363,206)	(735,494)	(735,494)	-
Principal elements of finance lease payments	-	-	(145,497)	(145,497)	-
Transfers to cash backed reserves	(1,317,912)	(268,115)	(3,678,968)	(3,945,968)	(267,000)
Transfers from cash backed reserves	563,315	-	5,450,590	7,168,887	1,718,297
Amount attributable to financing activities	(1,183,634)	(631,320)	890,631	2,341,928	1,451,297
Net current assets at end of financial period - surplus/(deficit)					
	19,367,974	22,001,921	716,003	3,887,230	3,171,227

10.6 Statement of Financial Activity for period ended 31 January 2023

File Code	FI.RPT2
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Statement of Financial Activity for period ended 31 January 2023 ↓

SUMMARY

The monthly Statement of Financial Activity discloses the Shire's financial activities for the period ending 31 January 2023.

The actual closing budget position as at 31 January 2023 was a surplus of \$22,001,921 compared to a budgeted year to date surplus to the end of January of \$19,367,974. The budgeted year end surplus is \$716,003 as per the original budget adopted by Council (SC6.07.22). The mid-year budget review, which is presented to Council at this meeting, forecasts a closing year end budget surplus of \$3,887,230.

BACKGROUND

The monthly financial report is presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

STATUTORY / LEGAL IMPLICATIONS

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are in accordance with the approved reporting material variances (C18.08.22) of:

- (+) or (-) \$50,000 or 10%, whichever is the greater for Revenue
- (+) or (-) \$100,000 or 10%, whichever is the greater for Expenses

within the monthly Statement of Financial Activity during the 2022/23 financial year.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Financial performance is not monitored against approved budget.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly financial report tracks the Shire's actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire's financial performance throughout the financial year.		

EXTERNAL CONSULTATION

Nil

COMMENT

The reports that accompany this item are as follows:

- A graphical representation of the year to date comparison to budget for operating revenue, operating expenses and capital expenses;
- Statement of Financial Activity (based on the Rate Setting Statement adopted in the annual budget) for the period ending 31 January 2023;
- An explanation of the material variances in the Statement of Financial Activity;
- The closing budget position for the period ending 31 January 2023 and comparison to the year to date budget and same period last year;
- An explanation of the key terms and definitions used in the Statement of Financial Activity;
- The closing budget position for the period ending 31 January 2023 and comparison to the year to date budget and same period last year;
- A statement of year to date operating expenses by each area of budget responsibility and a graphical comparison of year to date operating expense to the year to date budget; and
- Summary of Cash Investments with financial institutions as at 31 January 2023.

In relation to the material variances, "timing" differences are due to the monthly spread of the budget not matching the actual spread of revenue or expenditure. Timing differences will not result in a forecast adjustment. Where the material variance is flagged as "permanent" this indicates that a forecast adjustment to the annual budget is required or has been made.

The Shire's closing surplus as at 31 January 2023 was \$22,001,921 compared to a year to date budgeted surplus of \$19,367,974. This variation is primarily due to:

1. The Shire's forecast opening budget surplus in the adopted budget was \$4,024,176 compared to an actual opening surplus position of \$7,692,098. This is primarily due to the net capital expenditure amount forecast for 2021/22 in the 2022/23 budget being \$3.6 million less than the actual result for 2021/22. This relates to incomplete capital works/purchases for 2021/22 that have now been carried forward to 2022/23. As these items have not been included in the 2022/23 budget they are subject to a forecast adjustment in the mid-year budget review;
2. The Shire's year to date actual operating expenses being \$64,782 less than the year to date budget (see explanation of variances);
3. The Shire's year to date actual operating revenue being \$371,271 less than the year to date budget (see explanation of variances);
4. The Shire's net expenditure on investing activities (Capital works and funding of) being \$2,108,122 greater than the year to date budget (see explanation of variances); and
5. The Shire's net expenditure on financing activities (Transfers to/from reserves and repayment of loans) being \$552,314 less than the year to date budget (see explanation of variances).

The Shire's total municipal cash (cash available for operations) as at 31 January 2023 was \$16,567,505 in municipal funds compared \$18,436,726 at the same time last year.

Outstanding rates and waste charges as at 31 January 2023 was \$13,936,498 (33.1% of collectable rates and charges) compared to a figure of \$9,035,488 (22.8%) at the same time last year. There is a lag of more than a month in the comparison of the collection rates between this and last financial year. The due date for the payment of the third instalment for rates and waste charges was 17 February 2023, which is more than a month later than the due date of 10 January last year.

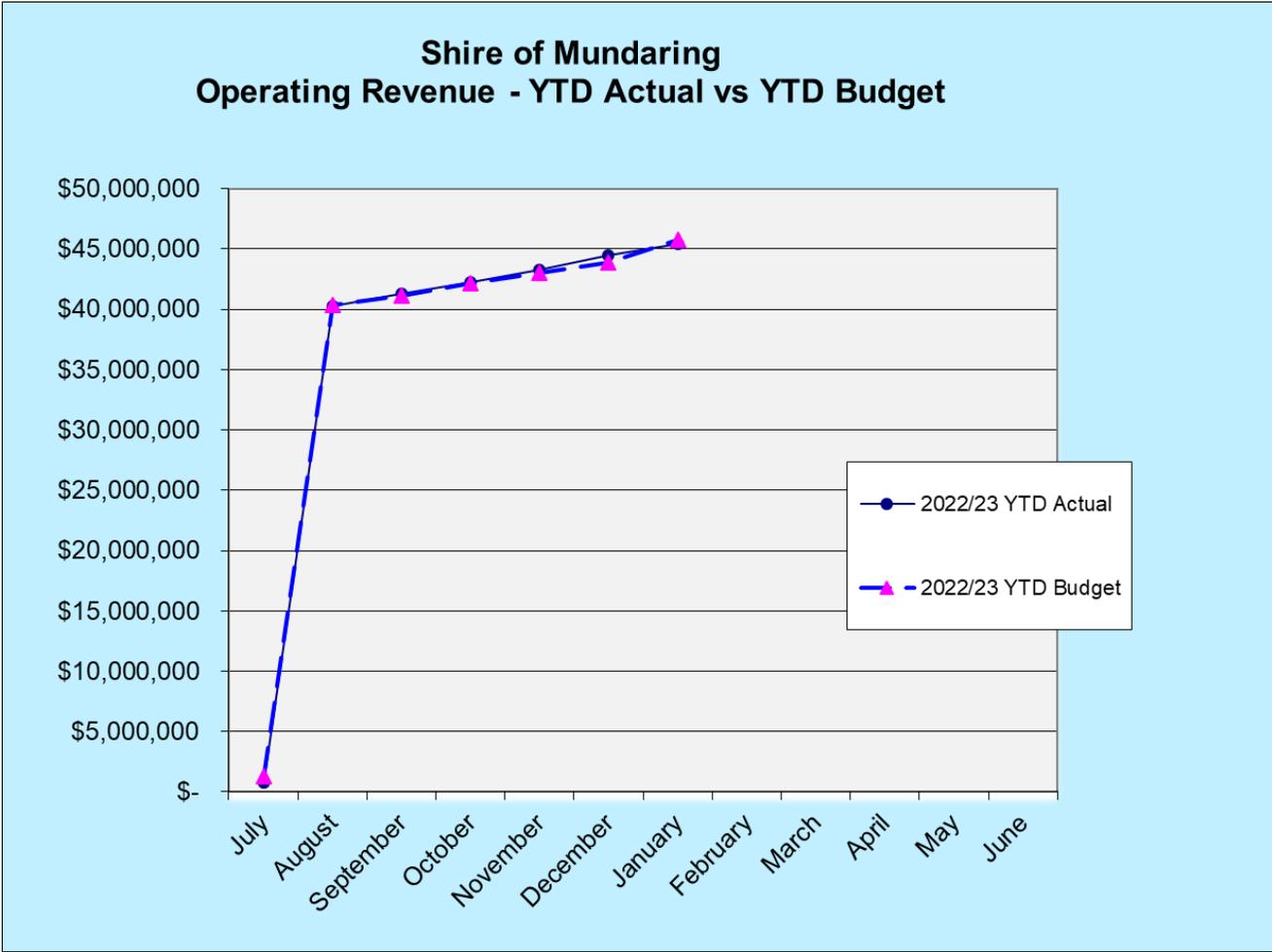
VOTING REQUIREMENT

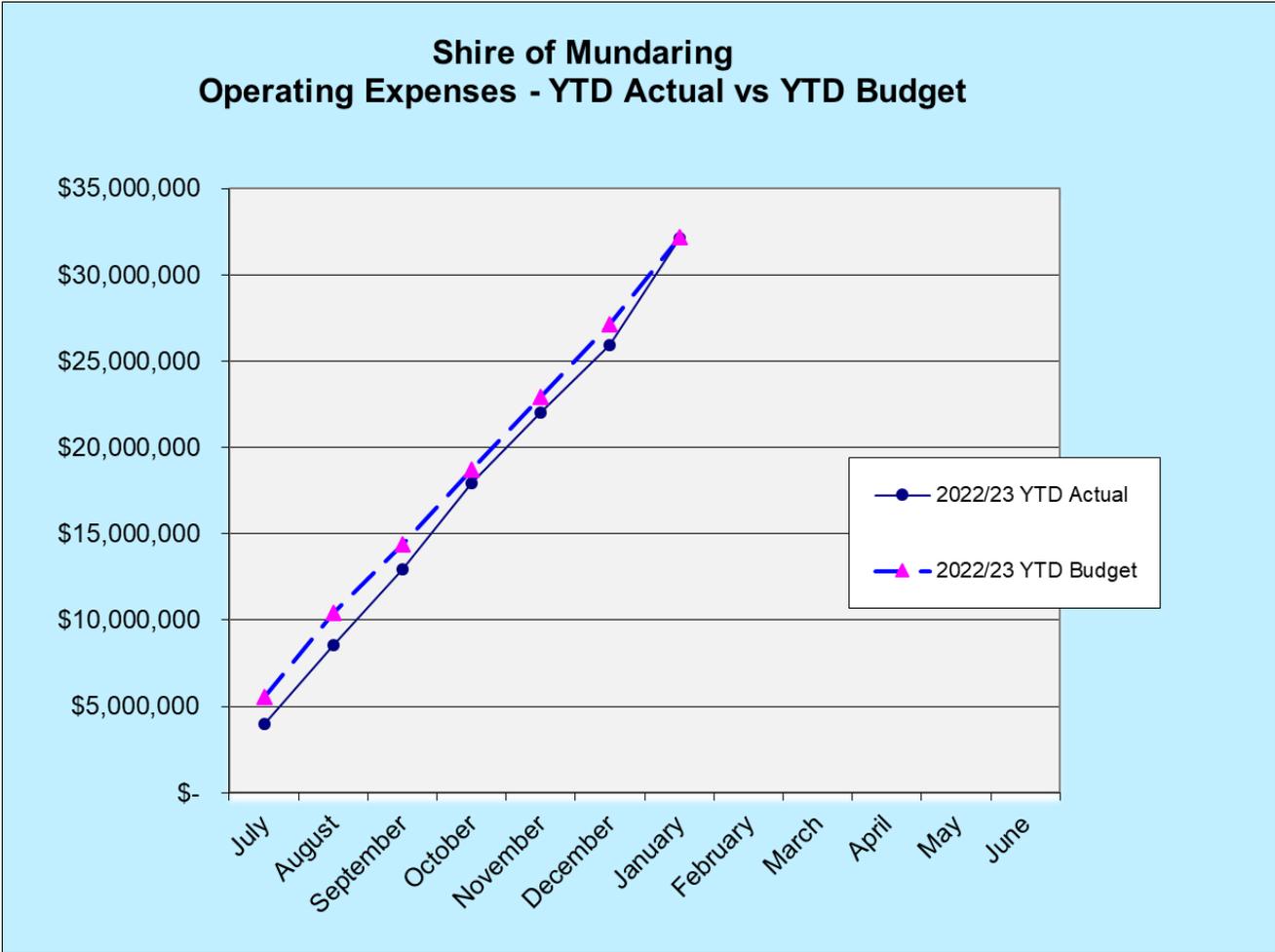
Simple Majority

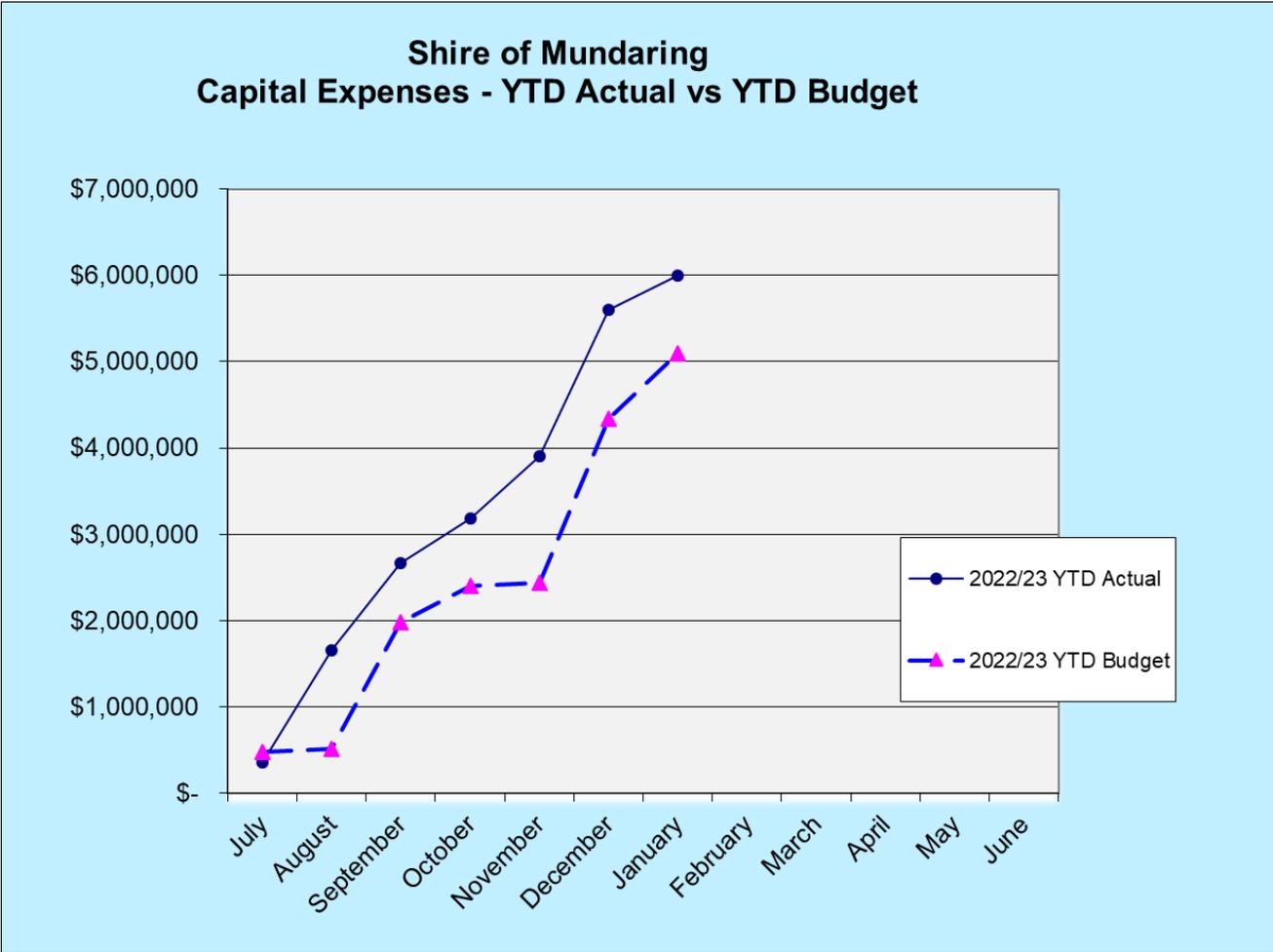
RECOMMENDATION

That Council notes:

1. the closing position of the Shire for the period ending 31 January 2023 is a surplus of \$22,001,921 compared to the year to date budgeted surplus of \$19,367,974; and
2. the explanation of material variances in the Statement of Financial Activity contained in **Attachment 1**.







**Shire of Mundaring
Statement of Financial Activity
for period ending 31 January 2023**

	2022/23 YTD Budget	2022/23 YTD Actuals	2022/23 BUDGET	2022/23 REVISED FORECAST	YTD Variance	YTD Variance
	\$	\$	\$	\$	\$	%
OPERATING ACTIVITIES						
Net current assets at start of financial year - surplus/(deficit)	4,024,176	7,692,098	4,024,176	7,692,098	3,667,922	91.1%
Revenue from operating activities						
Rates	31,189,007	31,147,045	31,251,611	31,251,611	(41,962)	-0.1%
Operating grants, subsidies and contributions	2,662,219	2,872,290	4,059,267	4,597,551	210,071	7.9%
Fees and charges	9,875,746	10,295,468	11,901,137	11,783,637	419,722	4.3%
Interest earnings	603,743	318,967	1,035,000	1,035,000	(284,776)	-47.2%
Other revenue	820,882	774,688	1,373,039	1,392,739	(46,194)	-5.6%
Profit on asset disposals	630,700	2,568	660,900	660,900	(628,132)	-99.6%
	45,782,297	45,411,026	50,280,954	50,721,438	(371,271)	-0.8%
Expenditure from operating activities						
Employee costs	(13,495,254)	(12,931,807)	(21,942,259)	(21,711,527)	563,447	-4.2%
Materials and contracts	(12,027,158)	(12,615,664)	(23,983,794)	(23,858,772)	(588,506)	4.9%
Utility charges	(836,245)	(667,451)	(1,427,097)	(1,414,097)	168,794	-20.2%
Depreciation on non-current assets	(4,378,934)	(4,517,410)	(7,676,042)	(7,813,239)	(138,476)	3.2%
Interest expenses	(214,186)	(188,127)	(383,818)	(383,818)	26,059	-12.2%
Insurance expenses	(601,037)	(590,087)	(601,071)	(590,187)	10,950	-1.8%
Other expenditure	(609,890)	(587,376)	(881,872)	(828,198)	22,514	-3.7%
Loss on asset disposals	-	-	(49,500)	(49,500)	-	0.0%
Total	(32,162,704)	(32,097,922)	(56,945,453)	(56,649,338)	64,782	0.2%
Non-cash amounts excluded from operating activities						
Depreciation on Assets	4,378,934	4,517,410	7,676,042	7,813,239	138,476	-3.2%
(Profit)/Loss on Disposal of Assets	(630,700)	(2,568)	(611,400)	(611,400)	628,132	100.0%
Deferred Rates Adjustment	-	61,714	-	61,714	61,714	100.0%
Movement Non-Current Assets	-	-	-	-	-	100.0%
Movement Non-Current Liabilities	-	-	-	-	-	100.0%
Amount attributable to operating activities	17,367,827	17,889,661	400,143	1,335,653	521,834	3.0%
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	3,146,261	3,023,179	9,945,277	10,365,224	(123,082)	-3.9%
Payments for property, plant and equipment	(1,607,419)	(1,698,921)	(4,320,275)	(6,215,840)	(91,502)	5.7%
Payments for construction of infrastructure	(3,490,137)	(4,299,547)	(11,750,349)	(13,673,230)	(809,410)	23.2%
Proceeds from disposal of assets	1,110,900	26,773	1,526,400	2,041,398	(1,084,127)	100.0%
Amount attributable to investing activities	(840,395)	(2,948,517)	(4,598,947)	(7,482,448)	(2,108,122)	250.8%
FINANCING ACTIVITIES						
Repayment of borrowings	(429,037)	(363,206)	(735,494)	(735,494)	65,831	-15.3%
Principal elements of finance lease payments	-	-	(145,497)	(145,497)	-	0.0%
Transfers to cash backed reserves	(1,317,912)	(268,115)	(3,678,968)	(3,945,968)	1,049,797	-79.7%
Transfers from cash backed reserves	563,315	-	5,450,590	7,168,887	(563,315)	-100.0%
Amount attributable to financing activities	(1,183,634)	(631,320)	890,631	2,341,928	552,314	46.7%
Net current assets at end of financial period - surplus/(deficit)	19,367,974	22,001,921	716,003	3,887,230	2,633,947	13.6%

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 budget materially.				
The material variance for revenue adopted by Council for the 2022/23 year is \$50,000 or 10% whichever is the greater.				
The material variance for expenses adopted by Council for the 2022/23 year is \$100,000 or 10% whichever is the greater.				
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Rates	(41,962)	0%		Within variance threshold.
Operating grants, subsidies and contributions	210,071	8%	Timing	DFES Fire Mitigation Grant \$250,000 not included in Budget - adjusted in Mid-Year Budget Review.
Fees and charges	419,722	4%	Timing	Children services income \$189,537 greater than YTD Budget. Dog registration fees \$85,778 greater than YTD Budget; total budget inadvertently allocated to June.
Interest earnings	(284,776)	-47%	Timing	Timing of interest earned on term deposits and impact of reversal of interest accrued as at 30 June 2022.
Other revenue	(46,194)	-6%		Within variance threshold.
Profit on asset disposals	(628,132)	-100%	Timing	Sale of Scott Street Property has not occurred as yet. Timing of replacement of plant and vehicles and disposal of plant being replaced.
Expenditure from operating activities				
Employee costs	563,447	-4%	Permanent	Impact of reversal of salaries and wages accrued as at 30 June 2022 (\$478,198). Staff vacancies YTD have also had an impact - forecast reduced in mid-year budget review.
Materials and contracts	(588,506)	5%	Timing	Fire Control Hazard Abate expenditure \$241,630 greater than YTD Budget - adjusted in Mid-Year Budget Review. Refuse collection expenditure \$371,470 greater than YTD Budget.
Utility charges	168,794	-20%	Timing	Timing of utility bills.
Depreciation on non-current assets	(138,476)	3%		Within variance threshold, however there has been an adjustment made for depreciation on property, plant and equipment in the mid-year budget review.
Interest expenses	26,059	-12%	Timing	Relates to the timing of loans repayments; current month payment not due until 1st of following month.
Insurance expenses	10,950	-2%		Within variance threshold.
Other expenditure	22,514	-4%		Within variance threshold.
Loss on asset disposals	0	0%		Within variance threshold.

Operating activities excluded from rate setting				
Depreciation on Assets	138,476	-3%		Within variance threshold, however there has been an adjustment made for depreciation on property, plant and equipment in the mid-year budget review.
(Profit)/Loss on Disposal of Assets	628,132	100%	Timing	Timing of replacement of plant and vehicles and disposal of plant being replaced.
Deferred Rates Adjustment	61,714	100%	Permanent	Movement in deferred pensioner rates is not budgeted for.
Investing Activities				
Non-operating grants, subsidies and contributions	(123,082)	-4%	Timing	Relates to timing of receipt of capital grants.
Payments for property, plant and equipment	(91,502)	6%	Timing	Variances across a number of assets.
Payments for construction of infrastructure	(809,410)	23%	Timing	Timing of infrastructure capital works. Variance impacted by unbudgeted capital works being carried over from 2021/22. As these items have not been included in the 2022/23 budget, they are subject to a forecast adjustment in the Mid-Year Budget Review, which are offset by the higher than forecast brought forward surplus.
Proceeds from disposal of assets	(1,084,127)	100%	Timing	Sale of Scott Street Property has not occurred as yet. Timing of replacement of plant and vehicles and disposal of plant being replaced.
Financing Activities				
Repayment of borrowings	65,831	-15%	Timing	Relates to the timing of loans repayments, current month payment not due until 1st of following month.
Principal elements of finance lease payments	0	0%		No variance.
Transfers to cash backed reserves	1,049,797	-80%	Timing	Majority of transfers to reserves to be processed as year end transactions. Scott Street has not been sold so no proceeds have been transferred to reserve. Only interest earned on reserves has been transferred thus far.
Transfers from cash backed reserves	(563,315)	-100%	Timing	No transfers from reserves required thus far.

KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES

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.

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.

Excludes 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.

PROFIT ON ASSET DISPOSAL

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

FEES AND CHARGES

Revenue (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.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

INTEREST EXPENSES

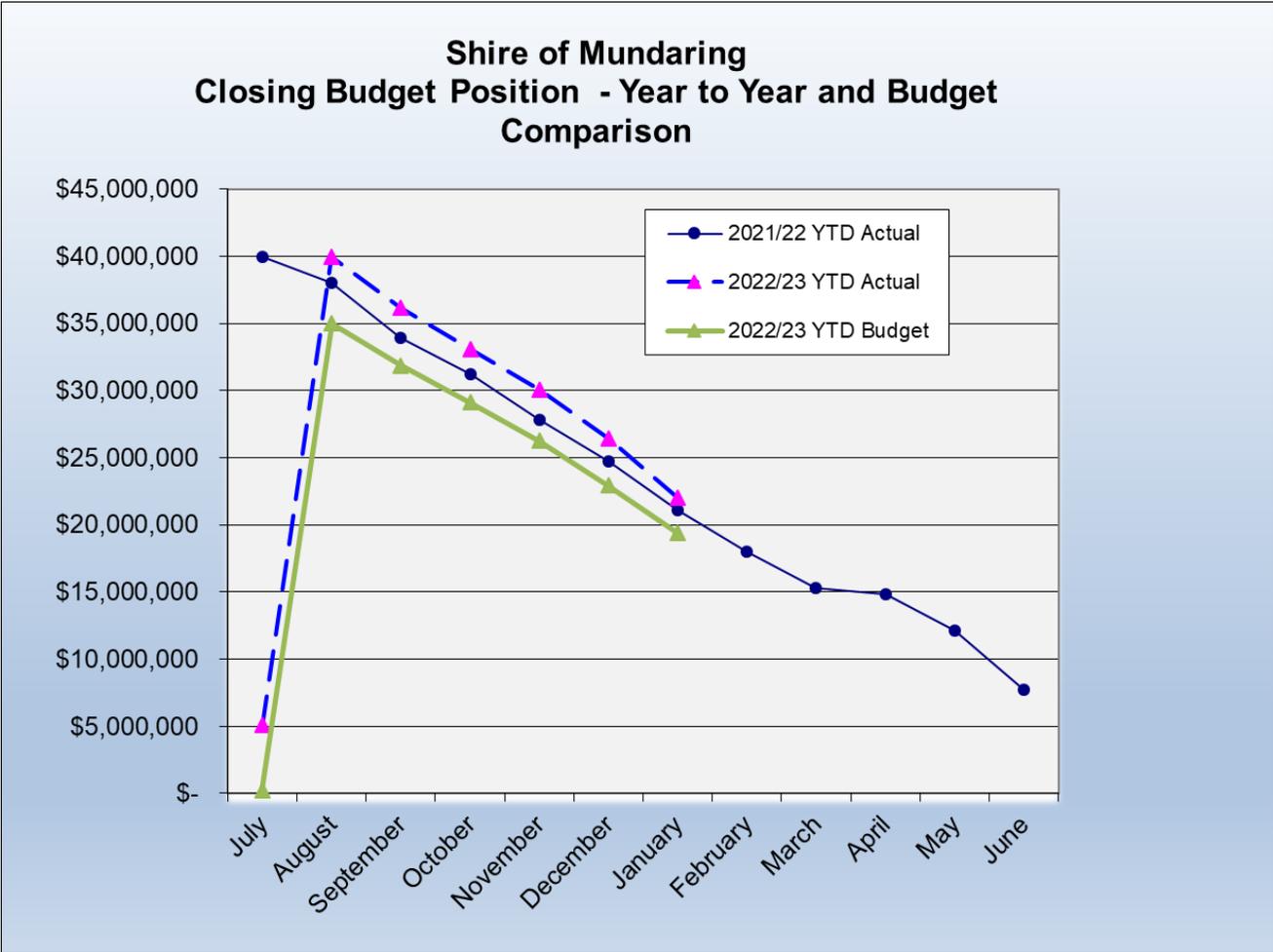
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

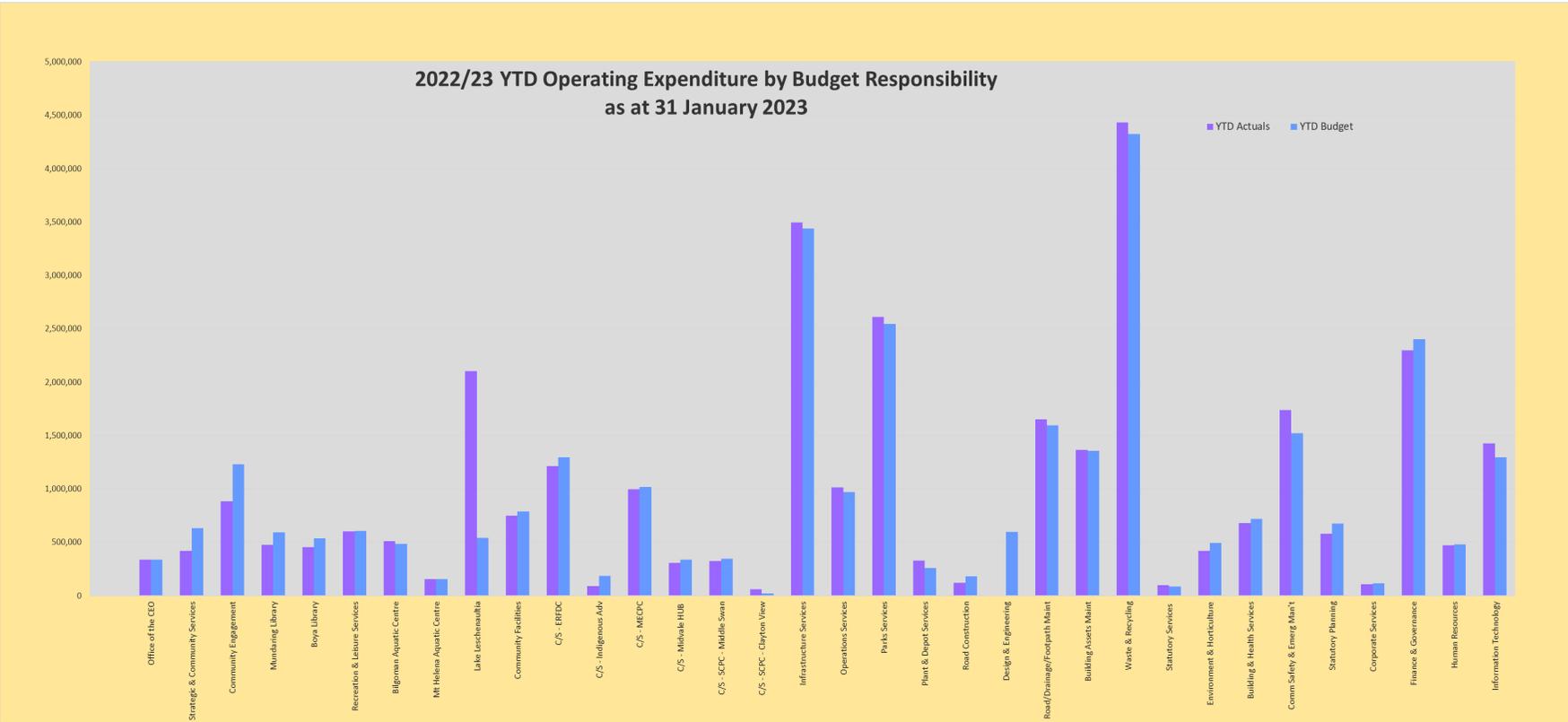
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

NET CURRENT ASSETS - BUDGET SURPLUS/(DEFICIT)

	Actual 31 January 2022	Actual 31 January 2023
CURRENT ASSETS		
Rates & Sanitation Debtors	9,035,488	13,936,498
Debtors	895,447	701,722
TOTAL RECEIVABLES - CURRENT	9,930,935	14,638,220
STOCK ON HAND	104,387	111,366
CASH ASSETS		
Municipal	18,436,726	16,567,505
Restricted Cash	32,075,327	33,411,256
Total Bank Accounts	50,512,053	49,978,760
TOTAL CURRENT ASSETS	60,547,375	64,728,346
CURRENT LIABILITIES		
Creditors	(6,487,077)	(8,768,128)
Borrowings - Current Portion	(700,169)	(735,493)
Lease Liability - Current Portion	(66,701)	(156,853)
Provisions	(3,597,489)	(3,535,564)
	(10,851,436)	(13,196,038)
NET CURRENT ASSETS	49,695,939	51,532,308
Less Reserve Funds	(29,406,233)	(30,422,734)
Add Current Loan Liability	700,169	735,493
Add Current Lease Liability	66,701	156,853
CLOSING BUDGET SURPLUS/(DEFICIT)	21,056,576	22,001,921



YTD Operating Expenditure by Budget Responsibility		
for period ending 31 January 2023		
	2022/23	2022/23
	YTD Actuals	YTD Budget
Office of the CEO	337,650	337,663
Strategic & Community Services Directorate	418,391	632,982
Community Engagement	885,847	1,229,972
Mundaring Library	477,806	594,808
Boya Library	454,096	538,611
Recreation & Leisure Services	600,328	605,140
Bilgoman Aquatic Centre	511,110	484,931
Mt Helena Aquatic Centre	152,759	153,082
Lake Leschenaultia	2,103,932	542,298
Community Facilities	749,352	789,494
Children's Services - Eastern Region Family Day Care Scheme	1,215,225	1,295,336
Children's Services - Indigenous Advancement Strategy	90,287	185,481
Children's Services - Midvale Early Childhood & Parenting Centre	995,843	1,017,331
Children's Services - Midvale HUB Parenting Services	308,212	336,797
Children's Services - Swan Child and Parent Centre - Middle Swan	322,629	344,219
Children's Services - Swan Children and Family Centre - Clayton View	57,441	21,700
Infrastructure Services Directorate	3,497,245	3,437,607
Operations Services	1,016,100	970,653
Parks Services	2,608,737	2,546,497
Plant & Depot Services	328,508	259,972
Road Construction	121,434	179,081
Design & Engineering	(430,115)	596,026
Road/Drainage/Footpath Maintenance	1,652,267	1,593,430
Building Assets Maintenance	1,366,092	1,357,771
Waste & Recycling	4,434,948	4,322,961
Statutory Services Directorate	98,763	86,097
Environment & Horticulture	421,273	493,721
Statutory Building & Health Services	681,066	719,185
Community Safety & Emergency Management	1,736,651	1,523,137
Statutory Planning	580,136	675,231
Corporate Services Directorate	107,455	114,282
Finance & Governance (inc Elected Members Expenses)	2,297,927	2,401,770
Human Resources	472,260	481,076
Information Systems/Technology	1,426,269	1,294,362
Total	32,097,922	32,162,704
Totals from Statement of Financial Activity	(32,097,922)	(32,162,704)



SHIRE OF MUNDARING							
INVESTMENT SUMMARY as at 31 January 2023							
		Amount Invested	Interest Rate	Period of Investment		Investment Date	Maturity Date
MUNICIPAL FUNDS							
<i>Unrestricted Use Funds</i>							
1	Bendigo Investment Account (on Call)	3,364,904	3.10%	N/A		N/A	
132	Suncorp Bank	3,890,791	4.10%	150	days	28-Nov-22	27-Apr-23
153	Bendigo	2,048,355	3.95%	150	days	13-Dec-22	12-May-23
156	Westpac	3,000,000	2.60%	123	days	11-Oct-22	11-Feb-23
158	Suncorp Bank	4,000,000	3.86%	150	days	11-Oct-22	10-Mar-23
Total		16,304,050					
RESTRICTED ASSET FUNDS							
<i>Restricted Use Funds</i>							
4	Bendigo Investment Account (on Call)	2,929,705	3.10%	N/A		N/A	N/A
Total		2,929,705					
TOTAL MUNI INVESTMENTS		19,233,756					
RESERVE FUNDS							
2	Bendigo Investment Account (on Call)	3,822,880	3.10%	N/A		N/A	N/A
60A	Bendigo	3,619,421	3.10%	181	days	20-Dec-22	20-Jun-23
107	ANZ	2,562,982	0.25%	365	days	30-Apr-22	30-Apr-23
127	NAB	3,932,486	1.75%	363	days	8-Apr-22	06-Apr-23
128	Westpac	4,945,393	0.52%	365	days	22-Mar-22	22-Mar-23
145	NAB	2,539,572	3.61%	240	days	29-Aug-22	26-Apr-23
147	Westpac	5,000,000	3.35%	365	days	15-Sep-22	15-Sep-23
159	NAB	4,000,000	4.28%	300	days	25-Oct-22	21-Aug-23
TOTAL RESERVE INVESTMENTS		30,422,734					
TOTAL MUNI / RESERVE INVESTMENTS		49,656,490					
TRUST FUNDS							
<i>POS Funds</i>							
3	Bendigo Investment Account (on Call)	2,554,698	3.10%	N/A		N/A	N/A
TOTAL TRUST INVESTMENTS		2,554,698					

10.7 List of Payments for January 2023

File Code	Fi.RPT 1
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Payments between Meetings - January 2023 ↓

SUMMARY

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of January 2023 is presented to Council for noting.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust Funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY / LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction*
- (2) *A list prepared under sub regulation (1) or (2) is to be –*
 - (a) *presented to council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting*

POLICY IMPLICATIONS

AS-04 Purchasing Policy

FINANCIAL IMPLICATIONS

All payments have been made in accordance with the approved budget and reflects the effective and timely payment of the Shire's contractors and other creditors.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.8 – Compliance with the Local Government Act 1995 and all relevant legislation and regulations

SUSTAINABILITY IMPLICATIONS

Expenditure has been incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

RISK IMPLICATIONS

Risk: Payments are not monitored against approved budget and delegation.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly list of payments provides an open and transparent record of payments made under the CEO's approved delegation.		

EXTERNAL CONSULTATION

Nil

COMMENT

Payments for the supply of goods and services utilised by the Shire's Family and Children Services programs are fully funded by government grants/subsidies and user fees.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council notes the list of payments made during January 2023 (**Attachment 1**).

PAYMENTS BETWEEN MEETINGS

The schedule of accounts paid for the month of January 2023 totals **\$ 3,409,592.18**

and includes:

- Municipal Cheques 200577 - 200582 and
- Electronic Funds Transfers.

Schedule of Accounts:

	Amounts	Total
	\$	\$
MUNICIPAL ACCOUNT		
MUNICIPAL CHEQUE PAYMENTS	1,205.85	
EFT PAYMENTS	2,131,974.04	
EFT PAYROLL PAYMENTS	1,093,889.44	
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	18,716.30	
FLEETCARE FUEL PAYMENTS	3,587.73	
BENDIGO MERCHANT BANK FEES	5,271.27	
BENDIGO DIRECT DEBIT FEES (incl. FTS)	531.38	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	22,531.94	
COMMONWEALTH BANK – BPOINT FEES	2,324.76	
KONICA MINOLTA – PRINTER LEASE	4,040.42	
WA TREASURY CORPORATION	91,888.80	
WA TREASURY CORPORATION GFEE	32,189.90	
RMS – LAKES MONTHLY LICENCE FEE	188.10	
RMS – MONTHLY SMS FEES	36.34	
QIKKIDS – FEES	50.29	
WEX MOTORPASS	742.71	
DEBITSUCCESS	311.81	
WINDCAVE – MERCHANT FEES	111.10	
TOTAL MUNICIPAL ACCOUNT		3,409,592.18
TRUST ACCOUNT		0.00
TOTAL ALL SCHEDULES		3,409,592.18

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Cheque Details					
08/01/2023	00200577	Department of Transport Licensing & Serv	VEHICLE NUMBER PLATE		\$ 200.00
06/01/2023	SP SERIES		VEHICLE NUMBER PLATE - 734MDG	\$ 200.00	\$ 200.00
09/01/2023	00200578	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 56.10
08/01/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - LAKE LESCHENAULTIA	\$ 56.10	\$ 56.10
16/01/2023	00200579	Department of Transport Licensing & Serv	VEHICLE NUMBER PLATE		\$ 200.00
12/01/2023	SP SERIES		VEHICLE NUMBER PLATE - 312MDG	\$ 200.00	\$ 200.00
16/01/2023	00200580	Shire of Mundaring	PETTY CASH INCREASE		\$ 150.00
13/01/2023	PETTY CASH		PETTY CASH INCREASE - LAKE LESCHENAULTIA	\$ 150.00	\$ 150.00
23/01/2023	00200581	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 399.75
20/01/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - ERFDC	\$ 199.65	\$ 399.75
20/01/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - MECPC	\$ 200.10	\$ 399.75
30/01/2023	00200582	Department of Transport Licensing & Serv	VEHICLE NUMBER PLATE		\$ 200.00
27/01/2023	SP SERIES		VEHICLE NUMBER PLATE - 134MDG	\$ 200.00	\$ 200.00
Total Confirmation Cheques				\$ 1,205.85	\$ 1,205.85
Electronic Funds Transfer					
01/01/2023	3321.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 9,528.76
05/01/2023	010123		CARE GIVER SUBSIDIES	\$ 9,528.76	\$ 9,528.76
01/01/2023	3322.11205-01	Mr J S Martin	COUNCILLOR ALLOWANCE		\$ 7,412.92
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 2,408.42	\$ 7,412.92
05/01/2023	ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 4,712.83	\$ 7,412.92
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 7,412.92
01/01/2023	3322.11210-01	Mr D A Jeans	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.11587-01	Mrs N D Zlatnik	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.11784-01	Mrs A E Collins	ENTITLEMENTS FOR JANUARY 2023		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.13101-01	Mr M D Corica	ENTITLEMENTS FOR JANUARY 2023		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.14220-01	Ms K Beale	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.14221-01	Mrs P McNeil	COUNCILLOR ALLOWANCE		\$ 3,313.26
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 3,313.26
05/01/2023	DSP ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,178.17	\$ 3,313.26
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 3,313.26
01/01/2023	3322.14222-01	Mr L W Ellery	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.14236-01	Mrs J E Cicchini	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.14588-01	Mrs C L Hurst	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
01/01/2023	3322.8924-01	Ms P A Cook	COUNCILLOR ALLOWANCE		\$ 2,135.09
05/01/2023	MEETING FEE		ENTITLEMENTS FOR JANUARY 2023	\$ 1,843.42	\$ 2,135.09
05/01/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2023	\$ 291.67	\$ 2,135.09
09/01/2023	3323.14011-01	Miss K A Dore	REIMBURSEMENT		\$ 515.14
06/01/2023	REIMBURSEMENT		REIMBURSEMENT COMMUNITY RECOVERY CATERING	\$ 515.14	\$ 515.14
09/01/2023	3323.14408-01	Mrs P Hobson	REIMBURSEMENT		\$ 232.27
06/01/2023	REIMBURSEMENT		REIMBURSEMENT - REFLECTIONS CAFÉ EXPENSES	\$ 232.27	\$ 232.27
09/01/2023	3323.14716-01	Mr T Belger	REIMBURSEMENT		\$ 87.84
06/01/2023	REIMBURSEMENT		REIMBURSEMENT - FUEL EXPENSES FOR 069MDG 29/12/2022	\$ 87.84	\$ 87.84

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
09/01/2023	3323.14845-01	Ms S N Foster	REIMBURSEMENT		\$ 120.00
09/01/2023	3323.14845-01		REIMBURSEMENT - FUEL EXPENSES FOR 1GRD416	\$ 120.00	
09/01/2023	3323.174-01	Synergy	ELECTRICITY		\$ 3,239.32
22/12/2022	8809985121		ELECTRICITY	\$ 1,225.39	
22/12/2022	9816910820		ELECTRICITY	\$ 666.15	
22/12/2022	5059324411		ELECTRICITY	\$ 320.83	
22/12/2022	8764232325		ELECTRICITY	\$ 367.32	
22/12/2022	2298437127		ELECTRICITY	\$ 115.17	
22/12/2022	1563279527		ELECTRICITY	\$ 544.46	
09/01/2023	3323.217-01	Darling Range Volunteer Bushfire Brigade	HAZARD REDUCTION BURN		\$ 2,566.60
06/01/2023	#JulytoSept2022		REIMBURSEMENT - ESL EXPENSES JULY 2022 - 30 SEPTEMBER 2022	\$ 2,566.60	
09/01/2023	3323.318-01	Sawyers Valley Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 725.79
06/01/2023	G32		REIMBURSEMENT - ESL MAY 2022 - OCTOBER 2022	\$ 725.79	
09/01/2023	3323.361-01	Mount Helena Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 83.88
06/01/2023	0050		REIMBURSEMENT - ESL EXPENSES 01/07/22 TO 30/09/2022	\$ 83.88	
09/01/2023	3323.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 11,434.00
05/01/2023	291222		FDC PARENT LEVY	\$ 7,898.50	
05/01/2023	010123		FDC PARENT LEVY	\$ 3,535.50	
09/01/2023	3323.7625-01	Mundaring Tennis Club	REFUND		\$ 429.40
06/01/2023	REFUND		REFUND - 50% INSTALL HOT WATER SYSTEM EXPENSES - MUNDARING TENNIS CLUB	\$ 429.40	
09/01/2023	3323.7927-01	Mrs J M Auld	REFUND		\$ 75.00
06/01/2023	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL#40212	\$ 75.00	
09/01/2023	3324.10674-01	Ausrecord Pty Ltd	STATIONERY		\$ 99.00
18/12/2022	00095436		SUPPLY & DELIVER HALF SIZE NUMBER LABELS	\$ 99.00	
09/01/2023	3324.11413-01	Ergolink (Max & Claire Pty Ltd T/A)	OFFICE FURNITURE		\$ 707.70
05/01/2023	SI-00080594		OFFICE CHAIR, KEYBOARD & DOCUMENT HOLDER	\$ 707.70	
09/01/2023	3324.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 408.84
01/01/2023	PY02-14-CHILD SU		PAYROLL DEDUCTION	\$ 408.84	
09/01/2023	3324.12068-01	JEK Pty Ltd T/A Has Earthmoving	MACHINERY HIRE		\$ 7,733.00
21/12/2022	00001032		WET HIRE GRADER SERVICES - SHRE CONSTRUCTION CREW	\$ 7,733.00	
09/01/2023	3324.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 7,531.41
06/01/2023	C INV 585639		TEMP STAFF - CDS DRIVER CONTAINERS COLLECTION	\$ 919.05	
06/01/2023	C INV 585635		TEMP STAFF - DEPOT	\$ 2,686.79	
06/01/2023	C INV 585582		TEMP STAFF - DEPOT	\$ 3,925.57	
09/01/2023	3324.12470-01	Mr G Wood	FENCING		\$ 1,430.00
06/01/2023	IV00000001048		REPAIR FENCING - COPPIN RD TRANSFER STATION	\$ 1,430.00	
09/01/2023	3324.12486-01	KCI Industries	REPAIR DISHWASHER		\$ 260.00
06/01/2023	00168963		REPAIR DISHWASHER AT REFLECTIONS CAFE	\$ 260.00	
09/01/2023	3324.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 1,248.00
06/01/2023	2087		LANDSCAPE SERVICES	\$ 288.00	
06/01/2023	2084		LANDSCAPE SERVICES	\$ 192.00	
06/01/2023	2083		LANDSCAPE SERVICES	\$ 192.00	
06/01/2023	2086		LANDSCAPE SERVICES	\$ 192.00	
06/01/2023	2085		LANDSCAPE SERVICES	\$ 192.00	
06/01/2023	2082		LANDSCAPE SERVICES	\$ 192.00	
09/01/2023	3324.12640-01	Officeworks Ltd	STATIONERY		\$ 91.78
06/01/2023	604636194		STATIONERY ITEMS	\$ 91.78	
09/01/2023	3324.127-01	Volich Waste Contractors Pty Ltd	REFUSE CONTRACT		\$ 152,160.28
06/01/2023	00006317		REFUSE CONTRACT	\$ 462.00	
06/01/2023	00006318		REFUSE CONTRACT	\$ 214.06	
06/01/2023	00006319		REFUSE CONTRACT	\$ 329.38	
06/01/2023	00006320		REFUSE CONTRACT	\$ 373.04	
06/01/2023	00006321		REFUSE CONTRACT	\$ 703.34	
06/01/2023	00006322		REFUSE CONTRACT	\$ 9,134.87	
06/01/2023	00006323		REFUSE CONTRACT	\$ 153.76	
06/01/2023	00006312		REFUSE CONTRACT	\$ 220.00	
06/01/2023	00006313		REFUSE CONTRACT	\$ 120,431.69	
06/01/2023	00006314		REFUSE CONTRACT	\$ 2,821.01	
06/01/2023	00006315		REFUSE CONTRACT	\$ 6,553.98	
06/01/2023	00006316		REFUSE CONTRACT	\$ 10,763.15	
09/01/2023	3324.12899-01	NAPA (A Division of GPC Asia Pacific	PARTS		\$ 323.45
06/01/2023	1320262991		SUPPLY FILTER KIT FOR P4808	\$ 54.10	
06/01/2023	1320263919		SUPPLY AIR & OIL FILTERS & BRAKE SHOE SET FOR P2471	\$ 269.35	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
09/01/2023	3324.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES		\$ 4,836.91
21/12/2022	22310103		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 4,836.91	
09/01/2023	3324.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 14,021.03
01/01/2023	PY02-14-Private		PAYROLL DEDUCTION	\$ 330.00	
01/01/2023	PY02-14-Buy Addi		PAYROLL DEDUCTION	\$ 707.95	
01/01/2023	PY01-14-Private		PAYROLL DEDUCTION	\$ 990.00	
01/01/2023	PY01-14-Buy Addi		PAYROLL DEDUCTION	\$ 729.32	
01/01/2023	PY01-14-Novated		PAYROLL DEDUCTION	\$ 4,633.51	
01/01/2023	PY01-14-Novated		PAYROLL DEDUCTION	\$ 4,927.37	
01/01/2023	PY01-14-Novated		PAYROLL DEDUCTION	\$ 976.48	
01/01/2023	PY01-14-Novated		PAYROLL DEDUCTION	\$ 726.40	
09/01/2023	3324.13013-01	MDM Entertainment Pty Ltd	LOCKABLE DVD CASES		\$ 1,287.00
06/01/2023	SI0003719		LOCKABLE DVD CASES - KSP LIBRARY & AFM LIBRARY	\$ 1,287.00	
09/01/2023	3324.13268-01	Department of Human Services - The Collector	PAYROLL DEDUCTION		\$ 77.04
01/01/2023	PY01-14-Centrell		PAYROLL DEDUCTION	\$ 77.04	
09/01/2023	3324.13345-01	ABM Landscaping (Mikevie Pty Ltd T/As)	LANDSCAPING		\$ 3,745.50
06/01/2023	INV-3570		MOWING SERVICES - BILGOMAN AQUATIC CENTRE	\$ 990.00	
09/01/2023	INV-3575		LANDSCAPE MAINTENANCE - MORRISON RD STREETSCAPE	\$ 1,787.50	
09/01/2023	INV-3574		MULCHING WORKS - GOLDBOROUGH & HEMSLEY ROUNDABOUTS	\$ 968.00	
09/01/2023	3324.13572-01	The Plant Cafe	CATERING		\$ 300.00
06/01/2023	INV-0030		CATERING - THANK YOU MORNING TEA	\$ 300.00	
09/01/2023	3324.13609-01	WA Treeworks (D & TL Barker Nominee Pty	TREE WATERING SERVICE		\$ 17,765.12
09/01/2023	23871		TREE WATERING SERVICE - MAINTENANCE	\$ 4,832.86	
09/01/2023	23873		TREE WATERING SERVICE - VARIOUS LOCATIONS	\$ 12,932.26	
09/01/2023	3324.13802-01	Construction Forestry Mining Energy	PAYROLL DEDUCTION		\$ 40.00
01/01/2023	PY02-14-CFMEU		PAYROLL DEDUCTION	\$ 40.00	
09/01/2023	3324.13866-01	Booktopia Pty Ltd	BOOKS		\$ 555.05
06/01/2023	18590936		BOOK STOCK - KSP LIBRARY	\$ 129.26	
21/12/2022	18643790		BOOK STOCK - AFM LIBRARY	\$ 226.60	
21/12/2022	18644595		BOOK STOCK - KSP LIBRARY	\$ 199.19	
09/01/2023	3324.13879-01	One Tree Community Services Inc	STAFF TRAINING		\$ 198.00
18/12/2022	3147		STAFF TRAINING - CERT III IN EARLY CHILDHOOD EDUCATION	\$ 59.40	
18/12/2022	3146		STAFF TRAINING - CERT III IN EARLY CHILDHOOD EDUCATION	\$ 59.40	
18/12/2022	3136		STAFF TRAINING - DIPLOMA OF EARLY CHILDHOOD EDUCATION	\$ 39.60	
18/12/2022	3133		STAFF TRAINING - DIPLOMA OF EARLY CHILDHOOD EDUCATION	\$ 39.60	
09/01/2023	3324.14013-01	Eastern Hills Chainsaws & Mowers Pty	EQUIPMENT REPAIRS		\$ 142.00
05/01/2023	49793 #5		SUPPLY HARNESS CLAMP FOR WORKSHOP	\$ 50.00	
06/01/2023	49813 #5		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 92.00	
09/01/2023	3324.14073-01	Tony's House of Tender Meats (GK & KS	FOOD		\$ 145.14
06/01/2023	30259		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 145.14	
09/01/2023	3324.14074-01	Midland Supa IGA (The Trustee for Pham	CATERING		\$ 264.71
16/12/2022	06/6340		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 25.04	
18/12/2022	DECEMBER 2022		FOOD & CONSUMABLES FOR CHILDREN - ERFDC	\$ 119.77	
18/12/2022	04/4838		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 119.90	
09/01/2023	3324.14109-01	Red Dot Stores (The C C C B Discretionary	CONSUMABLES		\$ 319.96
06/01/2023	6574107		CONSUMABLES - MECPC	\$ 319.96	
09/01/2023	3324.14209-01	Inner Harmony - Gladiator Sports (A G	MAINTENANCE		\$ 1,402.50
06/01/2023	B2129		REPLACE GAS STRUTS & FIX LATCH - MUNDARING HARDCOURTS	\$ 1,402.50	
09/01/2023	3324.14376-01	Finesse Fine Fencing	FENCING		\$ 220.00
06/01/2023	INV-0369		REPAIR FENCING - MORRELL RD GLEN FORREST	\$ 220.00	
09/01/2023	3324.14430-01	Ms A M Carlin	DESIGN FEES/COSTS		\$ 935.00
06/01/2023	#639		SOCIAL MEDIA MANAGEMENT - DECEMBER 2022 LAKE LESCHENAULTIA	\$ 935.00	
09/01/2023	3324.14431-01	Blacklist Coffee Roasters Trading Trust	PROVISIONS FOR REFLECTIONS CAFE		\$ 688.50
06/01/2023	OMI9703a		PROVISIONS FOR REFLECTIONS CAFE	\$ 688.50	
09/01/2023	3324.14442-01	Morley Mitsubishi (Metro Motors (2010) Pty	VEHICLES		\$ 46,536.88
21/12/2022	M-INV3076		CARRY OUT PEDDERS GVM UPGRADE TO MITSUBISHI 01MDG	\$ 4,056.98	
21/12/2022	D58933		SUPPLY & DELIVER NEW MITSUBISHI TRITON GLX 01MDG	\$ 42,479.90	
09/01/2023	3324.145-01	Schweppes Australia Pty Ltd (Asahi Beve	PROVISIONS FOR REFLECTIONS CAFE		\$ 2,057.59
21/12/2022	9011426030		KIOSK SUPPLIES	\$ 1,125.97	
16/12/2022	9011436231		PROVISIONS FOR REFLECTIONS CAFE	\$ 931.62	
09/01/2023	3324.14583-01	Fleet Network Pty Ltd	NOVATED LEASE		\$ 762.85
06/01/2023	116989		NOVATED LEASE CHARGES 21/12/2022	\$ 762.85	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
09/01/2023	3324.14618-01	LO-GO Appointments (Helene Pty Ltd T/As:)	TEMP STAFF		\$ 3,474.50
06/01/2023	H1908		TEMP STAFF - PERSONAL ASSISTANT DIRECTOR STRATEGIC	\$ 1,467.57	
06/01/2023	H1939		TEMP STAFF - PERSONAL ASSISTANT DIRECTOR STRATEGIC	\$ 2,006.93	
09/01/2023	3324.14652-01	HWL Ebsworth Lawyers	PROFESSIONAL SERVICES		\$ 4,949.26
06/01/2023	1519957		PROFESSIONAL SERVICES - PURCHASE 2945 JACOBY ST MUNDARING	\$ 2,747.50	
06/01/2023	1514816		PROFESSIONAL SERVICES - LEASE VARIATION 804 ELMSFIELD RD	\$ 2,201.76	
09/01/2023	3324.14850-01	Herron Todd White (Western Australia) Pty	VALUATIONS		\$ 1,980.00
06/01/2023	JB5283429-1		LAND VALUATION REPORT ROAD WIDENING GLEN RD DARLINGTON	\$ 1,980.00	
09/01/2023	3324.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 583.00
06/01/2023	00021144		SECURITY EXPENSES	\$ 583.00	
09/01/2023	3324.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 170,448.00
01/01/2023	PY02-14-Deputy C		PAYROLL DEDUCTION	\$ 23,902.00	
01/01/2023	PY01-14-Deputy C		PAYROLL DEDUCTION	\$ 146,546.00	
09/01/2023	3324.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 532.66
06/01/2023	158184808		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 532.66	
09/01/2023	3324.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 120.25
21/12/2022	SIN-3643496		UNIFORMS - PARKERVILLE VBFB	\$ 85.91	
17/12/2022	SIN-3640656		UNIFORMS - WOOROLOO VBFB	\$ 17.17	
17/12/2022	SIN-3640657		UNIFORMS - CHIDLOW VBFB	\$ 17.17	
09/01/2023	3324.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		\$ 129.80
21/12/2022	127526		LEGAL MATTER 50250 - CEO RECRUITMENT	\$ 129.80	
09/01/2023	3324.336-01	Fasta Courier Service	COURIER SERVICES		\$ 124.16
06/01/2023	275975		COURIER SERVICES	\$ 124.16	
09/01/2023	3324.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	COURIER SERVICES		\$ 161.96
17/12/2022	0549-S364420		COURIER SERVICES	\$ 161.96	
09/01/2023	3324.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 923.30
01/01/2023	PY01-14-HIF		PAYROLL DEDUCTION	\$ 923.30	
09/01/2023	3324.4433-01	Marketforce Pty Ltd	ADVERTISING		\$ 1,876.92
22/12/2022	46305		ADVERTISING	\$ 570.81	
22/12/2022	46306		ADVERTISING	\$ 765.11	
06/01/2023	46303		ADVERTISING	\$ 541.00	
09/01/2023	3324.4453-01	Technifire 2000	PARTS		\$ 128.64
06/01/2023	24909		REPAIR FIRE HOSE FOR 086MDG	\$ 128.64	
09/01/2023	3324.452-01	Mahogany Building & Design	MAINTENANCE		\$ 396.00
06/01/2023	INV0433		MAINTENANCE - ADMIN, CHIDLOW PAVILION & WOOROLOO HALL	\$ 396.00	
09/01/2023	3324.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		\$ 387.69
06/01/2023	00026282		SECURITY EXPENSES	\$ 129.23	
09/01/2023	00026283		SECURITY EXPENSES	\$ 129.23	
09/01/2023	00026281		SECURITY EXPENSES	\$ 129.23	
09/01/2023	3324.5390-01	WA Naturally Publications	VISITOR CENTRE STOCK		\$ 39.96
06/01/2023	P 1-01-031607		SUPPLY GREETING CARDS FOR VISITOR CENTRE STOCK	\$ 39.96	
09/01/2023	3324.5414-01	Exteria	STEEL FABRICATION		\$ 1,588.40
06/01/2023	00010896		SUPPLY 1 X NEW BOARDWALK BENCH FOR BUS STOP	\$ 1,588.40	
09/01/2023	3324.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 2,060.65
06/01/2023	MD107116		WORK CLOTHES	\$ 188.95	
06/01/2023	MD40291.D2		WORK CLOTHES	\$ 115.92	
06/01/2023	MD40291.D4		WORK CLOTHES	\$ 58.45	
06/01/2023	MD106144		WORK CLOTHES	\$ 175.96	
06/01/2023	MD40125.D3		WORK CLOTHES	\$ 162.45	
06/01/2023	MD40083.D2		WORK CLOTHES	\$ 509.92	
06/01/2023	MD40063.D2		WORK CLOTHES	\$ 448.36	
06/01/2023	MD108099		WORK CLOTHES	\$ 166.82	
06/01/2023	MD40455.D3		WORK CLOTHES	\$ 233.82	
09/01/2023	3324.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
01/01/2023	PY02-14-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
01/01/2023	PY01-14-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
09/01/2023	3324.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 170.00
01/01/2023	PY02-14-MUNDARIN		PAYROLL DEDUCTION	\$ 2.00	
01/01/2023	PY01-14-MUNDARIN		PAYROLL DEDUCTION	\$ 168.00	
09/01/2023	3324.6419-01	Hills Fresh (WA) Pty Ltd	CATERING		\$ 80.00
06/01/2023	00007934		CATERING - FRUIT PLATTER SENIORS WEEK EVENT	\$ 80.00	
09/01/2023	3324.6879-01	Chidlow Chatter	ADVERTISING		\$ 90.00
13/12/2022	00005264		ADVERTISING	\$ 90.00	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Payer</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
09/01/2023	3324.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 177.30
01/01/2023	PY02-14-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
01/01/2023	PY01-14-AUSTRALI		PAYROLL DEDUCTION	\$ 47.80	
09/01/2023	3324.7489-01	Sparks Refrigeration & Airconditioning	SERVICE AIR CONDITIONERS		\$ 5,802.09
05/01/2023	INV-2681		SUPPLY & FIT NEW AIR CURTAIN - MATHIESON RD TRANSFER STATION GATE HOUSE	\$ 945.00	
05/01/2023	INV-2695		SERVICE AIR CONDITIONERS - CHIDLOW PROFESSIONAL ROOM	\$ 264.00	
05/01/2023	INV-2692		RELOCATE CONTROL PANEL - BOYA COMMUNITY CENTRE	\$ 429.00	
05/01/2023	INV-2696		SUPPLY & INSTALL NEW DRAIN VALVE TO AIRCON - MUNDARING ARENA	\$ 642.99	
05/01/2023	INV-2698		REPAIR AIRCON TIMECLOCK & SWITCHBOARD - DEPOT	\$ 1,090.10	
05/01/2023	INV-2697		INVESTIGATE AIRCON TEMPS & COORDINATE WITH DAIKIN - BOYA COMMUNITY CENTRE	\$ 2,431.00	
09/01/2023	3324.7590-01	PFD Food Services Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 14,613.21
06/01/2023	LF435677		KIOSK SUPPLIES	\$ 2,050.85	
06/01/2023	LF493046		PROVISIONS FOR REFLECTIONS CAFE	\$ 853.30	
06/01/2023	LF493042		PROVISIONS FOR REFLECTIONS CAFE	\$ 7.80	
06/01/2023	LF446751		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,458.20	
06/01/2023	LF466910		KIOSK SUPPLIES	\$ 1,336.65	
06/01/2023	LF511579		KIOSK SUPPLIES	\$ 964.95	
06/01/2023	LF485152		KIOSK SUPPLIES	\$ 822.55	
06/01/2023	LF493044		PROVISIONS FOR REFLECTIONS CAFE	\$ 2,933.30	
06/01/2023	LF552428		PROVISIONS FOR REFLECTIONS	\$ 1,005.40	
06/01/2023	LF552427		PROVISIONS FOR REFLECTIONS	\$ 58.56	
09/01/2023	LF543278		KIOSK SUPPLIES	\$ 2,184.90	
09/01/2023	LF543279		KIOSK SUPPLIES	\$ 591.80	
09/01/2023	LF543280		KIOSK SUPPLIES	\$ 344.95	
09/01/2023	3324.80-01	Bunnings Group Limited	HARDWARE		\$ 17.45
05/01/2023	2440/00149239		HARDWARE ITEMS	\$ 17.45	
09/01/2023	3324.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 44.00
01/01/2023	PY02-14-LGRCEU		PAYROLL DEDUCTION	\$ 44.00	
09/01/2023	3324.8037-01	Electritech Industries	ELECTRICAL SERVICES		\$ 4,149.86
06/01/2023	15155		ELECTRICAL SERVICES - CHIDLOW OVAL HALL	\$ 3,389.00	
06/01/2023	15211		TEST & TAG ELECTRICAL EQUIPMENT AT DEPOT	\$ 760.86	
09/01/2023	3324.8374-01	Natural Area Holdings P/L T/A Natural Area	WEED CONTROL		\$ 13,551.87
21/12/2022	00019127		WEED CONTROL - R31369 RRHT RAILWAY TERRACE	\$ 13,551.87	
09/01/2023	3324.8545-01	Sankey Plumbing Service	PLUMBING		\$ 990.00
06/01/2023	5551		PLUMBING SERVICES - PARKERVILLE VBFB	\$ 990.00	
09/01/2023	3324.8611-01	Brownes Foods Operations Pty Ltd	KIOSK SUPPLIES		\$ 410.03
06/01/2023	16943995		KIOSK SUPPLIES	\$ 410.03	
09/01/2023	3324.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 4,342.80
22/12/2022	5477		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
22/12/2022	5478		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 1,562.00	
11/01/2023	3325.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 14,382.43
11/01/2023	110123		CARE GIVER SUBSIDIES	\$ 14,382.43	
12/01/2023	3326.34-01	Water Corporation	WATER RATES & FEES		\$ 15,773.51
11/01/2023	9004680833		WATER RATES & FEES	\$ 238.80	
11/01/2023	9012388904		WATER RATES & FEES	\$ 846.52	
11/01/2023	9004631732		WATER RATES & FEES	\$ 1,841.45	
11/01/2023	9004637480		WATER RATES & FEES	\$ 173.57	
11/01/2023	9009882418		WATER RATES & FEES	\$ 103.06	
11/01/2023	9004646782		WATER RATES & FEES	\$ 7,040.35	
11/01/2023	9004645034		WATER RATES & FEES	\$ 1,578.38	
11/01/2023	9004631716		WATER RATES & FEES	\$ 54.24	
11/01/2023	9004639478		WATER RATES & FEES	\$ 3,701.88	
11/01/2023	9004650204		WATER RATES & FEES	\$ 43.39	
11/01/2023	9004631724		WATER RATES & FEES	\$ 37.97	
11/01/2023	9004646790		WATER RATES & FEES	\$ 113.90	
12/01/2023	3327.14901-01	Greenmount Nominees Pty Ltd	REFUND		\$ 4,467.68
12/01/2023	REFUND		RATES REFUND	\$ 4,467.68	
16/01/2023	3328.119-01	Telstra	TELEPHONE		\$ 15,226.79
13/01/2023	2085566000		TELEPHONE CHARGES - DECEMBER 2022	\$ 15,226.79	
16/01/2023	3328.1218-01	Mrs SG Briggs	REFUND		\$ 77.50
15/01/2023	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL# 38320	\$ 77.50	
16/01/2023	3328.13669-01	Australia Day Council of South Australia	RRC COMPLETE BUNDLE		\$ 1,600.00
09/01/2023	INV-1883		RRC COMPLETE BUNDLE - AUSTRALIA DAY EVENTS	\$ 1,600.00	

**MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
16/01/2023	3328.14688-01	Mr W J Madlener	REFUND		\$ 75.00
15/01/2023	3328.14688-01		REFUND - DOG STERILISATION REBATE ANIMAL# 40267	\$ 75.00	\$ 75.00
16/01/2023	3328.14839-01	Wanneroo Central Bush Fire Brigade	HAZARD REDUCTION BURN		\$ 2,300.00
13/01/2023	18089		HAZARD REDUCTION BURN RILEY RD MUNDARING 08/11/2022	\$ 2,300.00	\$ 2,300.00
16/01/2023	3328.14843-01	SWORD Volunteer Fire and Emergency Serv	HAZARD REDUCTION BURN		\$ 920.00
13/01/2023	00211029		HAZARD REDUCTION BURN RILEY RD MUNDARING 08/11/2022	\$ 920.00	\$ 920.00
16/01/2023	3328.14902-01	Miss A Winsor	GRANT		\$ 200.00
15/01/2023	GRANT		YOUTH GRANT PROGRAM	\$ 200.00	\$ 200.00
16/01/2023	3328.14903-01	Mrs P M Onyett	REFUND		\$ 50.00
15/01/2023	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL# 38442	\$ 50.00	\$ 50.00
16/01/2023	3328.14904-01	Ms K Boulton	REFUND		\$ 30.00
15/01/2023	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL# 40318	\$ 30.00	\$ 30.00
16/01/2023	3328.174-01	Synergy	ELECTRICITY		\$ 6,040.44
11/01/2023	3625641925		ELECTRICITY	\$ 305.56	
12/01/2023	3011349923		ELECTRICITY	\$ 117.36	
12/01/2023	8446589925		ELECTRICITY	\$ 690.56	
12/01/2023	5035029115		ELECTRICITY	\$ 137.25	
12/01/2023	7484541121		ELECTRICITY	\$ 151.39	
12/01/2023	5035029810		ELECTRICITY	\$ 978.24	
12/01/2023	2686554727		ELECTRICITY	\$ 1,330.70	
12/01/2023	5183606212		ELECTRICITY	\$ 373.92	
12/01/2023	5100198416		ELECTRICITY	\$ 509.42	
12/01/2023	5214128214		ELECTRICITY	\$ 139.76	
12/01/2023	3310777127		ELECTRICITY	\$ 117.36	
12/01/2023	4743483524		ELECTRICITY	\$ 102.19	
13/01/2023	5735349122		ELECTRICITY	\$ 1,086.73	
16/01/2023	3328.361-01	Mount Helena Volunteer Bushfire Brigade	HAZARD REDUCTION BURN		\$ 1,780.00
13/01/2023	1058		HAZARD REDUCTION BURN - STRETCH RD MOUNT HELENA	\$ 600.00	
13/01/2023	1059		HAZARD REDUCTION BURN - ANKETELL RD MOUNT HELENA	\$ 300.00	
13/01/2023	1057		HAZARD REDUCTION BURN - HOUSTON ST MOUNT HELENA	\$ 380.00	
13/01/2023	1055		HAZARD REDUCTION BURN - MEREBEIN RD MOUNT HELENA	\$ 500.00	
16/01/2023	3328.363-01	Parkerville Volunteer Bushfire Brigade	HAZARD REDUCTION BURN		\$ 3,950.00
13/01/2023	0048		HAZARD REDUCTION BURN - HIDDENVALLEY RD PARKERVILLE	\$ 1,000.00	
13/01/2023	0034		HAZARD REDUCTION BURN - PARKER RD PARKERVILLE	\$ 700.00	
13/01/2023	0045		HAZARD REDUCTION BURN - MUELLER PLACE HOVEA	\$ 250.00	
13/01/2023	0044		HAZARD REDUCTION BURN - HIDDENVALLEY RD PARKERVILLE	\$ 1,000.00	
15/01/2023	0047		HAZARD REDUCTION BURN - SUNDOWNER RD PARKERVILLE	\$ 1,000.00	
16/01/2023	3328.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 4,751.50
11/01/2023	110123		FDC PARENT LEVY	\$ 4,751.50	\$ 4,751.50
16/01/2023	3328.792-01	Mundaring Firefighters School	REIMBURSEMENT		\$ 2,190.00
12/01/2023	2023 - 8		REIMBURSEMENT - MFS OPENING FUNCTION EXPENSES	\$ 2,190.00	\$ 2,190.00
16/01/2023	3328.8643-01	Wheels Inc	DEPOSIT		\$ 50.00
12/01/2023	52		DEPOSIT FOR BUS HIRE ON WEDNESDAY 22/01/2023	\$ 50.00	\$ 50.00
16/01/2023	3329.10570-01	Perrott Painting Maintenance Contracts	PAINTING SERVICES		\$ 2,156.00
13/01/2023	SINV18197		PAINTING SERVICES - DARLINGTON HALL	\$ 2,156.00	\$ 2,156.00
16/01/2023	3329.10881-01	AlSCO Pty Ltd	SERVICING SANITARY & NAPPY UNITS		\$ 794.29
13/01/2023	CPER2282753		SERVICING SANITARY & NAPPY UNITS	\$ 794.29	\$ 794.29
16/01/2023	3329.11017-01	Sapio Pty Ltd	SECURITY EXPENSES		\$ 751.46
09/01/2023	SP224145		ATTEND SITE & RESET CLOCK SYSTEM - ADMIN BUILDING	\$ 225.43	
11/01/2023	SP224080		CALL OUT TO RECALIBRATE SENSITIVITY SENSORS - DEPOT	\$ 526.03	
16/01/2023	3329.1111-01	Zipform Pty Ltd	PRINT ENVELOPES		\$ 513.07
12/01/2023	214197		PRINT ENVELOPES FOR 3RD & 4TH RATES INSTALMENTS	\$ 513.07	\$ 513.07
16/01/2023	3329.11204-01	Event Display (Dynamic Gift International	EVENT CONSUMABLES		\$ 481.80
11/01/2023	ORD37343		SUPPLY & DELIVER 2 X CUSTOM AUSTRALIA DAY TABLE CLOTHS	\$ 481.80	\$ 481.80
16/01/2023	3329.11398-01	JB HI-FI Group Pty Ltd	IT HARDWARE		\$ 78.88
12/01/2023	BD0982294		SUPPLY & DELIVER APPLE USB-C POWER ADAPTER	\$ 78.88	\$ 78.88
16/01/2023	3329.12068-01	JEK Pty Ltd T/A Has Earthmoving	MACHINERY HIRE		\$ 14,418.25
06/01/2023	00001039		WET HIRE GRADER SERVICES - SHIRE CONSTRUCTION CREW	\$ 6,817.25	
06/01/2023	00001040		DRY HIRE SKIDSTEER - EASON/THROSSELL SAWYERS VALLEY	\$ 1,430.00	
09/01/2023	00001045		WET HIRE GRADER SERVICES - SHIRE CONSTRUCTION CREW	\$ 3,971.00	
12/01/2023	00001047		DRY HIRE SKIDSTEER - EASON/THROSSELL SAWYERS VALLEY	\$ 2,200.00	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
16/01/2023	3329.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 17,282.90
11/01/2023	C INV 585634		TEMP STAFF - DEPOT	\$ 5,598.24	
11/01/2023	C INV 585689		TEMP STAFF - CDS DRIVER CONTAINERS COLLECTION	\$ 919.05	
11/01/2023	C INV 585684		TEMP STAFF - DEPOT	\$ 5,281.78	
12/01/2023	C INV 585640		TEMP STAFF - OPERATIONS PURCHASING OFFICER	\$ 1,163.36	
12/01/2023	C INV 585690		TEMP STAFF - OPERATIONS PURCHASING OFFICER	\$ 1,888.35	
12/01/2023	C INV 585685		TEMP STAFF - DEPOT	\$ 2,432.12	
16/01/2023	3329.12470-01	Mr G Wood	FENCING		\$ 2,898.50
12/01/2023	IV00000001008		REPAIR FENCING - GLEN FORREST HALF COURT	\$ 2,898.50	
16/01/2023	3329.12899-01	NAPA (A Division of GPC Asia Pacific	PARTS		\$ 314.97
09/01/2023	1320264539		SUPPLY AIR & OIL FILTERS FOR P4789 & P4808	\$ 62.43	
09/01/2023	1320264826		SUPPLY OF WORKSHOP CONSUMABLES	\$ 52.75	
09/01/2023	1320265473		SUPPLY OF WORKSHOP CONSUMABLES	\$ 199.79	
16/01/2023	3329.12944-01	Avon Tree Management (Kajanni Pty Ltd	FORESTRY MULCHING		\$ 4,075.83
12/01/2023	510		FORESTRY MULCHING - VARIOUS LOCATIONS	\$ 4,075.83	
16/01/2023	3329.13107-01	490 Designs	DESIGN SERVICES		\$ 836.00
09/01/2023	00003695		DESIGN & PROVIDE SUMMER OF ENTERTAINMENT BANNERS	\$ 836.00	
16/01/2023	3329.13132-01	Kookaburra Cinema	VOUCHERS		\$ 250.00
11/01/2023	85		SUPPLY 5 X \$50 VOUCHERS FOR KOOKABURRA CINEMAS	\$ 250.00	
16/01/2023	3329.13208-01	Fire Protection Services WA Pty Ltd	FIRE & EMERGENCY SERVICES MAINTENANCE		\$ 4,160.91
13/01/2023	9251		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING SHIRE	\$ 129.71	
13/01/2023	9322		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING SHIRE	\$ 129.71	
13/01/2023	9408		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING SHIRE	\$ 129.71	
13/01/2023	9494		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING SHIRE	\$ 129.71	
13/01/2023	9592		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING SHIRE	\$ 129.71	
13/01/2023	9401		FIRE & EMERGENCY SERVICES MAINTENANCE - BOYA COMMUNITY CENTRE	\$ 478.96	
13/01/2023	9487		FIRE & EMERGENCY SERVICES MAINTENANCE - BOYA COMMUNITY CENTRE	\$ 478.96	
13/01/2023	9584		FIRE & EMERGENCY SERVICES MAINTENANCE - BOYA COMMUNITY CENTRE	\$ 478.96	
13/01/2023	9316		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 518.87	
13/01/2023	9488		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 518.87	
13/01/2023	9585		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 518.87	
13/01/2023	9402		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 518.87	
16/01/2023	3329.13310-01	3 Monkeys Audiovisual	IT HARDWARE		\$ 5,674.69
16/01/2023	21706		COMMITTEE MEETING ROOM PROJECTOR REPLACEMENT	\$ 5,674.69	
16/01/2023	3329.13345-01	ABM Landscaping (Mikevie Pty Ltd T/As)	LANDSCAPING		\$ 33,565.34
12/01/2023	INV-3526		LANDSCAPE MAINTENANCE - HELENA VALLEY RD ENTRY STATEMENT	\$ 14,217.16	
12/01/2023	INV-3532		LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$ 110.00	
12/01/2023	INV-3539		LANDSCAPE MAINTENANCE - STONEVILLE FIRE HALL	\$ 209.00	
12/01/2023	INV-3571		LANDSCAPE MAINTENANCE - HELENA VALLEY RD	\$ 1,012.00	
15/01/2023	INV-3525		LANDSCAPE MAINTENANCE - ADMIN & MUNDARING TOWN CENTRE	\$ 12,678.66	
15/01/2023	INV-3541		LANDSCAPE MAINTENANCE - SCULPTURE PARK & MORGAN JOHN MORGAN	\$ 5,338.52	
16/01/2023	3329.13368-01	Midland Nissan and Isuzu (Idom Midland Pty	VEHICLE REPAIRS		\$ 330.00
12/01/2023	62198212		INVESTIGATE WARNING LIGHTS ON DASH FOR 065MDG	\$ 330.00	
16/01/2023	3329.13443-01	HN Flooring Cannington (Canniflooring Pty	CLEANING SUPPLIES		\$ 1,979.00
12/01/2023	9764283		CLEANING DETERGENT FOR FLOORS - MUNDARING ARENA	\$ 1,554.00	
12/01/2023	9764060		CLEANING DETERGENT FOR FLOORS - MUNDARING ARENA	\$ 425.00	
16/01/2023	3329.135-01	BOC Ltd	CYLINDER RENTAL		\$ 153.86
11/01/2023	4032976309		CYLINDER RENTAL CHARGES	\$ 153.86	
16/01/2023	3329.13540-01	ELM (WA) Pty Ltd	MOWING SERVICES		\$ 11,553.11
11/01/2023	INV-4449		MOWING SERVICES - DECEMBER 2023	\$ 11,553.11	
16/01/2023	3329.13627-01	Honey in the Garden Pty Ltd	GIFTS		\$ 266.25
11/01/2023	INV23-3041		AUSTRALIAN CITIZENSHIP CEREMONY GIFTS 26/01/2023	\$ 266.25	
16/01/2023	3329.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 2,356.20
21/12/2022	2814950		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
06/01/2023	2818318		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
09/01/2023	2788098		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 353.10	
09/01/2023	2796047		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 316.80	
11/01/2023	2762765		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
11/01/2023	2796048		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
11/01/2023	2792793		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
11/01/2023	2791115		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
11/01/2023	2799880		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
16/01/2023	3329.13866-01	Booktopia Pty Ltd	BOOKS		\$ 1,040.28
09/01/2023	18590581		BOOK STOCK - AFM LIBRARY	\$ 345.96	
09/01/2023	18630458		BOOK STOCK - KSP LIBRARY	\$ 342.53	
09/01/2023	18671057		BOOK STOCK - KSP LIBRARY	\$ 351.79	
16/01/2023	3329.14016-01	Western Educating Service (Western Maze)	HIRE OF PLANT		\$ 3,176.25
12/01/2023	1040		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,542.75	
12/01/2023	1041		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,633.50	
16/01/2023	3329.14051-01	Sweeping Services Australia Pty Ltd	STREET SWEEPING SERVICES		\$ 14,061.16
12/01/2023	INV-0255		SUPPLY OF STREET SWEEPING SERVICES	\$ 7,829.51	
12/01/2023	INV-0259		SUPPLY OF STREET SWEEPING SERVICES	\$ 6,231.65	
16/01/2023	3329.14073-01	Tony's House of Tender Meats (GK & KS)	FOOD		\$ 390.60
13/01/2023	30629		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 137.81	
13/01/2023	30414		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 252.79	
16/01/2023	3329.14200-01	Mundaring Glass and Security (The Trustee)	REGLAZE WINDOW		\$ 1,387.10
13/01/2023	00003503		REGLAZE WINDOW & RE-FIT SECURITY SCREEN - CHIDLOW PAVILION	\$ 760.10	
13/01/2023	00003513		REGLAZE WINDOW & MEASURE SECURITY SCREEN - CHIDLOW PAVILION	\$ 627.00	
16/01/2023	3329.14229-01	Farmarama Pty Ltd	FERTILISER		\$ 2,024.00
13/01/2023	00023209		SUPPLY ECO PRIME EMERALD FERTILISER	\$ 2,024.00	
16/01/2023	3329.14429-01	JDSi Consulting Engineers (JDSi Consulting)	CONSULTANCY SERVICES		\$ 13,850.38
09/01/2023	3-10931		CONSULTANCY SERVICES - DESIGN RESERVOIR STREET UPGRADE	\$ 13,850.38	
16/01/2023	3329.14496-01	Tyrepower Mundaring (The Trustee for)	TYRES & REPAIRS		\$ 816.00
09/01/2023	114629		REPAIR TYRE ON P740	\$ 35.00	
11/01/2023	114630		SUPPLY & FIT 1 X NEW TYRE ON 090MDG	\$ 387.00	
13/01/2023	114679		SUPPLY & FIT 2 X NEW TYRES ON 877MDG	\$ 394.00	
16/01/2023	3329.145-01	Schweppes Australia Pty Ltd (Asahi Beve)	KIOSK SUPPLIES		\$ 298.88
06/01/2023	9011481412		KIOSK SUPPLIES	\$ 298.88	
16/01/2023	3329.14583-01	Fleet Network Pty Ltd	NOVATED LEASE		\$ 762.85
13/01/2023	117295		NOVATED LEASE CHARGES 04/01/2023	\$ 762.85	
16/01/2023	3329.14610-01	ACS Fabrication (WA) Pty Ltd (A Trustee)	FABRICATION WORKS		\$ 10,912.00
12/01/2023	00009082		FABRICATE & SUPPLY 8 X STEEL BIN CAGES	\$ 10,912.00	
16/01/2023	3329.14611-01	Ohura Consulting (Ohura Group Pty Ltd)	CONSULTANCY SERVICES		\$ 210.00
11/01/2023	INV-0320		CONSULTANCY SERVICES - EA NEGOTIATIONS 2022-2023	\$ 210.00	
16/01/2023	3329.14644-01	Uniting Global Pty Ltd	CLEANING		\$ 12,215.36
12/01/2023	INV-0300		CLEANING SERVICES - 12 MONTH PERIODICAL SCHEDULE	\$ 6,847.50	
12/01/2023	INV-0299		CLEANING SERVICES - 12 MONTH PERIODICAL SCHEDULE	\$ 3,415.50	
12/01/2023	INV-0284		CLEANING SERVICES - BILGOMAN AQUATIC CENTRE DECEMBER 2022	\$ 1,952.36	
16/01/2023	3329.14671-01	3Columns (PRJ Consulting Pty Ltd T/	PROFESSIONAL SERVICES		\$ 12,911.25
11/01/2023	# 3C-INV-00463		PENETRATION TESTING - INTERNAL & EXTERNAL	\$ 12,911.25	
16/01/2023	3329.147-01	CJD Equipment Pty Ltd	PARTS		\$ 185.22
11/01/2023	002546211		SUPPLY GAS SPRING FOR P258	\$ 185.22	
16/01/2023	3329.14805-01	Integrity Fencing & Gates	FENCING		\$ 33,000.00
12/01/2023	INV-620		SUPPLY & INSTALL CRICKET NET POSTS & CONCRETE PAD	\$ 33,000.00	
16/01/2023	3329.14813-01	Harvey Norman AVIT Superstore Midland	ELECTRICAL APPLIANCE		\$ 1,799.00
06/01/2023	1873412		SUPPLY REPLACEMENT CHEST FREEZER FOR POUND	\$ 1,799.00	
16/01/2023	3329.15-01	Australia Post	POSTAGE		\$ 2,961.38
09/01/2023	1012095596		DAILY OUTGOING MAIL	\$ 1,593.16	
11/01/2023	1012095199		POSTAGE CHARGES LIBRARY	\$ 95.13	
11/01/2023	1012083428		RATES COLLECTION FEES 2022/2023	\$ 1,273.09	
16/01/2023	3329.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 1,760.00
09/01/2023	00021151		SECURITY EXPENSES	\$ 1,100.00	
12/01/2023	00021145		SECURITY EXPENSES	\$ 660.00	
16/01/2023	3329.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 125,670.99
12/01/2023	EMRC48438		TRANSFER STATION FEES	\$ 47,459.67	
12/01/2023	EMRC48563		TRANSFER STATION FEES	\$ 43,723.16	
12/01/2023	EMRC48604		TRANSFER STATION FEES	\$ 34,488.16	
16/01/2023	3329.218-01	Security & Key Distributors	SECURITY EXPENSES		\$ 170.49
13/01/2023	92379		SUPPLY & DELIVER BILOCK CAM LOCK - MUNDARING REC GROUND PAVILION	\$ 170.49	
16/01/2023	3329.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 662.65
13/01/2023	159298017		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 662.65	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
16/01/2023	3329.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 3,777.77
21/12/2022	SIN-3644644		UNIFORMS - PARKERVILLE VBFB	\$ 468.45	
22/12/2022	SIN-3644639		UNIFORMS - PARKERVILLE VBFB	\$ 3,279.12	
22/12/2022	SIN-3645153		UNIFORMS - PARKERVILLE VBFB	\$ 6.04	
22/12/2022	SIN-3645154		UNIFORMS - DARLINGTON VBFB	\$ 12.08	
22/12/2022	SIN-3645155		UNIFORMS - DARLINGTON VBFB	\$ 6.04	
22/12/2022	SIN-3645152		UNIFORMS - SAWYERS VALLEY VBFB	\$ 6.04	
16/01/2023	3329.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		\$ 3,115.20
21/12/2022	127564		LEGAL MATTER 50204 - DRAFT REGIONAL WASTE COLLECTION	\$ 3,115.20	
16/01/2023	3329.314-01	Landgate	TITLE SEARCHES		\$ 1,978.82
12/01/2023	380545		GROSS RENTAL VALUATIONS CHARGEABLE	\$ 1,978.82	
16/01/2023	3329.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As)	COURIER SERVICES		\$ 220.84
22/12/2022	0650-S364420		COURIER SERVICES	\$ 220.84	
16/01/2023	3329.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 3,410.00
13/01/2023	7504		ELECTRICAL SERVICES - ADMIN BUILDING	\$ 198.00	
13/01/2023	7502		ELECTRICAL SERVICES - SHIRE DEPOT	\$ 264.00	
13/01/2023	7500		ELECTRICAL SERVICES - BROWN PARK REC CENTRE	\$ 176.00	
13/01/2023	7496		ELECTRICAL SERVICES - CHIDLOW TENNIS PAVILION	\$ 198.00	
13/01/2023	7506		ELECTRICAL SERVICES - MECPC	\$ 2,574.00	
16/01/2023	3329.393-01	Western Australian Local Government	SUBSCRIPTIONS		\$ 1,672.00
09/01/2023	SI-003325		SUBSCRIPTIONS - LOCAL GOVERNMENT ACT & LOCAL LAWS 2022/2023	\$ 1,672.00	
16/01/2023	3329.452-01	Mahogany Building & Design	MAINTENANCE		\$ 429.00
13/01/2023	INV0429		MAINTENANCE - ADMIN BUILDING	\$ 66.00	
13/01/2023	INV0430		MAINTENANCE - SHIRE DEPOT	\$ 363.00	
16/01/2023	3329.509-01	Work Clobber	WORK CLOTHES		\$ 321.90
09/01/2023	MD638369		WORK BOOTS - LAKE LESCHENAUPTIA STAFF	\$ 321.90	
16/01/2023	3329.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 74.43
11/01/2023	2501624		ANNUAL RENTAL FEE - DEPOT	\$ 74.43	
16/01/2023	3329.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 880.00
08/12/2022	00439191		SUPPLY 2 X ECOBLUE 210L	\$ 880.00	
16/01/2023	3329.6419-01	Hills Fresh (WA) Pty Ltd	MILK		\$ 193.88
13/01/2023	ADMIN DEC 2022		MILK SUPPLY FOR SHIRE OF MUNDARING	\$ 193.88	
16/01/2023	3329.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 176.00
11/01/2023	00407538		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
16/01/2023	3329.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 62.44
09/01/2023	10228669		RETICULATION PARTS	\$ 62.44	
16/01/2023	3329.6876-01	RAC Motoring Pty Ltd	CALL OUT CHARGES		\$ 380.00
06/01/2023	6511405		CALL OUT CHARGES FOR 1QG0662	\$ 380.00	
16/01/2023	3329.7156-01	Woodlands Distributors & Agencies P	FURNITURE		\$ 1,567.50
12/01/2023	MUN1-017		SUPPLY WOODLANDS HERITAGE SEAT WITH CLARET FRAME	\$ 1,567.50	
16/01/2023	3329.7230-01	Boss Bobcat & Truck Service	EARTHWORKS		\$ 2,288.04
12/01/2023	10522		ADDITIONAL PAD PREP NEW CRICKET WICKETS - MUNDARING OVAL	\$ 2,288.04	
16/01/2023	3329.7347-01	Humes Wembley Cement (Holcim Australia)	CONCRETE PRODUCTS		\$ 2,490.01
13/01/2023	9408237074		CONCRETE PRODUCTS	\$ 2,490.01	
16/01/2023	3329.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 3,479.85
12/01/2023	2675		FOOTPATH SWEEPING/MAINTENANCE	\$ 1,128.60	
12/01/2023	2674		FOOTPATH SWEEPING/MAINTENANCE	\$ 2,351.25	
16/01/2023	3329.7519-01	Moore Stephens (WA) Pty Ltd	REGISTRATION		\$ 3,520.00
12/01/2023	3150		REGISTRATION - BUDGET & FINANCIAL REPORTING WORKSHOP	\$ 3,520.00	
16/01/2023	3329.7641-01	Easifleet	NOVATED LEASE		\$ 16,125.82
13/01/2023	168417		NOVATED LEASE - JANUARY 2023	\$ 1,559.64	
13/01/2023	168147		NOVATED LEASE - JANUARY 2023	\$ 14,566.18	
16/01/2023	3329.7727-01	Marshall Beattie Pty Ltd	MAINTENANCE		\$ 992.74
13/01/2023	10129015		ATTEND SITE & REPAIR DOOR CONTROL ISSUE - BOYA LIBRARY	\$ 992.74	
16/01/2023	3329.7807-01	Water Installations	MAINTENANCE		\$ 391.62
13/01/2023	00023449		REPAIR TREATMENT SYSTEM - MORGAN JOHN MORGAN	\$ 391.62	
16/01/2023	3329.80-01	Bunnings Group Limited	HARDWARE		\$ 1,484.97
21/12/2022	2440/01228313		HARDWARE ITEMS	\$ 563.39	
09/01/2023	2440/01165257		HARDWARE ITEMS	\$ 133.00	
09/01/2023	2440/01683221		HARDWARE ITEMS	\$ 370.19	
12/01/2023	2440/01165259		HARDWARE ITEMS	\$ 418.39	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
16/01/2023	3329.8275-01	E Fire & Safety	FIRE EQUIPMENT MAINTENANCE		\$ 5,380.10
09/01/2023	577595		SERVICING OF FIRE EQUIPMENT - VARIOUS LOCATIONS	\$ 1,623.60	
09/01/2023	577608		FIRE EXTINGUISHER REPLACEMENT - VARIOUS BUILDINGS	\$ 3,135.00	
09/01/2023	577802		6 MONTHLY SERVICING OF FIRE EQUIPMENT	\$ 621.50	
16/01/2023	3329.8374-01	Natural Area Holdings P/L T/A Natural Area	WEED CONTROL		\$ 2,716.36
11/01/2023	00019190		WEED CONTROL - 29733 DIBBLE STREET	\$ 402.42	
11/01/2023	00019189		WEED CONTROL - 30619 HERBERT STREET	\$ 804.85	
11/01/2023	00019164		WEED CONTROL - COPPIN RD TRANSFER STATION	\$ 1,509.09	
16/01/2023	3329.8545-01	Sankey Plumbing Service	PLUMBING		\$ 1,430.00
11/01/2023	5552		PLUMBING SERVICES - PARKERVILLE VBFB	\$ 154.00	
13/01/2023	5542		PLUMBING SERVICES - BROZ PARK PUBLIC TOILETS	\$ 132.00	
13/01/2023	5543		PLUMBING SERVICES - SHIRE DEPOT	\$ 836.00	
13/01/2023	5544		PLUMBING SERVICES - BROZ PARK PUBLIC TOILETS	\$ 132.00	
13/01/2023	5545		PLUMBING SERVICES - BRUCE DOUGLAS PAVILION	\$ 176.00	
16/01/2023	3329.9185-01	NRP Electrical Services	ELECTRICAL SERVICES		\$ 1,320.00
13/01/2023	96005		QUARTERLY SERVICE - SHIRE ADMIN BUILDING	\$ 1,320.00	
16/01/2023	3329.938-01	West Australian Newspapers Ltd	SUBSCRIPTIONS		\$ 325.20
06/01/2023	03266707		NEWSPAPER SUBSCRIPTIONS - AFM LIBRARY	\$ 144.00	
12/01/2023	02172005		NEWSPAPER SUBSCRIPTIONS - MUNDARING SHIRE ADMIN	\$ 181.20	
16/01/2023	3329.9596-01	Brice Pest Management	PEST CONTROL		\$ 1,056.00
13/01/2023	IV05338		IMPLEMENT EXTERRA STATIONS FOR TERMITES - MUNDARING ARENA	\$ 1,056.00	
19/01/2023	3330.14907-01	Mr B M Harris	REFUND		\$ 1,155.00
19/01/2023	REFUND		RATES REFUND	\$ 1,155.00	
18/01/2023	3331.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 18,279.30
19/01/2023	180123		CARE GIVER SUBSIDIES	\$ 18,279.30	
23/01/2023	3332.174-01	Synergy	ELECTRICITY		\$ 78,887.18
11/01/2023	3021647529		STREET LIGHTING CHARGES	\$ 64,295.72	
12/01/2023	5056988325		ELECTRICITY	\$ 1,665.02	
12/01/2023	1808368323		ELECTRICITY	\$ 4,366.48	
12/01/2023	5145475816		ELECTRICITY	\$ 2,645.62	
12/01/2023	3671966720		ELECTRICITY	\$ 4,968.44	
12/01/2023	5185501927		ELECTRICITY	\$ 945.90	
23/01/2023	3332.355-01	Wesfarmers Kleenheat Gas Pty Ltd	GAS		\$ 11,905.34
22/12/2022	22040957		BULK GAS - BILGOMAN AQUATIC CENTRE	\$ 11,470.28	
20/01/2023	22049400		GAS SERVICES - HUB OF THE HILLS	\$ 263.67	
20/01/2023	22050346		GAS SERVICES - LAKE LESCHENAUTIA	\$ 171.39	
23/01/2023	3332.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 7,532.50
19/01/2023	180123		FDC PARENT LEVY	\$ 7,532.50	
23/01/2023	3332.7543-01	Ms L Joy	REIMBURSEMENT		\$ 114.44
20/01/2023	REIMBURSEMENT		REIMBURSEMENT - CHILDREN SERVICES EXPENSES	\$ 114.44	
23/01/2023	3332.792-01	Mundaring Firefighters School	REIMBURSEMENT		\$ 3,097.62
20/01/2023	2023 - 9		REIMBURSEMENT - ESL EXPENSES MARCH 2022 - OCTOBER 2022	\$ 1,877.82	
20/01/2023	2022 - 7A		REIMBURSEMENT - ESL EXPENSES OCTOBER 2021 - MARCH 2022	\$ 1,219.80	
23/01/2023	3333.105-01	Waterquip Pty Ltd	RETICULATION REPAIRS		\$ 2,970.00
19/01/2023	00013365		REPAIR STANHOPE GARDENS BORE MAINLINE	\$ 2,970.00	
23/01/2023	3333.1062-01	Complete Combustion	REPAIRS		\$ 528.00
19/01/2023	M22262		REPAIRS TO BOILERS - BILGOMAN AQUATIC CENTRE	\$ 528.00	
23/01/2023	3333.10637-01	Grants Empire	PROFESSIONAL SERVICES		\$ 792.00
20/01/2023	00002140		DEVELOP ADVOCACY PROJECT PROSPECTUS - PAYMENT# 2	\$ 792.00	
23/01/2023	3333.10746-01	Asphalt in a Bag	ASPHALT		\$ 1,853.50
19/01/2023	1636		SUPPLY 50 X 20KG BAGS OF ASPHALT	\$ 1,853.50	
23/01/2023	3333.10881-01	Alsco Pty Ltd	FIRST AID REPLENISHMENT		\$ 812.01
20/01/2023	CPER2283667		FIRST AID REPLENISHMENT	\$ 121.83	
20/01/2023	CPER2283663		FIRST AID REPLENISHMENT	\$ 113.00	
20/01/2023	CPER2283668		FIRST AID REPLENISHMENT	\$ 113.00	
20/01/2023	CPER2283666		FIRST AID REPLENISHMENT	\$ 31.85	
20/01/2023	CPER2283665		FIRST AID REPLENISHMENT	\$ 32.92	
20/01/2023	CPER2283664		FIRST AID REPLENISHMENT	\$ 399.41	
23/01/2023	3333.10904-01	Split Horizon Pty Ltd	PROFESSIONAL SERVICES		\$ 1,980.00
11/01/2023	INV-0500		RESOLVE DISCONNECT ISSUES WITH CISCO JABBER	\$ 1,980.00	
23/01/2023	3333.10921-01	Ixom Operations Pty Ltd	CHLORINE GAS		\$ 3,745.08
19/01/2023	6612654		CHLORINE GAS	\$ 3,491.88	
19/01/2023	6616200		CHLORINE GAS SERVICE FEES	\$ 253.20	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
23/01/2023	3333.11311-01	Mastec Australia Pty Ltd (The Trustee for	RUBBISH BINS		\$ 3,168.33
11/01/2023	00089531		SUPPLY & DELIVER 50 X 240LT BINS WITH LIDS	\$ 3,168.33	\$ 3,168.33
23/01/2023	3333.11578-01	Corsign WA Pty Ltd	SIGNAGE		\$ 396.00
19/01/2023	00071578		SUPPLY & DELIVER VARIOUS STREET NAME SIGNS	\$ 396.00	\$ 396.00
23/01/2023	3333.11648-01	Veris Australia Pty Ltd	CENTRELINE SETOUT		\$ 1,529.00
19/01/2023	VI071062		CENTRELINE SETOUT - BAILUP RD WOOROLOO	\$ 1,529.00	\$ 1,529.00
23/01/2023	3333.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 408.84
15/01/2023	PY02-15-CHILD SU		CHILD SUPPORT PAYMENT	\$ 408.84	\$ 408.84
23/01/2023	3333.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 7,063.52
19/01/2023	C INV 585761		TEMP STAFF - CDS DRIVER CONTAINERS COLLECTION	\$ 457.88	\$ 7,063.52
19/01/2023	C INV 585762		TEMP STAFF - OPERATIONS PURCHASING OFFICER	\$ 403.19	\$ 7,063.52
20/01/2023	C INV 585757		TEMP STAFF - PURCHASING OFFICER & DEPOT STAFF	\$ 2,612.03	\$ 7,063.52
20/01/2023	C INV 585633		TEMP STAFF - DEPOT	\$ 1,033.01	\$ 7,063.52
20/01/2023	C INV 585683		TEMP STAFF - DEPOT	\$ 2,557.41	\$ 7,063.52
23/01/2023	3333.12080-01	Midland Tools Pty Ltd T/A Total Too	PARTS		\$ 149.00
19/01/2023	318058		SUPPLY 1 X FAN VENTILATION HOSE - GRAFFITI REMOVAL	\$ 149.00	\$ 149.00
23/01/2023	3333.12149-01	TenderLink.com	ADVERTISING		\$ 755.70
13/12/2022	MUNDAR-528039		ADVERTISING	\$ 190.30	\$ 755.70
19/01/2023	MUNDAR-529793		PUBLIC TENDER ADVERTISING	\$ 61.60	\$ 755.70
19/01/2023	MUNDAR-528687		PUBLIC TENDER ADVERTISING	\$ 190.30	\$ 755.70
19/01/2023	MUNDAR-529952		PUBLIC TENDER ADVERTISING	\$ 190.30	\$ 755.70
19/01/2023	MUNDAR-529949		PUBLIC TENDER ADVERTISING	\$ 61.60	\$ 755.70
19/01/2023	MUNDAR-529799		PUBLIC TENDER ADVERTISING	\$ 61.60	\$ 755.70
23/01/2023	3333.12301-01	Arena Clauson Engineering Group Pty	PROFESSIONAL SERVICES		\$ 792.00
20/01/2023	I003359		STRUCTURAL CONDITION ASSESSMENT - MUNDARING HALL & LIBRARY	\$ 792.00	\$ 792.00
23/01/2023	3333.12336-01	Mitchell Byrne's Contracting	FIRE MITIGATION		\$ 13,592.97
20/01/2023	1135-2023		MITIGATION WORKS - R45195 BEACON RD PARKERVILLE	\$ 3,423.47	\$ 13,592.97
20/01/2023	1133-2022		MITIGATION WORKS - R32485 BUNINYONG RD SWAN VIEW	\$ 6,512.00	\$ 13,592.97
20/01/2023	1136-2023		MITIGATION WORKS - 2420 RILEY ROAD STONEVILLE	\$ 3,657.50	\$ 13,592.97
23/01/2023	3333.124-01	Sigma Chemicals	CHLORINE/POOL CHEMICALS		\$ 1,169.24
19/01/2023	547704		CHLORINE/POOL CHEMICALS	\$ 1,169.24	\$ 1,169.24
23/01/2023	3333.12402-01	Grace Information & Records Management	OFFSITE RECORDS STORAGE		\$ 1,712.76
19/01/2023	RP01330175		OFFSITE RECORDS STORAGE	\$ 1,712.76	\$ 1,712.76
23/01/2023	3333.12422-01	MDM Plumbing and Gas	PLUMBING SERVICES		\$ 244.75
20/01/2023	2187		PLUMBING SERVICES - BILGOMAN & MT HELENA AQUATIC CENTRE	\$ 244.75	\$ 244.75
23/01/2023	3333.12486-01	KCI Industries	MAINTENANCE		\$ 1,341.05
19/01/2023	00169509		REPLACE OLD RISE TANK - LAKE LESCHENAULTIA	\$ 1,341.05	\$ 1,341.05
23/01/2023	3333.12579-01	Mr V Crowe	LANDSCAPE & MAINTENANCE SERVICES		\$ 2,364.00
19/01/2023	2091		LANDSCAPE SERVICES	\$ 384.00	\$ 2,364.00
19/01/2023	2090		LANDSCAPE SERVICES	\$ 384.00	\$ 2,364.00
19/01/2023	2089		LANDSCAPE & MAINTENANCE SERVICES	\$ 504.00	\$ 2,364.00
20/01/2023	2094		LANDSCAPE SERVICES & TIP FEES	\$ 396.00	\$ 2,364.00
20/01/2023	2095		LANDSCAPE & MAINTENANCE SERVICES	\$ 408.00	\$ 2,364.00
20/01/2023	2093		LANDSCAPE SERVICES	\$ 288.00	\$ 2,364.00
23/01/2023	3333.127-01	Volich Waste Contractors Pty Ltd	REFUSE CONTRACT		\$ 453.84
19/01/2023	00006324		WASTE COLLECTION SERVICES - LAKE LESCHENAULTIA	\$ 453.84	\$ 453.84
23/01/2023	3333.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES		\$ 4,273.23
11/01/2023	22613760		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 4,273.23	\$ 4,273.23
23/01/2023	3333.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 12,224.02
15/01/2023	PY01-15-Private		PAYROLL DEDUCTION	\$ 990.00	\$ 12,224.02
15/01/2023	PY01-15-Child Ca		PAYROLL DEDUCTION	\$ 911.42	\$ 12,224.02
15/01/2023	PY01-15-Buy Addi		PAYROLL DEDUCTION	\$ 729.32	\$ 12,224.02
15/01/2023	PY01-15-Novated		PAYROLL DEDUCTION	\$ 3,929.69	\$ 12,224.02
15/01/2023	PY01-15-Novated		PAYROLL DEDUCTION	\$ 4,189.24	\$ 12,224.02
15/01/2023	PY01-15-Novated		PAYROLL DEDUCTION	\$ 177.76	\$ 12,224.02
15/01/2023	PY01-15-Novated		PAYROLL DEDUCTION	\$ 209.30	\$ 12,224.02
15/01/2023	PY02-15-Private		PAYROLL DEDUCTION	\$ 330.00	\$ 12,224.02
15/01/2023	PY02-15-Buy Addi		PAYROLL DEDUCTION	\$ 757.29	\$ 12,224.02
23/01/2023	3333.13191-01	Office of the Auditor General	AUDIT SERVICES		\$ 53,020.00
12/01/2023	INV-0563		AUDIT FOR THE YEAR ENDED 30 JUNE 2022	\$ 53,020.00	\$ 53,020.00
23/01/2023	3333.13268-01	Department of Human Services - The	PAYROLL DEDUCTION		\$ 27.82
15/01/2023	PY01-15-Centrell		PAYROLL DEDUCTION	\$ 27.82	\$ 27.82

**MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023**

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
23/01/2023	3333.13345-01	ABM Landscaping (Mikevie Pty Ltd T/As)	LANDSCAPING		\$ 4,390.57
19/01/2023	INV-3528		LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRES	\$ 2,088.68	
19/01/2023	INV-3527		LANDSCAPE MAINTENANCE - GREAT EASTERN HIGHWAY	\$ 2,301.89	
23/01/2023	3333.13421-01	Danthonia Designs (Church Communities)	DESIGN FEES/COSTS		\$ 34,954.70
19/01/2023	I16378-3		INSTALL LED SIGNS - MORGAN JOHN MORGAN, SCULPTURE PARK & PIONEER PARK	\$ 24,631.20	
19/01/2023	I16984-1		INSTALL LED SIGNS - MORGAN JOHN MORGAN, SCULPTURE PARK & PIONEER PARK	\$ 10,323.50	
23/01/2023	3333.135-01	BOC Ltd	CYLINDER RENTAL		\$ 13.02
11/01/2023	4033020343		OXYGEN MEDICAL C REFILL - BILGOMAN AQUATIC CENTRE	\$ 6.51	
11/01/2023	4033024708		OXYGEN MEDICAL C REFILL - BILGOMAN AQUATIC CENTRE	\$ 6.51	
23/01/2023	3333.13698-01	Cafe Mojo Mundaring (A Space to Grow)	CATERING		\$ 2,270.00
20/01/2023	1644		CATERING - AUSTRALIA DAY BREAKFAST 2023 - DEPOSIT	\$ 2,270.00	
23/01/2023	3333.13715-01	Ensign (Ensign Services (Aust.) Pty	SAFETY EQUIPMENT		\$ 288.99
19/01/2023	6320406		SAFETY MATS & TEA TOWELS	\$ 288.99	
23/01/2023	3333.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 240.90
06/01/2023	2820490		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
23/01/2023	3333.13802-01	Construction Forestry Mining Energy	PAYROLL DEDUCTION		\$ 40.00
15/01/2023	PY02-15-CFMEU		PAYROLL DEDUCTION	\$ 40.00	
23/01/2023	3333.14060-01	Focus Coaching & Solutions (Jacquel	TRAINING		\$ 3,300.00
19/01/2023	5/2023		PLANNING, PREPARATION & DESIGN LEADERSHIP WORKSHOP	\$ 1,100.00	
19/01/2023	1/2023		PROVIDE "I AM" A SELF-DISCOVERY WORKSHOP	\$ 2,200.00	
23/01/2023	3333.14073-01	Tony's House of Tender Meats (GK & KS	FOOD		\$ 171.60
19/01/2023	30852		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 171.60	
23/01/2023	3333.14243-01	Western Tree Recyclers (Craneswest (WA)	STREET TREE MAINTENANCE		\$ 21,639.29
19/01/2023	00003939		GREEN WASTE PROCESSING SERVICES	\$ 21,639.29	
23/01/2023	3333.14431-01	Blacklist Coffee Roasters Trading Trust	PROVISIONS FOR REFLECTIONS CAFE		\$ 392.00
20/01/2023	OMI9838		PROVISIONS FOR REFLECTIONS CAFE	\$ 392.00	
23/01/2023	3333.14435-01	Lou's Kitchen (Knights, Louisa Jayne T/As	PROVISIONS FOR REFLECTIONS CAFE		\$ 302.00
19/01/2023	INV-0211		PROVISIONS FOR REFLECTIONS CAFE	\$ 302.00	
23/01/2023	3333.145-01	Schweppes Australia Pty Ltd (Asahi Beve	PROVISIONS FOR REFLECTIONS CAFE		\$ 346.42
06/01/2023	9011505928		PROVISIONS FOR REFLECTIONS CAFE	\$ 346.42	
23/01/2023	3333.14594-01	Focus Networks (Progressive Creative Solu	PROFESSIONAL SERVICES		\$ 8,096.00
19/01/2023	INV-9712Gb		SETUP OF CYBER SECURITY FRAMEWORK POLICIES	\$ 8,096.00	
23/01/2023	3333.14615-01	Tazcar Pty Ltd	LINE MARKING		\$ 1,340.90
19/01/2023	2586a		LINE MARKING - HUB OF THE HILLS CARPARK	\$ 1,340.90	
23/01/2023	3333.14644-01	Uniting Global Pty Ltd	CLEANING		\$ 79,276.19
19/01/2023	INV-0274		CLEANING SERVICES - DECEMBER 2022	\$ 79,276.19	
23/01/2023	3333.14812-01	Mr B G See	DESIGN SERVICES		\$ 550.00
19/01/2023	SOMC2		SUPPLY 2 X MURAL CONCEPT DESIGNS - LAKE LESCHENAULTIA SHELTER	\$ 550.00	
23/01/2023	3333.14871-01	Mr C M Ehlers	ENTERTAINMENT		\$ 500.00
20/01/2023	17		ENTERTAINMENT - HUB SENIORS LUNCH ON 03/12/2022	\$ 500.00	
23/01/2023	3333.189-01	LGISWA	INSURANCE		\$ 767.80
20/01/2023	100-153235		WORKERS COMPENSATION - ADJUSTMENT	\$ 767.80	
23/01/2023	3333.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 2,994.75
19/01/2023	00021152		SECURITY EXPENSES	\$ 2,994.75	
23/01/2023	3333.197-01	Konica Minolta Business Solutions Aust Pty	PHOTOCOPIER PRINTING		\$ 2,740.47
11/01/2023	0401000062001222		PHOTOCOPIER PRINTING	\$ 2,740.47	
23/01/2023	3333.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 184,529.17
19/01/2023	EMRC48633		MANAGEMENT OF CDS OPERATIONS AT COPPIN ROAD TRANSFER STATION	\$ 39,510.48	
19/01/2023	EMRC48634		MATHIESON RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$ 29,847.07	
19/01/2023	EMRC48635		COPPIN RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$ 43,849.49	
20/01/2023	EMRC48675		TRANSFER STATION FEES	\$ 71,322.13	
23/01/2023	3333.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 159,927.00
15/01/2023	PY01-15-Deputy C		PAYROLL DEDUCTION	\$ 135,289.00	
15/01/2023	PY02-15-Deputy C		PAYROLL DEDUCTION	\$ 24,638.00	
23/01/2023	3333.2163-01	Asphaltech Pty Ltd	ASPHALT		\$ 2,278.10
19/01/2023	17545		SUPPLY EMULSION & DENSE GRADE ASPHALT	\$ 2,278.10	
23/01/2023	3333.218-01	Security & Key Distributors	SECURITY EXPENSES		\$ 613.72
13/12/2022	92454		SUPPLY & DELIVER 6 X BILOCK KEYS - ADMIN & MUNDARING ARENA	\$ 214.90	
19/01/2023	92596		ATTEND SITE & REPLACE DOOR LOCK - CHIDLOW PAVILION	\$ 398.82	
23/01/2023	3333.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 717.54
19/01/2023	159856213		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 717.54	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
23/01/2023	3333.300-01	Civica Pty Ltd	FEES		\$ 440.00
19/01/2023	C/LA029286		LIBRARY MANAGEMENT SYSTEM TRAINING FOR STAFF	\$ 440.00	\$ 440.00
23/01/2023	3333.3088-01	Local Government Professionals	REGISTRATION		\$ 445.00
19/01/2023	34952		REGISTRATION - TIME MANAGEMENT WORKSHOP	\$ 445.00	\$ 445.00
23/01/2023	3333.3270-01	Apace Aid Incorporated	PLANTS		\$ 3,427.74
20/01/2023	13320		SEEDLINGS FOR 2023 LANDCARE PROJECT	\$ 3,427.74	\$ 3,427.74
23/01/2023	3333.336-01	Fasta Courier Service	COURIER SERVICES		\$ 365.18
19/01/2023	276591		COURIER SERVICES	\$ 365.18	\$ 365.18
23/01/2023	3333.3449-01	Two Stroke Lawnmowing	GARDENING		\$ 110.00
23/01/2023	00006137		SLASHING WORKS - MUNDARING POUND ON 26/11/2022	\$ 110.00	\$ 110.00
23/01/2023	3333.35-01	Nutrien Ag Solutions Limited	SUPPLY STAR PICKETS		\$ 824.65
09/01/2023	908054764		SUPPLY STAR PICKETS	\$ 94.16	\$ 824.65
09/01/2023	908054923		SUPPLY 4 X 5L ENVIRODYE BLUE	\$ 730.49	\$ 824.65
23/01/2023	3333.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	COURIER SERVICES		\$ 117.55
06/01/2023	0551-S364420		COURIER SERVICES	\$ 117.55	\$ 117.55
23/01/2023	3333.3868-01	Bucher Municipal Pty Ltd	EQUIPMENT PURCHASES		\$ 1,086.61
12/01/2023	1052898		EQUIPMENT PURCHASES FOR P276	\$ 1,086.61	\$ 1,086.61
23/01/2023	3333.397-01	J. Blackwood & Son Pty Ltd	PARTS		\$ 2,920.91
19/01/2023	SI03431969		SUPPLY ASSORTED ITEMS FOR STORES	\$ 35.84	\$ 2,920.91
19/01/2023	SI03453038		SUPPLY ASSORTED ITEMS FOR STORES	\$ 12.49	\$ 2,920.91
19/01/2023	SI03494230		SUPPLY ASSORTED ITEMS FOR STORES	\$ 73.24	\$ 2,920.91
19/01/2023	SI03504127		SUPPLY ASSORTED ITEMS FOR STORES	\$ 443.21	\$ 2,920.91
19/01/2023	SI03503478		SUPPLY BAGS OF CEMENT	\$ 488.40	\$ 2,920.91
19/01/2023	SI03509458		SUPPLY ASSORTED DY-MARK SPRAY PAINTS	\$ 148.51	\$ 2,920.91
19/01/2023	SI03510108		SUPPLY ASSORTED DY-MARK SPRAY PAINTS	\$ 1,627.16	\$ 2,920.91
19/01/2023	SI03526699		SUPPLY ASSORTED DY-MARK SPRAY PAINTS	\$ 6.46	\$ 2,920.91
13/12/2022	SI03363392		SUPPLY ASSORTED ITEMS FOR STORES	\$ 85.60	\$ 2,920.91
23/01/2023	3333.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 923.30
15/01/2023	PY01-15-HIF		PAYROLL DEDUCTION	\$ 923.30	\$ 923.30
23/01/2023	3333.4749-01	Pure Air Filters	PARTS		\$ 154.00
19/01/2023	00014306		SUPPLY AIR FILTERS FOR P2502 & P259	\$ 154.00	\$ 154.00
23/01/2023	3333.480-01	Echo Newspaper	ADVERTISING		\$ 1,397.00
22/12/2022	00029826		ADVERTISING	\$ 330.00	\$ 1,397.00
19/01/2023	00029650		ADVERTISING	\$ 1,067.00	\$ 1,397.00
23/01/2023	3333.5414-01	Exteria	STEEL FABRICATION		\$ 3,199.90
19/01/2023	00010916		SUPPLY & DELIVER 10 X CUSTOM 120L BIN POSTS	\$ 3,199.90	\$ 3,199.90
23/01/2023	3333.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 1,646.24
11/01/2023	BM52225.D1		WORK CLOTHES	\$ 394.60	\$ 1,646.24
06/01/2023	MD40456.D3		WORK CLOTHES	\$ 112.45	\$ 1,646.24
06/01/2023	MD40263.D3		WORK CLOTHES	\$ 133.13	\$ 1,646.24
21/12/2022	MD40456.D2		WORK CLOTHES	\$ 123.88	\$ 1,646.24
21/12/2022	MD108454		WORK CLOTHES	\$ 152.96	\$ 1,646.24
21/12/2022	MD40508.D1		WORK CLOTHES	\$ 201.82	\$ 1,646.24
21/12/2022	MD109236		WORK CLOTHES	\$ 148.41	\$ 1,646.24
17/12/2022	MD40451.D2		WORK CLOTHES	\$ 378.99	\$ 1,646.24
23/01/2023	3333.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
15/01/2023	PY01-15-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	\$ 271.60
15/01/2023	PY02-15-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	\$ 271.60
23/01/2023	3333.5812-01	Sling Lift & Rigging Pty Ltd	MAINTENANCE		\$ 544.50
06/01/2023	00102224		REPAIR CHLORINE HOIST - BILGOMAN AQUATIC CENTRE	\$ 544.50	\$ 544.50
23/01/2023	3333.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 129.15
11/01/2023	2537870		WATER BOTTLES FOR DEPOT WATER COOLERS	\$ 25.83	\$ 129.15
19/01/2023	2542011		WATER BOTTLES FOR KSP LIBRARY	\$ 103.32	\$ 129.15
23/01/2023	3333.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 166.00
15/01/2023	PY01-15-MUNDARIN		PAYROLL DEDUCTION	\$ 164.00	\$ 166.00
15/01/2023	PY02-15-MUNDARIN		PAYROLL DEDUCTION	\$ 2.00	\$ 166.00
23/01/2023	3333.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 28,850.32
20/01/2023	481004887		DIESEL FUEL	\$ 28,850.32	\$ 28,850.32
23/01/2023	3333.6421-01	Vermeer Equipment of WA & NT	PARTS		\$ 223.31
19/01/2023	122513		SUPPLY CURTAIN INFEED FOR 866MDG	\$ 223.31	\$ 223.31
23/01/2023	3333.6732-01	Relationships Australia Western Australia	EMPLOYEE ASSISTANCE PROGRAM		\$ 352.00
13/01/2023	00407747		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	\$ 352.00
13/01/2023	00407735		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	\$ 352.00

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
23/01/2023	3333.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 66.09
19/01/2023	10229234		RETICULATION PARTS	\$ 66.09	\$ 66.09
23/01/2023	3333.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 177.30
15/01/2023	PY01-15-AUSTRALI		PAYROLL DEDUCTION	\$ 47.80	
15/01/2023	PY02-15-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
23/01/2023	3333.7053-01	Darlington Review	SUBSCRIPTION		\$ 670.00
20/01/2023	2786		ANNUAL SUBSCRIPTION 2023 - DARLINGTON COMMUNITY REC ADVISORY	\$ 265.00	
20/01/2023	2787		ANNUAL SUBSCRIPTION 2023 - THE HUB OF THE HILLS	\$ 140.00	
23/01/2023	2788		ANNUAL SUBSCRIPTION 2023 - KSP LIBRARY & AFM LIBRARY	\$ 265.00	
23/01/2023	3333.7318-01	Pirtek Midland	PARTS		\$ 156.93
19/01/2023	MD-T00048203		SUPPLY OF ASSORTED HYDRAULIC HOSES & FITTINGS	\$ 156.93	
23/01/2023	3333.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 2,915.55
23/01/2023	2679		FOOTPATH SWEEPING/MAINTENANCE	\$ 2,915.55	
23/01/2023	3333.7590-01	PFD Food Services Pty Ltd	KIOSK SUPPLIES		\$ 9,318.05
19/01/2023	LF622511		PROVISIONS FOR REFLECTIONS CAFE	\$ 166.95	
19/01/2023	LF622512		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,977.90	
19/01/2023	LF613504		KIOSK SUPPLIES	\$ 2,624.70	
19/01/2023	LF589970		KIOSK SUPPLIES	\$ 335.65	
19/01/2023	LF560102		KIOSK SUPPLIES	\$ 591.80	
19/01/2023	LF574445		KIOSK SUPPLIES	\$ 2,488.00	
19/01/2023	LF574439		KIOSK SUPPLIES	\$ 360.65	
19/01/2023	LF613500		KIOSK SUPPLIES	\$ 772.40	
23/01/2023	3333.793-01	The Katharine Susannah Prichard	GRANT		\$ 20,858.00
12/01/2023	121077		QUARTERLY GRANT FUNDING - JANUARY TO MARCH 2023	\$ 20,858.00	
23/01/2023	3333.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 44.00
15/01/2023	PY02-15-LGRCEU		PAYROLL DEDUCTION	\$ 44.00	
23/01/2023	3333.810-01	Royal Life Saving Society Western Australia	TRAINING		\$ 1,220.00
20/01/2023	147119		ADVANCED RESUSCITATION TRAINING - 19 PARTICIPANTS	\$ 1,220.00	
23/01/2023	3333.8374-01	Natural Area Holdings P/L T/A Natural Area	WEED CONTROL		\$ 13,373.98
19/01/2023	00019198		WEED CONTROL - RILEY RD	\$ 7,898.09	
19/01/2023	00019197		WEED CONTROL - HORSESHOE LANE	\$ 5,475.89	
23/01/2023	3333.8545-01	Sankey Plumbing Service	PLUMBING		\$ 253.00
20/01/2023	5565		PLUMBING SERVICES - MECPC	\$ 253.00	
23/01/2023	3333.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 22,406.59
06/01/2023	00008936		SUPPLY 25MM FERRICRETE	\$ 8,953.98	
06/01/2023	00008937		SUPPLY SCREENED FACE GRAVEL	\$ 1,111.02	
06/01/2023	00008938		SUPPLY 25MM FERRICRETE	\$ 4,914.05	
22/12/2022	00008976		SUPPLY 25MM FERRICRETE	\$ 762.38	
22/12/2022	00008939		SUPPLY RIVER SAND	\$ 529.61	
09/01/2023	00008996		SUPPLY 25MM FERRICRETE	\$ 5,509.24	
23/01/2023	00008896		SUPPLY RIVER SAND	\$ 626.31	
23/01/2023	3333.8611-01	Brownes Foods Operations Pty Ltd	KIOSK SUPPLIES		\$ 402.82
19/01/2023	16958813		KIOSK SUPPLIES	\$ 402.82	
23/01/2023	3333.8881-01	Quality Publishing Australia	VISITOR CENTRE STOCK		\$ 71.24
19/01/2023	00048964		MAPS FOR VISITOR CENTRE STOCK	\$ 71.24	
23/01/2023	3333.9596-01	Brice Pest Management	PEST CONTROL		\$ 352.00
20/01/2023	IV05229		ANNUAL TERMITE INSPECTION - MUNDARING ARENA	\$ 352.00	
24/01/2023	3334.388-01	Bunzl Ltd	CLEANING SUPPLIES		\$ 9,086.47
24/01/2023	X251058		PAPER PRODUCTS - DEPOT	\$ 719.11	
24/01/2023	X243552		PAPER PRODUCTS - DEPOT	\$ 1,537.75	
24/01/2023	X273400		CLEANING SUPPLIES - LAKE LESCHENAULTIA	\$ 2,994.79	
06/12/2022	X230382		CLEANING SUPPLIES - LAKE LESCHENAULTIA	\$ 2,996.83	
06/12/2022	X231633		CLEANING SUPPLIES - LAKE LESCHENAULTIA	\$ 837.99	
25/01/2023	3335.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 22,045.59
25/01/2023	250123		CARE GIVER SUBSIDIES	\$ 22,045.59	
27/01/2023	3336.13603-01	Chidlow Tavern (Brewer Holdings (WA)	REFUND		\$ 330.00
25/01/2023	1392555		HALL BOND REFUND	\$ 330.00	
27/01/2023	3336.14913-01	MPI Automotive	REFUND		\$ 500.00
25/01/2023	1430057		HALL BOND REFUND	\$ 500.00	
27/01/2023	3336.14914-01	Ms S L Kuhn	REFUND		\$ 110.00
25/01/2023	1430029		HALL BOND REFUND	\$ 110.00	
27/01/2023	3336.14915-01	Mr K Gomez	REFUND		\$ 110.00
25/01/2023	1417907		HALL BOND REFUND	\$ 110.00	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
27/01/2023	3336.14916-01	Mr M Firth	REFUND		\$ 65.00
25/01/2023	1387480		KEY BOND REFUND	\$ 65.00	\$ 65.00
27/01/2023	3336.8325-01	Ms V J Loveday	REFUND		\$ 44.00
27/01/2023	1420855		KEY BOND REFUND	\$ 44.00	\$ 44.00
27/01/2023	3336.8707-01	Mr G J Whisson	REFUND		\$ 330.00
25/01/2023	1430428		HALL BOND REFUND	\$ 330.00	\$ 330.00
30/01/2023	3337.34-01	Water Corporation	WATER RATES & FEES		\$ 13,986.53
27/01/2023	9004679250		WATER RATES & FEES	\$ 963.48	
27/01/2023	9004566598		WATER RATES & FEES	\$ 668.63	
27/01/2023	9004697985		WATER RATES & FEES	\$ 5,830.80	
27/01/2023	9004697539		WATER RATES & FEES	\$ 165.43	
27/01/2023	9004697977		WATER RATES & FEES	\$ 13.56	
27/01/2023	9023574999		WATER RATES & FEES	\$ 37.97	
27/01/2023	9004697344		WATER RATES & FEES	\$ 3,776.36	
27/01/2023	9004694442		WATER RATES & FEES	\$ 21.70	
27/01/2023	9015437724		WATER RATES & FEES	\$ 2,508.60	
30/01/2023	3338.14917-01	Lord Mayors Distress Relief Fund, Kimberley	DONATIONS		\$ 10,000.00
27/01/2023	DONATION		DONATION - KIMBERLEY FLOODS PER COUNCIL RESOLUTION 24/01/23	\$ 10,000.00	\$ 10,000.00
30/01/2023	3338.14918-01	Mr R J Campbell	REIMBURSEMENT		\$ 448.72
30/01/2023	REIMBURSEMENT		REIMBURSEMENT - MEDICAL & POLICE CLEARANCE EXPENSES	\$ 448.72	\$ 448.72
30/01/2023	3338.174-01	Synergy	ELECTRICITY		\$ 6,209.69
25/01/2023	5603941927		ELECTRICITY	\$ 1,380.31	
25/01/2023	8146423529		ELECTRICITY	\$ 310.12	
25/01/2023	6172559523		ELECTRICITY	\$ 907.12	
25/01/2023	9370568529		ELECTRICITY	\$ 193.25	
25/01/2023	1877395520		ELECTRICITY	\$ 1,350.05	
25/01/2023	0941380327		ELECTRICITY	\$ 178.09	
25/01/2023	5018318610		ELECTRICITY	\$ 266.72	
11/01/2023	3509628321		ELECTRICITY	\$ 1,624.03	
30/01/2023	3338.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 7,327.50
25/01/2023	250123		FDC PARENT LEVY	\$ 7,327.50	\$ 7,327.50
30/01/2023	3338.7543-01	Ms L Joy	REIMBURSEMENT		\$ 80.02
27/01/2023	REIMBURSEMENT		REIMBURSEMENT - FUEL EXPENSES FOR P4772	\$ 80.02	\$ 80.02
30/01/2023	3339.10414-01	Department of Transport - Vehicle Search	VEHICLE SEARCH FEES		\$ 41.80
25/01/2023	8040339		VEHICLE SEARCH FEES	\$ 41.80	\$ 41.80
30/01/2023	3339.10570-01	Perrott Painting Maintenance Contracts Pty	PAINTING SERVICES		\$ 413.60
27/01/2023	SINV18199		PAINTING SERVICES - SCULPTURE PARK TOILETS	\$ 413.60	\$ 413.60
30/01/2023	3339.10596-01	TJ Signs & Vehicle Graphics	SIGNAGE		\$ 1,320.00
27/01/2023	001924		SUPPLY 10 X LARGE POSTER SIGNS - TWILIGHT TUNES	\$ 1,320.00	\$ 1,320.00
30/01/2023	3339.10637-01	Grants Empire	PROFESSIONAL SERVICES		\$ 396.00
27/01/2023	00002141		ADDITIONAL HOURS WORKED ON PROJECT PROSPECTUS	\$ 396.00	\$ 396.00
30/01/2023	3339.10904-01	Split Horizon Pty Ltd	IT HARDWARE		\$ 1,237.83
11/01/2023	INV-0513		SUPPLY & DELIVER 5 X HP USB DOCKING STATIONS	\$ 1,237.83	\$ 1,237.83
30/01/2023	3339.1111-01	Zipform Pty Ltd	RATES NOTICE PRODUCTION		\$ 8,816.09
27/01/2023	2144412		RATES NOTICE 3RD INSTALMENTS PRODUCTION 2022/2023	\$ 8,816.09	\$ 8,816.09
30/01/2023	3339.11398-01	JB Hi-Fi Group Pty Ltd	IT HARDWARE		\$ 3,482.87
22/12/2022	BD1015819		SUPPLY PHONE CASE FOR IPHONE 13	\$ 76.93	
13/12/2022	BD1003166		SUPPLY & DELIVER IPAD PRO 256GB	\$ 1,085.73	
22/12/2022	BD1018810		DELIVERY CHARGES FOR IPHONE 13, ADAPTOR & CASE	\$ 14.00	
22/12/2022	BD1013911		SUPPLY & DELIVER 5 X WIRELESS HEADSETS	\$ 687.85	
22/12/2022	BD1013957		SUPPLY & DELIVER IPHONE 14 256GB & POWER ADAPTOR	\$ 1,618.36	
30/01/2023	3339.11413-01	Ergolink (Max & Claire Pty Ltd T/A)	IT HARDWARE		\$ 444.00
27/01/2023	SI-00080506		SUPPLY & DELIVER ROLLERMOUSE	\$ 444.00	\$ 444.00
30/01/2023	3339.11953-01	The Stationery Co (C Willis & D J Willis)	STATIONERY		\$ 491.83
25/01/2023	168594		STATIONERY ITEMS	\$ 491.83	\$ 491.83
30/01/2023	3339.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 3,090.36
27/01/2023	C INV 585756		TEMP STAFF - DEPOT	\$ 1,545.18	
27/01/2023	C INV 585755		TEMP STAFF - DEPOT	\$ 1,545.18	
30/01/2023	3339.12134-01	W.A. Library Supplies	LIBRARY SUPPLIES		\$ 463.10
11/01/2023	00132533		LIBRARY SUPPLIES	\$ 463.10	\$ 463.10
30/01/2023	3339.12261-01	ONEMUSIC AUSTRALIA (Australasian)	LICENCE FEE		\$ 1,665.99
25/01/2023	315496		APRA MUSIC LICENCE FEE 01/01/2023 TO 31/03/2023	\$ 1,665.99	\$ 1,665.99

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
30/01/2023	3339.12422-01	MDM Plumbing and Gas	PLUMBING SERVICES		\$ 655.01
27/01/2023	2262		REPAIR BURST PIPE BEHIND CANOE SHED - LAKE LESCHENAULTIA	\$ 413.01	
27/01/2023	2274		REPLACE DAMAGE TAPS - LAKE LESCHENAULTIA CAMPGROUND TOILET	\$ 242.00	
30/01/2023	3339.12451-01	Rainchaser Pumps and Reticulation	RETICULATION PARTS		\$ 91.90
27/01/2023	INV-3120		RETICULATION PARTS	\$ 91.90	
30/01/2023	3339.12470-01	Mr G Wood	FENCING		\$ 308.00
27/01/2023	IV00000001091		REPAIR FENCING - COPPIN RD TRANSFER STATION	\$ 308.00	
30/01/2023	3339.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 1,104.00
27/01/2023	2096		LANDSCAPE SERVICES	\$ 288.00	
27/01/2023	2097		LANDSCAPE SERVICES	\$ 288.00	
27/01/2023	2098		LANDSCAPE & MAINTENANCE SERVICES	\$ 528.00	
30/01/2023	3339.12640-01	Officeworks Ltd	STATIONERY		\$ 486.26
24/01/2023	605012273		STATIONERY ITEMS	\$ 486.26	
30/01/2023	3339.12794-01	Mount Helena Hardware	HARDWARE ITEMS		\$ 721.71
25/01/2023	101075681		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 203.00	
25/01/2023	101075989		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 46.72	
25/01/2023	101076123		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 15.18	
25/01/2023	101075126		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 124.00	
25/01/2023	101074989		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 21.98	
27/01/2023	101075092		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 43.96	
27/01/2023	101074926		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 152.25	
27/01/2023	101074028		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 114.62	
30/01/2023	3339.12899-01	NAPA (A Division of GPC Asia Pacific	PARTS		\$ 225.61
25/01/2023	1320266302		SUPPLY OF WORKSHOP CONSUMABLES	\$ 171.71	
25/01/2023	1320266064		SUPPLY OIL FILTER FOR P182	\$ 19.25	
25/01/2023	1320266027		SUPPLY OIL & FUEL FILTER FOR P182	\$ 34.65	
30/01/2023	3339.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		\$ 84,663.47
22/12/2022	00032012		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 4,022.14	
21/12/2022	00032015		TRAFFIC MANAGEMENT SERVICES - EASON/THROSSELL ST SAWYERS	\$ 6,969.13	
21/12/2022	00031952		TRAFFIC MANAGEMENT SERVICES - EASON/THROSSELL ST SAWYERS	\$ 3,015.87	
17/12/2022	00032014		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 5,125.23	
17/12/2022	00031951		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 2,184.90	
17/12/2022	00031950		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 1,304.16	
17/12/2022	00031949		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 4,744.25	
22/12/2022	00032013		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 3,790.23	
13/01/2023	00032136		TRAFFIC MANAGEMENT SERVICES - EASON/THROSSELL ST SAWYERS	\$ 2,710.08	
13/01/2023	00032177		TRAFFIC MANAGEMENT SERVICES - EASON/THROSSELL ST SAWYERS	\$ 2,557.58	
13/01/2023	00032134		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 2,654.66	
13/01/2023	00032175		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 2,344.00	
17/01/2023	00032081		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 5,787.22	
17/01/2023	00032133		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 1,018.88	
17/01/2023	00032135		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 2,254.15	
17/01/2023	00032174		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 2,730.60	
23/01/2023	00032082		TRAFFIC MANAGEMENT SERVICES - DRAIN MAINTENANCE	\$ 5,542.68	
24/01/2023	00031249		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 10,566.37	
24/01/2023	00032084		TRAFFIC MANAGEMENT SERVICES - VERGE WORKS	\$ 1,853.51	
24/01/2023	00032083		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 4,413.27	
24/01/2023	00032176		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 2,644.14	
11/01/2023	00032067		PREPARE TRAFFIC MANAGEMENT PLAN - ORCHARD RD WOOROLOO	\$ 439.40	
13/01/2023	00032085		TRAFFIC MANAGEMENT SERVICES - EASON/THROSSELL ST SAWYERS	\$ 5,991.02	
30/01/2023	3339.13757-01	Superloop (Operations) Pty Ltd	SUBSCRIPTIONS		\$ 110.00
19/01/2023	AINV024135		NETWORK & DATA SERVICES	\$ 110.00	
30/01/2023	3339.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 240.90
09/01/2023	2823063		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
30/01/2023	3339.13866-01	Booktopia Pty Ltd	BOOKS		\$ 219.41
25/01/2023	18677517		BOOK STOCK - AFM LIBRARY & KSP LIBRARY	\$ 219.41	
30/01/2023	3339.14073-01	Tony's House of Tender Meats (GK & KS	FOOD		\$ 158.87
27/01/2023	31022		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 158.87	
30/01/2023	3339.14188-01	Complete Office Supplies Pty Ltd	STATIONERY		\$ 95.70
25/01/2023	11675196		STATIONERY ITEMS	\$ 95.70	
30/01/2023	3339.14331-01	Mundaring Florists By Design (Jennifer	FLOWERS		\$ 900.00
27/01/2023	INV-0423		AUSTRALIA DAY 2023 CITIZENSHIP AWARD WINNERS GIFTS	\$ 900.00	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Pavee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
30/01/2023	3339.14496-01	Tyrepower Mundaring (The Trustee for The	TYRES & REPAIRS		\$ 710.00
25/01/2023	114739		REPAIR TYRE ON 869MDG	\$ 20.00	
27/01/2023	113765		SUPPLY & FIT 1 X NEW TYRE ON 069MDG	\$ 222.00	
27/01/2023	113108		SUPPLY & FIT 1 X NEW TYRE ON 023MDG	\$ 468.00	
30/01/2023	3339.145-01	Schweppes Australia Pty Ltd (Asahi Beve	KIOSK SUPPLIES		\$ 779.59
24/01/2023	9011535929		KIOSK SUPPLIES	\$ 779.59	
30/01/2023	3339.14505-01	1300Tempence (Ready Industries Pty Ltd	FENCING		\$ 2,801.70
27/01/2023	527744		HIRE OF SOLAR SITE CAMERAS - MATHIESON RD TRANSFER STATION	\$ 862.40	
27/01/2023	534208		HIRE OF SOLAR SITE CAMERAS - MATHIESON RD TRANSFER STATION	\$ 862.40	
27/01/2023	530425		HIRE OF SOLAR SITE CAMERAS - COPPIN RD TRANSFER STATION	\$ 214.50	
27/01/2023	533835		HIRE OF SOLAR SITE CAMERAS - COPPIN RD TRANSFER STATION	\$ 862.40	
30/01/2023	3339.14560-01	Busy Bee Hills Photography (Anita Clare	PHOTOGRAPHY		\$ 11.55
30/01/2023	02		SUPPLY 3 X GREETING CARDS - VISITOR CENTRE STOCK	\$ 11.55	
30/01/2023	3339.14583-01	Fleet Network Pty Ltd	NOVATED LEASE		\$ 762.85
27/01/2023	117593		NOVATED LEASE CHARGES 18/01/2023	\$ 762.85	
30/01/2023	3339.14644-01	Uniting Global Pty Ltd	CLEANING		\$ 2,392.50
20/01/2023	INV-0322		ANNUAL PERIODICAL CLEANING - WOOROLOO HALL	\$ 2,392.50	
30/01/2023	3339.14657-01	Atmos Foods Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 377.80
27/01/2023	4457482		PROVISIONS FOR REFLECTIONS CAFE	\$ 377.80	
30/01/2023	3339.2028-01	Eastern Hills WA Wildflower Society	PLANTS		\$ 120.00
27/01/2023	2022-23 01		PLANTS FOR AUSTRALIAN CITIZENSHIP CEREMONY	\$ 120.00	
30/01/2023	3339.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 554.79
27/01/2023	160266586		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 554.79	
30/01/2023	3339.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 1,722.14
06/01/2023	SIN-3649558		UNIFORMS - SAWYERS VALLEY VBFB	\$ 234.22	
06/01/2023	SIN-3649572		UNIFORMS - CHIDLOW VBFB	\$ 702.67	
06/01/2023	SIN-3650503		UNIFORMS - WOOROLOO VBFB	\$ 551.03	
11/01/2023	SIN-3649562		UNIFORMS - GLEN FORREST VBFB	\$ 234.22	
30/01/2023	3339.280-01	Winc Australia Pty Limited	STATIONERY		\$ 745.14
27/01/2023	9041132488		STATIONERY ITEMS	\$ 106.80	
27/01/2023	9041104918		STATIONERY ITEMS	\$ 31.28	
13/12/2022	9041050388		STATIONERY ITEMS	\$ 607.06	
30/01/2023	3339.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		\$ 187.00
25/01/2023	127627		LEGAL MATTER 4995 - ANNUAL AUDIT SHIRE OF MUNDARING 2022	\$ 187.00	
30/01/2023	3339.3088-01	Local Government Professionals	REGISTRATION		\$ 1,240.00
27/01/2023	34971		REGISTRATION - FINANCE PROFESSIONALS CONFERENCE 2023	\$ 1,240.00	
30/01/2023	3339.33-01	Boral Construction Materials Group	ASPHALT		\$ 2,721.85
27/01/2023	WA17178187		ASPHALT	\$ 169.49	
27/01/2023	WA17178188		ASPHALT	\$ 169.49	
27/01/2023	WA17178189		ASPHALT	\$ 169.49	
27/01/2023	WA17198474		ASPHALT	\$ 169.49	
27/01/2023	WA17213712		ASPHALT	\$ 169.49	
27/01/2023	WA17218107		ASPHALT	\$ 1,025.20	
27/01/2023	WA17222372		SUPPLY EMULSION	\$ 849.20	
30/01/2023	3339.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	COURIER SERVICES		\$ 42.04
06/01/2023	0552-S364420		COURIER SERVICES	\$ 42.04	
30/01/2023	3339.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 2,959.00
27/01/2023	7513		ELECTRICAL SERVICES - MECPC	\$ 2,959.00	
30/01/2023	3339.6657-01	Western Power	ELECTRICAL SERVICES		\$ 419.28
24/01/2023	CORPB0642471		TREES CUT 47 MARINE RD GLEN FORREST ON 31/08/2022	\$ 419.28	
30/01/2023	3339.6658-01	Perth Airports Municipalities Group	SUBSCRIPTIONS		\$ 500.00
11/01/2023	MUN202223		ANNUAL MEMBERSHIP SUBSCRIPTION FEE 2022/2023	\$ 500.00	
30/01/2023	3339.6732-01	Relationships Australia Western Australia	EMPLOYEE ASSISTANCE PROGRAM		\$ 528.00
20/01/2023	00408244		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
20/01/2023	00408115		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
20/01/2023	00408234		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
30/01/2023	3339.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 429.95
24/01/2023	10229672		RETICULATION PARTS	\$ 113.35	
24/01/2023	10229671		RETICULATION PARTS	\$ 60.00	
24/01/2023	10229815		RETICULATION PARTS	\$ 182.00	
24/01/2023	10229753		RETICULATION PARTS	\$ 13.45	
24/01/2023	10229673		RETICULATION PARTS	\$ 61.15	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
30/01/2023	3339.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 4,044.15
27/01/2023	2680		FOOTPATH SWEEPING/MAINTENANCE	\$ 4,044.15	\$ 4,044.15
30/01/2023	3339.75-01	Westrac Pty Ltd	PARTS		\$ 215.38
27/01/2023	PI 7795944		SUPPLY PARTS FOR 018MDG	\$ 215.38	\$ 215.38
30/01/2023	3339.7590-01	PFDF Food Services Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 1,272.05
27/01/2023	LF268046		KIOSK SUPPLIES	\$ 1,189.25	\$ 1,272.05
27/01/2023	LF636806		PROVISIONS FOR REFLECTIONS CAFE	\$ 62.80	
30/01/2023	3339.7727-01	Marshall Beattie Pty Ltd	MAINTENANCE		\$ 4,202.00
11/01/2023	10129130		SUPPLY & INSTALL AUTO DOOR MOTION CONTROL UNIT - BOYA COMMUNITY CENTRE	\$ 4,202.00	\$ 4,202.00
30/01/2023	3339.80-01	Bunnings Group Limited	HARDWARE		\$ 822.95
25/01/2023	2440/01172988		HARDWARE ITEMS	\$ 521.59	\$ 822.95
25/01/2023	2440/01233848		HARDWARE ITEMS	\$ 127.49	
25/01/2023	2440/01171671		HARDWARE ITEMS	\$ 173.87	
30/01/2023	3339.8611-01	Brownes Foods Operations Pty Ltd	KIOSK SUPPLIES		\$ 628.13
27/01/2023	16971309		KIOSK SUPPLIES	\$ 346.11	\$ 628.13
30/01/2023	16914899		KIOSK SUPPLIES	\$ 9.63	
30/01/2023	16914889		KIOSK SUPPLIES	\$ 272.39	
30/01/2023	3339.9596-01	Brice Pest Management	PEST CONTROL		\$ 242.00
27/01/2023	IV05303		PEST CONTROL - MIDVALE CHILD CARE CENTRE	\$ 242.00	\$ 242.00
30/01/2023	3339.9857-01	Limitless Promotions	DOG REGISTRATION TAGS		\$ 190.00
25/01/2023	00230104		DOG REGISTRATION TAGS	\$ 190.00	\$ 190.00
31/01/2023	3340.34-01	Water Corporation	WATER RATES & FEES		\$ 1,211.77
31/01/2023	9012388904		WATER RATES & FEES	\$ 848.39	\$ 1,211.77
31/01/2023	9013091934		LEASE OVER PORTION OF RES 6203 OLD NORTHAM RD CHIDLOW	\$ 363.38	
31/01/2023	3341.14921-01	Mr Z Todorovic	REFUND		\$ 80.00
31/01/2023	1382085		NOMINATION DEPOSIT REFUND	\$ 80.00	\$ 80.00
31/01/2023	3341.14922-01	Mrs T Harvey	REFUND		\$ 500.00
31/01/2023	1397790		HALL BOND REFUND	\$ 500.00	\$ 500.00
31/01/2023	3341.14923-01	Mrs L N Stephenson	REFUND		\$ 330.00
31/01/2023	1415146		HALL BOND REFUND	\$ 330.00	\$ 330.00
31/01/2023	3341.14924-01	Mr I Campion	REFUND		\$ 65.00
31/01/2023	1433867		KEY BOND REFUND	\$ 65.00	\$ 65.00
Total Electronic Funds Transfers From Municipal Account				\$ 2,131,974.04	\$ 2,131,974.04
Payments By Electronic Funds Transfer (Payroll)					
4/01/2023	PP14/23 cycle 1	Pay Summary		\$ 464,663.26	
4/01/2023	PP14/23 cycle 2	Pay Summary		\$ 87,877.67	
18/01/2023	PP15/23 cycle 1	Pay Summary		\$ 450,080.66	
18/01/2023	PP15/23 cycle 2	Pay Summary		\$ 91,267.85	
Total Payroll Payments Direct From Municipal Account				\$ 1,093,889.44	
Payment By Direct Debit From Municipal Account					
		Bendigo - Merch Bank Fees		\$ 5,271.27	
		Bendigo - Direct Debit Fees (incl FTS)		\$ 531.38	
		Commonwealth Bank - Bpoint Fees		\$ 2,324.76	
		NAB - Purchase Cards		\$ 18,716.30	
		Fleetcare - Fuel Payments		\$ 3,587.73	
		HP Financial Services - Equipment Lease		\$ 22,531.94	
		Konica Minolta - Printer Lease		\$ 4,040.42	
		WA Treasury Corporation		\$ 91,888.80	
		WA Treasury Corporation - Gfee		\$ 32,189.90	
		RMS - Lakes Monthly License Fee		\$ 188.10	
		RMS - Monthly SMS Fees		\$ 36.34	
		Qikkids - Fees		\$ 50.29	
		WEX Motorpass		\$ 742.71	
		Debitsuccess		\$ 311.81	
		Windcave - Merchant Fees		\$ 111.10	
Total Electronic Fund Payments Direct From Municipal Account				\$ 182,522.85	

NAB Purchase Card Payments List for January 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
02-Jan-23	Campaign Monitor	January What's On e-newsletter	\$ 22.78	Ms B M Beale
03-Jan-23	Melbourne IT	Private registration - railwayreserves.com	\$ 27.01	Mrs P Heath
03-Jan-23	Mobile Skips	Skip bin for rubbish - MECPC	\$ 380.00	Mrs S E Broad
03-Jan-23	Mobile Skips	Skip bin for rubbish - MECPC	\$ 380.00	Mrs S E Broad
03-Jan-23	Coles 0278	Items not delivered in order - MECPC	\$ 21.00	Ms S Harlow
03-Jan-23	Kmart 1052	Resources for rooms - MECPC	\$ 344.25	Ms S Harlow
03-Jan-23	Spotlight 058	Resources for rooms - MECPC	\$ 123.00	Ms S Harlow
03-Jan-23	Kmart 1282	Resources for rooms - MECPC	\$ 450.00	Ms S Harlow
03-Jan-23	Mt Helena Hardware	Hardware items - Mt Helena Pavilion maintenance	\$ 13.97	Mr J M Neale
03-Jan-23	BP The Lakes 1903	Incident# 603546 welfare catering	\$ 92.90	Mr C M Cuthbert
03-Jan-23	BP The Lakes 1903	Incident# 603546 welfare catering	\$ 259.80	Mr C M Cuthbert
03-Jan-23	JB Hi-Fi Midland Central	External PC microphone - Family Day Care	\$ 119.00	Mrs G L Crosse
04-Jan-23	Kmart 1052	Resources for rooms - MECPC	\$ 233.50	Ms S Harlow
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Boya Community Centre	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Midvale Early Childhood & Parenting Centre	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Lake Leschenaultia	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Hub of the Hills	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Swan Children & Parent Centre Middle Swan	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Midvale Hub Parenting Services	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Mundaring Library	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Bilgoman Aquatic Centre	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Boya Public Library	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Swan Children & Family Centre Clayton View	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Mundaring Arena	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Katharine Susannah Prichard Library	\$ 92.00	Ms A E Douglas
04-Jan-23	Australian Securities & Investments Commission	ASIC - Name Renewal - Eastern Region Family Day Care	\$ 92.00	Ms A E Douglas
04-Jan-23	Spotlight Pty Ltd	Bed linen for all rooms - MECPC	\$ 510.00	Ms S Harlow
04-Jan-23	Myer Pty Ltd	Supply and deliver 4 x high resource tables	\$ 487.80	Mrs G L Crosse
05-Jan-23	Tenderlink	Public Tender - RFQ 21.2023-24 Corporate Business Plan Facilitator	\$ 190.30	Ms A E Douglas
05-Jan-23	Coles Mundaring	Supply 5 x 1 Litre 50+ sunscreen for Bilgoman patrons	\$ 42.50	Ms S H Crawford
05-Jan-23	Chemist Warehouse Belmont	Supply sunscreen, Tick off Spray & bushman heavy duty aerosol	\$ 366.78	Mr C M Cuthbert
05-Jan-23	Campaign Monitor	Children's Events marketing e-newsletter	\$ 140.83	Ms G Evans
09-Jan-23	Blue Dog Training	Construction white card training - FHIO	\$ 59.00	Mr A J Dyson
09-Jan-23	Officeworks	Prints of King Charles & Coat of Arms	\$ 8.76	Mrs P Heath
10-Jan-23	Party Source	Bamboo food boats - Twilight Tunes event	\$ 27.93	Mrs P Heath
10-Jan-23	Seek Limited	Job Advertisement - Planning Officer position	\$ 654.50	Mrs J R Smith
10-Jan-23	Tenderlink	Advertisement for RFQ - Development of Signage Strategy	\$ 190.30	Mrs P Heath
10-Jan-23	Willbee Gold	Summer of Entertainment raffle prizes	\$ 52.50	Mrs K D White
11-Jan-23	Local Government Professionals Australia WA	Contract Management workshop - 3x Depot staff	\$ 3,210.00	Mrs J N Dutton
11-Jan-23	Mundaring Tech	Supply 10m network cable	\$ 17.00	Mr R J Grieves
12-Jan-23	Clariden Global	Aust National Construction Codes, Regs & Compliance - Building Mnt Officer	\$ 1,895.00	Ms M Beley
12-Jan-23	Stationery Co Midvale	Repair material - AFM Library	\$ 59.40	Ms H McKissock
12-Jan-23	Coles 0398	Kitchen consumables - KSP Library	\$ 23.80	Ms G Evans
12-Jan-23	Starlink Internet Services Pte Ltd	Starlink subscription Lake Leschenaultia	\$ 139.00	Mr R J Grieves
12-Jan-23	Woolworths Mundaring	Kiosk supplies - Mt Helena Aquatic Centre	\$ 29.00	Ms S H Crawford
12-Jan-23	Stoneville Fresh Supermarket	Summer of Entertainment raffle prizes	\$ 237.45	Mrs K D White
12-Jan-23	Campaign Monitor	Library bulk e-Newsletter	\$ 140.75	Ms G Evans

NAB Purchase Card Payments List for January 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
12-Jan-23	ALDI Stores - Mundaring	Aqua Nappies	\$ 28.09	Ms S H Crawford
13-Jan-23	Proteus Enterprises Pty Ltd	Workshop - Psychologically Safe Workplace - WHS Officer	\$ 108.90	Ms A E Douglas
13-Jan-23	Seek Limited	Job Advertisement - Part-time Environmental Health Officer	\$ 324.50	Mrs C M Batty
13-Jan-23	Kounta Pty Ltd	Monthly subscription	\$ 220.00	Mr S D Winfield
15-Jan-23	Facebook	Summer of Entertainment event Facebook boost	\$ 30.00	Mrs K D White
16-Jan-23	Party Source	Bamboo food boats - Twilight Tunes event	\$ 52.92	Mrs P Heath
16-Jan-23	Department of Transport	Plate change fee 1QCG001 to 087MDG	\$ 18.50	Mr C M Cuthbert
17-Jan-23	Woolworths Online	Catering - Twilight Tunes event	\$ 187.00	Mrs P Heath
17-Jan-23	Woolworths 4312	Gift Card - Staff Excellence Award - Supervisor Park Services	\$ 55.95	Mrs P Heath
17-Jan-23	Ati-Mirage Training	Virtual Training - Tame Your Inbox - MECPC Childcare	\$ 405.90	Mrs S E Broad
17-Jan-23	The Lazy Corner	Gift Cards - Active Ageing Network volunteer recognition	\$ 270.00	Mrs P Heath
18-Jan-23	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 261.81	Ms H McKissock
18-Jan-23	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 121.87	Ms H McKissock
18-Jan-23	Australia Post Mundaring	Gift card - Excellence Award - Payroll Officer	\$ 55.95	Ms A E Douglas
18-Jan-23	Australia Post Mundaring	Gift card - Excellence Award - Finance Officer	\$ 55.95	Ms A E Douglas
18-Jan-23	Tucker Bush	Books - Bushfood for Beginners - Library stock	\$ 58.90	Ms H McKissock
18-Jan-23	Mt Helena Deli	Catering - Incident # 605455 welfare	\$ 1,773.50	Mr C M Cuthbert
19-Jan-23	Booktopia Pty Ltd	Magazine subscription - Teen Breathe	\$ 67.00	Ms H McKissock
19-Jan-23	Peel-Harvey Catchment Council	Registration - WA Feral Cat Symposium - Tracey Bell	\$ 359.25	Mrs C M Batty
20-Jan-23	Department of Transport	Plate changes fee - 815MDG, 812MDG & 808MDG to State Plates	\$ 91.50	Mrs J N Dutton
20-Jan-23	Mt Helena Hardware	Paint products - Mt Helena Oval Change room graffiti removal	\$ 112.50	Mr J M Neale
20-Jan-23	Facebook	Twilight Tunes Event Facebook Boost	\$ 30.00	Mrs K D White
21-Jan-23	Woolworths Ellenbrook	Batteries for kitchen - MECPC	\$ 18.50	Mrs S E Broad
23-Jan-23	Coles Online	Catering - Twilight Tunes event	\$ 88.00	Mrs P Heath
24-Jan-23	Woolworths Online	Catering - Twilight Tunes event	\$ 18.00	Mrs P Heath
24-Jan-23	Economic Development Australia Ltd	EDA Webinar	\$ 30.00	Mrs P Heath
24-Jan-23	Gilbert's Fresh Midland	Fruit - MECPC Childcare	\$ 21.28	Mrs S E Broad
25-Jan-23	Coles 0330	Supplies for Australia Day event	\$ 97.20	Mrs P Heath
25-Jan-23	Misprint Media Pty Ltd	Magazine subscription - Youkie Mag	\$ 54.00	Ms H McKissock
25-Jan-23	JB Hi-Fi Group Pty Ltd	DVD stock - KSP Library	\$ 179.18	Ms H McKissock
25-Jan-23	Strike	Supply 4 x Fire Appliance cradle replacements - New phones	\$ 810.41	Mr C M Cuthbert
25-Jan-23	Games World Midland	Games Club resources - KSP Library	\$ 294.93	Miss S Mullally
25-Jan-23	Big W Online	LEGO Club resources - AFM Library	\$ 109.00	Miss S Mullally
26-Jan-23	Spotlight 058	Supplies for Australia Day event	\$ 20.00	Mrs P Heath
26-Jan-23	Facebook	Summer of Entertainment Event Facebook boost	\$ 30.00	Mrs K D White
26-Jan-23	NAB	Annual cardholder fee	\$ 110.00	
Total Purchase Card Payments			\$ 18,716.30	

11.0 COUNCIL MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Notice of Motion - Correspondence to Western Australian Planning Commission regarding State Planning Policy 3.7 – Planning for Bushfire - Cr Claire Hurst

File Code	PS.TPS4.3.034
Author	Angus Money, Manager Planning & Environment
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Councillor Hurst has advised her intention to move the following notice of motion:

MOTION

That a letter be sent to the Chairperson of the WAPC (Western Australian Planning Commission) expressing Council's concern with the timing of their deliberation of the amended SP34 Plan – North Stoneville, given that the impending and revised State Planning Policy 3.7 (Planning for Bushfire) is scheduled to be released for public comment from July 2023

PLEASE NOTE: A report on this item will be distributed prior to the meeting.

12.0 URGENT BUSINESS (LATE REPORTS)

13.0 CONFIDENTIAL REPORTS

Nil

14.0 CLOSING PROCEDURES

14.1 Date, Time and Place of the Next Meeting

The next Ordinary Council meeting will be held on Tuesday, 11 April 2023 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting