



3 November 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 November 2023.

The attached agenda is presented for your consideration.

Yours sincerely

Jason Whiteaker
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 NOVEMBER 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.

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**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

**Council
Members**

Apologies

Leave of Absence	Cr Neridah Zlatnik	East Ward
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Absent

Staff

Guests

**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

Council 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 Council 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 10 October 2023 - Eric Smith

SUMMARY

At the Ordinary Council meeting held 10 October 2023, Mr Eric Smith of Glen Forrest asked a number of questions which were taken on notice. A response was provided to Mr Smith by the Chief Executive Officer in writing. Below is a summary of the questions and the response provided.

Question 4

- (a) Was Council approval obtained for installing solar panels on the Administration Building?

Response

Yes, when adopting the Council budgets for the related capital expenditure.

- (b) What is the cost of installation and are they functional?

Response

The total cost of all installations was \$148,370 Ex GST (original north facing panels 2010 \$55,100; upgrade work to original panels 2019 \$24,000; extra west facing panels 2021 \$69,270).

At the time of upgrade, the original panels had already paid for themselves. The current panels and solar system are all functional. As part of the last installation and the original installation upgrade work, optimisers were installed to monitor performance for each individual panel to aid identification of any non-working panels.

For further information please refer to the Shire of Mundaring Website - [Reducing Energy and Emissions » Shire of Mundaring](#) for live production and consumption data via the following solar dashboards

- (c) What is the expected lifespan of the panels and the expected energy savings?

Response

The expected life span of the panels varies. The original north facing panels installed in 2010 should have a remaining life of 12 years, while the new west facing panels should have a remaining life of 22 years.

Energy production of the entire system since mid-2019 (when a new monitoring platform was installed as part of the upgrade works) is 400MWh, equating to savings of \$112,000 assuming a unit cost of 28 cents per kWh (this rate for electricity will increase over time presenting greater savings per annum). The savings for the current year is expected to be \$40,000 based on 143 MWh estimated production (being the production amount for the 2022 calendar year).

4.2 Question Taken on Notice - Ordinary Council Meeting 10 October 2023 - Christo Bezuidenhout

SUMMARY

At the Ordinary Council meeting held 10 October 2023, Christo Bezuidenhout of Chidlow asked a question which was taken on notice. A response was provided to Christo Bezuidenhout by the Chief Executive Officer in writing. Below is a summary of the question and the response provided.

Question 2

(In regard to Infrastructure Plan 69) I was advised that the (traffic management) plan was only submitted on the day of my request. How as this work allowed to go ahead without a plan in place?

Response 2

The requirement to complete a traffic management plan was provided in conditions that were set out for this development in a letter to the developers consultants on October 20, 2021 (Our Ref: SMPJD : ID 479580 File Code: SPA 155549). This condition specifically states the following;

“All works on existing roads during the construction stage of the development must be carried out in accordance with “Traffic Management Requirements for Works on Roads”; Main Roads Western Australia: October 2002 and Australian Standards AS1742.

The above condition being the case, it is the responsibility of the contractor to ensure this condition is met.

Following your complaint, the Shire of Mundaring requested the contractor to provide evidence of how they have met this condition. The contractor submitted an approved (by an independent qualified traffic engineer) traffic management plan.

4.3 Question Taken on Notice - Ordinary Council meeting 10 October 2023 - Sigfried Maien

SUMMARY

At the Ordinary Council meeting held 10 October 2023, Sigfried Maien of Swan View asked a question to which the Shire President requested Shire Officers provide a briefing to Council Members on this matter for further consideration.

Question 1

Are the Council members aware that I recently received a \$25,000 fine in relation to removal of whitegoods from my property? I am requesting Council to support my claim of financial hardship and not enforce this fine.

Response

The Director Statutory Services provided a briefing note to Councillors on this matter on 11 October 2023.

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:

1. the Minutes of the Ordinary Council Meeting held 10 October 2023 be confirmed; and
2. the Minutes of the Special Council Meeting held 31 October 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 16 October 2023

9.1.1 Policy Review - Community Leases - Consideration of Submissions

File Code	GV.OPP1
Author	Pascaline Owers, Governance Officer
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Draft Reviewed Community Leases Policy ↓2. Appendix 1 Classification of tenants ↓3. Appendix 2 Community Leases Guidelines ↓4. Community Leases Policy - OR-24 ↓5. Community Leases Draft Policy - Community consultation survey results ↓6. Draft Community Leases Policy (tracked changes post consultation) ↓7. Appendix 1 Classification of tenants (tracked changes post consultation) ↓8. Appendix 2 Community Leases Guidelines (tracked changes post consultation) ↓

PURPOSE

Following a community consultation period, an updated draft “Community Leases Policy” (**Attachment 1**) is presented to the Governance Committee (the Committee) for its consideration and recommendation to Council.

Appendix 1: Classification of Tenants (**Attachment 2**); and Appendix 2: Community Leases Guidelines (**Attachment 3**) have also been amended to provide further clarification on the provisions of the updated “Community Leases Policy”.

During the consultation period, all current Lessees were invited to comment on the updated “Community Leases Policy” on behalf of their community groups.

BACKGROUND

The current “Community Leases Policy” (OR-24) was adopted in April 2019 (**Attachment 4**). A review of community leases as of March 2023 identified a lack of consistency across the Shire’s 48 community leases and evidence of community groups operating without a lease agreement for an extended period of time.

Given the complexity of the “Community Leases Policy” and the implications on community groups, a number of iterations of the draft “Community Leases Policy” have been presented to Governance Committee workshops, to Governance Committee meetings and to Council for feedback prior to commencing community consultation.

At the Ordinary Council Meeting held 8 August 2023, Council endorsed the draft updated “Community Leases Policy” for the purpose of community consultation. (C3.08.23).

Community consultation commenced from 21 August 2023 with the submission period closing on 6 September 2023. Further detail on the community consultation undertaken is provided in the External Consultation section of this report.

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 of the *Local Government Act 1995* provides the role of council in relation to the determination of policies:

- (1) *The council —*
 - (a) *governs the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government’s finances and resources; and*
 - (b) *determine the local government’s policies.*

POLICY IMPLICATIONS

The “Policy Development and Review Policy” relates.

The principles of the “Community Engagement Policy” were considered and a communication plan was prepared and implemented to guide the community consultation on the draft “Community Leases Policy”.

If adopted, it is proposed that the existing policy will be replaced by the new draft policy.

FINANCIAL IMPLICATIONS

The most significant financial implication of the draft “Community Leases Policy” is the reduction in the rental fee for community groups (24) currently in Category B and eligible to become Category One. This change is expected to occur within a relatively short period after adoption of the draft policy, on the request of current Category B Lessees. Estimated loss of revenue \$15,966. Groups currently listed as Category C will transition to Category Two market rent as their current lease tenure expires. A market valuation will occur when preparing a new lease.

A number of lease renewals have been postponed while the “Community Leases Policy” has been reviewed. It is also expected that some existing Lessees will request an early renegotiation of their current lease if they are eligible for reduced rental costs. This would result in a significant increase of officer time following the initial implementation of the policy. After this, it is anticipated that officer time to manage the leases will remain comparable to the current requirement.

Officer time will also be impacted should the number of insurance claims increase due to the updated policy.

There will be a requirement for a new standard community lease document to be prepared by Shire’s solicitors if the draft “Community Leases Policy” is adopted by Council.

As this loss of revenue has not been considered or provided for in the 2023/24 Integrated Planning and Reporting (IPR) process, how this is to be funded should be considered further when the results of the community consultation are presented to Council.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

SUSTAINABILITY IMPLICATIONS

Deliver outcomes that are consistent with the strategic goals and objectives of the Shire.

RISK IMPLICATIONS

Risk: Financial, compliance: The current Community Leases Policy is not consistently applied or adhered to by all community groups resulting in differences in compliance with essential terms and rental fees and the frustration of some community groups.		
Likelihood	Consequence	Rating
Likely	Moderate	High
Action / Strategy		
Making decisions based on principles set out in an updated Community Leases Policy, which addresses some of the concerns raised, will ensure that all community groups are treated in a consistent, fair and transparent way.		

Risk: Reputation: Ratepayers may be aggrieved at why ratepayers pay for parts of maintenance and insurance costs for community groups whom have exclusive usage on buildings with peppercorn rent.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The lease conditions applicable to community groups with exclusive usage of Shire buildings to be consistent and fair to all community groups whom use the buildings and the ratepayers of the Shire whom must pay for the remaining balance of costs not paid by the community groups.		

Risk: Financial: A number of leases have expired and renewal has been delayed pending adoption of an updated Community Leases Policy.		
Likelihood	Consequence	Rating
Possible	Moderate	Low
Action / Strategy		
Making decisions based on principles set out in an updated Community Leases Policy will ensure that all community groups are treated in a consistent, fair and transparent way.		

EXTERNAL CONSULTATION

Community consultation commenced from Monday 21 August 2023 with the submission period closing on Wednesday 6 September 2023.

Details of the consultation period were made available:

- on the Shire's official website
- on the Shire's engagement platform Engage Mundaring
- via social media posts on the Shire Facebook
- displayed on LED signs.

Documents made available on Engage Mundaring for interested community members to review included:

- Draft “Community Leases Policy”
- Draft Appendix 1: Classification of Tenants
- Draft Appendix 2: Community Leases Guidelines
- Frequently Asked Questions document
- Survey document (including an editable PDF version)

Hard copies of the above documents were also made available at the Shire of Mundaring Administration Centre, Katharine Susannah Pritchard Library and Albert Facey Memorial Library.

Additionally, the Shire Property Management Officer contacted all groups with current community leases, known interested parties and current holders of Memorandums of Understandings (MOU) for storage space within Shire’s premises on two separate occasions advising of the consultation period and survey.

It is noted that prior to the consultation period a letter from Playgroup WA advocating for Playgroups in the Shire was sent to council members appointed to the Governance Committee. The letter has been considered in the process of drafting the policy although no formal submission was received during the consultation period.

Outcomes of the Community Consultation

A total of 22 responses were received with 100% of respondents belonging to a group, which currently hold, or seek to hold, a community lease with the Shire.

There is strong support for the draft “Community Leases Policy” with 67% of respondents stating they ‘agree’ and 14% ‘strongly agree’ that “*the draft community lease documents available for review provided clarity on the proposed Community Leases Policy*”. 5 % of respondents disagreed with this statement.

The full scope of responses received have also been attached (**Attachment 5**). A brief overview is included below:

Category One	Majority of respondents agreed with: <ul style="list-style-type: none"> • eligibility criteria (76%) • fee structure (76%) • essential terms (67%)
Category Two	Majority of respondents agreed with: <ul style="list-style-type: none"> • eligibility criteria (62%) • fee structure (62%) • essential terms (57%)
Category Three	Majority of respondents agreed with: <ul style="list-style-type: none"> • eligibility criteria (62%) • fee structure (71%) • essential terms (62%)

COMMENT

Consideration of the need to balance a consistent, transparent and equitable approach for Council entering into formal lease agreements with sustainable asset management and effective administration of the Shire's properties was taken into account while drafting the "Community Leases Policy" and reviewing the submissions received during the community consultation period.

At the 18 September 2023 Governance Committee workshop, it was recommended that the proposed amendments be incorporated into the next iteration of the draft "Community Leases Policy" following the community consultation period.

Category One	Yearly maximum of \$1500 maintenance cap and a \$500 'once-off' maintenance cap for Category One lessees be retained. This provides Category One tenants with certainty over their potential maintenance expenditure.
Category Two:	<p>To clarify the additional earning potential of Category Two lessees and alleviate concerns that groups may fall under this category if they raise any additional revenue, the description of additional revenue be amended. Category Two tenants have <i>"access to operating and/or capital grants [...] and/ or additional earning potential through the setting of membership fees, regular events, venue hire, licensed premises and the sale of services or products consistent with the group's purpose"</i>.</p> <p>The annual rent fee for Category Two leases is based on the premises full market rent value discounted by 50%. This was included following a discussion of committee members pertaining to item 4.3.1. Officers consider this an appropriate inclusion based on individual groups operating revenue, the potential impact on groups' growth and Shire officer time.</p>
Appendix 2: Community Leases Guidelines	<p>Community Leases Guidelines updated to provide further clarification on what would constitute 'fair wear and tear' and the differentiation between minor maintenance, servicing and what might be excluded to provide clarity to lessees.</p> <p>One of the most important differences between commercial/community leases and residential leases is assigning responsibility for maintenance and repairs. The definition of 'fair and reasonable wear and tear' has been broadened from what is included in residential leases to balance against the reduced fees of a community lease.</p>

Feedback received during the consultation period that has been incorporated into the next iteration of the draft "Community Leases Policy" is summarised below. Details of the respondent (current community lessee) and the category they are likely to be allocated to under the draft "Community Leases Policy", has been included to provide further context on the feedback.

Respondent and Summary of feedback	Shire Response and subsequent change to the draft “Community Leases Policy”
<p>Mahogany Creek Progress Association (Category One)</p> <p>Clarity on timelines of works under the Lessor section and further details for items included in ‘fair and reasonable wear and tear’.</p>	<p>Additional definition of ‘fair and reasonable wear and tear’ has been included in the Community Leases Guidelines (see also changes incorporated from 18 September 2023 Governance Committee workshop).</p>
<p>First Friends Swan View (Category One)</p> <p>Clarify group’s ability to generate revenue.</p> <p>Clarity on what ‘maintenance’ contributes to the expenditure cap in the year.</p> <p>Contemplate regular inspections to monitor ongoing maintenance and wear and tear.</p>	<p>Clarification included addressing additional earning potential for Category Two lessees. It is noted that this feedback has been received from a group that does not generate additional revenue; however, the changes have been made as suggested due to the validity of the comment.</p> <p>Draft Appendix 2: Community Leases Guideline updated to further differentiate servicing, maintenance and general cleaning (see also changes incorporated from 18 September 2023 Governance Committee workshop)</p> <p>See above comment regarding ‘fair and reasonable wear and tear’.</p>
<p>Little Possums Day Care (Category Two)</p> <p>Concern a percentage of operating revenue as the benchmark for discounted market rent may result in groups stunted growth in order to retain the rent 50% discount.</p>	<p>Percentage of operating revenue has been removed as the benchmark criteria for full market rent discount.</p> <p>Category Two market rent to be subsidised by Council by 50% (see also changes incorporated from 18 September 2023 Governance Committee workshop).</p>
<p>Glen Forrest Sports Club (Category Two)</p> <p>Concern a percentage of operating revenue benchmark for discounted market rent may impact sinking funds</p>	<p>Percentage of operating revenue has been removed as the benchmark criteria for full market rent discount.</p> <p>Category Two market rent to be subsidised by Council by 50% (see also changes incorporated from 18 September 2023 Governance Committee workshop)</p>
<p>Wildflower Society (Category One)</p> <p>Shire should be responsible for building insurance.</p>	<p>Feedback is noted, however Category One lessee contribution to 50% of building insurance excess was removed in a previous iteration of the draft “Community Leases Policy”.</p> <p>A contribution to insurance has been included in the draft “Community Leases Policy” to encourage lessees to be proactive</p>

	<p>in the maintenance of the buildings (see also, fair and reasonable wear and tear) and a compromise between the general requirements of insurance for commercial and residential leases.</p>
<p>Mundaring Sporting Club (Category Two)</p> <p>Suggest maintenance cost be tailored to individual building/group.</p> <p>Clarity on process for review/renewal of existing leases.</p>	<p>Feedback is noted however, setting maintenance caps based on individual buildings/groups may not be seen as fair and equitable to all community groups and would be difficult to incorporate into a policy position. Additionally, there would be costs to have external assessments undertaken to determine maintenance requirements for each building and significant staff time to manage differences between leases.</p> <p>Current community leases will be valid until the date of their expiry. If the draft “Community Leases Policy” is adopted by Council, officers will communicate with current lessees on the options to renew their lease under the updated policy.</p>
<p>Darlington Sports and Recreation Association (Category One)</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> • Further splitting Category Two into 2 subgroups. • Category Three to include groups associated with Youth Multicultural and Aged/Seniors groups. 	<p>Feedback is noted however it is not recommended to further split Category Two, noting that currently there would be no community group that would fit into the suggested subgroup. The basis for allocation under Category Two is the groups’ capacity to generate additional revenue.</p> <p>Category Three may be considered should a request be received from Government departments.</p>
<p>Mundaring Toy Library (Category One)</p> <p>Noting that some of the Shire’s assets are ageing; the proposed fee model as outlined during the consultation period would be detrimental to some groups.</p> <p>Removal of “once-off” maintenance cap may triple costs to group.</p>	<p>It is noted that some current leases are based on historical agreements established prior to the adoption of the Community Leases Policy in 2019. Such leases are not in accordance with the Shire’s current Community Leases Policy (OR-24).</p> <p>It is also noted that some of the Shire’s assets are ageing and are considered in the Shire’s asset management planning which informs the Integrated Reporting Framework and schedule of future works.</p> <p>Yearly maximum of \$1500 maintenance cap and a \$500 ‘once-off’ maintenance cap for Category One lessees has been retained (see also changes incorporated from 18 September 2023 Governance Committee</p>

	workshop).
Mt Helena Tennis Club (Category One) Proposal for capped amount to be varied according to individual group's revenue	Feedback is noted however, setting maintenance caps based on individual buildings/groups may not been seen as fair and equitable to all community groups and would be difficult to incorporate into a policy position.
Swan View Cricket Club (Category One) Further clarification required to differentiate not for profit volunteer based sporting clubs and for profit day centres or dance schools.	Clarification included addressing additional earning potential for Category Two lessees (see also changes incorporated from 18 September 2023 Governance Committee workshop).

Changes made subsequent to the 18 September 2023 Governance Committee workshop and from the feedback received during the consultation period have been incorporated and tracked from the reviewed "Community Leases Policy" documents presented to the 8 August 2023 Council Meeting to provide clarity on the changes listed in this report:

- draft "Community Leases Policy with track changes (**Attachment 6**)
- draft Appendix 1: Classification of Tenants with track changes (**Attachment 7**)
- draft Appendix 2: Community Leases Guidelines with track changes (**Attachment 8**)

VOTING REQUIREMENT

Simple Majority

GC2.10.23 – Policy Review - Community Leases - Consideration of Submissions

COMMITTEE RECOMMENDATION	GC2.10.23
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That Council adopts the draft updated "Community Leases Policy" (**Attachment 1**) replacing "Community Leases Policy" (OR-24).

Please Note: Draft Appendix 2 Community Leases Guidelines (**Attachment 3**) has been updated following the 16 October 2023 Governance Committee meeting based on feedback from committee members.



2.X COMMUNITY LEASES

Responsible Directorate	Infrastructure Services
Responsible Service Area	Building Assets
Adopted	April 2019 C8.04.2019
Reviewed	<month/ year> <approver>
Delegation Ref	CE-117 Community Leases
Procedure Ref	N/A

1. PURPOSE

The Shire has a number of properties which are used by a range of community groups and organisations, through a lease, licence or management agreement. This policy sets the overarching principles for the management of the Shire owned, managed or controlled property, including Crown land.

The purpose of this policy is to ensure:

- Shire leased assets are managed appropriately to optimise the benefit to and meet the expectations of the community in accordance with the Shire's Strategic Community Plan, Corporate Business Plan and Community Health and Wellbeing Strategy;
- a consistent, transparent and equitable approach for the process of Council entering into a formal lease agreement with community groups and government agencies to occupy Shire owned or managed land and buildings; and
- sound financial management, sustainable asset management and effective administration of the Shire's properties.

2. SCOPE

This policy applies to all community leases for community groups and organisations, including renewal of leases on expiration of current leases.

It does not cover commercial leases with business entities, as these are negotiated on a case by case basis.

Shire of Mundaring Bush Fire Brigades are excluded from this policy: as they are established under the *Bush Fires Act 1954* and the *Bush Fire Brigades Local Law 2013* and do not require a lease.

Facility hire (regular or occasional) to deliver community based programs, events and activities on an hourly or daily rate is not covered by this policy.

3. DEFINITIONS

capital upgrade	refers to enhancement to the existing facility and extends the asset to cater for growth or additional service level.
capital renewal	relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility (for example carpets).
community group	characteristics include but not limited to: <ol style="list-style-type: none">incorporated not for profit group or association of persons with the primary aim of conducting activities and providing services for community benefit; andrelies predominantly on volunteer labour, community fundraising, membership fees and donations; andmay receive state or federal government operational grants and may rely on a fee for service business model.
community lease	a legally binding agreement granted to community group/organisation that provide services with direct benefit to the community.
CPI	consumer price index (CPI) is a quarterly measure of inflation published by the Australian Bureau of Statistics.
Incorporated	a group of people who are recognised as a legal entity, separate from individual members as defined under the <i>Associations Incorporation Act 2015</i> .
lease	exclusive occupancy agreement. Throughout this policy, the word "lease" includes "licence".
Lessee	a person, group/association who holds the lease of a property. Lessee can be referred to as tenant.
Lessor	the owner of an asset that is leased to another party. Lessor can be referred to as landlord.
lease or licence variation	the addition, removal or change of one or more of the Lease or Licence provisions.
licence	non-exclusive occupancy agreement (shared use).

management agreement	contractual arrangement outlining the terms and conditions associated with usage.
market rent	the annual rent amount the Shire might reasonably expect to receive, and a lessee might reasonably expect to pay, for a tenancy. Market rent value is determined by a licensed valuer.

4. POLICY

The Shire is committed to providing a fair, consistent and transparent approach to the leasing, licencing and management of Shire properties. The Shire acknowledges that there are a range of tenants and uses, many of which provide valued community benefits.

4.1. Occupancy Arrangements

The Shire will enter into one of the following agreements for the use of Shire owned and managed or controlled property including crown land.

The main types of occupancy agreements include:

Lease: proprietary right to exclusive occupation and use of part or all of a Shire-owned property, for an agreed period, in return for rent. The tenant has exclusive use and occupation of the property, although the Shire may require the tenant to encourage other use and subletting can occur if mutually agreeable.

Licence: Contractual right to non-exclusive occupation and /or use of part of a Shire-owned property. It does not confer a right to exclusive possession or occupation of the property. The Shire may see to grant a licence to enable access to the property by the broader community outside of the licensee's usage times.

Management agreement: Contractual arrangement outlining the terms and conditions associated with usage, as negotiated. The terms and conditions are not standard and are negotiated between the two parties.

4.2. Classification of Tenants

4.2.1. Eligibility

In order for community groups and organisations to be assessed for a community lease, the prospective tenants must provide the required documentation. When assessing applications, the following criteria is to be considered:

- a. organisational structure
i.e. incorporated under the *Associations Incorporation Act 2015*; has an Australian Business Number (ABN) (if applicable);
- b. demonstrated financial viability and applicable regulatory compliance
i.e. evidence of revenue; annual financial statements; compliance with relevant legislation governing the activities

of the group; holds all relevant licences and approvals to operate; capacity to meet the cost outlined in the lease contractual agreement.

- c. community benefit
 - i.e. lease will increase social engagement and/or promote the health and well-being of the community; meets a high level of need in the community or responds to a community demand for the service or activity; without this service provision the Shire may be required to provide an additional service or the service would not be available to the community at all;
- d. membership
 - i.e. group's Rules of Association enable non-discriminatory membership,(open to all residents who wish to participate in that service or activity); group's fees are reasonable and accessible;
- e. suitability of the site for the specific purpose;
- f. alignment of the proposal with Council's objectives as articulated in the Shire's Strategic Community Plan; and

Meeting the eligibility criteria listed above does not confer a right to the lease. The Shire reserves the right to decide whether a facility is offered on the basis of a lease; and if so, to whom the lease is offered.

4.2.2. Categories

In the first instance applications for community leases will be considered against the eligibility criteria (refer to item 4.2.1). Where the criteria are met the application will be allocated to one of three categories based on the group/organisation structure and revenue (refer to Appendix 1: Classification of Tenants).

Category One: Incorporated, locally based, not-for-profit groups or organisations with a voluntary management committee and comprised mainly of local representatives. The group/organisation has limited capacity to generate revenue from on-site activities consistent with the group's purpose and the income of the group is generally restricted to low membership fees.

Category Two: Incorporated associations, groups and not-for-profit organisations run by paid staff; or, paid staff and volunteers, and with significant administration resources. The tenant has access to operating and/or capital grants (federal, state or local), and/or additional earning potential through the setting of membership fees, regular events, venue hire, licensed premises and the sale of services or products consistent with the group's purpose.

Category Three: Government Community Child Health Clinic. The tenant receives significant funding from the State or Federal Government or organisations other than the Shire and offer free

community services that specialise in the health of mothers and their babies.

4.3. Fee Structure

The Shire is committed to providing access to Shire owned properties and facilities for the benefit of the local community and to strengthen communities through empowerment of incorporated associations.

The Shire does not seek to derive profit from community leases and it is acknowledged that the cost of providing affordable leases and licences to not-for-profit community and sporting groups is subsidised by the ratepayers of the Shire of Mundaring. To ensure fair and transparent treatment, community groups or organisations will be assessed (as per item 4.2) and according to their capacity to raise revenue and assign them a rent subsidy categories and term as included in the below table.

Category and Fee Structure	Terms
Category One: Peppercorn rent Fee \$1 per annum, yearly maintenance expenditure caps applies (refer to item 4.4.4 and Appendix 2).	Initial term is 5 years with option of 2 x 5 years unless otherwise negotiated by both parties.
Category Two: 50% of premises Market rent(as per item 4.3.1), indexed annually for CPI, plus GST. Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure.	Initial term is 10 years with option of 1 x 10 years.
Category Three: Child health Clinics Fee: \$1 per annum. Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure.	Initial term is 10 years with option of 1 x 10 years.

Note:

Chidlow Progress Association (CPA), Mahogany Creek Progress Association (MCPA) and Katharine Susannah Prichard Foundation (KSPF) have been specified as Category One leases.

The CPA, MCPA and KSPF historical lease agreements provide for a Peppercorn rent with the Lessee having full responsibility for the premises including major structural repairs.

4.3.1. Market Rent (Category Two)

Council will subsidise the cost of Category Two community leases group's annual rent, based on the premises full market rent, by 50%.

The level of financial support provided will be recognised by charging Lessees full market rent and in the same transaction deducting the annual rent subsidy, where Council has approved

such subsidy. This will result in full transparency as to the level of support each group receives from the Shire.

Market rent review will only occur prior to commencement of new lease; or, unless otherwise agreed by both parties at a shared 50% cost of valuation.

4.3.2. Review of Financial Support

If, during the course of a lease, a community group or organisation experiences significant changes to its operation, they may request the Shire to review their assessment by providing substantiated proof of their changed conditions. Adjustments resulting from such a review will not be retrospective.

4.4. Standard Community Lease

The standard community lease, developed by the Shire's solicitors, provides clauses for standard terms and conditions, roles and responsibilities of the Lessor and Lessee, insurance requirements etc. The standard community lease may be amended from time to time upon negotiation and agreement prior to the lease being executed between the Shire (Lessor) and each community group (Lessee) wishing to occupy Shire premises.

The term of the lease is negotiable taking into account the particular circumstances of the property and of the proposed Lessee.

4.4.1. Insurance

All Lessees are required to obtain Public Liability Insurance for a minimum cover of \$20,000,000. A Certificate of Currency must be produced by the community group before the signing of the lease and thereafter every twelve months

4.4.2. Variation

If a Lessee requests a variation to the standard community lease, the Shire may grant a variation on the condition that the variation is achieved by surrender of the existing lease and the grant of a new lease with additional conditions the Shire considers appropriate, at the Lessee's cost.

4.4.3. Timing

A formal agreement or permit must be in place for all community leases within six (6) months of occupation. A community group or organisation without a formal signed lease contract will be required to hire or vacate premises if terms and conditions of lease are not accepted within 12 months of occupation.

4.4.4. Maintenance Responsibilities

Each Lessee is required to maintain the facility in accordance with the maintenance clauses attached to their lease and using the services of registered and qualified trades people if

applicable. The maintenance clauses outline the responsibilities of the Shire and the Lessee.

Category One maintenance caps consist of a maximum of \$500 for a 'once off' minor maintenance item and a yearly maximum of \$1500 minor maintenance. Lessees are to ensure that any maintenance expenditure is recorded (i.e. receipts kept) to determine if the maintenance cap has been expended. Where expenditure does not meet the defined maintenance responsibilities, the expenditure will not be included.

Refer to Appendix 2: Community Leases Guidelines for schedule of maintenance obligations and responsibilities and frequently asked questions.

4.5. Lease Renewal for Existing Lessees

The Lessee may request a renewal of their lease agreement within the lease tenure period. At the expiry of lease tenure period, a lease request will be considered as a new lease and may be submitted to Council for approval.

The following criteria will be considered before a new lease tenure is granted:

- a. There remains a strong demand in the community for the continuation of the Lessee's activities or services;
- b. The facility is not required by the Shire for other purposes;
- c. Renewal of the agreement will continue to maximise benefits to the community and the Shire;
- d. Application(s) to lease Shire owned community facilities have been considered on their merit.

The existing Lessee will be given first right of renewal providing the lessee has not been in substantial breach of their obligations under the existing agreement.

5. APPENDICES

Appendix 1 Classification of Tenants

Appendix 2 Community Leases Guidelines

6. RELATED LEGISLATION

Local Government Act 1995 – section 3.58 (Disposing of property)

Local Government (Functions and General) Regulations 1996 – Regulation 30 (Exempt dispositions)

Land Administration Act 1997 – Part 4 (Reserves)

Occupiers' Liability Act 1995

7. RELATED DOCUMENTS

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

Nil

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Council Policy

Community Leases

Appendix 1 - Classification of tenants



CATEGORY ONE											
Eligibility criteria (for full details refer to Policy item 4.2)											
Organisational structure	Incorporated organisation, locally based service and not -for-profit. It has a voluntary management committee comprised mainly of local representatives. The organisation, community group or club may be part of a larger not-for-profit organisation (if not subsidised by parent body) and is run solely by volunteers.										
Revenue	The tenant has limited capacity to generate revenue from on-site activities consistent with the group's purpose and the income of the group is generally restricted to low membership fees.										
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/ community needs. This type of service would not be provided unless supported by the Shire's lease.										
Membership	Group demonstrates low or affordable membership regime and good governance, and facilitates programs and activities that are specifically targeted at local residents and add value to the social and community fabric of the Shire. The service is non-discriminatory.										
Examples include but not limited to; small sport clubs, community playgroups, toy libraries, men's shed, youth and day centres and community groups/organisations targeting social isolation. Management agreements with community gardens or with sporting and/or community groups over storage facilities.											
Tenant responsibilities (for full details refer to community lease contract)											
Agreement type	Outgoings	Statutory Compliance	Pest inspection	Rubbish and recycling bins	ESL	Contents insurance	Public Liability	Capped maintenance and repairs	Capital upgrades	Building insurance (*)	Rent
Management agreement	x	x	x	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	x	x	x	Peppercom
Licence	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	Peppercom
Lease	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	Peppercom

(*) Tenant is responsible for 50% of building insurance premium

CATEGORY TWO											
Eligibility criteria (for full details refer to Policy item 4.2)											
Organisational structure	Includes incorporated associations, not-for-profit organisations and community groups / clubs run by paid staff, or paid staff and volunteers with significant administration resources.										
Revenue	The tenant has access to operating and/or capital grants (federal, state or local) and/or additional earning potential through the setting of membership fees, regular events, venue hire, licensed premises and the sale of services or products consistent with the group's purpose.										
Community Benefit	The provision of the service is generally not within the remit of local government.										
Membership	The service is non-discriminatory.										
Examples include but not limited to; sporting groups, for-profit day care centres and Kindergartens. State wide or national not-for-profit organisations (unless a statement of financials is provided that demonstrates the group is not subsidised by parent body)											
Tenant responsibilities (for full details refer to community lease contract)											
Agreement type	Outgoings	Statutory Compliance	Pest inspection	Rubbish and recycling bins	ESL	Contents insurance	Public Liability	All minor maintenance and repairs	Capital upgrades	Building insurance (*)	Rent
Licence	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Discounted Market rent
Lease	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Discounted Market Rent

(*) Tenant is responsible for 50% of building insurance premium and 50% of excess on insurance claims

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CATEGORY THREE											
Eligibility criteria (for full details refer to Policy item 4.2)											
Organisational structure	Government Agency										
Revenue	Receives significant funding from the State or Federal Government or organisations other than the Shire.										
Community Benefit	The provision of the service is generally not within the remit of local government.										
Membership	N/A										
Category Three applies to Community Child Health clinics											
Tenant responsibilities (for full details refer to Community lease contract)											
Agreement type	Outgoings	Statutory Compliance	Pest inspection	Rubbish and recycling bins	ESL	Contents Insurance	Public Liability	All minor maintenance and repairs	Capital upgrades	Building insurance (*)	Rent
Licence	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Peppercom
Lease	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Peppercom

(*) Tenant is responsible for 50% of building insurance premium and 50% of excess on insurance claims



APPENDIX 2 COMMUNITY LEASES Guidelines

This guide aims to provide simple guidelines and act as a point of reference to community leases for Lessees and prospective Lessees within the Shire of Mundaring (the Shire).

These guidelines do not replace your lease or licence agreement which should be referred to for further details. These guidelines should be read in conjunction with the "Community Leases Policy".

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Terminology

Throughout this document the community group or organisation holding a community lease (you) may be referred to as the Lessee or Tenant. The Shire, as the owner of the premises/land or the entity responsible for land/property under 'management orders' on behalf of WA State government, may be referred to as the Lessor or Landlord.

Glossary of terms used in this guide:

- Capital upgrade** Refers to enhancement to the existing facility and extends the asset to cater for growth or additional service level.
Capital upgrades are approved at the Shire's discretion and must demonstrate an alignment with the Shire's Strategic Objectives.
The Lessee may apply to Council for financial assistance to upgrade a leased facility with requests being considered as part of the budget process in the year in which the request is received. The Shire will also work to assist groups when applying for funding.
- Capital renewal** Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility (for example carpets).
The Shire is responsible for capital renewal and repairs, which relate to major structural elements of the building such as the roof or load bearing walls. The Shire is also responsible for expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility due to fair wear and tear.
- Contractual right** A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.
- Emergency Service Levy (ESL)** The Emergency Services Levy (ESL) is a Department of Fire and Emergency Services compulsory levy for all buildings. ESL funds Western Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.

Fair wear and tear

Fair and reasonable wear and tear is where an item has become faulty over time despite having been maintained in good condition over its lifetime, and is no longer able to be repaired.

Example 1. A tap fitting which has been repaired as necessary during its service life (new tap washers, reseating, replacement of o-rings and lubrication of spindle) but fails due to wear of the tap seat or spindle thread, necessitating replacement.

Example 2. Carpet or vinyl floor coverings which have degraded (worn and unsightly) due to foot traffic over a lengthy period of time, despite having been regularly cleaned as recommended by the manufacturer.

Example 3. Gutters and/or downpipes which have rusted due to age, despite having been kept clean and free of debris during their lifetime.

It accounts for natural deterioration, but it doesn't include neglect or damage caused accidentally or intentionally by tenants.

Fixtures and fittings

Fixtures are items that are permanently attached – or fixed – to the property, like a fitted kitchen, hot water system, baths, sinks and toilets. Such items would almost always be included in the sale of a house.

Fittings can also be attached to the property, but are generally more temporary in nature, and can include things like mirrors, curtains or blinds, and some shelving or cabinets hung on a wall.

Maintenance responsibilities

Facility maintenance includes minor day-to-day maintenance that can be performed by a handy-person and more significant asset renewal/ maintenance requiring the services of a qualified tradesperson. Licenced trades persons must be used when undertaking significant electrical, plumbing, gas and air-conditioning works.

All maintenance obligations and maintenance standards are clearly articulated in specific schedules to lease and licence documents and are summarised in this guide. Each Lessee is required to maintain the facility in accordance with the maintenance schedule attached to their lease or licence agreement.

The maintenance schedule outlines the responsibilities of the Lessor (the Shire) and the Lessee (you).

Outgoings

Outgoings are fees or charges incurred for the use of a property. These may include utilities such as water, electricity and gas usage, rubbish and recycling charges, sewage rates (in applicable). Outgoings are charged in addition to rent, licence fees and rates and taxes.

Structural

Structural maintenance applies to any major load bearing or large building component, such as wall framing, roof framing, or roof cladding where the majority of the component is affected. This also applies to building fixtures or equipment installed by the lessor where major failure has occurred.

Understanding the Terms and Conditions in your Lease or Licence Agreement

Your association/organisation committee and/or anyone responsible for managing and maintaining your premises should:

- be aware your organisation has a lease or licence arrangement with the Shire
- have a good understanding of the terms and conditions of your lease or licence agreement.

The terms and conditions of your lease or licence agreement outline:

- permitted times and use/s of the premises
- fees and charges
- required insurances
- a survey plan of your lease or licence boundary.

You should keep a copy of your current lease or licence agreement in an accessible location, where it can be readily referred to.

Your lease or licence agreement should be used to develop your organisation's policies and procedures and should be the basis of any hire/user group arrangements.

To request a copy of your current lease or licence agreement, contact the Shire's Property Management Officer.

Keeping the Shire Informed

You must contact the Shire when:

- there are changes to your management committee and/or contact information
- there are changes to your Rules of Association (Constitution)
- you are planning improvements or works to your leased premises
- unexpected changes occur to the condition of your premises (e.g. significant storm damage, vandalism, illegal dumping etc.)
- your organisation is experiencing difficulty meeting the terms and conditions of the lease or licence agreement

- the financial position of your organisation is declining and/or a threat to your operations
- you need assistance managing your organisation (e.g. lack of committee members, issues with other user groups).

You will be asked to provide the following as required:

- audited annual statement of accounts
- information regarding your membership (i.e. membership numbers, fees).

Prior to undertaking any improvements or development works to a community lease site, you need to apply for Shire permission (as the landlord). Further information is provided in the Frequently Asked Questions (FAQ) in this document.

Invoices

There are a range of invoices associated with a community lease:

Rent	Issued annually by the Shire.
Utilities (e.g. water, electricity)	If utility accounts are sent to the Shire, an invoice will be raised and forwarded to Lessee for payment. A copy of the account from the service provider will be provided with the invoice. Water and electricity accounts are issued bi-monthly.
Insurance and Emergency Services Levy (ESL)	Issued annually, around November or December.
Bins	If you have requested a bin service, it may be invoiced as a Rates Notice. This is for a waste service only, no land rates will apply. Tip Passes are available for a fee.

Insurances, Indemnity and Exclusion of Liability

All Lessees must have adequate public liability insurance and other coverage as appropriate for their operations such as building and professional indemnity insurance.

The Lessee is required to:

- Provide a copy of Certificate of Currency for Public Liability Insurance to the value of \$20,000,000 upon signing or renewal of policy;
- Arrange relevant insurance for own equipment and possessions if desired;
- Pay excess on own insurance policies in the event of a claim;
- Reimburse the Lessor the portion of the premium for building insurance as per individual lease conditions.
- pay excess of \$1500 in the event of a claim on the building insurance (50% of applicable excess). Category 2 and Category 3 lessees ONLY.

Use

Your lease or licence agreement will detail the permitted uses for your leased area. Furthermore, you should note that there are certain provisions in regards to the following:

Casual Hire	You must obtain written consent prior to entering into any hire arrangements. All hire arrangement must be consistent with your permitted use (I.e. toddler birthday parties or mothers' group meeting in Playgroup premises) and where permission is granted, you will remains responsible for the Premises at all times.
Alcohol	Sale of alcohol is not permitted within the leased area without permission or relevant licencing requirements.
Sub-letting	Must be mutually agreed and is conditional on Shire approval.
Option to renew (if applicable)	Prior to the expiry of lease term the Lessee will be contacted to confirm acceptance of an additional lease term.
Lease Expiry	Prior to the expiry of lease, Lessee's will be contacted to determine requirements for a new lease.

Frequently Asked Questions

What alterations, additions, improvements or changes can we make to our leased property?

Alterations, additions, improvements or changes to a leased property can include, but are not restricted to, requests to remove a tree, replace a fence, painting, building a patio, or installing air conditioning. Works undertaken within a leased area require permission from the Shire and you need to check with the Property Management Officer prior to commencing any work.

You are required to contact the Shire in writing and provide as much information as possible regarding any work. At a minimum, you need to provide:

- The scope of works
- How are the works to be funded
- Who will be completing the works
- Map/ plan showing location of works.

Depending on the extent of the works an outcome will usually be provided between 1-10 working days and you will be advised if delays are expected.

Permission is required is to ensure works are compliant with relevant local planning or building laws and appropriate building and/or planning permits have been obtained by the lessee. At this time advice or suggestions may be provided to ensure the best outcome of the works to benefit the Lessee (alternative options, better long term outcome, less maintenance costs).

Approved works will be the responsibility of the Lessee for all future repairs, maintenance and replacement.

What type of inspections are likely to take place?

A range of inspections may be conducted on the leased area:

Fire Safety Inspections	Conducted annually by Fire Hazard Inspection Officers to assess firebreaks, access and fuel loads.
Property Inspections	Scheduled annually by the Property Management Officer to assess state of repair of the building.
Public Building Inspections	Generally conducted bi-annually by Health Officers to assess for various health risks. The frequency of these inspections may be determined by the risk of the premises. The main items assessed include patron numbers and egress, fire safety and public amenities (e.g. exit signs, emergency lighting, portable fire extinguishers, toilet facilities etc.)

Do we need to be on site when the Shire appoints a contractor?

When maintenance or servicing works are to be carried out by Shire arranged contractors, an email will be sent advising of scheduled works. While we cannot always provide an exact time and date you will have the option to advise of times/dates that may not be suitable or your preferred time/day for the contractor to attend. The contractor will be provided keys (and if applicable, alarm codes) by the Shire. It is not necessary for you to be in attendance.

Should there be any special requests for the timing of appointment, your contact details will be forwarded to the contractor to make arrangements directly. If the contractor cannot gain access and has not been advised of any changes by you to the arranged time, a fee may apply to reschedule.

How do we check if our chosen contractor is licensed?

Licensed trades persons must be used when undertaking electrical, plumbing, gas and air-conditioning works. All other maintenance and repairs must be completed in a tradesperson like manner.

To check if your chosen contractor is licensed, refer to the Department of Mines, Industry Regulation and Safety - [Occupational licence search](#).

What are our responsibilities for our roof, gutters, downpipes and eaves?

The Shire is responsible for the structural components of the roof.

You are responsible for preventative maintenance. In many cases, this will prevent the need for further general repairs.

It is recommended that you check your roof at the beginning of winter and the beginning of summer, with checks as necessary depending on likely leaf load, and pay particular attention to the following.

Internally:

- Check for signs of water damage (i.e. mould, mildew, drips, leaks, water strains and peeling paint).
- Check for signs of pests occupying roof space (i.e. rats, mice and possums). Long term infestation of pests may cause damage to wiring, insulation and ceilings.

Externally:

- Check for roof rust to avoid corrosion to sheeting or screws, and loose or damaged sheets.
- Check roof tiles to ensure there are no loose, cracked or missing pieces.
- Rot may affect wooden members and if there are signs of rot, they will need to be replaced. Any sign of rot to wooden roof structure needs to be reported to the Shire.
- Impact of additional installations which involve roof penetrations such as air conditioning, pipes, satellite dishes or other fixtures should be checked.
- Flashing should not be pulling away from roof or leaving gaps.
- Valleys must be kept clear of leaves and debris.

Rectify any issues identified during checks and advise the Shire immediately if you notice or suspect structural issues.

Problems caused by lack of maintenance or failure to clean gutters and downpipes can include:

- Damage caused by water overflowing, running over eaves, back into roof and onto the ceiling.
- Buckled, rusting or broken gutters due to debris build up.
- Gutters full of leaves in summer increase risk of ignition from ember attack should there be a nearby bushfire which can start fires and spread quickly to the rest of the premises.

Broken or bent fastenings should be repaired to ensure even flow. Drains should also be cleared to make sure the water can get away once it exits from the downpipes.

Gutters and downpipes not adequately cleaned or maintained will not be considered fair wear and tear should rust develop or be eligible for use of the maintenance cap (if applicable) towards to cost of repairs or replacement.

Our water consumption bill seems very high? What do we do?

Water leaks may not always be obvious, sometimes it not until a larger than usual water account arrives that the problem is noticed.

The Water Corporation provides a useful tool to detect leaks and expert advice on steps to follow. See [Leaks/Watercorporation.com.au](https://www.watercorporation.com.au/Leaks/Watercorporation.com.au).

In first instance it is recommended you check the following:

Toilets	Check seals, float valve and tap for leaks
----------------	--

Taps	May need new washer, reseating or replacing. Don't forget to check all taps including washing machine taps (if applicable) and outside taps
Reticulation	Check for missing or damaged sprinklers, split/damaged pipes and joins.

Also consider checking evaporative air-conditioning units, hot water systems and water pipes in ceilings if this is applicable to your leased premises.

When engaging a plumber for minor repairs it is often worthwhile getting all taps and toilets checked and if needed, serviced at the same time.

What are our responsibilities regarding fire prevention?

In the Shire firebreaks are required to be in place before 1 November each year and maintained up to 31 March the following year. You are responsible for ensuring firebreaks are installed as per Firebreak and Fuel Load Notices. Firebreaks are to be no less than 3 metres wide and have no less than 4 metres height clearance.

Fire Appliance Access is required and you are required to maintain a safe and easy entry and exit from the property with adequate turnaround near buildings.

Other works required to maintain a low fuel load include:

- Raking and removing accumulated leaf litter, twigs and bark and removing of any piles of combustible material.
- Maintaining long grass no higher than 50mm.
- Ensuring a minimum of 2 metre distance between shrubs and structures by trimming vegetation back from buildings.
- Keeping gutters free from leaves and combustible material.
- Cleaning roofs of sheds.
- Advising Shire of any branches overhanging buildings.

A guide to the Shire's [Bush Fires and Fire Management](#) is available on the website.

If you have question or require advice, contact the Fire Hazard Inspection Officers who can provide advice on keeping your leased area compliant with the Shire's Firebreak and Fuel Load Notice. To arrange a site visit at a time convenient to you please phone 9290 6696 or email firesafety@mundaring.wa.gov.au.

Additional information

Funding Options

There are a wide range of funding options available for community groups such as:

- Grants funding
- Sponsorship
- Donations
- Fund raising
- Cash and in-kind contributions from other community organisations/ individuals.

The Shire has developed a community grants program to provide funds to local community groups for activities that not only benefit the members of the group, but the broader community. Grants must meet identified community need, promote active participation of local residents and build community strength.

The grants program is organised on a financial year basis and is a competitive process. For more information about available grants refer to the [Community Grant Program](#) page on the website, or contact the Community Capacity Building Officer on 9290 6678 or via ccbo@mundaring.wa.gov.au

Request for Capital Works

The Shire's annual budget is determined by its long term Financial Plan and Corporate Business Plan in line with the Shire's Strategic Community Plan.

Requests for assistance with capital works need to be assessed and set according to priority before being considered for subsequent years' funding. Any request for capital work should be sent to shire@mundaring.wa.gov.au.

Disability Access and Inclusion

The Shire is committed to continually improving access and inclusion for both residents and visitors. The Access and Inclusion Informing Strategy 2022/2026 provides a framework for the Shire to create an accessible and inclusive community for all people regardless of their ability, age, culture, sex, gender, or sexual orientation. The Action Plan sets out what actions will be implemented over the next five years, and the responsible service areas within the Shire that will deliver on the Plan.

For more information refer to the [Access and Inclusion Informing Strategy](#) page on the website.

For more information about access and inclusion, please contact the Shire's Coordinator Community Engagement team on 9290 6715 or email cce@mundaring.wa.gov.au.

Lease and License Categories

The below information is provided as a guide only and does not replace your lease or licence agreement.

To determine the category relevant to you, refer to the “Community Leases Policy” item 4.2 and Appendix 1 Classification of tenants.

Category One (excerpt of essential terms)	
Initial term	5 years
Option	Up to two (2x) 5 year options (at the Shire’s discretion)
Your Responsibilities (as Lessee / Tenant)	Payments <ul style="list-style-type: none"> • Peppercorn rent, licence or management fee • All outgoings and consumption charges, including but not limited to utilities, rubbish and recycling bin charges, water rates and taxes (if applicable) • Pest control (excluding termite) as required • ESL (not applicable to a licence or management agreement)
	Insurance <ul style="list-style-type: none"> • 50% of building insurance premium • Full replacement value content insurance including lessee’s fixtures, fittings, equipment and stock if desired • \$20 million public liability insurance
	Repair / Maintenance <ul style="list-style-type: none"> • Maintain property clean and in good repair • No property modifications or installations to be undertaken without Shire approval (and statutory approvals if applicable) • General minor maintenance of premises maximum of \$500 for “once-off” minor maintenance items and up to \$1500 maximum per annum. • All costs relating to replacement of fittings and fixtures including light globes and tap washers • Internal and external cleaning (including annual carpet cleaning if applicable) • Minor remedial painting (patch painting)
	Acknowledgement of the Shire The Lessee will acknowledge the Shire’s support through signage or other means as agreed by the Shire

The Shire's Responsibilities (as the Lessor)	Payments <ul style="list-style-type: none"> • Termite inspections and treatment • Cost of statutory compliance (RCD, smoke alarm, emergency exit and fire extinguisher servicing) • Cost of sewerage service charges (if applicable) • 50% of building insurance premium • building insurance excess
	Repair / Maintenance (unless damage caused by Lessee) <ul style="list-style-type: none"> • Scheduled major painting of interior/exterior, or both, as a preventative maintenance process • Structural maintenance, replacement and repair (roofing, main structure) • Pumping out and cleaning of septic tanks (if applicable) • Repairs or replacements necessary due to fair and reasonable wear and tear • Major pruning of trees (if applicable)
	Capital Upgrades Capital renewal of existing assets to be undertaken at the Shire's discretion. Capital upgrades and capital expansion of all assets within the leased area at the Shire's discretion.
	Inspections The Shire will inspect the premises annually (or as required) and will give the Lessee appropriate notice in accordance with the lease terms.
Tenancy Fee	Peppercorn rent, capped maintenance

Category Two (excerpt of essential terms)	
Initial term	10 years
Option	Up to one (1x) 10 years options (at the Shire's discretion)
Your Responsibilities (as Lessee / Tenant)	Payments <ul style="list-style-type: none"> • Rent or licence fee • All outgoings and consumption charges, including but not limited to utilities, rubbish and recycling bin charges, water rates and taxes (if applicable) • Pest control (excluding termite) as required • ESL (not applicable to a licence)
	Insurance <ul style="list-style-type: none"> • 50% of building insurance premium • 50% of the excess of building insurance claims (not applicable to a licence) with a minimum claim value of \$3000 • Full replacement value content insurance including fixtures, fittings, equipment and stock if desired. • \$20 million public liability insurance
	Repair / Maintenance <ul style="list-style-type: none"> • Maintain property clean and in good repair • No property modifications or installations to be undertaken without Shire approval (and statutory approvals if applicable) • General minor maintenance of premises (no annual maximum expenditure cap) • All costs relating to replacement of fittings and fixtures including light globes and tap washers • Internal and external cleaning (including annual carpet cleaning if applicable) • Minor remedial painting (patch painting)
	Capital Upgrade Capital upgrades and capital expansion of all assets within the leased area and maintenance of fit-out.
	Obligations of Lessee and Default Provisions The Lessee is responsible for paying any license fees and/or rent and any other monies owed under the agreements within 30 days of the due date. Continued failure to pay monies due and owing under the agreement may result in the Shire terminating the agreement.

	<p>Acknowledgement of the Shire</p> <p>The Lessee will acknowledge the Shire's support through signage or other means as agreed by the Shire.</p>
<p>The Shire's Responsibilities (as the Lessor)</p>	<p>Payments</p> <ul style="list-style-type: none"> • Termite inspections and treatment • Cost of statutory compliance (RCD, smoke alarm, emergency exit and fire extinguisher servicing) • 50% of building insurance premium • 50% of building insurance excess
	<p>Repair / Maintenance (unless damage caused by Lessee)</p> <ul style="list-style-type: none"> • Scheduled major painting of interior/exterior, or both, as a preventative maintenance process • Structural maintenance, replacement and repair (roofing, main structure) • Pumping out and cleaning of septic tanks (if applicable) • Repairs or replacements necessary due to fair and reasonable wear and tear • Major pruning of trees (if applicable)
	<p>Capital Renewal</p> <p>Capital renewal and capital expansion of all assets within the leased area to be undertaken at the Shire's discretion.</p>
	<p>Inspections</p> <p>The Shire will inspect the premises annually (or as required) and will give the Lessee appropriate notice in accordance with the lease terms.</p>
<p>Tenancy Fee</p>	<p>Discounted Market rent, (Community Leases #insert policy number - Item 4.3.1)</p>

Category Three (excerpt of essential terms)	
Initial term	10 years
Option	Up to one (1x 10 years options (at the Shire's discretion))
Your Responsibilities (as Lessee / Tenant)	Payments <ul style="list-style-type: none"> • Rent or licence fee • All outgoings and consumption charges, including but not limited to utilities, rubbish and recycling bin charges, water rates and taxes (if applicable) • Pest control (excluding termite) as required • ESL (not applicable to a licence)
	Insurance <ul style="list-style-type: none"> • 50% of building insurance premium • 50% of the excess of building insurance claims with a minimum claim value of \$3000 • Full replacement value content insurance including fixtures, fittings, equipment and stock • \$20 million public liability insurance
	Repair / Maintenance <ul style="list-style-type: none"> • Maintain property clean and in good repair • No property modifications or installations to be undertaken without Shire approval (and statutory approvals if applicable) • General minor maintenance of premises (no annual maximum expenditure cap) • All costs relating to the replacement of fittings and fixtures including light globes and taps • Internal and external cleaning (including annual carpet cleaning if applicable) • Minor remedial painting (patch painting).
	Capital Upgrades Capital upgrades and capital expansion of all assets within the leased area and maintenance of fit-out.
	Obligations of Lessee and Default Provisions The Lessee is responsible for paying any license fees and /or rent and any other monies owed under the agreements within 30 days of the due date. Continued failure to pay monies due and owing under the agreement may result in the Shire terminating the agreement.

	<p>Acknowledgement of the Shire</p> <p>The Lessee will acknowledge the Shire's support through signage or other means as agreed by the Shire.</p>
<p>The Shire's Responsibilities (as the Lessor)</p>	<p>Payments</p> <ul style="list-style-type: none"> • Termite inspections and treatment • Cost of statutory compliance (RCD, smoke alarm, emergency exit and fire extinguisher servicing) • 50% of building insurance premium • 50% of building insurance excess
	<p>Repair/ Maintenance (unless damage caused by Lessee)</p> <ul style="list-style-type: none"> • Scheduled major painting of interior/exterior, or both, as a preventative maintenance process • Structural maintenance, replacement and repair (roofing main structure) • Pumping out and cleaning of septic tanks (if applicable) • Repairs or replacements necessary due to fair and reasonable wear and tear • Maintenance of roofing, mechanical services and the main structure • Major pruning of trees (if applicable)
	<p>Capital Renewal</p> <p>Capital renewal and capital expansion of all assets within the leased area to be undertaken at the Shire's discretion.</p>
	<p>Inspections</p> <p>The Shire will inspect the premises annually (or as required) and will give the Lessee appropriate notice in accordance with the lease terms.</p>
<p>Tenancy Fee</p>	<p>Peppercorn rent</p>

A to Z of Maintenance Obligations

The below table provides an A-Z list of obligations relevant to you as the Lessee and the Shire as the Lessor.

The below information is provided as a guide only and does not replace the obligations as listed in your lease or licence agreement.

General Terms

Alterations	<p>Lessee must seek written consent from Lessor prior to make or allow, any alteration, addition, improvement, or demolition of any part of the premises</p> <p>After obtaining written consent, Lessee must apply for and obtain all statutory approvals, authorities, permits or policies as are required by law before undertaking any alterations, additions, improvements or demolitions.</p>
	<p>Lessor will evaluate any request for alteration submitted by Lessee and communicate determination in relation to submission.</p>
Building Insurance claims	<p>Building insurance covers property in the event of, but not limited to, fire, storm damage, vandalism, break-ins. Insurance claim minimum value is \$3000.</p>
	<p>Category 1 lease: Lessor responsible for insurance excess</p>
Maintenance expenditure cap (Category 1 leases)	<p>Lessee must promptly repair or replace any damaged item. Category 1 lease: Amounts expended by the Lessee on maintenance or repair are capped: Maximum of \$500 for “once-off” minor maintenance item and Annual Maximum amount of \$1500; per year. If the total amounts expended exceed the annual maximum amount, Lessee is required to provide the Lessor with detailed evidence of previous expenditure in the form of itemised tax invoices.</p>
	<p>Category 1 leases: Where maintenance works are required beyond the maintenance cap the Lessor reserves the right to seek alternative quotations and will pay the additional amount in excess of the “Once-off” and/or Annual Maximum amount.</p>

Maintenance (General)	Lessee is responsible for the cost of repair or replacement if it is necessary because of any action or omission of or on the part of the Lessee or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee.
	Lessee will be responsible for the cost of structural maintenance, replacement or repair when such maintenance, repair or replacement is necessary because of any action or omission of or on the part of the Lessee or by the Lessee's particular use or occupancy of the Premises
	Lessor will carry out agreed repairs or replacement that are necessary as a result of fair and reasonable wear and tear and so long as the Lessee has completed regular and ongoing preventative maintenance and repairs as needed, and to maintain the property to a standard appropriate for the age of the premises. Lessor is responsible for the cost of structural maintenance

General Statutory / Minimum Level of Service Obligations

Asbestos	Lessee will be provided with an excerpt of the Asbestos Containing Material (ACM) register in their meter box (if applicable) and any works involving asbestos containing materials must be carried out by a suitably licensed contractor.
Emergency exit lighting systems and emergency doors	Lessee is responsible for notifying the Lessor if any Fire Evacuation Exit Signs are not in good working order.
	Lessor will arrange for annually test and service by a qualified technician and replacement of non-compliant, faulty or damaged equipment as required at time of service call.
Firefighting equipment and exit signs	Lessee to ensure firefighting equipment is not tampered with or removed from designated area.
	Lessee is responsible for costs incurred for replacement if misuse, tampered or lost Fire Fighting Equipment.
	Lessor will arrange annual inspection of the premises to ensure compliance with statutory requirements. Serviced at least every 6 months by a qualified technician and replacement of non-compliant, faulty or damaged equipment as required at time of service call.

Pest control	<p>Lessee will keep leased premises free of pests. Lessee is responsible for cost of extermination of pests with the exception of white ant treatment. This includes but not limited to:</p> <ul style="list-style-type: none"> • Ants • Cockroaches • Birds • Rats and Mice • Spiders • Wasps • Possums <p>Lessee to keep building in such a manner as not to encourage white ants i.e. not stacking newspapers timber etc. against walls and to report any sign of white ants activity to the lessor and in a manner which discourages all pest intrusions.</p>
	<p>Lessor will arrange annual white ant pest inspection, and treatment if required, by a licenced and insured Pest Control technician. Testing and bait stations installation will be conducted on advice from pest control technician.</p>
	<p>RCD protections, tagging electrical equipment</p> <p>Lessee to ensure that all portable plug-in electrical equipment is regularly inspected in accordance with relevant legislation.</p>
	<p>Lessor to ensure that all RCDs are inspected, tested, repaired and maintained in accordance with the relevant legislation.</p>

Interior of Premises

Bathrooms and change rooms (including: drains sewerage, showers, toilets etc.)	<p>Lessee must keep clean at all times and ensure all are operable and free from any blockages.</p> <p>Lessee shall not permit foreign objects or matter to be placed into drains, toilets or grease traps and will be responsible for clearing such blockages.</p>
	<p>Lessor will replace irreparable items and undertake capital renewal as and when determined by the lessor.</p> <p>Lessor will engage trades to investigate and clear major blockages, however if the cause of the blockage is found to be caused by the tenant (e.g. nappies or similar blocking a drain), then the lessee will be charged for the costs. Lessor is responsible for clearing blockage caused by tree roots entering drain pipes.</p>

Carpet	Lessee to keep carpets clean at all times. Carpets are to be vacuumed often and steam clean at least once annually with spot cleaned to occur as needed.
	Lessor will replace as and when determined and scheduled by Lessor.
Ceiling	Lessee to keep ceiling clean, free of cobwebs and cleaned of any temporary decoration. Air conditioning vents and the like shall be kept clean and in good working order. Note: Any water damage or sagging to be reported to the Lessor.
	Lessor to repair any structural damage to ceiling. If damage is caused or contributed to by the lessee or lessee's employees and visitors, the lessor may require the lessee to reimburse it for part or all of the cost of repairing the damage
Cleaning and cobweb removal	Lessee to ensure premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Cupboards, benches, cabinets (built in joinery)	Lessee to regularly clean all doors, latches, drawers and shelves and to keep free from any damage, marks or food residue.
	Lessor to replace built in joinery as and when determined by the lessor.
Doors	Lessee to keep doors clean, free from any marks, damage and cobwebs. Doors are to be lockable and operable. Any door closers or other devices fitted should be maintained in good working order. Note: Locks are not to be changed without the prior approval of the Lessor. Locks must be keyed to the Lessor's Key System.
Floors	Lessee to keep floors clean and regularly maintained in accordance with the requirements of the type of surface, i.e. hard floors to be swept and mopped. In kitchen areas, relevant Health requirements should be strictly complied with.

	<p>Lessor will replace floor coverings as determined by the Lessor. This is generally when the coverings have reached the end of their life as a result of fair and reasonable wear and tear. Lessor is not responsible for replacement when it is due to lack of care and maintenance or due to abuse or damage by the Lessee.</p>
Keys / locks / hardware	<p>Unless otherwise approved by the Lessor in writing, the Lessee must not have additional sets of keys copied or cut and must immediately notify the Lessor of any loss of keys;</p> <p>Locks are not to be changed without the prior approval of the Lessor. If the locks are changed, the Lessee must provide the Lessor with keys to access all areas of the Premises.</p> <p>The Lessee is responsible for the maintenance and repairs of window and door hardware including the cylinder.</p>
	<p>Lessor is to provide the Lessee with one (1) set of keys for access to the Premises and all rooms therein.</p> <p>Bi-lock System: Works to repair or change locks will be undertaken by the Shire and costs forwarded to the Lessee.</p>
Painting	<p>Lessee is responsible for patch painting required for repair purposes.</p>
	<p>Lessor will schedule and carry out preventative maintenance</p>
Sink, basin, pedestal pans and cisterns	<p>Lessee to maintain in clean and operable condition and clear of all blockages caused by foreign objects or matter. Lessee to repair fittings such as taps.</p>
Toilets	<p>Lessee to keep in a clean and operable condition at all times and check seals, float valve and tap for water leaks as well as clear all blockages caused by foreign objects or matter placed in toilets.</p> <p>All consumables, i.e. Toilet paper, paper towels, are to be supplied by the Lessee.</p> <p>Replacement of fittings such as roll dispensers and coat hangers rest with the Lessee.</p>
Walls (interior)	<p>Lessee to keep all wall surfaces throughout the premises clean, free from any marks, damage and cobwebs</p>
	<p>Lessor to repair structural damage to load bearing walls.</p> <p>If damage is caused or contributed to by the lessee or lessee's employees and visitors, the lessor may require the lessee to reimburse it for part or all of the cost of repairing the damage.</p>

Windows	<p>Lessee to ensure that all dirt, sand and rubbish is kept clear from windows tracks.</p> <ul style="list-style-type: none"> • Clear any debris from weepholes in the windowsills. • Lubricate moving parts such as rollers, locks and hinges. <p>Check seals and replace as require.</p>
	<p>Internal/ External painting will be part of the Shire's maintenance schedule and will include doors and windows frames where previously painted.</p>

Fixtures, Fittings, Appliances and Electrical

Air-conditioning	<p>Before installing any new air conditioners, Lessee must seek permission from the Shire to undertake works. The Shire will give consideration to insulation, ventilation, and capacity of electrical supply.</p> <p>The Lessee is required to operate, clean and service any installed air-conditioning unit in accordance with the manufacturer's standards.</p> <p>If installed by Lessee, installation, repairs, maintenance, servicing and replacement of air conditioners is the responsibility of the lessee.</p>
	<p>If installed by Lessor, air-conditioning will be replaced at the end of its serviceable life.</p>
Electrical fittings	<p>Lessee to keep all electrical fittings such as power points, light switches and light fittings in clean and in good working order. Lessee to replace light globes and fluorescent light tubes which may fail.</p>
Gas appliances	<p>Lessee to operate and regularly clean appliances to maintain in good working order with all gas supplier requirements being complied with.</p>
	<p>Lessor does not support gas appliances and would replace with comparable electric appliance</p>
Hot water system	<p>Lessee is responsible for the maintenance and servicing of the hot water system.</p>
	<p>Lessor will replace hot water system at the end of its serviceable life.</p>
White Goods including stove, fans,	<p>Lessee to keep white goods clean, operable, regularly maintained and repaired as required and operated in accordance with the manufacturer's requirements.</p>

refrigerators, heaters & Other	Lessor will replace white goods at the end of its serviceable life if it is an identified Shire asset.
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Exterior and Surrounds

Carpark	Lessee is responsible for ensuring car park is clean and clear of rubbish, trip hazards or obstructions.
	Lessor responsible for bitumen repairs, pot-hole maintenance and line marking.
Eaves, gutters and downpipes	Cleaning and maintaining gutters and downpipes should be a regular part of Lessee maintenance schedule. This may vary from twice to several times a year, dependant on your location and time of the year.
	Lessor will replace eaves, gutters and downpipes at the end of their serviceable life, subject to adequate care and maintenance by the Lessee.
Fencing	Lessee to keep fencing clean and free of any graffiti and repair any minor damage.
	Lessor will replace fencing at the end of its serviceable life – like for like.
Fire Prevention	Lessee to maintain fire prevention requirements as per Shire of Mundaring Firebreak Notice and conduct any other fire management matters as instructed by Shire of Mundaring Chief Fire Control Officer. Refer to FAQs provided in these guidelines.
Garden and surrounds	To be kept in tidy and free from litter and rubbish. Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens lawns, shrubs, hedges and trees. Lessee is responsible for any minor pruning. If any flora, trees or lawn dies to be replaced at its own expenses. The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require. The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

Pathways	Lessee to keep pathways clear of rubbish and swept regularly with care not to damage vegetation surrounding the building.
	Lessor is responsible for Shire verge footpaths.
Roof	Lessee is responsible for internal and exterior preventative maintenance and minor maintenance.
	Lessor is responsible for the structural components of the roof.
Rubbish Bins	Lessee to ensure all rubbish is placed in the outside rubbish bins in the designated bin areas/enclosures. Bin enclosure is to be kept clear of all rubbish.
Tree pruning	Lessor is responsible for any major tree pruning and tree removal (unless noted otherwise in lease) as determined by the Lessor.
Signs	Signs located on the building, are to be regularly maintained by Lessee and kept in a safe condition. Signs that may become damaged are to be replaced immediately. Any approvals or licences for signs are to be kept current.
	Installation of any sign requires approval from the Lessor .
Veranda	Lessee to keep clean and free from cobwebs.
Walls	Lessee to keep exterior walls free from any marks, damage and cobwebs.

Security

Graffiti	<p>Graffiti removal is the responsibility of the Lessee and any graffiti should be removed as quickly as possible.</p> <p>Report Graffiti to Shire and via Report Graffiti Form. For further information on removing/preventing graffiti Goodbye Graffiti.</p>
Malicious damage and break ins	<p>Lessee is responsible for notifying the lessor of any incidents of malicious damage or break-ins and submitting a police report for insurance purpose.</p> <p>Lessor will submit building insurance claim if applicable.</p>
Security system	<p>Lessee to ensure the premise is maintained in a secure condition at all times.</p> <p>The Lessee may, with prior approval from the Lessor, install a security system to the premises and pay all costs associated with the installation and ongoing monitoring of a security system. Such system is to be maintained by the Lessee in accordance with the supplier's instructions.</p> <p>All security telecommunications and other fees are to be met by the Lessee.</p> <p>If security system is installed the Lessee is required to provide access keys and alarm codes to the Lessor.</p>
Security screens	<p>Lessee to keep security screens clean and firmly fixed. Any cobwebs to be regularly removed</p>
Vandalism	<p>Lessee to notify Lessor of any act of vandalism to the premises or any incident which occur on or near the premises.</p> <p>Lessor will submit a building insurance claim on presentation of a police report if applicable.</p>

Further Questions?

Should you require further information regarding community leases, please refer to the “Community Leasing Policy”.

If assistance is required to determine the category relevant to your organisation, or any other enquiry, please contact:

Dee Roberts

Property Management Officer

Email: shire@mundaring.wa.gov.au

DRAFT

Shire of Mundaring

POLICY**COMMUNITY LEASES**

Policy Ref:	OR-24
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Adopted:	C8.04.19	Date:	9 April 2019
Amended:		Date:	
Reviewed:		Date:	
Procedure Ref:		Delegation Ref:	CE-117
Statute Ref:	<i>Local Government Act 1995 – section 3.58 (Disposing of property)</i> <i>Local Government (Functions and General) Regulations 1996 – regulation 30 (Exempt dispositions)</i> <i>Land Administration Act 1997 – Part 4 (Reserves)</i> <i>Occupiers' Liability Act 1995</i>		

Local Law Ref: N/A

PURPOSE

To ensure:

- a consistent, transparent and equitable approach for the process of Council entering into a formal lease agreement with community groups to occupy Shire owned or managed land and buildings; and
- Shire leased assets are managed appropriately to optimise the benefit to and meet the expectations of the community.

POLICY**1. DEFINITIONS**

Lease	Exclusive occupancy agreement
Licence	Non-exclusive occupancy agreement (shared use)
Community group	<ol style="list-style-type: none"> 1. incorporated not for profit group or association of persons with the primary aim of conducting activities and providing services for community benefit; and 2. relies predominantly on volunteer labour, community fundraising, membership fees and donations; and 3. may receive state or federal government operational grants and may rely on a fee for service business model
Community lease	A lease between the Shire and a community group
CPI	Consumer Price Index. For the purpose of this policy CPI means the Perth All Groups CPI rise for the March quarter of

	the year, as determined by the Australian Bureau of Statistics
Market rent	The annual rent amount the Shire might reasonably expect to receive, and a lessee might reasonably expect to pay, for a tenancy. Market rent value is determined by a licensed valuer.

Throughout this policy, the word “lease” includes “licence”.

2. SCOPE

This policy applies to all new community leases for community groups, including renewal of leases on expiration of current leases. It does not cover commercial leases with business entities, as these will be negotiated on a case by case basis.

Shire of Mundaring Bush Fire Brigades are excluded from this policy: while these are community groups, they are an integral part of the Shire under the *Bush Fires Act 1954* and the Bush Fire Brigades Local Law 2013 and do not require a lease.

3. ELIGIBILITY FOR A COMMUNITY LEASE

Groups meeting the definition of a community group and who request exclusive or non-exclusive use to operate community activities from a leased facility, are eligible to apply for a community lease in accordance with this policy.

When assessing applications, Council will consider factors including the following criteria:

- the organisational structure of the group:
 - ✓ group is incorporated under the *Associations Incorporation Act 2015*;
 - ✓ group has an Australian Business Number (ABN);
- financial viability of the group:
 - ✓ proven financial viability, backed up by annual financial statements;
 - ✓ compliance with relevant legislation governing the activities of the group;
 - ✓ holds all relevant licences and approvals to operate;
- the community benefit of the proposal:
 - ✓ lease will increase social engagement and/or promote the health and well-being of the community;
 - ✓ meets a high level of need in the community or responds to a community demand for the service or activity;
 - ✓ without this service provision the Shire may be required to provide an additional service or the service would not be available to the community at all;
 - ✓ group's Rules of Association enable non-discriminatory membership, i.e. open to all residents who wish to participate in that service or activity;
 - ✓ group's fees are reasonable and accessible;
- the suitability of the site for the specific purpose;

- the alignment of the proposal with Council’s objectives as articulated in the Shire’s Strategic Community Plan; and
- for Shire-owned freehold premises: the alignment of the proposal with Council’s Property Strategy, in which freehold property is distinguished in three categories:
 1. social, community and civic purposes;
 2. economic purposes; and
 3. investment purposes.

4. STANDARD COMMUNITY LEASE

4.1 The community lease, developed by the Shire’s solicitors, with standard terms and conditions, roles and responsibilities, as amended from time to time, will be executed between the Shire (lessor) and each community group (lessee) wishing to occupy Shire premises.

4.2 The term of the lease is negotiable taking into account the particular circumstances of the property and of the proposed lessee.

4.3 Insurance

All community groups are required to obtain Public Liability Insurance for a minimum cover of \$20,000,000. A Certificate of Currency must be produced by the community group before the signing of the lease and thereafter every twelve months.

5. RENT SUBSIDIES

Subsidising rent is an indirect form of financial support from ratepayers to community groups and should only be considered by Council if the community group can demonstrate benefits to the entire community (inclusive benefit) or to a particular section of the Shire community (exclusive benefit).

To ensure fair and transparent treatment, Council will assess community groups according to their capacity to raise revenue and assign them to one of three rent subsidy categories:

	Category A	Category B	Category C
	Peppercorn rent	Community rent	Market rent, discounted where appropriate
Rent setting	annual rent is \$1 per annum plus GST, payable in advance for the duration of the term of the lease	Determined by the size of the leased area: B1: areas up to 999sqm - \$500 per annum plus GST B2: areas 1,000sqm up to 4,999sqm - \$1,100 per annum plus GST	full market rent with any discount based on Council’s assessment of the group’s community benefit

		B3: areas 5,000sqm and over - \$1,700 per annum plus GST	
Indicators of eligibility for rent subsidy	no revenue raising capacity from activities consistent with the group's purpose	limited capacity to generate revenue from activities consistent with the group's purpose	ability to raise revenue and charge fees from activities consistent with the group's purpose
	no access to other funding sources	service or activity is non-discriminatory, i.e. open to all residents who wish to participate in that service or activity	access to substantial government grants (federal, state or local)
	without this service provision the Shire would be required to provide an additional service	service or activity is extensively used by specific sections of the community (youth, seniors, etc.)	commercial activities may include, but are not limited to regular bar and food activities, retail shop sales, fee for service at commercial rates
	meets a high level of need in the community	limited access to other sources of funding (no more than 10% of total revenue)	significant administration resources, such as paid staff, office equipment etc.
	run exclusively by volunteers	run exclusively by volunteers	run by paid staff or paid staff and volunteers

All community lease rents, other than peppercorn rents, will be indexed annually for CPI.

Full market rent discounts (Category C):

Full market rent will be applied where the community group's annual rent is less than 5% of its ongoing operating revenue (or estimated operating revenue where the group is newly established). Operating revenue excludes any capital grants.

Where full market rent would account for more than 5% of the group's annual operating revenue or estimated revenue, Council may provide a subsidy on the following basis:

- 50% discount if the group demonstrates an inclusive benefit;
- 25% discount if the group demonstrates an exclusive benefit.

The level of financial support provided will be recognised by charging lessees full market rent and in the same transaction deducting the annual rent subsidy, where Council has approved such subsidy. This will result in full transparency as to the level of support each group receives from the Shire.

Review of financial support:

For newly established groups, whose subsidy is based on estimated revenue, the Shire will review its financial support upon receipt of two consecutive annual financial statements from the group. Adjustments resulting from such a review will not be retrospective.

If during the course of a lease a community group experiences significant changes to its operation, the group may request the Shire to review their assessment by providing substantiated proof of their changed conditions. Adjustments resulting from such a review will not be retrospective.

6. LEASE RENEWAL FOR EXISTING LESSEES

The CEO has delegated authority (CE-117) to renew lease agreements with existing lessees or negotiate new lease agreements with existing lessees whose lease has expired. During this process, the following criteria will be considered:

- There remains a strong demand in the community for the continuation of the lessee's activities or services;
- The facility is not required by the Shire for other purposes;
- Renewal of the agreement will continue to maximise benefits to the community and the Shire; and
- The lessee has not been consistently in breach of their obligations under the existing agreement.



COMMUNITY LEASES CONSULTATION PERIOD RESPONSES AND SURVEY RESULTS SUMMARY

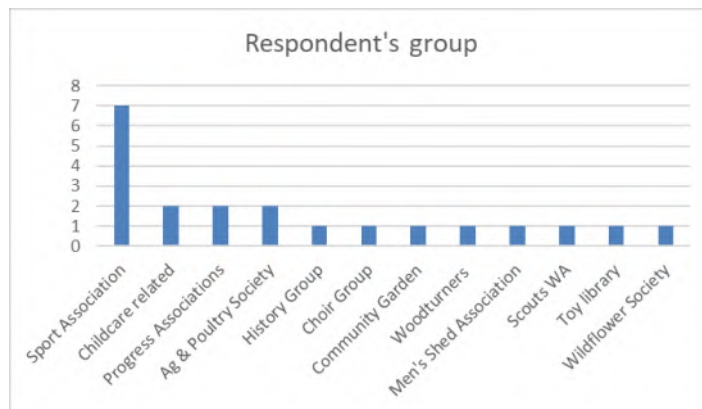
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1. Participants data summary

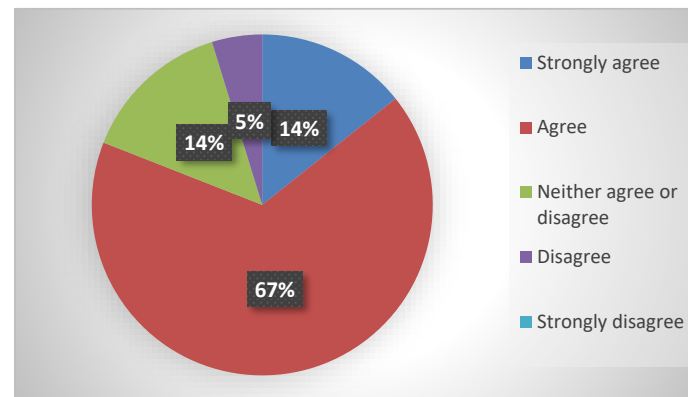
Total responses: 22 participants

- Do you live in the Shire of Mundaring?
73% yes
18% no
9% unsure (question not answered)
- Do you belong to a group or organisation which currently holds, or is seeking a community lease with Mundaring Shire?
100% Yes (refer to below chart indicating the response received from different groups).



- Do the draft community lease documents, available in the Document Library; provide clarity on the proposed Community Leases Policy?

14% strongly agree
 67% agree
 14% neither agree nor disagree
 5% disagree
 0% strongly disagree



Abbreviations used:

CCG	Chidlow Community Garden
CPA	Chidlow Progress Association
DHG	Darlington History group
DSRA	Darlington Sports and Recreation Association
FFSV	First Friends Swan View
GFSP	Glen Forrest Sports Club
LP	Little Possums Day-care
MCPA	Mahogany Creek Progress Association
MCTC	Mahogany Creek Tennis Club
MJPS	Midland Junction Poultry Society
MHTC	Mt Helena Tennis Club

MCMS	Mundaring Community Men Shed
MSC	Mundaring Sporting Club
MTL	Mundaring Toy library
PHUFC	Perth Hills United Football Club
SW	Scouts WA
SVAAS	Swan View & Districts Ag & Arts Society
SVCC	Swan View cricket Club
HC	The Hills Choir
WS	Wildflower Society
WTA	Wood Turners Association
	Draft not submitted

2. Survey questions

Category 1 - Eligibility

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>Category Eligibility</p> <p><u>Category A:</u> no revenue raising capacity from activities consistent with the group's purpose, no access to other funding sources, without this service provision the Shire would be required to provide an additional service, meets a high level of need in the community, run exclusively by volunteers.</p> <p><u>Category B:</u> Limited capacity to generate revenue from activities</p>	<p>Category Eligibility</p> <p><u>Category 1 Eligibility:</u> Incorporated, locally based, not-for-profit groups or organisations with a voluntary management committee and comprised mainly of local representatives.</p> <p>The group / organisation has limited capacity to generate revenue from on-site activities consistent with the group's purpose and the income of the group is generally restricted to low membership fees.</p>	<p>Q4: "Do you agree with the following statements?"</p> <p>Category 1 should apply to incorporated, locally based, not-for-profit groups or organisations which have a voluntary management committee and are mainly comprised of local representatives.</p> <p>Tenants have limited capacity to generate revenue from onsite activities that are consistent with their group's purpose and as a result their income is generally</p>	I believe a great way to support local volunteers and their group is to include them in category 1. [MCPA]	Noted
			We would like it noted that some playgroups fit this category 1 description except for the possible revenue made possible through venue hire. It needs to confirm that volunteer groups can still use hire as a source of funding without changing categories. [FFSV]	Noted - Hire not intended to impact Category
			Some high-level principles should be front and centre when implementing the policy: - Not for Profit volunteer community organisations enhance community well being - The Shire should not profit from volunteer efforts and should as far as reasonable reduce the NFP volunteer organisation's costs. [WS]	Noted - Draft policy position
			It seems to be mandatory for Cat1 groups to be incorporated or under auspice of an incorporated body. Is this absolutely necessary? Incorporation involves availability of committed members (often volunteers-hard to get) costs and compliance to complicated processes. Could not-for-profit groups operate within Shire without being incorporated? [CPA]	Noted - (Incorporation required)

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>consistent with the group's purpose, service or activity is non-discriminatory, i.e. open to all residents who wish to participate in that service or activity, service or activity is extensively used by specific sections of the community (youth, seniors, etc.)</p> <p>Limited access to other sources of funding (no more than 10% of total revenue), run exclusively by volunteers.</p>	<p>Examples include but not limited to: small sport clubs, community playgroups, toy libraries, men's shed, youth and day centers and community groups/organisations targeting social isolation. Management agreements with community gardens or with sporting and/or community groups over storage facilities.</p> <p>Note: Following the 11 July 2023 Ordinary Council Meeting, the word "incorporated" has been added to the eligibility criteria for Category One in the updated policy and in Appendix 1:</p>	<p>restricted to low membership fees".</p> <p>Responses:</p> <p>Yes: 76%</p> <p>No: 0%</p> <p>Unsure: 24%</p>	<p>As a History Group there is limited ability to raise funds. To produce books on Local History we need to apply for grants to publish these books. [DHA]</p>	<p>Noted (All MOU have provided evidence of public liability)</p>
			<p>Does this apply to non-incorporated sub-committees of auspice organisations? [CCG]</p>	<p>Sub-committee are internal arrangement.</p>
			<p>Present membership is 10 members majority are aged pensioners. [WTA]</p>	<p>Noted</p>
			<p>There is an additional classification that goes before Category 1. This additional Category is one where there are similar Applicable items BUT No internal capacity to raise operational or administrative revenue NO membership fees and entirely locally voluntary. Also where there is a combination of Shire and Org BUilding/Infrastructure. [DSRA]</p>	<p>Potentially a management agreement rather than a lease/license.</p>
			<p>The Appendix 1 document working - "unless evidence is provided that the group is not subsidised by their parent body' is really important to Scouting and the management of or Scout Group. There can often be disagreement between the council and organisations that have a parent or peak body and having to pay market rates would be detrimental to scouting being able to run in the community. its essential that Scout Groups fall into this category. [SW]</p>	<p>Noted. In line with intend of policy.</p>

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
	Classification of Tenants.		These groups are run as per the statement at Q.4. And often operate with a small core group with extended membership numbers hard to secure in the broader community. [SVDAAS]	Noted
			As it states we are a non profit group which Educate helps members to save and breed endangered poultry and show the rewards of our breeding etc. [MJPS]	Noted

Category 1 - Fee Model

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
Category Fee Model <u>Category A</u> Peppercorn rent: annual rent is \$1 per annum plus GST, payable in advance for the duration of the term of the lease. <u>Category B</u> Community Rent: Determined by the size of the leased area:	Category 1 Fee Model Peppercorn rent, lessee is responsible for outgoings, yearly maintenance expenditure cap applies (refer to item 4.4.4 and Appendix 2). Initial term is 5 years with option of 2 x 5 years unless	Q5: "Category 1 tenants are responsible for a capped amount towards minor maintenance expenditure each year. Do you support the following fee for category 1 Community leases rent?	Yes I support this fee arrangement. [MCPA]	Noted
			Is all maintenance costing able to contribute to the expenditure in the year? If not is it possible to receive classification i.e. invoice from plumber yes invoice from gutters no. [FFSV]	Guidelines to be updated to further differentiate servicing, maintenance and general cleaning.
			Premises leased by community organisations responsible for maintenance cleaning and administration of hiring should be recognised as a significant cost saving to the Shire. [WS]	Noted

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>B1: areas up to 999sqm - \$500 per annum plus GST</p> <p>B2: areas 1,000sqm up to 4,999sqm - \$1,100 per annum plus GST</p> <p>B3: areas 5,000sqm and over - \$1,700 per annum plus GST</p> <p>Lessee responsible for outgoings. Lessee expenditure caps:</p> <ul style="list-style-type: none"> • Once-off maximum amount: \$500. • Annual Maximum amount: \$1500. 	<p>otherwise negotiated by both parties.</p> <p>Note: Initial amended fee structure 19 June 2023:</p> <ul style="list-style-type: none"> • Peppercorn rent, • lessee is responsible for outgoings, • “once-off” maximum maintenance amount and yearly maintenance expenditure cap. • Initial term is 5 years with option of 2 x 5 years unless otherwise negotiated by both parties. Low fee, simple to administer, expanded eligibility criteria. <p>Note: Following the 11 July 2023 Ordinary Council Meeting, the following</p>	<p>Rent is a Peppercorn rent, set at \$1 per annum”.</p> <p>Responses:</p> <p>Yes: 76%</p> <p>No: 10%</p> <p>Unsure: 14%</p>	<p>Not-for-profit groups are greatly advantaged by having a peppercorn rent. Appreciated ! [CPA]</p>	<p>Noted</p>
			<p>The History group has been able to store books and bric a brac at the Glen Forrest House for sale at the Annual Darlington Arts Festival. This sale comprises our fundraising event for the year. [DHG]</p>	<p>Noted (MOU)</p>
			<p>I think the capped amount should be discussed with each club or organisation and agreed upon according to revenue of them. [MTHC]</p>	<p>Noted- Not a policy position.</p>
			<p>As we are limited group. With other out going costs. We would be happy to continue with the \$1 peppercorn rent. [WTA]</p>	<p>Noted</p>
			<p>Besides the initial comment above. Most small voluntary organisations barely raise enough for the increasingly prohibitive Insurance costs let alone utilities and maintenance. [DSRA]</p>	<p>Noted</p>
			<p>Absolutely with little to no capacity to earn a regular income this is much fairer. [SVDAAS]</p>	<p>Noted</p>
			<p>When we first took the lease it was \$350 plus GST and the Insurance of \$300.00. Unfortunately this keeps increasing each year and we have to do fund raising activities to pay for the lease because our membership base does not cover that expense. [MJPS]</p>	<p>Noted. (Historical license agreement valid to 2026 with option for further 5 years).</p>

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
	amendments were made: <ul style="list-style-type: none"> • Include yearly capped minor maintenance. • Removal of lessee “once-off” maximum amount for maintenance item. • Lessee contribution to 50% of insurance excess has been removed. [See Essential Terms] 		No, because the age of the building may lead to higher than typical maintenance costs and the new capped amount triples our previous agreement on capped minor maintenance. This increase in potential expenditure will need to be pushed onto membership fees. [MTL]	To be considered.

Category 1 - Essential terms (Guidelines)

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
Category Essential terms [Summary of modified terms] <u>Insurance:</u>	Category 1 Essential terms [Summary of modified terms]	Q6: "Do you support Category 1 Essential Terms as summarised in the draft Community	The terms are fair and reasonable. [MCPA] It would be beneficial for there to be more detail on what is considered fair and reasonable wear and tear. This is an ambiguous term that has caused issues for both ours and other playgroups in the past. [FFSV]	Noted Noted. Further details to be considered in FAQ.

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<ul style="list-style-type: none"> • Lessee responsible for 50% of Building insurance premium. • Lessee responsible for 50% of insurance excess (\$1500) with minimum claim of \$3000. <p><u>Maintenance:</u></p> <p>Lessee capped minor maintenance (except structural) set at "Once off maximum \$500 - Annual maximum \$1500.</p>	<p><u>Insurance:</u> lessee is responsible for 50% of Insurance premium</p> <p>Note: Following the 11 July 2023 Ordinary Council Meeting, the following amendments were made:</p> <ul style="list-style-type: none"> • Include yearly-capped <u>minor maintenance</u> of \$1500. • Removal of "once-off" (\$500) maximum amount for maintenance item. • Lessee contribution to 50% of insurance excess has been removed. • Detailed requirement for Category One Lessees to record their maintenance expenditure 	<p>Leases Guidelines document?"</p> <p>Responses:</p> <p>Yes: 67%</p> <p>No: 9%</p> <p>Unsure: 24%</p>	<p>Tenant responsibilities - Pest inspection: it is understood that the Shire undertakes termite inspection and control at the Octagonal Hall Glen Forrest, other pests as a consequence of lessee occupancy is the responsibility of the tenant (referred to in the guidelines). Rubbish bins: Octagonal Hall does not have a bin service and rubbish removal and recycling is the responsibility of the tenant. [WS]</p>	<p>Noted</p>
			<p>I have ticked unsure as hard to find information regarding 'Fire Safety' when it comes to Community Gardens (Cat 1). The size of Chidlow Community Garden is 35m x 18m. What are the fire safety guidelines of other community gardens within the Shire? [CPA]</p>	<p>Comment not applicable to Community leases policy.</p>
			<p>Similar to the MOU in place for the Station Masters House we have at the moment. There may need to be greater specification about the use of shared space. [DHG]</p>	<p>MOU defines uses permitted and space allocated.</p>
			<p>50% of Building Insurance is an unmanageable arrangement where each year the organisation is required to put a Budget together but without knowing an external impost. [DSRA]</p>	<p>Noted</p>
			<p>This will benefit the groups such as the Ag Society and the MJPS which is a better outcome than the current situation. [SVDAAS]</p>	<p>Noted (Internal MOU between poultry society parties)</p>

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
	towards maximum yearly cap. Where expenditure does not meet the defined maintenance responsibilities, the expenditure will not be included.		The proposed essential terms are not capable with our current operational budget. The existing arrangement (no power, esl, building insurance, etc) allows the Mundaring Toy Library to provide a cost effective service exclusively to the residents of the Shire of Mundaring. The introduction of potential significant costs when passed onto membership may result in closure of the toy library. The proposed structure has not been quantified - for example: what is half the cost of the building insurance [MTL]	Noted. (Historical license agreement valid to 2026 with option for further 5 years).

Category 2 – Eligibility

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>Category Eligibility (OR-24)</p> <p><u>Category C:</u></p> <ul style="list-style-type: none"> • ability to raise revenue and charge fees from activities consistent with the group’s purpose • access to substantial government grants 	<p>Category 2 Eligibility</p> <p>Incorporated associations, groups and not-for-profit organisations run by paid staff; or, paid staff and volunteers, and with significant administration resources.</p>	<p>Q7: “Do you agree with the following statement?”</p> <p>Category 2 should apply to incorporated associations, groups and not-for-profit organisations run by paid staff; or paid staff and volunteers, and with significant</p>	<p>This seems to be a fair arrangement for funded groups. [MCPA]</p> <hr/> <p>generate additional revenue through membership fees events and venue hire consistent with the group’s purpose also applies to category 1. Will volunteer only groups be considered under this? [FFSV]</p>	<p>Noted</p> <hr/> <p>Consider amending wording to differentiate ‘capacity to generate revenue. (social club/fundraising event)s.</p>

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>(federal, state or local)</p> <ul style="list-style-type: none"> commercial activities may include, but are not limited to regular bar and food activities, retail shop sales, fee for service at commercial rates significant administration resources, such as paid staff, office equipment etc. run by paid staff or paid staff and volunteers 	<p>The tenant has access to ongoing operation grants and/or substantial grants (federal, states or local) or generates additional revenue through membership fees, events, venue hire, or the sale of services or products consistent with the group's purpose.</p> <p><u>Examples</u> include but not limited to; sporting groups, for-profit day care centres and Kindergartens. State wide or national not-for-profit organisations (unless a statement of financials is provided that demonstrates the group is not subsidised by parent body)</p>	<p>administration resources.</p> <p>Category 2 tenants have access to ongoing operation grants and/or substantial grants (federal, states or local); or, they generate additional revenue through membership fees, events, venue hire, or the sale of services or products consistent with the group's purpose".</p> <p>Responses:</p> <p>Yes: 62%</p> <p>No: 5%</p> <p>Unsure: 33%</p>	<p>Cat 2 groups capacity to pay rent etc, will vary with the size and tipe of each group. [WTA]</p>	<p>Noted</p>
			<p>Category 2 should have 2 options 2a and 2b where 2a has management and operations managed by paid staff and volunteers and 2b has management and operations managed solely by volunteers. [DSRA]</p>	<p>Not recommended. Cat 2 is based on capacity to generate sale</p>
			<p>The Appendix 1 document working - "unless evidence is provided that the group is not subsidised by their parent body' is really important to Scouting and the management of or Scout Group. There can often be disagreement between the council and organisations that have a parent or peak body and having to pay market rates would be detrimental to scouting being able to run in the community. its essential that Scout Groups DO NOT fall into this category. [SW]</p>	<p>Noted. In line with draft policy.</p>
			<p>Not sure if not for profit volunteer based sporting clubs like Swan View Cricket Club should be considered the same as for profit day centres or dance schools. [SVCC]</p>	<p>Noted. Not a policy position.</p>
			<p>we are not in that category. [MJPS]</p>	<p>Noted</p>

Category 2 - Fee Model

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>Category Fee Model</p> <p>Market Rent discounted where appropriate</p> <p>Full market rent with any discount based on Council's assessment of the group's community benefit.</p> <p>Full market rent will be applied where the community group's annual rent is less than 5% of its ongoing operating revenue (or estimated operating revenue where the group is newly established).</p> <p>Operating revenue excludes any capital grants.</p>	<p>Market rent, discounted (as per item 4.3.1), indexed annually for CPI, plus GST</p> <p>Full market rent will be applied where Category Two community group's annual rent is less than 5% of its ongoing operating revenue (or estimated operating revenue where the group is newly established). For the avoidance of any doubts, operating revenue excludes any capital grants.</p> <p>Where full market rent would account for more than 5% of the</p>	<p>Q8: "Category 2 tenants are responsible for all minor maintenance expenditure.</p> <p>Do you support the following fee for Category 2 Community Leases rent?</p> <p>Rent is a market rent fee. The annual fee is based on the building's market rent value and is indexed annually as per Consumer Price Index.</p> <p>Where full market rent would account for more than 5 % of the group's annual operating revenue, or estimated revenue,</p>	<p>This is fair for funded groups. [MCPA]</p>	<p>Noted</p>
			<p>Little Possums support the tenants having responsibility for minor maintenance expenditure.</p> <p>However for the reasons outlined below we believe that the 50% discount should be implemented in a tiered approach so that if the tenant's revenue increases they will still be eligible for some discount (rather than having to double their rental costs and potentially change how their services are delivered as a result). [LP]</p>	<p>Review of 50% discount criteria to be recommended</p>
			<p>As above not sure if a not for profit volunteer based sporting club should be responsible for all minor maintenance expenditure. I think a limit up to a certain amount should be retained as per current lease. Also would like to know what the market rent fee for Bruce Douglas Pavilion would be. [SVCC]</p>	<p>Noted. SVCC is Cat 1 (capped maintenance)</p>
			<p>Maintenance costs on these older buildings are becoming beyond capacity to pay for many organizations and need to be looked at on a one to one basis. [MSC]</p>	<p>Noted. Not recommended.</p>

<p>Where full market rent would account for more than 5% of the group's annual operating revenue or estimated revenue, Council may provide a subsidy on the following basis:</p> <ul style="list-style-type: none"> • 50% discount if the group demonstrates an inclusive benefit; • 25% discount if the group demonstrates an exclusive benefit. <p>Lessee responsible for outgoing. Lessee expenditure caps:</p> <ul style="list-style-type: none"> • Once-off maximum amount: \$500. • Annual Maximum amount: \$1500. 	<p>group's annual operating revenue or estimated revenue, Council will provide a 50% discount subsidy.</p> <p>Market rent review will occur prior to commencement of new term; or, unless otherwise agreed by both parties at a shared 50% cost of valuation.</p> <p>Initial term is 10 years with option of 1 x 10 years.</p> <p>Lessee responsible for outgoing.</p> <p>Lessee responsible for all minor maintenance expenditure.</p>	<p>Council will provide 50% discount subsidy.”</p> <p>Responses:</p> <p>Yes: 62%</p> <p>No: 9%</p> <p>Unsure: 29%</p>	<p>Just more expense that the group have to find. [MJPS]</p>	<p>Noted</p>
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Category 2 - Essential terms (Guidelines)

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>Category C Essential terms</p> <p>Maintenance</p> <p>Lessee capped minor maintenance (except structural) set at "Once off" maximum \$500 - Annual maximum \$1500.</p> <p>Insurance:</p> <ul style="list-style-type: none"> • Lessee responsible for 50% of Building insurance premium. • Lessee responsible for 50% of insurance excess (\$1500) with minimum claim of \$3000. 	<p>Category 2 Essential terms</p> <p>Maintenance:</p> <p>Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure.</p> <p>Insurance:</p> <p>Lessee responsible for 50% of Building insurance premium.</p> <p>Given the financial viability of groups generally allocated to Category Two there is an expectation that the lessees will provide a 50% contribution to the insurance excess</p>	<p>Q9: "Do you support Category 2 Essential Terms as summarised in the draft Community Leases Guidelines document?"</p> <p>Responses:</p> <p>Yes: 57%</p> <p>No: 5%</p> <p>Unsure: 38%</p>	They seem to be fair and reasonable. [MCPA]	Noted
			Leased buildings need far more input from Shire resources to comply with changes in legislation and health and safety standards. [MSC]	Buildings currently compliant
			Unsure about the responsibility of all general maintenance without an annual cap. [SVCC]	Noted SVCC is Cat 1 (capped maintenance)

Category 3 - Eligibility

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
<p>Category Eligibility N/A</p>	<p>Category 3 Eligibility: Government Community Child Health Clinic. The tenant receives significant funding from the State or Federal Government or organisations other than the Shire and offer free community services that specialize in the health of mothers and their babies.</p>	<p>Q10 “Do you agree with the following statement? Category 3 should apply to Government Community Child Health Clinic”. Category 3 tenants receive significant funding from the State or Federal Government or organisations other than the Shire and offer free community services that specialise in the health of mothers and their babies”. Responses: Yes: 62% No: 0% Unsure: 38%</p>	<p>I think there are opportunities for this category to include OTHER groups especially associated with Youth Multicultural and Aged/Seniors groups. [DSRA]</p>	<p>To be considered with other Gov departments if applicable</p>
			<p>Doesn't apply to us. [MJPS]</p>	<p>Noted</p>

Category 3 - Fee Model

Category Fee Model N/A	Category 3 Fee Model: Fee: \$1 per annum. Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure. Initial term is 10 years with option of 1 x 10 years.	Q11: "Category 3 tenants are responsible for all minor maintenance expenditure. Do you support the following fee for Category 3 Community Leases? Rent is a \$1 annual fee" Response: Yes: 71% No: 0% Unsure: 29%	No comment [MCPA]	Noted
			We feel that community groups in category 1 should receive significantly more assistance with maintenance than those in category 3 as we are not in the position to receive support and funding from the health department. [FFSV]	Noted. Category 3 maintenance is uncapped.
			Generally agree with this but it could be a flexible amount negotiated subject to the organisation's budgeting and access to operational funds. [DSRA]	Noted. Not intended to be a policy position.

Category 3 - Essentials Terms

Current Policy (OR-24)	Proposed Draft	Survey questions and results	Survey Comments (Verbatim comments)	Shire response
Category Essential terms N/A	Category 3 Essential terms Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure.	Q12: Do you support Category 3 Essential Terms summarised in the draft Community Leases guidelines document?	No comment. [MCPA]	Noted

	<p>Lessee responsible for 50% of Building insurance premium.</p> <p>Given the financial viability of groups generally allocated to Category Three there is an expectation that the lessees will provide a 50% contribution to the insurance excess.</p>	<p>Responses:</p> <p>Yes: 62%</p> <p>No: 0%</p> <p>Unsure: 38%</p>		
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3. Further Comments

Respondent	Q13 Do you have any further comments? (Verbatim comments)	Shire response
Mahogany Creek Progress Association [MCPA]	<p>I would like more clarification for the timmelines of works that are under the Lessor section.</p> <p>There needs to be a bit more clarity for the items included and what is deemed fair and reasonable wear and tear.</p> <p>The draft seems to be very fair for the different types of community groups and you have set our the terms well.</p> <p>I look forward to seeing a final lease in the near future.</p>	Additional definition recommended for consideration in guidelines

<p>First Friends Swan View [FFSV]</p>	<p>The proposed policy documents provide enhanced clarity and equity for community leasing.</p> <p>It's crucial to specify that category 1 groups can generate revenue through venue hire and events. Moreover, to ensure fairness, exempt community groups from toilet and electricity connection charges, with usage costs retained by the lessee, while service and connection expenses are for the lessor, septic or mains.</p> <p>Further clarification is required regarding the management of fences at the end of their functional life. Replacing them and ongoing responsibility for maintaining can create undue stress and financial strain on small community groups, particularly when safety for families and children is at stake.</p> <p>Concerning asbestos we feel it is a necessity that the Shire undertake inspections to confirm and update building stickers. If present subsidy should be provided to get roof inspections and repairs done as the costs are greater for tradespeople with qualifications to work with asbestos.</p> <p>Before implementing the new policy, consider an inspection and documentation process to maintain a minimum building condition standard for both parties.</p> <p>Clarify whether accounts i.e electricity not currently going to the shire will be transferred as stated in the policy.</p> <p>Lastly, contemplate regular inspections for category 1 groups to monitor ongoing maintenance and wear and tear, promoting transparency and accountability for lessors and lessees.</p>	<p>Hire not impacting category classification.</p> <p>Connection fee only apply to new leases.</p> <p>No legislation around fencing. Fences replaced at end of life only.</p> <p>All building stickers in place.</p> <p>Property condition are undertaken for <u>new tenants only</u></p> <p>Current process being reviewed.</p>
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<p>Little Possums Day Care [LP]</p>	<p>Category 2: 50% market rent discount. Providing a 50% discount for orgs whose rent is more than 5% of revenue is a great way to support category 2 organisations. However, we are concerned that category 2 orgs would be significantly disadvantaged if their revenue grew and market rent became 4.9% of revenue and their rent expense doubled. This could lead to orgs stunting their own revenue growth in order to retain the 50% discount by having their rent be more than 5% of their revenue. This would not be of benefit to the Shire or businesses. If Little Possums grew our revenue but subsequently lost the 50% discount, our operations would need to significantly change (staff let go, different ages of children accepted to reduce the staff required). To combat this issue, we suggest a tiered approach which would support organisations while also not hindering revenue growth: 5% of revenue = 50% discount 4.5% of revenue = 40% discount 4% of revenue = 30% discount 3.5% of revenue = 20% discount 3% of revenue = 10% discount If a tiered approach isn't adopted we would like to be able to negotiate a different discount in our lease.</p> <p>It is also not clear in the policy when the discount is reviewed/renewed. Will the 50% discount be assessed at the time of the signing of the lease (and not again for 10 years)? Will it be reviewed annually during the term of the lease (and if so, when and through what mechanism must financial statements be provided)?</p> <p>More clarity is needed on this point.</p>	<p>Recommended for consideration.</p> <p>Yes, reviewed when lease has expired (not during term of lease or when exercising lease renewal option)</p>
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<p>Glen Forrest Sports Club [GFSC]</p>	<p>I note that one of the criteria in determining the classifications is whether the service is in the remit of the Shire and it would continue to provide the service. How is this determined.</p> <p>The criteria for determining rent is market value limited to a maximum 5% of revenue. What is the estimated market rent for our premises?</p> <p>I have concerns with the use of revenue as it is only one side of the equation.</p> <p>There are costs to earning revenue. For example we could have \$500k revenue and \$499k expenses giving a surplus of only \$1k. Rent calculated at 5% would throw the entity into a deficit.</p> <p>Another issue with revenue is that with the installation of synthetic bowling green we are required to put approximately \$15k into a sinking fund. This is derived from revenue but is not available for general use.</p> <p>The club also spends considerable revenue on maintaining the natural green and surrounding areas.</p> <p>Again it is hard to comment without any idea of what a market rent is. The real asset of the Club is the liquor license. In determining market rent this would have to be excluded as the club owns the license in its own right. A new lessee would have to apply for a new licence.</p> <p>Thanks for the opportunity to comment</p>	<p>Comment noted.</p> <p>Market rent valuation cost \$3k and is only done at start of a community leases. Rent cannot be increased (with exclusion of CPI) unless lease is terminated/expired. If lessee take renewal option available in contract, no valuation occurs at that point.</p> <p>Current draft consider 'operating revenue' only.</p> <p>Category 2 criteria for 50% market rent discounted is recommended for review.</p>
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<p>Wildflower Society [WS]</p>	<p>Overall, the policy is supported and the Guidelines commended as they clarify many aspects of lessee and lessor responsibilities.</p> <p>Some high-level principles should be front and centre when implementing the policy:</p> <ul style="list-style-type: none"> • Not for Profit volunteer community organisations enhance community well being • The Shire should not profit from volunteer efforts and should as far as reasonable reduce the NFP volunteer organisation's costs • Premises leased by community organisations responsible for maintenance, cleaning and administration of hiring should be recognised as a significant cost saving to the Shire <p>Specific comments on the documents</p> <p>Policy</p> <p>Capital renewal does not include building or infrastructure repair or replacement as stated in appendix 2 definition</p> <p>4.2.1 a majority of eligibility criteria should be met, not all may be able to be met in many situations;</p> <p>4.2.1 c the service or activity may be a community benefit in its own right and should not be contingent upon pressure on the Shire to otherwise provide the service;</p> <p>4.3 The opening paragraphs are supported. However, it should be added that with community groups leasing a facility responsible for subletting, cleaning and basic maintenance for user wear and tear represents a cost saving to the Shire; which would otherwise carry these costs;</p> <p>4.3.1 Market Rent: does not recognise that NFP volunteer run organisations mostly raise their funds from the community and the efforts of volunteer workers and that their occupancy presents savings to the Shire as mentioned previously;</p> <p>Appendix 1 classification of tenants</p> <p>Eligibility criteria examples do not include environmental/Landcare or education</p> <p>Category one</p> <p>Tenant responsibilities</p> <p>Pest inspection it is understood that the Shire undertakes termite inspection and control at the Octagonal Hall Glen Forrest, other pests as a consequence of lessee occupancy is the responsibility of the tenant (referred to in the guidelines)</p>	<p>Comments noted</p> <p>Subletting must be mutually agreed.</p> <p>Shire facilities limited and shared within whole of community.</p> <p>Noted</p>
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	<p>Rubbish bins Octagonal Hall does not have a bin service and rubbish removal and recycling is the responsibility of the tenant</p> <p>Contents insurance this should be optional; the tenant should be able to choose if their property needs to be insured. The guidelines state that lessee content insurance is an “if desired” implying it is up to the lessee to decide.</p> <p>Building insurance: the tenant should not be responsible for all or part of the insurance of a building that is owned by the Shire. Building insurance is the responsibility of the Land Lord not the Tenant. NFP volunteer organisations should not even be asked to share the cost.</p> <p>Appendix 2 community leases guidelines</p> <p>There are some important points in these guidelines that should be stated in the policy or appendix 1.</p> <p>Building insurance claim: lessee should not be liable for any claim unless it is due to lessee negligence</p>	<p>Option for rubbish bins</p> <p>Contents insurance is optional</p> <p>Noted. Not currently recommended</p>
Darlington History group [DHG]	No	
Chidlow Progress association [CPA]	<p>This is not a general comment, but rather stems from years of my involvement in the development and establishment of Chidlow Community Garden, as acting secretary. It is heartwarming to know the Shire is developing access and inclusion. As a garden we are desiring to meet the needs of all abilities and people, we need guidance to develop suitable disabled parking and easy access at all times to the garden. As things stand, somebody from the garden needs to be present to open the boom gate next to dual purpose path for vehicle access. It would be wonderful if all the community gardens of the Shire were accessible .</p>	<p>Capital works required are outside of leases area</p>
Mundaring Sporting Club [MSC]	<p>What is intended to happen to existing leases in place?</p> <p>Disabled access toilets are not available at some of the Shire leased facilities - this requires a serious understanding by Local Government and implement changes accordingly -</p> <p>Lease premises are aging and need constant upkeep so ongoing Maintenance issues will need addressing and Shire will need to meet many of these cost pressures</p>	<p>Recommendation for development of a communication plan once policy is adopted.</p> <p>Statement noted</p>
Mt Helena Tennis Club [MHTC]	I hope that the new lease will be fair and discussed with each club or organisation before being renewed or extended	Current practice

Wood Turners Association [WTA]	No further comments	
Mundaring Community Men Shed [MCMS]	A good reset of policy	
Darlington Sports and Recreation Association [DSRA]	<p>I have already made comments above in each section but to reiterate.</p> <p>There needs to be a category before 1 and Category 2 could be split into 2a and 2b.</p> <p>WRT Category"-1" DaSRA has a set of Public Ablutions within the building envelope which has always in the past [previous Toilets] attracted "attention" from those committed to mischievous intent. This complicates any tenancy arrangement.</p> <p>Also Many organisations perform a community service and should be fully resourced by the Shire.</p> <p>One query in terms of Infrastructure relates to Solar PV arrays and who manages and maintains them. Ultimately the Shire could benefit from small local generation arrangements where arrays are linked together to feed into a battery bank and thereby reduce power utility costs to all users.</p>	Discussions with group pending.
Swan View & Districts Ag & Arts Society [SVDAAS]	<p>I would like to see the MJPS afforded a peppercorn rent and their lease renegotiated to fall to a Category 1 given they meet the relevant criteria. Small NFP's like MJPS and the Swan View Ag Society have no real mechanism to earn an income. Costs have increased to ridiculous levels for insurances etc post covid and with the current cost of living pressures the community who would normally happily be members of many NFP's are reconsidering the need to spend any surplus funds. It is very important that the community is able to connect and for the groups who are not run as a 'for profit' business, these groups are getting hit financially from all quarters which is just plainly unfair. It would be very good to see groups like MJPS be shifted to a peppercorn lease should this progress through council and very much appreciated by the Society I am sure.</p>	Will Benefit from category 1
Midland Junction Poultry Society [MJPS]	<p>There is no access to public toilet when the recreation centre is closed. Our activities are at night 7.30pm - 10pm. The centre closes at around 8.30. Even then the ladies do not like walking around the building to use the toilets at night.</p>	Noted Outside remit of Lease policy

<p>Mundaring Toy library [MTL]</p>	<p>The Draft Community Leases policy whilst reducing our rent to a peppercorn fee of \$1 per annum, proposes to introduce other costs not currently contemplated by our budget. As these costs have not been quantified it is impossible to understand how these costs will effect the operating costs of the Mundaring Toy Library going forward.</p> <p>For example, power supply charges alone could equal the current annual rent payment - consumption charges increasing this furthermore. In addition we would also have to pay for water connection and use, ESL, rubbish and recycling, 50% business insurance and a threefold increase to our capped maintenance and repairs.</p> <p>My concern is these changes will push our operating costs beyond a sustainable amount when passed onto members and the toy library will no longer be viable. I think the Shire needs to quantify the costs involved in the proposed changes so that community groups can make an informed decision before agreeing to this policy</p>	<p>Historical agreement established prior to the adoption of Community Leases Policy OR-24 in 2019 and not in line with current policy. Lease expires 31/11/2026 with an option of another 5 years term.</p>
<p>Perth Hills United Football Club [PHUFC]</p>	<p>The policy is certainly clearer, but more could still be done to improve transparency further. Perhaps it was the way to documents were formatted, but it did take a couple of read throughs to understand. It isn't overly clear to follow.</p> <p>Ultimately, small clubs like the one I represent want to understand what the cost of signing up to a lease will be, so that they can weigh up say if it is worth the exclusive access that a lease promises. We want to know what the likely outgoings, the ESL, rubbish, and pest control costs are going to be? How much more will it cost the club compared to current spend (when not under lease)? The larger the cost base that can be covered by the Shire, the higher the likely take up of these options.</p> <p>Also, financing for capital works aside, it would be enticing for user groups to sign up to leases if they knew the Shire would be more open to considering capital works ideas and supporting innovation from community groups so that the Shire amenities can continue to be improved and compete functionally and aesthetically with similar amenities in other jurisdictions around Perth</p>	<p>It is understood that this request has been responded to directly.</p> <p>Costs details have been provided.</p> <p>As per budget cycle.</p>



2.X COMMUNITY LEASES

Responsible Directorate	Infrastructure Services
Responsible Service Area	Building Assets
Adopted	April 2019 C8.04.2019
Reviewed	<month/ year> <approver>
Delegation Ref	CE-117 Community Leases
Procedure Ref	N/A

1. PURPOSE

The Shire has a number of properties which are used by a range of community groups and organisations, through a lease, licence or management agreement. This policy sets the overarching principles for the management of the Shire owned, managed or controlled property, including Crown land.

The purpose of this policy is to ensure:

- Shire leased assets are managed appropriately to optimise the benefit to and meet the expectations of the community in accordance with the Shire's Strategic Community Plan, Corporate Business Plan and Community Health and Wellbeing Strategy;
- a consistent, transparent and equitable approach for the process of Council entering into a formal lease agreement with community groups and government agencies to occupy Shire owned or managed land and buildings; and
- sound financial management, sustainable asset management and effective administration of the Shire's properties.

2. SCOPE

This policy applies to all community leases for community groups and organisations, including renewal of leases on expiration of current leases.

It does not cover commercial leases with business entities, as these are negotiated on a case by case basis.

Shire of Mundaring Bush Fire Brigades are excluded from this policy: as they are established under the *Bush Fires Act 1954* and the *Bush Fire Brigades Local Law 2013* and do not require a lease.

Facility hire (regular or occasional) to deliver community based programs, events and activities on an hourly or daily rate is not covered by this policy.

3. DEFINITIONS

capital upgrade	refers to enhancement to the existing facility and extends the asset to cater for growth or additional service level.
capital renewal	relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility (for example carpets).
community group	characteristics include but not limited to: <ul style="list-style-type: none"> a. incorporated not for profit group or association of persons with the primary aim of conducting activities and providing services for community benefit; and b. relies predominantly on volunteer labour, community fundraising, membership fees and donations; and c. may receive state or federal government operational grants and may rely on a fee for service business model.
community lease	a legally binding agreement granted to community group/organisation that provide services with direct benefit to the community.
CPI	consumer price index (CPI) is a quarterly measure of inflation published by the Australian Bureau of Statistics.
Incorporated	a group of people who are recognised as a legal entity, separate from individual members as defined under the <i>Associations Incorporation Act 2015</i> .
lease	exclusive occupancy agreement. Throughout this policy, the word “lease” includes “licence”.
Lessee	a person, group/association who holds the lease of a property. Lessee can be referred to as tenant.
Lessor	the owner of an asset that is leased to another party. Lessor can be referred to as landlord.
lease or licence variation	the addition, removal or change of one or more of the Lease or Licence provisions.
licence	non-exclusive occupancy agreement (shared use).

management agreement	contractual arrangement outlining the terms and conditions associated with usage.
market rent	the annual rent amount the Shire might reasonably expect to receive, and a lessee might reasonably expect to pay, for a tenancy. Market rent value is determined by a licensed valuer.

4. POLICY

The Shire is committed to providing a fair, consistent and transparent approach to the leasing, licencing and management of Shire properties. The Shire acknowledges that there are a range of tenants and uses, many of which provide valued community benefits.

4.1. Occupancy Arrangements

The Shire will enter into one of the following agreements for the use of Shire owned and managed or controlled property including crown land.

The main types of occupancy agreements include:

Lease: proprietary right to exclusive occupation and use of part or all of a Shire-owned property, for an agreed period, in return for rent. The tenant has exclusive use and occupation of the property, although the Shire may require the tenant to encourage other use and subletting can occur if mutually agreeable.

Licence: Contractual right to non-exclusive occupation and /or use of part of a Shire-owned property. It does not confer a right to exclusive possession or occupation of the property. The Shire may see to grant a licence to enable access to the property by the broader community outside of the licensee's usage times.

Management agreement: Contractual arrangement outlining the terms and conditions associated with usage, as negotiated. The terms and conditions are not standard and are negotiated between the two parties.

4.2. Classification of Tenants

4.2.1. Eligibility

In order for community groups and organisations to be assessed for a community lease, the prospective tenants must provide the required documentation. When assessing applications, the following criteria is to be considered:

- a. organisational structure
i.e. incorporated under the *Associations Incorporation Act 2015*; has an Australian Business Number (ABN) (if applicable);
- b. demonstrated financial viability and applicable regulatory compliance
i.e. evidence of revenue; annual financial statements;
compliance with relevant legislation governing the activities

- of the group; holds all relevant licences and approvals to operate; capacity to meet the cost outlined in the lease contractual agreement.
- c. community benefit
 - i.e. lease will increase social engagement and/or promote the health and well-being of the community; meets a high level of need in the community or responds to a community demand for the service or activity; without this service provision the Shire may be required to provide an additional service or the service would not be available to the community at all;
- d. membership
 - i.e. group's Rules of Association enable non-discriminatory membership,(open to all residents who wish to participate in that service or activity); group's fees are reasonable and accessible;
- e. suitability of the site for the specific purpose;
- f. alignment of the proposal with Council's objectives as articulated in the Shire's Strategic Community Plan; and

Meeting the eligibility criteria listed above does not confer a right to the lease. The Shire reserves the right to decide whether a facility is offered on the basis of a lease; and if so, to whom the lease is offered.

4.2.2. Categories

In the first instance applications for community leases will be considered against the eligibility criteria (refer to item 4.2.1). Where the criteria are met the application will be allocated to one of three categories based on the group/organisation structure and revenue (refer to Appendix 1: Classification of Tenants).

Category One: Incorporated, locally based, not-for-profit groups or organisations with a voluntary management committee and comprised mainly of local representatives. The group/organisation has limited capacity to generate revenue from on-site activities consistent with the group's purpose and the income of the group is generally restricted to low membership fees.

Category Two: Incorporated associations, groups and not-for-profit organisations run by paid staff; or, paid staff and volunteers, and with significant administration resources. The tenant has access to ~~ongoing both~~ operating grants and/or ~~substantial capital~~ grants (federal, states or local), ~~and/or additional earning potential or generates additional revenue~~ through the setting of membership fees, regular events, venue hire, ~~licensed premises and/or~~ the sale of services or products consistent with the group's purpose.

Category Three: Government Community Child Health Clinic. The tenant receives significant funding from the State or Federal

Government or organisations other than the Shire and offer free community services that specialise in the health of mothers and their babies.

4.3. Fee Structure

The Shire is committed to providing access to Shire owned properties and facilities for the benefit of the local community and to strengthen communities through empowerment of incorporated associations.

The Shire does not seek to derive profit from community leases and it is acknowledged that the cost of providing affordable leases and licences to not-for-profit community and sporting groups is subsidised by the ratepayers of the Shire of Mundaring. To ensure fair and transparent treatment, community groups or organisations will be assessed (as per item 4.2) and according to their capacity to raise revenue and assign them a rent subsidy categories and term as included in the below table.

Category and Fee Structure	Terms
Category One: Peppercorn rent Fee \$1 per annum, yearly maintenance expenditure cap applies (refer to item 4.4.4 and Appendix 2).	Initial term is 5 years with option of 2 x 5 years unless otherwise negotiated by both parties.
Category Two: <u>50% of premises</u> Market rent, discounted (as per item 4.3.1), indexed annually for CPI, plus GST. Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure.	Initial term is 10 years with option of 1 x 10 years.
Category Three: Child health Clinics Fee: \$1 per annum. Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure.	Initial term is 10 years with option of 1 x 10 years.

Note:

Chidlow Progress Association (CPA), Mahogany Creek Progress Association (MCPA) and Katharine Susannah Prichard Foundation (KSPF) have been specified as Category One leases.

The CPA, MCPA and KSPF historical lease agreements provide for a Peppercorn rent with the Lessee having full responsibility for the premises including major structural repairs.

4.3.1. Market Rent (Category Two)

Council will subsidise the cost of Category Two community leases group's annual rent, based on the premises full market rent, by 50%. Full market rent will be applied where Category Two community group's annual rent is less than 5% of its ongoing operating revenue (or estimated operating revenue

~~where the group is newly established). For the avoidance of any doubts, operating revenue excludes any capital grants.~~

~~Where full market rent would account for more than 5% of the group's annual operating revenue or estimated revenue, Council will provide a 50% discount subsidy.~~

The level of financial support provided will be recognised by charging Lessees full market rent and in the same transaction deducting the annual rent subsidy, where Council has approved such subsidy. This will result in full transparency as to the level of support each group receives from the Shire.

Market rent review will only occur prior to commencement of new ~~term~~lease; or, unless otherwise agreed by both parties at a shared 50% cost of valuation.

~~The level of financial support provided will be recognised by charging Lessees full market rent and in the same transaction deducting the annual rent subsidy, where Council has approved such subsidy. This will result in full transparency as to the level of support each group receives from the Shire.~~

4.3.2. Review of Financial Support

~~For newly established community groups and organisations whose subsidy is based on estimated revenue, the Shire will review its financial support upon receipt of two consecutive annual financial statements from the group. Adjustments resulting from such a review will not be retrospective.~~

If, during the course of a lease, a community group or organisation experiences significant changes to its operation, they may request the Shire to review their assessment by providing substantiated proof of their changed conditions. Adjustments resulting from such a review will not be retrospective.

4.4. Standard Community Lease

The standard community lease, developed by the Shire's solicitors, provides clauses for standard terms and conditions, roles and responsibilities of the Lessor and Lessee, insurance requirements etc. The standard community lease may be amended from time to time upon negotiation and agreement prior to the lease being executed between the Shire (Lessor) and each community group (Lessee) wishing to occupy Shire premises.

The term of the lease is negotiable taking into account the particular circumstances of the property and of the proposed Lessee.

4.4.1. Insurance

All Lessees are required to obtain Public Liability Insurance for a minimum cover of \$20,000,000. A Certificate of Currency must be produced by the community group before the signing of the lease and thereafter every twelve months

4.4.2. Variation

If a Lessee requests a variation to the standard community lease, the Shire may grant a variation on the condition that the variation is achieved by surrender of the existing lease and the grant of a new lease with additional conditions the Shire considers appropriate, at the Lessee's cost.

4.4.3. Timing

A formal agreement or permit must be in place for all community leases within six (6) months of occupation. A community group or organisation without a formal signed lease contract will be required to hire or vacate premises if terms and conditions of lease are not accepted within 12 months of occupation.

4.4.4. Maintenance Responsibilities

Each Lessee is required to maintain the facility in accordance with the maintenance clauses attached to their lease and using the services of registered and qualified trades people if applicable. The maintenance clauses outline the responsibilities of the Shire and the Lessee.

Category One maintenance caps consist of a maximum of \$500 for a 'once off' minor maintenance item and a yearly maximum of \$1500 minor maintenance. Lessees are to ensure that any maintenance expenditure is recorded (i.e. receipts kept) to determine if the maintenance cap has been expended. Where expenditure does not meet the defined maintenance responsibilities, the expenditure will not be included.

Refer to Appendix 2: Community Leases Guidelines for schedule of maintenance obligations and responsibilities and frequently asked questions.

4.5. Lease Renewal for Existing Lessees

The Lessee may request a renewal of their lease agreement within the lease tenure period. At the expiry of lease tenure period, a lease request will be considered as a new lease and may be submitted to Council for approval.

The following criteria will be considered before a new lease tenure is granted:

- a. There remains a strong demand in the community for the continuation of the Lessee's activities or services;
- b. The facility is not required by the Shire for other purposes;
- c. Renewal of the agreement will continue to maximise benefits to the community and the Shire;
- d. Application(s) to lease Shire owned community facilities have been considered on their merit.

The existing Lessee will be given first right of renewal providing the lessee has not been in substantial breach of their obligations under the existing agreement.

|

5. APPENDICES

Appendix 1 Classification of Tenants

Appendix 2 Community Leases Guidelines

6. RELATED LEGISLATION

Local Government Act 1995 – section 3.58 (Disposing of property)

Local Government (Functions and General) Regulations 1996 – Regulation 30 (Exempt dispositions)

Land Administration Act 1997 – Part 4 (Reserves)

Occupiers' Liability Act 1995

7. RELATED DOCUMENTS

Nil

Council Policy

Community Leases

Appendix 1 - Classification of tenants



CATEGORY ONE											
Eligibility criteria (for full details refer to Policy item 4.2)											
Organisational structure	Incorporated organisation, locally based service and not -for-profit. It has a voluntary management committee comprised mainly of local representatives. The organisation, community group or club may be part of a larger not-for-profit organisation (if not subsidised by parent body) and is run solely by volunteers.										
Revenue	The tenant has limited capacity to generate revenue from on-site activities consistent with the group's purpose and the income of the group is generally restricted to low membership fees.										
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/ community needs. This type of service would not be provided unless supported by the Shire's lease.										
Membership	Group demonstrates low or affordable membership regime and good governance, and facilitates programs and activities that are specifically targeted at local residents and add value to the social and community fabric of the Shire. The service is non-discriminatory.										
Examples include but not limited to; small sport clubs, community playgroups, toy libraries, men's shed, youth and day centres and community groups/organisations targeting social isolation. Management agreements with community gardens or with sporting and/or community groups over storage facilities.											
Tenant responsibilities (for full details refer to community lease contract)											
Agreement type	Outgoings	Statutory Compliance	Pest inspection	Rubbish and recycling bins	ESL	Contents insurance	Public Liability	Capped maintenance and repairs	Capital upgrades	Building insurance (*)	Rent
Management agreement	x	x	x	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	x	x	x	Peppercom
Licence	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	x	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	Peppercom
Lease	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	Peppercom

(*) Tenant is responsible for 50% of building insurance premium

CATEGORY TWO											
Eligibility criteria (for full details refer to Policy item 4.2)											
Organisational structure	Includes incorporated associations, not-for-profit organisations and community groups / clubs run by paid staff, or paid staff and volunteers with significant administration resources.										
Revenue	The tenant has access to operating nad/or capital grants (federal, state or local) and/or additional earning potential through the setting of membership fees, regular events, venue hire, licenses premises and the sale of services or products consistent with the group's purpose.										
Community Benefit	The provision of the service is generally not within the remit of local government.										
Membership	The service is non-discriminatory.										
Examples include but not limited to; sporting groups, for-profit day care centres and Kindergartens. State wide or national not-for-profit organisations (unless a statement of financials is provided that demonstrates the group is not subsidised by parent body)											
Tenant responsibilities (for full details refer to community lease contract)											
Agreement type	Outgoings	Statutory Compliance	Pest inspection	Rubbish and recycling bins	ESL	Contents insurance	Public Liability	All minor maintenance and repairs	Capital upgrades	Building insurance (*)	Rent
Licence	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Discounted Market rent
Lease	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Discounted Market Rent

(*) Tenant is responsible for 50% of building insurance premium and 50% of excess on insurance claims

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CATEGORY THREE											
Eligibility criteria (for full details refer to Policy item 4.2)											
Organisational structure	Government Agency										
Revenue	Receives significant funding from the State or Federal Government or organisations other than the Shire.										
Community Benefit	The provision of the service is generally not within the remit of local government.										
Membership	N/A										
Category Three applies to Community Child Health clinics											
Tenant responsibilities (for full details refer to Community lease contract)											
Agreement type	Outgoings	Statutory Compliance	Pest inspection	Rubbish and recycling bins	ESL	Contents Insurance	Public Liability	All minor maintenance and repairs	Capital upgrades	Building insurance (*)	Rent
Licence	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Peppercom
Lease	<input checked="" type="checkbox"/>	x	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Peppercom

(*) Tenant is responsible for 50% of building insurance premium and 50% of excess on insurance claims



APPENDIX 2 COMMUNITY LEASES Guidelines

This guide aims to provide simple guidelines and act as a point of reference to community leases for Lessees and prospective Lessees within the Shire of Mundaring (the Shire).

These guidelines do not replace your lease or licence agreement which should be referred to for further details. These guidelines should be read in conjunction with the "Community Leases Policy".

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Terminology

Throughout this document the community group or organisation holding a community lease (you) may be referred to as the Lessee or Tenant. The Shire, as the owner of the premises/land or the entity responsible for land/property under 'management orders' on behalf of WA State government, may be referred to as the Lessor or Landlord.

Glossary of terms used in this guide:

Capital upgrade	<p>Refers to enhancement to the existing facility and extends the asset to cater for growth or additional service level.</p> <p>Capital upgrades are approved at the Shire's discretion and must demonstrate an alignment with the Shire's Strategic Objectives.</p> <p>The Lessee may apply to Council for financial assistance to upgrade a leased facility with requests being considered as part of the budget process in the year in which the request is received. The Shire will also work to assist groups when applying for funding.</p>
Capital renewal	<p>Relates to expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility (for example carpets).</p> <p>The Shire is responsible for capital renewal and repairs, which relate to major structural elements of the building such as the roof or load bearing walls. The Shire is also responsible for expenses incurred to restore the original function of the facility by replacing elements that have a life cycle shorter than planned for the entire facility due to fair wear and tear.</p>
Contractual right	<p>A right arising out of a contractual arrangement, for example the right to non-exclusive use of a property under a Licence or Management Agreement.</p>
Emergency Service Levy (ESL)	<p>The Emergency Services Levy (ESL) is a Department of Fire and Emergency Services compulsory levy for all buildings. ESL funds Western Australia's fire and emergency services, including career fire stations, volunteer fire brigades, State Emergency Service units, the Volunteer Marine Rescue Service and the multi-purpose Volunteer Emergency Service units.</p>

Fair wear and tear

Fair and reasonable wear and tear is where an item has become faulty over time despite having been maintained in good condition over its lifetime, and is no longer able to be repaired.

Example 1. A tap fitting which has been repaired as necessary during its service life (new tap washers, reseating, replacement of o-rings and lubrication of spindle) but fails due to wear of the tap seat or spindle thread, necessitating replacement.

Example 2. Carpet or vinyl floor coverings which have degraded (worn and unsightly) due to foot traffic over a lengthy period of time, despite having been regularly cleaned as recommended by the manufacturer.

Example 3. Gutters and/or downpipes which have rusted due to age, despite having been kept clean and free of debris during their lifetime.

It accounts for natural deterioration, but it doesn't include neglect or damage caused accidentally or intentionally by tenants

Fixtures and fittings

Fixtures are items that are permanently attached – or fixed – to the property, like a fitted kitchen, hot water system, baths, sinks and toilets. Such items would almost always be included in the sale of a house.

Fittings can also be attached to the property, but are generally more temporary in nature, and can include things like mirrors, curtains or blinds, and some shelving or cabinets hung on a wall.

Gross rental value (GRV)

~~The GRV is an annual rental value for a property determined by the Valuer General once every three years. This means properties are valued on their potential rental income rather than their capital value.~~

Maintenance responsibilities

Facility maintenance includes minor day-to-day maintenance that can be performed by a handy-person and more significant asset renewal/ maintenance requiring the services of a qualified tradesperson. Licenced trades persons must be used when undertaking significant electrical, plumbing, gas and air-conditioning works.

All maintenance obligations and maintenance standards are clearly articulated in specific schedules to lease and licence documents and are summarised in this guide. Each Lessee is required to maintain the facility in accordance with the maintenance schedule attached to their lease or licence agreement.

The maintenance schedule outlines the responsibilities of the Lessor (the Shire) and the Lessee (you).

Outgoings

Outgoings are fees or charges incurred for the use of a property. These may include utilities such as water, electricity and gas usage, rubbish and recycling charges, sewage rates (in applicable). Outgoings are charged in addition to rent, licence fees and rates and taxes.

Structural

Structural maintenance applies to any major load bearing or large building component, such as wall framing, roof framing, or roof cladding where the majority of the component is affected. This also applies to building fixtures or equipment installed by the lessor where major failure has occurred.

Understanding the Terms and Conditions in your Lease or Licence Agreement

Your association/organisation committee and/or anyone responsible for managing and maintaining your premises should:

- be aware your organisation has a lease or licence arrangement with the Shire
- have a good understanding of the terms and conditions of your lease or licence agreement.

The terms and conditions of your lease or licence agreement outline:

- permitted times and use/s of the premises
- fees and charges
- required insurances
- a survey plan of your lease or licence boundary.

You should keep a copy of your current lease or licence agreement in an accessible location, where it can be readily referred to.

Your lease or licence agreement should be used to develop your organisation's policies and procedures and should be the basis of any hire/user group arrangements.

To request a copy of your current lease or licence agreement, contact the Shire's Property Management Officer.

Keeping the Shire Informed

You must contact the Shire when:

- there are changes to your management committee and/or contact information
- there are changes to your Rules of Association (Constitution)
- you are planning improvements or works to your leased premises
- unexpected changes occur to the condition of your premises (e.g. significant storm damage, vandalism, illegal dumping etc.)
- your organisation is experiencing difficulty meeting the terms and conditions of the lease or licence agreement
- the financial position of your organisation is declining and/or a threat to your operations
- you need assistance managing your organisation (e.g. lack of committee members, issues with other user groups).

You will be asked to provide the following as required:

- audited annual statement of accounts
- information regarding your membership (i.e. membership numbers, fees).

Prior to undertaking any improvements or development works to a community lease site, you need to apply for Shire permission (as the landlord). Further information is provided in the Frequently Asked Questions (FAQ) in this document.

Invoices

There are a range of invoices associated with a community lease:

Rent	Issued annually by the Shire.
Utilities (e.g. water, electricity)	If utility accounts are sent to the Shire, an invoice will be raised and forwarded to Lessee for payment. A copy of the account from the service provider will be provided with the invoice. Water and electricity accounts are issued bi-monthly.
Insurance and Emergency Services Levy (ESL)	Issued annually, around November or December.

Bins	If you have requested a bin service, it may be invoiced as a Rates Notice. This is for a waste service only, no land rates will apply. Tip Passes are available for a fee.
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Insurances, Indemnity and Exclusion of Liability

All Lessees must have adequate public liability insurance and other coverage as appropriate for their operations such as building and professional indemnity insurance.

The Lessee is required to:

- Provide a copy of Certificate of Currency for Public Liability Insurance to the value of \$20,000,000 upon signing or renewal of policy;
- Arrange relevant insurance for own equipment and possessions if desired;
- Pay excess on own insurance policies in the event of a claim;
- Reimburse the Lessor the portion of the premium for building insurance as per individual lease conditions.
- pay excess of \$1500 in the event of a claim on the building insurance (50% of applicable excess). Category 2 and Category 3 lessees ONLY.

Use

Your lease or licence agreement will detail the permitted uses for your leased area. Furthermore, you should note that there are certain provisions in regards to the following:

Casual Hire	You must obtain written consent prior to entering into any hire arrangements. All hire arrangement must be consistent with your permitted use (I.e. toddler birthday parties or mothers' group meeting in Playgroup premises) and where permission is granted, you will remains responsible for the Premises at all times.
Alcohol	Consumption and sale of alcohol is not permitted within the leased area without permission or relevant licencing requirements.
Sub-letting	Must be mutually agreeable <u>agreed</u> and is conditional on Shire approval.
Option to renew (if applicable)	Prior to the expiry of lease term the Lessee will be contacted to confirm acceptance of an additional lease term.
Lease Expiry	Prior to the expiry of lease, Lessee's will be contacted to determine requirements for a new lease.

Frequently Asked Questions

What alterations, additions, improvements or changes can we make to our leased property?

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

Alterations, additions, improvements or changes to a leased property can include, but are not restricted to, requests to remove a tree, replace a fence, painting, building a patio, or installing air conditioning. Works undertaken within a leased area require permission from the Shire and you need to check with the Property Management Officer prior to commencing any work.

You are required to contact the Shire in writing and provide as much information as possible regarding any work. At a minimum, you need to provide:

- The scope of works
- How are the works to be funded
- Who will be completing the works
- Map/ plan showing location of works.

Depending on the extent of the works an outcome will usually be provided between 1-10 working days and you will be advised if delays are expected.

Permission is required to ensure works are compliant with relevant local planning or building laws and appropriate building and/or planning permits have been obtained by the lessee. At this time advice or suggestions may be provided to ensure the best outcome of the works to benefit the Lessee (alternative options, better long term outcome, less maintenance costs).

Approved works will be the responsibility of the Lessee for all future repairs, maintenance and replacement.

What type of inspections are likely to take place?

A range of inspections may be conducted on the leased area:

Fire Safety Inspections	Conducted annually by Fire Hazard Inspection Officers to assess firebreaks, access and fuel loads.
Property Inspections	Scheduled annually by the Property Management Officer to assess state of repair of the building.
Public Building Inspections	Generally conducted bi-annually by Health Officers to assess for various health risks. The frequency of these inspections may be determined by the risk of the premises. The main items assessed include patron numbers and egress, fire safety and public amenities (e.g. exit signs, emergency lighting, portable fire extinguishers, toilet facilities etc.)

Do we need to be on site when the Shire appoints a contractor?

When maintenance or servicing works are to be carried out by Shire arranged contractors, an email will be sent advising of scheduled works. While we cannot always provide an exact time and date you will have the option to advise of times/dates that may not be suitable or your preferred time/day for the contractor to attend. The contractor will be provided keys (and if applicable, alarm codes) by the Shire. It is not necessary for you to be in attendance.

Should there be any special requests for the timing of appointment, your contact details will be forwarded to the contractor to make arrangements directly. If the contractor cannot gain access and has not been advised of any changes by you to the arranged time, a fee may apply to reschedule.

How do we check if our chosen contractor is licensed?

Licensed trades persons must be used when undertaking electrical, plumbing, gas and air-conditioning works. All other maintenance and repairs must be completed in a tradesperson like manner.

To check if your chosen contractor is licensed, refer to the Department of Mines, Industry Regulation and Safety - [Occupational licence search](#).

What are our responsibilities for our roof, gutters, downpipes and eaves?

The Shire is responsible for the structural components of the roof.

You are responsible for preventative maintenance. In many cases, this will prevent the need for further general repairs.

It is recommended that you check your roof at the beginning of winter and the beginning of summer, with checks as necessary depending on likely leaf load, and pay particular attention to the following.

Internally:

- Check for signs of water damage (i.e. mould, mildew, drips, leaks, water stains and peeling paint).
- Check for signs of pests occupying roof space (i.e. rats, mice and possums). Long term infestation of pests may cause damage to wiring, insulation and ceilings.

Externally:

- Check for roof rust to avoid corrosion to sheeting or screws, and loose or damaged sheets.
- Check roof tiles to ensure there are no loose, cracked or missing pieces.
- Rot may affect wooden members and if there are signs of rot, they will need to be replaced. Any sign of rot to wooden roof structure needs to be reported to the Shire.
- Impact of additional installations which involve roof penetrations such as air conditioning, pipes, satellite dishes or other fixtures should be checked.
- Flashing should not be pulling away from roof or leaving gaps.
- Valleys must be kept clear of leaves and debris.

Rectify any issues identified during checks and advise the Shire immediately if you notice or suspect structural issues.

Problems caused by lack of maintenance or failure to clean gutters and downpipes can include:

- Damage caused by water overflowing, running over eaves, back into roof and onto the ceiling.
- Buckled, rusting or broken gutters due to debris build up.

- Gutters full of leaves in summer increase risk of ignition from ember attack should there be a nearby bushfire which can start fires and spread quickly to the rest of the premises.

Broken or bent fastenings should be repaired to ensure even flow. Drains should also be cleared to make sure the water can get away once it exits from the downpipes.

Gutters and downpipes not adequately cleaned or maintained will not be considered fair wear and tear should rust develop or be eligible for use of the maintenance cap (if applicable) towards to cost of repairs or replacement.

Our water consumption bill seems very high? What do we do?

Water leaks may not always be obvious, sometimes it not until a larger than usual water account arrives that the problem is noticed.

The Water Corporation provides a useful tool to detect leaks and expert advice on steps to follow. See Leaks/Watercorporation.com.au.

In first instance it is recommended you check the following:

Toilets	Check seals, float valve and tap for leaks
Taps	May need new washer, reseating or replacing. Don't forget to check all taps including washing machine taps (if applicable) and outside taps
Reticulation	Check for missing or damaged sprinklers, split/damaged pipes and joins.

Also consider checking evaporative air-conditioning units, hot water systems and water pipes in ceilings if this is applicable to your leased premises.

When engaging a plumber for minor repairs it is often worthwhile getting all taps and toilets checked and if needed, serviced at the same time.

What are our responsibilities regarding fire prevention?

In the Shire firebreaks are required to be in place before 1 November each year and maintained up to 31 March the following year. You are responsible for ensuring firebreaks are installed as per Firebreak and Fuel Load Notices. Firebreaks are to be no less than 3 metres wide and have no less than 4 metres height clearance.

Fire Appliance Access is required and you are required to maintain a safe and easy entry and exit from the property with adequate turnaround near buildings.

Other works required to maintain a low fuel load include:

- Raking and removing accumulated leaf litter, twigs and bark and removing of any piles of combustible material.
- Maintaining long grass no higher than 50mm.
- Ensuring a minimum of 2 metre distance between shrubs and structures by trimming vegetation back from buildings.
- Keeping gutters free from leaves and combustible material.
- Cleaning roofs of sheds.

- Advising Shire of any branches overhanging buildings.

A guide to the Shire's [Bush Fires and Fire Management](#) is available on the website.

If you have question or require advice, contact the Fire Hazard Inspection Officers who can provide advice on keeping your leased area compliant with the Shire's Firebreak and Fuel Load Notice. To arrange a site visit at a time convenient to you please phone 9290 6696 or email firesafety@mundaring.wa.gov.au.

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Additional information

Funding Options

There are a wide range of funding options available for community groups such as:

- Grants funding
- Sponsorship
- Donations
- Fund raising
- Cash and in-kind contributions from other community organisations/ individuals.

The Shire has developed a community grants program to provide funds to local community groups for activities that not only benefit the members of the group, but the broader community. Grants must meet identified community need, promote active participation of local residents and build community strength.

The grants program is organised on a financial year basis and is a competitive process. For more information about available grants refer to the [Community Grant Program](#) page on the website, or contact the Community Capacity Building Officer on 9290 6678 or via ccbo@mundaring.wa.gov.au

Request for Capital Works

The Shire's annual budget is determined by its long term Financial Plan and Corporate Business Plan in line with the Shire's Strategic Community Plan.

Requests for assistance with capital works need to be assessed and set according to priority before being considered for subsequent years' funding. Any request for capital work should be sent to shire@mundaring.wa.gov.au.

Disability Access and Inclusion

The Shire is committed to continually improving access and inclusion for both residents and visitors. The Access and Inclusion Informing Strategy 2022/2026 provides a framework for the Shire to create an accessible and inclusive community for all people regardless of their ability, age, culture, sex, gender, or sexual orientation. The Action Plan sets out what actions will be implemented over the next five years, and the responsible service areas within the Shire that will deliver on the Plan.

For more information refer to the [Access and Inclusion Informing Strategy](#) page on the website.

For more information about access and inclusion, please contact the Shire's Coordinator Community Engagement team on 9290 6715 or email cce@mundaring.wa.gov.au.

Lease and License Categories

The below information is provided as a guide only and does not replace your lease or licence agreement.

To determine the category relevant to you, refer to the “Community Leases Policy” item 4.2 and Appendix 1 Classification of tenants.

Category One (excerpt of essential terms)	
Initial term	5 years
Option	Up to two (2x) 5 year options (at the Shire’s discretion)
Your Responsibilities (as Lessee / Tenant)	Payments <ul style="list-style-type: none"> • Peppercorn rent, licence or management fee • All outgoings and consumption charges, including but not limited to utilities, rubbish and recycling bin charges, water rates and taxes (if applicable) • Pest control (excluding termite) as required • ESL (not applicable to a licence or management agreement)
	Insurance <ul style="list-style-type: none"> • 50% of building insurance premium • Full replacement value content insurance including lessee’s fixtures, fittings, equipment and stock if desired • \$20 million public liability insurance
	Repair / Maintenance <ul style="list-style-type: none"> • Maintain property clean and in good repair • No property modifications or installations to be undertaken without Shire approval (and statutory approvals if applicable) • General minor maintenance of premises <u>maximum of \$500 for “once-off” minor maintenance items and-up to \$1500 maximum</u> per annum. • All costs relating to replacement of fittings and fixtures including light globes and tap washers • Internal and external cleaning (including annual carpet cleaning if applicable) • Minor remedial painting to repair general wear and tear (patch painting)
	Acknowledgement of the Shire The Lessee will acknowledge the Shire’s support through signage or other means as agreed by the Shire.
	Payments

The Shire's Responsibilities (as the Lessor)	<ul style="list-style-type: none"> • Termite inspections and treatment • Cost of statutory compliance (RCD, smoke alarm, emergency exit and fire extinguisher servicing) • 50% of building insurance premium • building insurance excess
	Repair / Maintenance (unless damage caused by Lessee) <ul style="list-style-type: none"> • Scheduled major painting of interior/exterior, or both, as a preventative maintenance process • Structural maintenance, replacement and repair (roofing, main structure) • Pumping out and cleaning of septic tanks (if applicable) • Repairs or replacements necessary due to fair and reasonable wear and tear • Major pruning of trees (if applicable)
	Capital Upgrades Capital renewal of existing assets to be undertaken at the Shire's discretion. Capital upgrades and capital expansion of all assets within the leased area at the Shire's discretion.
	Inspections The Shire will inspect the premises annually (or as required) and will give the Lessee appropriate notice in accordance with the lease terms.
Tenancy Fee	Peppercorn rent, capped maintenance

Category Two (excerpt of essential terms)	
Initial term	10 years
Option	Up to one (1x) 10 years options (at the Shire's discretion)
Your Responsibilities (as Lessee / Tenant)	Payments <ul style="list-style-type: none"> • Rent or licence fee • All outgoings and consumption charges, including but not limited to utilities, rubbish and recycling bin charges, water rates and taxes (if applicable) • Pest control (excluding termite) as required • ESL (not applicable to a licence)
	Insurance <ul style="list-style-type: none"> • 50% of building insurance premium • 50% of the excess of building insurance claims (not applicable to a licence) with a minimum claim value of \$3000 • Full replacement value content insurance including fixtures, fittings, equipment and stock <u>if desired.</u> • \$20 million public liability insurance
	Repair / Maintenance <ul style="list-style-type: none"> • Maintain property clean and in good repair • No property modifications or installations to be undertaken without Shire approval (and statutory approvals if applicable) • General minor maintenance of premises (no annual maximum expenditure cap) • All costs relating to replacement of fittings and fixtures including light globes and tap washers • Internal and external cleaning (including annual carpet cleaning if applicable) • Minor remedial painting to repair general wear and tear (patch painting)
	Capital Upgrade Capital upgrades and capital expansion of all assets within the leased area and maintenance of fit-out.

	<p>Obligations of Lessee and Default Provisions</p> <p>The Lessee is responsible for paying any license fees and/or rent and any other monies owed under the agreements within 30 days of the due date.</p> <p>Continued failure to pay monies due and owing under the agreement may result in the Shire terminating the agreement.</p> <p>Acknowledgement of the Shire</p> <p>If less than the market rent is being paid by the Lessee, theThe Lessee will acknowledge the Shire’s support through signage or other means as agreed by the Shire.</p>
<p>The Shire’s Responsibilities (as the Lessor)</p>	<p>Payments</p> <ul style="list-style-type: none"> • Termite inspections and treatment • Cost of statutory compliance (RCD, smoke alarm, emergency exit and fire extinguisher servicing) • 50% of building insurance premium • 50% of building insurance excess <p>Repair / Maintenance (unless damage caused by Lessee)</p> <ul style="list-style-type: none"> • Scheduled major painting of interior/exterior, or both, as a preventative maintenance process • Structural maintenance, replacement and repair (roofing, main structure) • Pumping out and cleaning of septic tanks (if applicable) • Repairs or replacements necessary due to fair and reasonable wear and tear • Major pruning of trees (if applicable) <p>Capital Renewal</p> <p>Capital renewal and capital expansion of all assets within the leased area to be undertaken at the Shire’s discretion.</p> <p>Inspections</p> <p>The Shire will inspect the premises annually (or as required) and will give the Lessee appropriate notice in accordance with the lease terms.</p>
<p>Tenancy Fee</p>	<p>Market rent, discounted where applicable (Community Leases #insert policy number - Item 4.3.1)</p>

Category Three (excerpt of essential terms)	
Initial term	10 years
Option	Up to one (1x 10 years options (at the Shire's discretion))
Your Responsibilities (as Lessee / Tenant)	<p>Payments</p> <ul style="list-style-type: none"> • Rent or licence fee • All outgoings and consumption charges, including but not limited to utilities, rubbish and recycling bin charges, water rates and taxes (if applicable) • Pest control (excluding termite) as required • ESL (not applicable to a licence)
	<p>Insurance</p> <ul style="list-style-type: none"> • 50% of building insurance premium • 50% of the excess of building insurance claims with a minimum claim value of \$3000 • Full replacement value content insurance including fixtures, fittings, equipment and stock • \$20 million public liability insurance
	<p>Repair / Maintenance</p> <ul style="list-style-type: none"> • Maintain property clean and in good repair • No property modifications or installations to be undertaken without Shire approval (and statutory approvals if applicable) • General minor maintenance of premises (no annual maximum expenditure cap) • All costs relating to the replacement of fittings and fixtures including light globes and taps • Internal and external cleaning (including annual carpet cleaning if applicable) • Minor remedial painting to repair general wear and tear (patch painting).
	<p>Capital Upgrades</p> <p>Capital upgrades and capital expansion of all assets within the leased area and maintenance of fit-out.</p>
	<p>Obligations of Lessee and Default Provisions</p> <p>The Lessee is responsible for paying any license fees and /or rent and any other monies owed under the agreements within 30 days of the due date.</p> <p>Continued failure to pay monies due and owing under the agreement may result in the Shire terminating the agreement.</p>

	<p>Acknowledgement of the Shire</p> <p>If less than the market rent is being paid by the Lessee, theThe Lessee will acknowledge the Shire’s support through signage or other means as agreed by the Shire.</p>
<p>The Shire’s Responsibilities (as the Lessor)</p>	<p>Payments</p> <ul style="list-style-type: none"> • Termite inspections and treatment • Cost of statutory compliance (RCD, smoke alarm, emergency exit and fire extinguisher servicing) • 50% of building insurance premium • 50% of building insurance excess
	<p>Repair/ Maintenance (unless damage caused by Lessee)</p> <ul style="list-style-type: none"> • Scheduled major painting of interior/exterior, or both, as a preventative maintenance process • Structural maintenance, replacement and repair (roofing main structure) • Pumping out and cleaning of septic tanks (if applicable) • Repairs or replacements necessary due to fair and reasonable wear and tear • Maintenance of roofing, mechanical services and the main structure • Major pruning of trees (if applicable)
	<p>Capital Renewal</p> <p>Capital renewal and capital expansion of all assets within the leased area to be undertaken at the Shire’s discretion.</p>
	<p>Inspections</p> <p>The Shire will inspect the premises annually (or as required) and will give the Lessee appropriate notice in accordance with the lease terms.</p>
<p>Tenancy Fee</p>	<p>Peppercorn rent</p>

A to Z of Maintenance Obligations

The below table provides an A-Z list of obligations relevant to you as the Lessee and the Shire as the Lessor.

The below information is provided as a guide only and does not replace the obligations as listed in your lease or licence agreement.

General Terms

Alterations	<p>Lessee must seek written consent from Lessor prior to make or allow, any alteration, addition, improvement, or demolition of any part of the premises</p> <p>After obtaining written consent, Lessee must apply for and obtain all statutory approvals, authorities, permits or policies as are required by law before undertaking any alterations, additions, improvements or demolitions.</p>
	<p>Lessor will evaluate any request for alteration submitted by Lessee and communicate determination in relation to submission.</p>
Building Insurance claims	<p>Building insurance covers property in the event of, but not limited to, fire, storm damage, vandalism, break-ins. Insurance claim minimum value is \$3000.</p>
	<p>Category 1 lease: Lessor responsible for insurance excess</p>
Maintenance expenditure cap (Category 1 leases)	<p>Lessee must promptly repair or replace any damaged item. Category 1 lease: Amounts expended by the Lessee on maintenance or repair are capped: <u>Maximum of \$500 for "once-off" minor maintenance item and at an Annual Maximum</u> amount of \$1500; per year. If the total amounts expended exceed the annual maximum amount, Lessee is required to provide the Lessor with detailed evidence of previous expenditure in the form of itemised tax invoices.</p>
	<p>Category 1 leases: Where maintenance works are required beyond the maintenance cap the Lessor reserves the right to seek alternative quotations and will pay the additional amount in excess of the <u>"Once-off" and/or Annual Maximum</u> amount.</p>

Maintenance (General)	Lessee is responsible for the cost of repair or replacement if it is necessary because of any action or omission of or on the part of the Lessee or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee.
	Lessee will be responsible for the cost of structural maintenance, replacement or repair when such maintenance, repair or replacement is necessary because of any action or omission of or on the part of the Lessee or by the Lessee's particular use or occupancy of the Premises
	Lessor will carry out agreed repairs or replacement that are necessary as a result of fair and reasonable wear and tear and so long as the Lessee has completed regular and ongoing preventative maintenance and repairs as needed, and to maintain the property to a standard appropriate for the age of the premises. Lessor is responsible for the cost of structural maintenance

General Statutory / Minimum Level of Service Obligations

Asbestos	Lessee will be provided with an excerpt of the Asbestos Containing Material (ACM) register in their meter box (if applicable) and any works involving asbestos containing materials must be carried out by a suitably licensed contractor.
Emergency exit lighting systems and emergency doors	Lessee is responsible for notifying the Lessor if any Fire Evacuation Exit Signs are not in good working order.
	Lessor will arrange for annually test and service by a qualified technician and replacement of non-compliant, faulty or damaged equipment as required at time of service call.
Firefighting equipment and exit signs	Lessee to ensure firefighting equipment is not tampered with or removed from designated area.
	Lessee is responsible for costs incurred for replacement if misuse, tampered or lost Fire Fighting Equipment.
	Lessor will arrange annual inspection of the premises to ensure compliance with statutory requirements. Serviced at least every 6 months by a qualified technician and replacement of non-compliant, faulty or damaged equipment as required at time of service call.



Pest control	<p>Lessee will keep leased premises free of pests. Lessee is responsible for cost of extermination of pests with the exception of white ant treatment. This includes but not limited to:</p> <ul style="list-style-type: none"> • Ants • Cockroaches • Birds • Rats and Mice • Spiders • Wasps • Possums <p>Lessee to keep building in such a manner as not to encourage white ants i.e. not stacking newspapers timber etc. against walls and to report any sign of white ants activity to the lessor and in a manner which discourages all pest intrusions.</p>
	<p>Lessor will arrange annual white ant pest inspection, and treatment if required, by a licenced and insured Pest Control technician. Testing and bait stations installation will be conducted on advice from pest control technician.</p>
RCD protections, tagging electrical equipment	<p>Lessee to ensure that all portable plug-in electrical equipment is regularly inspected in accordance with relevant legislation.</p>
	<p>Lessor to ensure that all RCDs are inspected, tested, repaired and maintained in accordance with the relevant legislation.</p>

Interior of Premises

Bathrooms and change rooms (including: drains sewerage, showers, toilets etc.)	<p>Lessee must keep clean at all times and ensure all are operable and free from any blockages.</p> <p>Lessee shall not permit foreign objects or matter to be placed into drains, toilets or grease traps and is will be responsible for clearing <u>such</u> blockages.</p>
	<p>Lessor will replace irreparable items and undertake capital renewal as and when determined by the lessor.</p> <p>Lessor <u>will engage trades to investigate and clear major blockages, however if the cause of the blockage is found to be caused by the tenant (e.g. nappies or similar blocking a drain), then the lessee will be charged for the costs. Lessor</u> is responsible for clearing blockage caused by tree roots entering drain pipes.</p>



	Where the lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the lessee, the lessee may be required to pay part or all of the lessor's costs of undertaking these works
Carpet	Lessee to keep carpets clean at all times. Carpets are to be vacuumed often and steam clean at least once annually with spot cleaned to occur as needed.
	Lessor will replace as and when determined and scheduled by Lessor.
Ceiling	Lessee to keep ceiling clean, free of cobwebs and cleaned of any temporary decoration. Air conditioning vents and the like shall be kept clean and in good working order. Note: Any water damage or sagging to be reported to the Lessor.
	Lessor to repair any structural damage to ceiling. If damage is caused or contributed to by the lessee or lessee's employees and visitors, the lessor may require the lessee to reimburse it for part or all of the cost of repairing the damage
Cleaning and cobweb removal	Lessee to ensure premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Cupboards, benches, cabinets (built in joinery)	Lessee to regularly clean all doors, latches, drawers and shelves and to keep free from any damage, marks or food residue.
	Lessor to replace built in joinery as and when determined by the lessor.
Doors	Lessee to keep doors clean, free from any marks, damage and cobwebs. Doors are to be lockable and operable. Any door closers or other devices fitted should be maintained in good working order. Note: Locks are not to be changed without the prior approval of the Lessor. Locks must be keyed to the Lessor's Key System.

Floors	Lessee to keep floors clean and regularly maintained in accordance with the requirements of the type of surface, i.e. hard floors to be swept and mopped. In kitchen areas, relevant Health requirements should be strictly complied with.
	Lessor will replace floor coverings as determined by the Lessor. This is generally when the coverings have reached the end of their life as a result of fair and reasonable wear and tear. Lessor is not responsible for replacement when it is due to lack of care and maintenance or due to abuse or damage by the Lessee.
Keys / locks / hardware	Unless otherwise approved by the Lessor in writing, the Lessee must not have additional sets of keys copied or cut and must immediately notify the Lessor of any loss of keys; Locks are not to be changed without the prior approval of the Lessor. If the locks are changed, the Lessee must provide the Lessor with keys to access all areas of the Premises. The Lessee is responsible for the maintenance and repairs of window and door hardware including the cylinder.
	Lessor is to provide the Lessee with one (1) set of keys for access to the Premises and all rooms therein. Bi-lock System: Works to repair or change locks will be undertaken by the Shire and costs forwarded to the Lessee.
Painting	Lessee is responsible for patch painting required for repair purposes.
	Lessor will schedule and carry out preventative maintenance
Sink, basin, pedestal pans and cisterns	Lessee to maintain in clean and operable condition and clear of all blockages caused by foreign objects or matter. Lessee to repair fittings such as taps.
Toilets	Lessee to keep in a clean and operable condition at all times and check seals, float valve and tap for water leaks as well as clear all blockages caused by foreign objects or matter placed in toilets. All consumables, i.e. Toilet paper, paper towels, are to be supplied by the Lessee. Replacement of fittings such as roll dispensers and coat hangers rest with the Lessee.
Walls (interior)	Lessee to keep all wall surfaces throughout the premises clean, free from any marks, damage and cobwebs

	<p>Lessor to repair structural damage to load bearing walls.</p> <p>If damage is caused or contributed to by the lessee or lessee's employees and visitors, the lessor may require the lessee to reimburse it for part or all of the cost of repairing the damage.</p>
Windows	<p>Lessee to ensure that all dirt, sand and rubbish is kept clear from windows tracks.</p> <ul style="list-style-type: none"> • Clear any debris from weepholes in the windowsills. • Lubricate moving parts such as rollers, locks and hinges. <p>Check seals and replace as require.</p>
	<p>Internal/ External painting will be part of the Shire's maintenance schedule and will include doors and windows frames where previously painted.</p>

Fixtures, Fittings, Appliances and Electrical

Air-conditioning	<p>Before installing any new air conditioners, Lessee must seek permission from the Shire to undertake works. The Shire will give consideration to insulation, ventilation, and capacity of electrical supply.</p> <p>The Lessee is required to operate, clean and service any installed air-conditioning unit in accordance with the manufacturer's standards.</p> <p>If installed by Lessee, installation, repairs, maintenance, servicing and replacement of air conditioners is the responsibility of the lessee.</p>
	<p>If installed by Lessor, air-conditioning will be replaced at the end of its serviceable life.</p>
Electrical fittings	<p>Lessee to keep all electrical fittings such as power points, light switches and light fittings in clean and in good working order. Lessee to replace light globes and fluorescent light tubes which may fail.</p>
Gas appliances	<p>Lessee to operate and regularly clean appliances to maintain in good working order with all gas supplier requirements being complied with.</p>
	<p>Lessor does not support gas appliances and would replace with comparable electric appliance</p>
Hot water system	<p>Lessee is responsible for the maintenance and servicing of the hot water system.</p>

	Lessor will replace hot water system at the end of its serviceable life.
White Goods including stove, fans, refrigerators, heaters & Other	Lessee to keep white goods clean, operable, regularly maintained and repaired as required and operated in accordance with the manufacturer's requirements.
	Lessor will replace white goods at the end of its serviceable life if it is an identified Shire asset.

Exterior and Surrounds

Carpark	Lessee is responsible for ensuring car park is clean and clear of rubbish, trip hazards or obstructions.
	Lessor responsible for bitumen repairs, pot-hole maintenance and line marking.
Eaves, gutters and downpipes	Cleaning and maintaining gutters and downpipes should be a regular part of Lessee maintenance schedule. This may vary from twice to several times a year, dependant on your location and time of the year.
	Lessor will replace eaves, gutters and downpipes at the end of their serviceable life, subject to adequate care and maintenance by the Lessee.
Fencing	Lessee to keep fencing clean and free of any graffiti and repair any minor damage.
	Lessor will replace fencing at the end of its serviceable life – like for like.
Fire Prevention	Lessee to maintain fire prevention requirements as per Shire of Mundaring Firebreak Notice and conduct any other fire management matters as instructed by Shire of Mundaring Chief Fire Control Officer. Refer to FAQs provided in these guidelines.



Garden and surrounds	<p>To be kept in tidy and free from litter and rubbish. Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens lawns, shrubs, hedges and trees.</p> <p>Lessee is responsible for any minor pruning. If any flora, trees or lawn dies to be replaced at its own expenses.</p> <p>The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.</p> <p>The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.</p>
Pathways	<p>Lessee to keep pathways clear of rubbish and swept regularly with care not to damage vegetation surrounding the building.</p> <p>Lessor is responsible for Shire verge footpaths.</p>
Roof	<p>Lessee is responsible for internal and exterior preventative maintenance and minor maintenance.</p> <p>Lessor is responsible for the structural components of the roof.</p>
Rubbish Bins	Lessee to ensure all rubbish is placed in the outside rubbish bins in the designated bin areas/enclosures. Bin enclosure is to be kept clear of all rubbish.
Tree pruning	Lessor is responsible for any major tree pruning and tree removal (unless noted otherwise in lease) as determined by the Lessor.
Signs	<p>Signs located on the building, are to be regularly maintained by Lessee and kept in a safe condition. Signs that may become damaged are to be replaced immediately.</p> <p>Any approvals or licences for signs are to be kept current.</p> <p>Installation of any sign requires approval from the Lessor.</p>
Veranda	Lessee to keep clean and free from cobwebs.
Walls	Lessee to keep exterior walls free from any marks, damage and cobwebs.

Security

Graffiti	<p>Graffiti removal is the responsibility of the Lessee and any graffiti should be removed as quickly as possible.</p> <p>Report Graffiti to Shire and via Report Graffiti Form. For further information on removing/preventing graffiti Goodbye Graffiti.</p>
Malicious damage and break ins	<p>Lessee is responsible for notifying the lessor of any incidents of malicious damage or break-ins and submitting a police report for insurance purpose.</p>
	<p>Lessor will submit building insurance claim if applicable.</p>
Security system	<p>Lessee to ensure the premise is maintained in a secure condition at all times.</p> <p>The Lessee may, with prior approval from the Lessor, install a security system to the premises and pay all costs associated with the installation and ongoing monitoring of a security system. Such system is to be maintained by the Lessee in accordance with the supplier's instructions.</p> <p>All security telecommunications and other fees are to be met by the Lessee.</p> <p>If security system is installed the Lessee is required to provide access keys and alarm codes to the Lessor.</p>
Security screens	<p>Lessee to keep security screens clean and firmly fixed. Any cobwebs to be regularly removed</p>
Vandalism	<p>Lessee to notify Lessor of any act of vandalism to the premises or any incident which occur on or near the premises.</p>
	<p>Lessor will submit a building insurance claim on presentation of a police report if applicable.</p>

Further Questions?

Should you require further information regarding community leases, please refer to the "Community Leasing Policy".

If assistance is required to determine the category relevant to your organisation, or any other enquiry, please contact:

Dee Roberts

Property Management Officer

Email: shire@mundaring.wa.gov.au

DRAFT

9.1.2 Policy Review - Legal Representation for Council Members and CEO Policy

File Code	GV.OPP 1
Author	Pascaline Owers, Governance Officer 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 Legal Representation for Council Member and CEO Policy ↓2. Legal Advice - Draft Legal Representation for Council Members Policy (Confidential) ↓3. Draft Legal Representation for Council Members and CEO Policy - with track changes ↓4. Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy (OR-06) ↓

PURPOSE

The draft “Legal Representation for Council Members and CEO Policy” (**Attachment 1**) is being represented to the Governance Committee (the Committee) for its consideration and recommendation to Council.

At the 21 August 2023 Governance Committee meeting, consideration of the draft “Legal Representation for Council Members and CEO Policy” was deferred to seek legal advice. A response has been received from McLeods Lawyers with suggested changes (provided to Council Members upon request).

Additionally, council members appointed to the Governance Committee provided feedback. Changes based on this feedback have been outlined in the comment section of this report and tracked in the draft “Legal Representation for Council Members and CEO Policy” to demonstrate what has changed to what was previously presented to the 21 August 2023 Governance Committee meeting (**Attachment 3**).

BACKGROUND

The draft “Legal Representation for Council Members and CEO Policy” has been informed by:

- the current “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” (OR-06) (**Attachment 4**);
- the Department of Local Government Operational Guidelines, Legal Representation for Council Members and Employees and model policy “Legal Representation for Council Members and Employees”.

The current “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” (OR-06) was adopted by Council in August 2006. At this time, the then Department of Local Government and Regional Development released a Model Policy on Legal Representation for Council Members and Employees and accompanying Local Government Operational Guidelines on Legal Representation for Council Members and Employees. The Shire sought legal advice during the development of the policy and advice

“(received 7 August 2006) confirms the draft policy accords in its essentials with the Department’s Model Policy” (14.08.2006 Strategic Policy Committee Minutes).

In August 2010 Council’s Strategic and Governance Committee conducted a review of “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” (OR-06) and recommended that the policy be adopted without change. Council members and the CEO were required to declare a financial interest and approval was obtained from the Director General of the Department of Local Government. The recommendation for the policy to be adopted without change was endorsed by Council (C5.08.10).

At the 17 July 2023 Governance Committee informal workshop, a discussion paper was presented to the Committee to seek feedback and inform the next iteration of the policy. The feedback has been incorporated into the final drafts for adoption.

At the 21 August 2023 Governance Committee meeting, the Committee resolved to:

1. *Defers consideration of the draft “Legal Representation for Council Members and CEO Policy” ...*
2. *Requests the CEO seek legal advice on the draft “Legal Representation for Council Members and CEO Policy”, specifically on the elements of the policy that have not been tested and the interpretation of clause 4.2.1 (c).*
3. *Notes the legal advice and the draft “Legal Representation for Council Members and CEO Policy” will be referred back to the committee for its consideration.*

STATUTORY / LEGAL IMPLICATIONS

Section 2.7 of the *Local Government Act 1995* provides the role of council in relation to the determination of policies:

- (1) *The council —*
 - (a) *governs the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government’s finances and resources; and*
 - (b) *determine the local government’s policies.*

Section 3.1 of the *Local Government Act 1995* (the Act) provides that “*the general function of a local government is to provide for the good government of persons in its district*”.

Section 6.7(2) of the Act provides that “*money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law*”. Under these provisions, a Council can expend funds to provide legal representation for council members and employees, as long as it believes that the expenditure falls within the scope of the local government’s functions.

Section 9.56 of the Act provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude people taking action against individual council members or employees if they believe that the council member or employee has not acted in good faith.

Furthermore, the Act states:

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) *A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest -*
- (a) *in a written notice given to the CEO before the meeting; or*
 - (b) *at the meeting immediately before the matter is discussed.*

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) *preside at the part of the meeting relating to the matter; or*
- (b) *participate in, or be present during, any discussion or decision making procedure relating to the matter,*

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) *If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.*

Advice received from the Department of Local Government confirms that prior to being allowed to participate in discussions and/or decision making procedures for this policy review, all council members in attendance at a meeting where this policy is dealt should disclose a financial interest. The CEO is required to apply to the Minister for Local Government for an exemption for whole of Council to be involved in this process.

POLICY IMPLICATIONS

The draft “Legal Representation for Council Members and CEO Policy” will be adopted, and the current policy “Provision of Financial Assistance for Legal Services for Elected Members and Employees” (OR-06) will be replaced if the recommendation is adopted by Council. To capture the information relevant to employees in the current “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” a CEO approved policy for legal representation for employees will be developed.

The “Policy Development and Review Policy” provides the process by which policies are to be scheduled for review. At the February 2023 Governance Committee meeting, the 2023 Governance Committee Workplan was endorsed. The current “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” (OR-06) was listed for review in the content of the report.

FINANCIAL IMPLICATIONS

There are no direct financial implications in terms of adopting the proposed policy; however, there would be a financial cost should the provisions of the policy be accessed by council members. Such costs are unable to be determined at this stage, however are not expected to be significant given how little the current “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” (OR-06) has been used.

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

- Comply with relevant policy, legislation, regulation, criteria and guidelines.

RISK IMPLICATIONS

Risk: Compliance: Legal representation costs and indemnification costs paid to council members and the CEO are not made in accordance with legislation.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The updated policy is adopted by Council.		

Risk: Reputation: Legal representation costs and costs indemnification are not allocated in a consistent and accountable manner.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The updated policy is adopted by Council.		

EXTERNAL CONSULTATION

Nil

COMMENT

The draft “Legal Representation for Council Members and CEO Policy” has been developed based on the Department of Local Government Operational Guidelines and the model policy “Legal Representation for Council Members and Employees” which were reviewed in May 2023. Additionally, policies from other local governments addressing legal representation were also reviewed.

The draft “Legal Representation for Council Members and CEO Policy” provides a framework to determine when it is appropriate for the Shire to pay reasonable legal expenses incurred by council members and the CEO in the course of, or arising out of, the performance of their official functions.

Development of two separate policies (Council adopted Policy and CEO approved Policy)

The current “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” (OR-06) includes terms relating to financial assistance to secure legal

services for council members and employees. The review has resulted in the development of two separate policies:

- A Council adopted policy (this report recommends for adoption) to cover legal representation and costs indemnification of council members and the CEO; and
- A CEO approved policy dealing with legal representation of employees with application(s) submitted to CEO. CEO policies are approved by the CEO (not Council). The key effect of this amendment is that the CEO will be the decision maker in respect of employee applications. This is consistent with the CEO's functions under section 5.41(d) and (g) of the Act.

Scope

A scope has been included in the draft "Legal Representation for Council Members and CEO Policy" to define the audience of who the policy applies to and/or the types of services to which the policy applies.

The draft "Legal Representation for Council Members and CEO Policy" will apply to council members and the CEO in the scope of the Council Policy collectively titled 'applicant'. Following the 21 August 2023 Governance Committee meeting, a definition of 'applicant' has been included for clarity.

Exclusions

Exclusions to the policy have been defined in line with the Department of Local Government Operational Guidelines and Model Policy which notes:

"Local government council members and employees will at times be subject to personal public criticism they consider to be unfair. Depending on the circumstances and the veracity of the criticism, council members or employees may seek to redress the situation by taking legal action. Legal advice received by the Department suggests that only in exceptional circumstances would a local government be able to justify, under the 'good government' provisions, funding the initiation of legal action by a council member or employee".

Furthermore, the Department of Local Government Operational Guidelines notes:

"this guideline does not address the situation where council members and employees are interviewed during, or are required to give evidence to, an inquiry into their local government. Determining whether financial assistance is given in these situation is a complex matter and one that will relate to the circumstances and reasons of the inquiry".

The minutes of the 14 August 2006 Strategic Policy Committee states *"the Shire's draft policy [later adopted as OR-06] in a number of respects extends the Model Policy to deal with special circumstances existing at the Shire. For instance, it was considered appropriate to broaden, but at the same time to make more consistent with the interests of good government, the circumstances in which the Shire would give financial support for legal proceedings initiated by a Council member or employee".* Although relevant when the current Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy" (OR-06) was adopted, these provisions have not been included in the draft "Legal Representation Policies". This is due to the introduction of the *Local Government (Model Code of Conduct) Regulations 2021*.

Item 2.2.1 'Breaches of behaviour' in the Shire's adopted "Code of Conduct for Council Members, Committee Members and Candidates" provides the provision for enforcing the Code of Conduct. As such, the requirements for giving financial support for legal

proceedings that have been initiated by a council member are not relevant in the context of the draft “Legal Representation for Council Members and CEO Policy”.

Exclusions have been included in item 4.2.2. Further changes were made following the 21 August 2023 Governance Committee based on legal advice received. It was suggested that the final paragraph in the exceptional circumstances exclusions in item 4.2.1 (c) be amended and that a definition of the exceptional circumstances exclusions for item 4.2.2 be included.

Confidentiality

All applications (and or related reports) are to be confidential and all parties involved must maintain confidentiality. Where applications are to be considered by Council, the meeting will be closed to the public in accordance with section 5.23(2) of the Act.

Reference to the *Work Health and Safety Act 2020*

Under the department guidelines “*Local governments have a legislative duty of care to their employees to provide a safe working environment and morally have the same duty of care to council members*”. As such the *Work Health and Safety Act 2020* has been listed under related legislation which is relevant to item 4.2.1 c. that references exceptional circumstances which has resulted in an unsafe workplace requiring the provision of financial assistance for legal representation costs.

VOTING REQUIREMENT

Simple Majority

GC3.10.23 – Policy Review - Legal Representation for Council Members and CEO Policy

COMMITTEE RECOMMENDATION	GC3.10.23
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That Council adopts the draft “Legal Representation for Council Members and CEO Policy” (**Attachment 1**), replacing the “Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy” (OR-06).



2.X LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND CEO

Responsible Directorate	Corporate Services	
Adopted	August 2006	C12.08.06 (OR-06)
Reviewed	August 2010 XXX	C5.08.10 Res #
CEO Policy Ref	Legal Representation for Employees Policy (CEO) – 4.X	
Procedure Ref	N/A	

1. PURPOSE

This policy provides a framework to determine when it is appropriate for the Shire of Mundaring (the Shire) to pay reasonable legal expenses incurred by council members or the Chief Executive Officer (CEO) in the course of, or arising out of, the performance of their official functions.

2. SCOPE

This policy applies to council members or the CEO that meet the following criteria:

- a. Legal representation costs must relate to a matter that arises from the performance by the council member or the CEO in undertaking their official duties or functions of their role;
- b. Legal representation costs must be in respect of legal proceedings that have been or may be commenced;
- c. In performing the functions of their role or undertaking their official duties, the council member or the CEO must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d. Legal representation costs must not relate to a matter that is of a personal or private matter.

3. DEFINITIONS

Act	the <i>Local Government Act 1995</i> .
applicant	person seeking legal representation as defined under this policy.
approved lawyer	is to be: <ol style="list-style-type: none"> a. an Australian Legal Practitioner as defined under the <i>Legal Profession Uniform Law Application Act 2022</i>; b. appointed in accordance with the Shire's "Purchasing Policy";

- c. from a law firm on the WALGA panel of legal service provider, unless Council considers this is inappropriate due to a conflict of interest or insufficient experience; and
- d. approved in writing by the Council or the CEO under delegated authority.

CEO	the Chief Executive Officer who is the most senior employee in the organisation. The CEO is appointed by and directly accountable to the Council.
Code of Conduct	the Shire's adopted "Code of Conduct for Council Members, Committee Members and Candidates" as required by the <i>Local Government (Model Code of Conduct) Regulations 2021</i> .
Code of Conduct for Employees	the Shire's adopted "Code of Conduct for Employees" policy.
court proceedings	A course of action through which a party seeks to use the power of a court/tribunal to enforce a law or take legal action against another party.
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).
department inquiry	an inquiry initiated under section 8.3 of the Act.
financial assistance	the provision of money by the Shire to pay the whole or part of the cost of legal services, such as but not limited to, fees and disbursements properly incurred while receiving legal representation.
improper conduct	in this policy describes conduct which would be appropriate to be reported to the Corruption and Crime Commission as corruption or improper conduct.
inquiry	a department inquiry or a panel inquiry under Part 8 of the Act.
legal proceedings	civil, criminal or investigative proceedings brought in a court, tribunal or authorised body within the jurisdiction of Western Australia.
legal representation	the provision of legal services, to or on behalf of a council member or the CEO, by an approved lawyer in accordance with this policy.

legal representation costs	costs, including fees and disbursements, properly incurred in providing legal representation.
legal services	includes advice, required attendance at legal proceedings or inquiries, legal proceedings representation or documentation provided by an approved lawyer.
payment	a payment by the Shire for legal representation costs, that may be either by: <ul style="list-style-type: none">a. a direct payment to the Approved Lawyer (or the relevant firm); orb. a reimbursement to the council member or the CEO.
WALGA	Western Australian Local Government Association

4. POLICY

Section 9.56 of the *Local Government Act 1995* provides protection from actions of tort for anything a council member or the CEO has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law.

Under the provisions of section 6.7(2) a Council can expend funds to provide legal representation for council members or the CEO, as long as the local government believes on reasonable grounds that the expenditure does provide for the good government of the persons in its district. In each case it will be necessary to determine whether assistance with legal fees and expenses are justified for the good government of the district.

In all circumstances, the applicant must refer the matter to the Local Government Insurance Scheme for assessment in respect of claims against them personally. Should the cover not provide legal representation, the conditions of this policy apply.

4.1. Eligibility

A person is eligible to make application for legal representation under this policy if that person is a council member or the CEO.

For the purposes of this policy, council member and CEO may be expanded to include a current or former commissioner, former council members, former CEO and external members of committees established under section 5.8 of the Act.

4.2. Provision of financial assistance for legal representation costs

- 4.2.1. If the criteria set out in the scope of this policy are satisfied, the Shire may approve the payment of legal representation costs:
- a. where legal proceedings are brought or threatened against a council member or the CEO in connection with the functions

- of their role or in undertaking their official duties (including but not limited to, an action for defamation, negligence or a work health and safety matter arising out of a decision made or action taken by the council member or the CEO); or
- b. to enable legal proceedings to be commenced and/or maintained by a council member or the CEO to permit them to carry out the functions of their role or to undertake their official duties - for example, where a council member or the CEO seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or the CEO; or
 - c. in exceptional circumstances, including but not limited to, where a person or organisation, in the opinion of Council, is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or the CEO.

4.2.2. The Shire will not approve, unless under exceptional circumstances, the provision of financial assistance for legal representation costs:

- a. for a defamation action, or negligence action, instituted by a council member or the CEO;
- b. in circumstances where a council member or the CEO is seeking to initiate legal action against another council member; or
- c. in circumstances where a council member or the CEO is defending legal action initiated by another council member.

Exceptional circumstances are defined as including but not limited to:

- where a person or organisation in the opinion of the council, is lessening the confidence of the community in the local government by adverse personal comments about council members or the CEO; and/or
- where adverse personal comments about a member or the CEO may have the potential to cause psychosocial risks to the health of the member or the CEO.

4.3. Application for payment

A council member or the CEO (the applicant) who seeks assistance under this policy is to make an application, in writing, to the Council.

- 4.3.1. The application for payment of legal representation cost is to give details of:
 - a. the matter for which legal representation is sought;
 - b. how that matter relates to the functions of the council member or the CEO making the application;
 - c. the lawyer (or law firm) who is asked to provide legal representation;

- d. the nature of the legal services to be sought (such as advice, representation in court, preparation of a document etc.);
 - e. an estimated cost of the legal representation; and
 - f. the reasons why it is in the interests of the Shire for the payment to be made.
- 4.3.2. The application is to contain a statutory declaration made by the applicant that they have:
- a. acted in good faith in undertaking the functions of their role or their official duties;
 - b. not acted unlawfully or in a way that constitutes improper conduct (e.g. failure to adhere to relevant "Code of Conduct") in relation to the matter to which the application relates; and
 - c. that there are no circumstances known to the applicant which would render those representations untrue.
- 4.3.3. The application is to be accompanied with a signed written statement by the applicant that they:
- a. have read, and understand, the terms of this policy;
 - b. acknowledge that any approval of legal representation costs is conditional on the repayment provision of clause 4.7 below and any other conditions to which the approval is subject;
 - c. undertakes to repay the Shire any legal presentation costs in accordance with the provisions of clause 4.7; and
 - d. acknowledge that the provisions of 4.7 apply in respect to repayment of Legal Representation Costs.

As far as possible, the application is to be made before the commencement of the legal representation to which it relates. In the event that the application is not made in advance, details of the services previously provided and the explanation for there being no application in advance;

All applications are to be confidential. Where applications are to be considered by Council, the meeting will be closed to the public in accordance with section 5.23(2) of the Act.

When presented to Council, an application is to be accompanied by a report and recommendation prepared by the CEO or where the CEO is the applicant, by the Director Corporate Services.

4.4. Legal representation costs – limit

Council shall set a limit on the legal representation cost to be paid based on the estimated costs in the application when approving an application in accordance with this policy.

A council member or the CEO may make further application to the Council in respect of the same matter.

4.5. Council powers

- 4.5.1. In considering an application for payment of legal representation costs Council may:
 - a. refuse;
 - b. approve;
 - c. approve, subject to conditions.
- 4.5.2. Conditions under 4.5.1(c) may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 4.5.3. In assessing an application, Council may have regard to any insurance benefits that may be payable to the applicant under the Shire's council members or employees' insurance policy or equivalent.
- 4.5.4. Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 4.5.5. Council may, on the basis of, and consistent with, the findings of a court, tribunal or inquiry, determine that a council member or the CEO whose application for legal representation costs were approved has, in respect of the matter for which legal representation costs were approved:
 - a. Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - b. Given false or misleading information in respect of the application.
- 4.5.6. Where Council makes a determination under clause 4.5.5, the legal representation costs paid by the Shire are to be repaid by the council member or the CEO in accordance with clause 4.7.
- 4.5.7. The outcomes of legal representation and expenditure is to be reported to Council.

4.6. Authorisation to Chief Executive Officer

- 4.6.1. In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of Council, any of the powers of the Council under clause 4.5.1 and 4.5.2, to a maximum of \$10,000 in respect to each application.
- 4.6.2. An application approved by the CEO under 4.6.1 is to be submitted to the next ordinary meeting of Council and Council may exercise any of its powers under this policy, including its powers under clause 4.5.4 in respect of that application.
- 4.6.3. In circumstances where the applicant is defending legal action taken by the CEO against the applicant, Council may exercise the powers of clause 4.6.1 at a Special Council Meeting.

4.7. Repayment of Legal representation costs

A council member or the CEO whose legal representation costs have been paid by the Shire is to repay the Shire:

- a. all or part of those costs, in accordance with a determination by the Council under clause 4.5.6;
- b. as much of those costs as are available to be paid by way of set-off; where the council member receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

5. RELATED LEGISLATION

Local Government Act 1995 section 9.56

Corruption, Crime and Misconduct Act 2003

Work Health and Safety Act 2020

6. RELATED DOCUMENTS

Code of Conduct for Council Members, Committee Members and Candidates 1.1

Code of Conduct for Employees CEO Policy 4.15



2.X LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND CEO

Responsible Directorate	Corporate Services	
Adopted	August 2006	C12.08.06 (OR-06)
Reviewed	August 2010 XXX	C5.08.10 Res #
CEO Policy Ref	Legal Representation for Employees Policy (CEO) – 4.X	
Procedure Ref	N/A	

1. PURPOSE

This policy provides a framework to determine when it is appropriate for the Shire of Mundaring (the Shire) to pay reasonable legal expenses incurred by council members or the Chief Executive Officer (CEO) in the course of, or arising out of, the performance of their official functions.

2. SCOPE

This policy applies to council members or the CEO that meet the following criteria:

- a. Legal representation costs must relate to a matter that arises from the performance by the council member or the CEO in undertaking their official duties or functions of their role;
- b. Legal representation costs must be in respect of legal proceedings that have been or may be commenced;
- c. In performing the functions of their role or undertaking their official duties, the council member or the CEO must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d. Legal representation costs must not relate to a matter that is of a personal or private matter.

3. DEFINITIONS

Act the *Local Government Act 1995*.

applicant [person seeking legal representation as defined under this policy.](#)

approved lawyer is to be:

- a. an Australian Legal Practitioner as defined under the *Legal Profession Uniform Law Application Act 2022*;
- b. appointed in accordance with the Shire's "Purchasing Policy";

- c. from a law firm on the WALGA panel of legal service provider, unless Council considers this is inappropriate due to a conflict of interest or insufficient experience; and
- d. approved in writing by the Council or the CEO under delegated authority.

CEO	the Chief Executive Officer who is the most senior employee in the organisation. The CEO is appointed by and directly accountable to the Council.
Code of Conduct	the Shire's adopted "Code of Conduct for Council Members, Committee Members and Candidates" as required by the <i>Local Government (Model Code of Conduct) Regulations 2021</i> .
Code of Conduct for Employees	the Shire's adopted "Code of Conduct for Employees" policy.
court proceedings	A course of action through which a party seeks to use the power of a court/tribunal to enforce a law or take legal action against another party.
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).
department inquiry	an inquiry initiated under section 8.3 of the Act.
financial assistance	the provision of money by the Shire to pay the whole or part of the cost of legal services, such as but not limited to, fees and disbursements properly incurred while receiving legal representation.
improper conduct	in this policy describes conduct which would be appropriate to be reported to the Corruption and Crime Commission as corruption or improper conduct.
inquiry	a department inquiry or a panel inquiry under Part 8 of the Act.
legal proceedings	civil, criminal or investigative proceedings brought in a court, tribunal or authorised body within the jurisdiction of Western Australia.
legal representation	the provision of legal services, to or on behalf of a council member or the CEO, by an approved lawyer in accordance with this policy.

legal representation costs	costs, including fees and disbursements, properly incurred in providing legal representation.
legal services	includes advice, required attendance at legal proceedings or inquiries, legal proceedings representation or documentation provided by an approved lawyer.
payment	a payment by the Shire for legal representation costs, that may be either by: <ul style="list-style-type: none">a. a direct payment to the Approved Lawyer (or the relevant firm); orb. a reimbursement to the council member or the CEO.
WALGA	Western Australian Local Government Association

4. POLICY

Section 9.56 of the *Local Government Act 1995* provides protection from actions of tort for anything a council member or the CEO has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law.

Under the provisions of section 6.7(2) a Council can expend funds to provide legal representation for council members or the CEO, as long as the local government believes on reasonable grounds that the expenditure does provide for the good government of the persons in its district. In each case it will be necessary to determine whether assistance with legal fees and expenses are justified for the good government of the district.

In all circumstances, the applicant must refer the matter to the Local Government Insurance Scheme for assessment in respect of claims against them personally. Should the cover not provide legal representation, the conditions of this policy apply.

4.1. Eligibility

A person is eligible to make application for legal representation under this policy if that person is a council member or the CEO.

For the purposes of this policy, council member [and CEO](#) may be expanded to include a current or former commissioner, former council members, [former CEO](#) and external members of committees established under section 5.8 of the Act.

4.2. Provision of financial assistance for legal representation costs

- 4.2.1. If the criteria set out in the scope of this policy are satisfied, the Shire may approve the payment of legal representation costs:
- a. where legal proceedings are brought or threatened against a council member or the CEO in connection with the functions

- of their role or in undertaking their official duties (including but not limited to, an action for defamation, negligence or a work health and safety matter arising out of a decision made or action taken by the council member or the CEO); or
- b. to enable legal proceedings to be commenced and/or maintained by a council member or the CEO to permit them to carry out the functions of their role or to undertake their official duties - for example, where a council member or the CEO seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or the CEO; or
 - c. in exceptional circumstances, including but not limited to, where a person or organisation, in the opinion of Council, is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or the CEO, ~~and/or adverse personal comments are resulting in an unsafe workplace.~~

4.2.2. The Shire will not approve, unless under exceptional circumstances, the provision of financial assistance for legal representation costs:

- a. for a defamation action, or negligence action, instituted by a council member or the CEO;
- b. in circumstances where a council member or the CEO is seeking to initiate legal action against another council member; or
- c. in circumstances where a council member or the CEO is defending legal action initiated by another council member.

Exceptional circumstances are defined as including but not limited to:

- where a person or organisation in the opinion of the council, is lessening the confidence of the community in the local government by adverse personal comments about council members or the CEO; and/or
- where adverse personal comments about a member or the CEO may have the potential to cause psychosocial risks to the health of the member or the CEO.

4.3. Application for payment

A council member or the CEO (the applicant) who seeks assistance under this policy is to make an application, in writing, to the Council.

- 4.3.1. The application for payment of legal representation cost is to give details of:
- a. the matter for which legal representation is sought;
 - a. how that matter relates to the functions of the council member or the CEO making the application;
 - b. the lawyer (or law firm) who is asked to provide legal representation;

- c. the nature of the legal services to be sought (such as advice, representation in court, preparation of a document etc.);
 - d. an estimated cost of the legal representation; and
 - e. the reasons why it is in the interests of the Shire for the payment to be made.
- 4.3.2. The application is to contain a statutory declaration made by the applicant that they have:
- a. acted in good faith in undertaking the functions of their role or their official duties;
 - b. not acted unlawfully or in a way that constitutes improper conduct (e.g. failure to adhere to relevant "Code of Conduct") in relation to the matter to which the application relates; and
 - c. that there are no circumstances known to the applicant which would render those representations untrue.
- 4.3.3. The application is to be accompanied with a signed written statement by the applicant that they:
- a. have read, and understand, the terms of this policy;
 - b. acknowledge that any approval of legal representation costs is conditional on the repayment provision of clause 4.7 below and any other conditions to which the approval is subject;
 - c. undertakes to repay the Shire any legal presentation costs in accordance with the provisions of clause 4.7; and
 - d. acknowledge that the provisions of 4.7 apply in respect to repayment of Legal Representation Costs.

As far as possible, the application is to be made before the commencement of the legal representation to which it relates. In the event that the application is not made in advance, details of the services previously provided and the explanation for there being no application in advance;

All applications are to be confidential. Where applications are to be considered by Council, the meeting will be closed to the public in accordance with section 5.23(2) of the Act.

When presented to Council, an application is to be accompanied by a report and recommendation prepared by the CEO or where the CEO is the applicant, by the Director Corporate Services.

4.4. Legal representation costs – limit

Council shall set a limit on the legal representation cost to be paid based on the estimated costs in the application when approving an application in accordance with this policy.

A council member or the CEO may make further application to the Council in respect of the same matter.

4.5. Council powers

- 4.5.1. In considering an application for payment of legal representation costs Council may:

- a. refuse;
 - b. approve;
 - c. approve, subject to conditions.
- 4.5.2. Conditions under 4.5.1(c) may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 4.5.3. In assessing an application, Council may have regard to any insurance benefits that may be payable to the applicant under the Shire's council members or employees' insurance policy or equivalent.
- 4.5.4. Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 4.5.5. Council may, on the basis of, and consistent with, the findings of a court, tribunal or inquiry, determine that a council member or the CEO whose application for legal representation costs were approved has, in respect of the matter for which legal representation costs were approved:
- a. Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - b. Given false or misleading information in respect of the application.
- 4.5.6. Where Council makes a determination under clause 4.5.5, the legal representation costs paid by the Shire are to be repaid by the council member or the CEO in accordance with clause 4.7.
- 4.5.7. The outcomes of legal representation and expenditure is to be reported to Council.

4.6. Authorisation to Chief Executive Officer

- 4.6.1. In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of Council, any of the powers of the Council under clause 4.5.1 and 4.5.2, to a maximum of \$10,000 in respect to each application.
- 4.6.2. An application approved by the CEO under 4.6.1 is to be submitted to the next ordinary meeting of Council and Council may exercise any of its powers under this policy, including its powers under clause 4.5.4 in respect of that application.
- 4.6.3. In circumstances where the applicant is defending legal action taken by the CEO against the applicant, Council may exercise the powers of clause 4.6.1 at a Special Council Meeting.

~~Where the CEO is the person seeking financial assistance, the application is to be determined by the Shire President and Deputy Shire President who are to ensure that the matter is reported (as a confidential item) to the next available Council meeting.~~

4.7. Repayment of Legal representation costs

A council member or the CEO whose legal representation costs have been paid by the Shire is to repay the Shire:

- a. all or part of those costs, in accordance with a determination by the Council under clause 4.5.6;
- b. as much of those costs as are available to be paid by way of set-off; where the council member receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

5. RELATED LEGISLATION

Local Government Act 1995 section 9.56

Corruption, Crime and Misconduct Act 2003

Work Health and Safety Act 2020

6. RELATED DOCUMENTS

Code of Conduct for Council Members, Committee Members and Candidates 1.1

Code of Conduct for Employees CEO Policy 4.15

Shire of Mundaring

POLICY

PROVISION OF FINANCIAL ASSISTANCE FOR LEGAL SERVICES FOR ELECTED MEMBERS AND EMPLOYEES

Policy Ref:	OR-06
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Committee Rec:	SPC 6.08.06	Date:	14 Aug 2006
Adopted by:	C12.08.06	Date:	22 Aug 2006
Amended by:		Date:	
Reviewed:	Once per Electoral Cycle	Date:	24 August 2010
Procedure Ref:		Delegation Ref:	
Statute Ref:	<i>Local Government Act 1995 s. 9.56</i>		
Local Law Ref:	n/a		

PURPOSE

This Policy is designed to set out:

1. the circumstances in which the Shire will, as a general rule, provide financial assistance to elected members and employees who require legal services in the course of or arising out of the performance of their official functions; and
2. the procedure for making and dealing with applications.

In each case it will be necessary to determine in the final analysis whether financial assistance is justified for the good governance of the district.

BACKGROUND

Elected members or employees of the Shire from time to time may require legal services in connection with any matter impacting on their conduct or the performance of their functions as elected members or employees.

Questions may arise from time to time as to whether, and the extent to which, the Shire should provide financial assistance to secure legal services, and this policy is intended to facilitate decision-making on those questions.

As a general rule, financial assistance will only be provided to an elected member or employee for a matter which arises out of or in the course of their conduct, or the performance of their functions, as elected members or employees.

It is intended that financial assistance will not be provided to an elected member or employee who has acted unlawfully, dishonestly, improperly, or otherwise in bad faith.

Generally, financial assistance may be provided to former elected members or employees, or may continue to be provided for elected members or employees after

they cease their membership or employment, where that can manifestly be seen to be justified by the interest of good government of the district.

The level of financial assistance provided is to be assessed in all cases against an evaluation of the extent to which it is justified in the interest of the good government of the district.

POLICY

1. Definitions

In this Policy:

“**Act**” means the *Local Government Act 1995*;

“**CEO**” means the Chief Executive Officer of the Shire;

“**department inquiry**” means an inquiry initiated under section 8.3 of the Act;

“**district**” means the local government district of the Shire;

“**employee**” means an employee of the Shire;

“**financial assistance**” means the provision by the Shire of money to pay the whole or part of the cost of legal services, or a guarantee of or indemnity for the payment of such cost or part;

“**improperly**” in this policy describes conduct which would be appropriate to be reported to the Corruption and Crime Commission as corruption or improper conduct;

“**inquiry**” means a department inquiry or a panel inquiry under Part 8 of the Act;

“**legal services**” means the provision of legal advice on any matter, or legal advice and legal representation in connection with court proceedings, or in connection with any other investigation, inquiry, hearing or adjudication, including but without limiting the generality of the foregoing an inquiry under Part 8 of the Act;

“**elected member**” means a member of the Council of the Shire including a Commissioner appointed under Part 8 of the Act;

“**panel inquiry**” means an Inquiry initiated under section 8.16 of the Act;

“**Shire President**” means the President of the Shire;

“**Shire**” means the Shire of Mundaring.

2. Eligible Persons

A person is eligible to make application for financial assistance under this Policy if that person is an elected member or an employee.

3. Proceedings in respect of which financial assistance may be provided

Proceedings in respect of which financial assistance may be provided include:

3.1 Proceedings brought by any elected member or employee to enable them to undertake or continue to undertake the duties and responsibilities associated with their office. An example is where an elected member or employee seeks a restraining order against a person using threatening behaviour.

3.2 Proceedings brought by any elected member or employee in respect of defamation against them PROVIDED THAT legal advice obtained by the Shire

supports such action as being capable of being regarded as appropriate for the good government of the district to ensure elected members and employees are not deflected from the performance of their duties by unreasonable interference. Such proceedings may involve:

- (a) seeking an injunction to prevent further defamation of a specific elected member or employee, the intention being to seek the removal of a distraction or impediment to the performance by the elected member or employee of their functions as such; or
- (b) making a claim for damages:
 - (i) additional to an injunction, if it is determined or appears likely that an injunction has failed or will fail to prevent further defamation of the affected member or employee; or
 - (ii) as an alternative to an injunction if damages is the more appropriate remedy or in the event that a Court declines to grant an injunction on grounds that are not directly related to the merits of the proposed action.

3.3 Proceedings brought against one or more elected members or employees in the performance of their functions as such. For example, this could be in relation to a decision of the Council or an employee who aggrieves another person (e.g. refusing a development application).

3.4 In, or in connection with, an inquiry or other official proceeding or investigation where, in the opinion of the Council, representation of elected members or employees is appropriate or justified.

4. Legal Service Provider

4.1 Legal services provided under this policy are to be provided by a lawyer or a firm of lawyers nominated by the Chief Executive Officer (CEO).

4.2 In circumstances where the CEO has applied for financial assistance, the Council, or in the case of urgent applications, the Shire President, will nominate the lawyer or firm of lawyers to provide the legal services.

4.3 The CEO or the Council, as the case requires, may entertain an application by a elected member or employee for financial assistance for legal services provided by a lawyer other than a lawyer nominated by the CEO or the Council, as the case may be, provided that clear justification is given. An example of a justification that may be adequate is where there is a perceived conflict of interest on the part of a nominated lawyer.

5. Form of Application

An application under this policy should:

- (a) be in writing;
- (b) provide full details of the nature and extent of the legal services anticipated to be required and when they are required;
- (c) detail how the matter for which the legal services are required arises out of the conduct or performance of functions of the applicant as a member or employee;
- (d) explain how it might be said that the provision of financial assistance would be justified in the interest of the good government of the district;

- (e) provide, in the event that the application is not made in advance, details of the services previously provided and the explanation for there being no application in advance;
- (f) indicate if the applicant considers that the application is urgent and the applicant's reasons for that view;
- (g) contain a declaration by the applicant that:
 - (i) the applicant has read this policy and accepts its terms (including, without limiting the generality of the foregoing, the terms as to repayment in clause 11); and
 - (ii) the applicant in relation to the matter in respect of which the legal services are required did not act unlawfully, dishonestly, improperly or otherwise in bad faith.

An application when presented to the Council is to be accompanied by a report and recommendation prepared through the office of the CEO in response to the application. An application by the CEO shall be reported to the Council by the Shire President.

6. Who Determines an Application?

- 6.1 The CEO may determine an application seeking financial assistance not exceeding, or reasonably anticipated as not likely to exceed \$3,000.
- 6.2 Where the provision of legal services must occur as a matter of urgency prior to the earliest opportunity for an application to be considered by the Council, the CEO, and in the case of an application by the CEO, the Shire President, may authorise financial assistance up to the value of \$5,000, even if that is not anticipated to be the full extent of the financial assistance ultimately required. In any such case the CEO, or the Shire President, as the case may be, shall present a report to the next available meeting of the Council detailing the application and outlining the circumstances that required the application to be dealt with as a matter of urgency.
- 6.3 Subject to clause 6.2, all applications seeking financial assistance exceeding, or reasonably anticipated as likely to exceed \$3,000 in total, are to be determined by the Council.
- 6.4 Notwithstanding the preceding provisions, the CEO may refer any application to the Council for determination.
- 6.5 Subject to clause 6.2, any application by the CEO for financial assistance on his own behalf is to be dealt with by the Council.
- 6.6 An application for financial assistance in respect of proceedings referred to in clause 3.2 is not to be dealt with by the CEO on an urgent application - any application for financial assistance in respect of proceedings referred to in clause 3.2 is to be determined by the Council.

7. Formal Agreement to be Executed

- 7.1 A person to whom financial assistance is to be provided, whether by the decision of the CEO or the Council, shall be required to execute a formal agreement with the Shire, either in a standard form provided by the Shire, or prepared for the

occasion by the Shire's solicitors, setting out the terms and conditions upon which the assistance is offered.

- 7.2 In ordinary circumstances the applicant will be required to execute the agreement prior to any financial assistance being provided.
- 7.3 In the case of an application for urgent financial assistance, the CEO, or in the case of an application by the CEO, the Shire President, may accept a written undertaking by the applicant to execute a formal agreement as contemplated by this Policy, as soon as it is presented for execution.

8. Preconditions to the Provision of Financial Assistance

Financial assistance will only be provided:

- 8.1 In proceedings to be brought by any member or employee where the CEO or the Council, as the case may be, forms the opinion that the action proposed to be taken is reasonably necessary to enable the elected member or employee to continue to perform their functions without unreasonable obstruction, impediment or discouragement.
- 8.2 In the case of any proceedings against a elected member or employee, where legal action has been taken or is threatened or seems likely to be taken, in relation to conduct or circumstances arising out of or in the course of the performance of the functions of the elected member or employee.
- 8.3 In the case of an inquiry where:
- (a) prior to the final report on the outcome of the inquiry, an adverse allegation is made against the elected member or employee, or the inquiry or any officer assisting indicates that an adverse finding against the member or employee is possible;
 - (b) where conduct of the elected member or employee is subject to inquiry and/or report in the terms of reference of the inquiry, or the elected member or employee receives a summons or subpoena from the inquiry requiring him/her to give evidence and/or produce documents;
 - (c) conduct of the elected member or employee in the performance of their functions as such is under consideration; and
 - (d) the legal services are required prior to the conclusion of the inquiry.
- 8.4 In any case, financial assistance will only be provided where no indemnity for legal services is provided for under a policy of insurance taken out by the elected member or employee, or by the Shire, or to the extent that full cover is not provided under such policy of insurance.

9. No Pledging of the Shire's Credit

Nothing in this policy is intended to represent that any person has authority to pledge the Shire's credit or otherwise commit the Shire to any liability to legal expenses whatsoever.

10. CEO May Continue to Seek Legal Advice

Nothing in this policy derogates from the authority of the CEO or other employees to obtain legal services concerning the business and affairs of the Shire from the Shire's solicitors.

11. Repayment of Financial Assistance

11.1 It is a condition of the provision of financial assistance under this Policy, and it shall be a condition of the formal agreement referred to in clause 7, that:

- (a) the provision of financial assistance shall be at an end; and
- (b) any financial assistance already paid by the Shire shall be repaid by the elected member or employee,

in the event that:

- (c) a finding is made in the report of an inquiry or in court proceedings that the member or employee has acted unlawfully, dishonestly, improperly, or otherwise in bad faith, in circumstances that are fundamental to the inquiry or the court proceedings in respect of which the financial assistance was sought;
- (d) the Council determines on legal advice that the member or employee has acted unlawfully, dishonestly, improperly, or otherwise in bad faith in circumstances that are fundamental to the proceedings in respect of which financial assistance was obtained; or
- (e) where information provided to the CEO or to the Council in the application is materially false or misleading.

11.2 Elected members or employees are not to personally benefit financially from proceedings to the extent that they are financed by the Shire. Damages or costs awarded to the elected member or employee in excess of any expenses incurred separately by the elected member or employee should be dealt with in the following order:

- (a) in reimbursement of any expenses paid or payable personally by the elected member or employee;
- (b) in reimbursement of the financial contribution of the Shire which reimbursement may be repaid to the ordinary funds of the Shire; and
- (c) any excess should be held by the Shire to be used for a charitable purpose within the district.

The reason for the provisions in this clause is not that the Shire should benefit financially from legal proceedings taken by or against a elected member or employee, but rather to ensure that financial assistance will only be provided by the Shire in circumstances where it can be demonstrated manifestly that the purpose for the Shire providing financial assistance is to act in the interest of good government of the Shire's district by ensuring that elected members and employees are not deflected or discouraged from the performance of their official functions by their inability to finance appropriate legal services.

11.3 Where financial assistance is withdrawn, the elected member or employee who obtained the financial assistance is required to repay any moneys already provided.

12. Recovery

An elected member or employee applying for financial assistance under this Policy must agree under clause 7 that:

- (a) the Shire may take action to recover any financial assistance required to be repaid under clause 11;
- (b) the moneys to be repaid shall constitute a debt due by the elected member or employee to the Shire and may be recovered in a court of competent civil jurisdiction; and
- (c) the Shire is entitled additionally to deduct the amount of any outstanding financial assistance from any allowance or salary payable by the Shire to the elected member or employee provided that the Shire is not to deduct more than 5% per week of an employee's weekly salary.

The agreement to be prepared under clause 7 should make provision for such repayment and recovery.

10.0 REPORTS OF EMPLOYEES

10.1 Draft Child Care Premises and Family Day Care Local Planning Policy - Endorse for Advertising

File Code	PS.CDE 13
Author	Andrew Bratley, Co-ordinator Strategic Planning
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	1. Child Care Premises and Family Day Care Policy ↓ 2. WAPC Draft Position Statement - Child Care Premises ↓

PURPOSE

A draft Child Care Premises and Family Day Care Local Planning Policy (draft LPP) has been prepared for Council's consideration (refer to **Attachment 1**) to approve for advertising.

BACKGROUND

Child care and family day care operations are essential community services for which there is an increasing demand.

A recent increase in childcare planning applications has occurred, including an appeal of Council's decision in relation to a childcare proposal within an Residential area. Officers suggest a local planning policy could assist in providing more early guidance to applicants contemplating lodging an application and to assist the assessment and determination of development applications.

The Western Australian Planning Commission (WAPC) released a draft Position Statement (PS Statement) which outlines its location and design guidance to decision-makers, proponents and the community for a consistent policy approach to planning for child care premises in Western Australia (**Attachment 2**). The PS Statement formed the basis for the draft LPP.

STATUTORY / LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* enables the local government to adopt, amend and revoke local planning policies and sets out the procedures by which to do so.

The decision maker is required to have due regard to the provisions and objectives of a planning policy in its decision making.

Local Planning Scheme No.4

Under Local Planning Scheme No.4 (LPS4), the land uses Child Care Premises and Family Day Care are defined to be the following:

“Child care premises” means land or buildings used for a child care service as defined under section 4 of the Child Care Services Act 2007, but does not include family day care.”

“Family day care” means premises used to provide family day care in accordance with the Child Care Services Act 2007.”

The following provisions under the *Child Care Services Act 2007* apply:

“4. Meaning of “child care service”

(1) For the purposes of this Act a child care service is a service for the casual, part-time or day-to-day care of a child or children under 13 years of age (or such other age as may be prescribed for the purposes of this subsection) that is provided —

- (a) for payment or reward, whether directly or indirectly through payment or reward for some other service; or
- (b) as a benefit of employment; or
- (c) as an ancillary service to a commercial or recreational activity.”

“Family day care service” means a child care service provided at a place where —

- (a) the person providing the service lives; and
- (b) none of the children to whom the service is provided live.”

Family Day Care offers education and care for up to seven children aged from birth to 13 years in the educator's own home. More than seven children is considered a Child Care Centre.

In accordance with LPS4, a Child Care Premise is able to be considered on properties zoned Residential, Town Centre, Local Centre or Service Commercial. Family Day Care uses are smaller in nature and can occur within an existing dwelling on properties zoned Residential, Town Centre, Rural Residential, Rural Small Holdings or General Agriculture.

POLICY IMPLICATIONS

If endorsed for advertising, the draft policy would constitute a planning instrument that the Shire is seriously considering adopting or approving. Under the planning regulations, once a draft policy is approved for advertising, it becomes a ‘due regard’ document allowing it to have some statutory weight to inform any determining authority in the Shire, including JDAP.

FINANCIAL IMPLICATIONS

If endorsed for the purpose of advertising, the costs to advertise the draft LPP will be negligible.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 3 - Built environment

Objective 3.3 – Regulated land use and building control to meet the current and future needs of the community

Strategy 3.3.1 – Incorporate appropriate planning controls for land use that meet current and future needs without compromising the highly valued character of the natural and built environment

SUSTAINABILITY IMPLICATIONS

There are negligible sustainability implications in endorsing a draft policy for consideration.

RISK IMPLICATIONS

Risk: Reputational. Maintaining a contemporary policy framework is central to the Shire's role in providing good governance and decision making.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
If the Policy is adopted, the Shire will be provided with guidance in relation to the design, operation and location of child care premises and family day cares. It is appropriate that the policy be made available for advertising and community feedback sought.		

EXTERNAL CONSULTATION

Should Council endorse the draft LPP for consultation, it must be advertised pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, Part 2 Clause 4. Advertising will be for a minimum of 21 days and include:

- A notice in the local newspaper;
- A notice and copy of the draft LPP on the Shire's website, and at its Administration Centre and libraries; and
- A notice on the Shire's various online social pages.

Following the conclusion of the advertising period and consideration of the submissions, the draft LPP will be presented back to Council in light of any submissions made, for it to resolve to:

- Proceed with the policy without modifications; or
- Proceed with the policy with modifications; or
- Not to proceed with the policy.

From that point, if Council resolves to adopt the draft LPP, a notice of the adopted LPP will be placed in the local newspaper. The LPP will have effect on publication of the newspaper notice.

COMMENT

Child care premises and family day cares are essential community services. In drafting a policy specific to Mundaring, the following was considered:

1. Issues the Shire has experienced in the past when assessing and determining applications for such land uses (e.g. the built form and location of proposed child care premises);
2. Concerns often raised by residents when applications for child care premises have been advertised in the past (e.g. parents' vehicles parking and potentially queuing off site);
3. The matters outlined in the WAPC's Position Statement;
4. Other matters not already addressed in planning related legislation (e.g. the safety of children being cared for at a property where a dam exists or is proposed).

Low-scale family day care services, operating out of existing dwellings, have proven a good fit within the smaller urban villages across the Hill's area of the Shire given the low-density and dispersed nature of the population. Recent development activity and enquiries have been received from larger corporate / commercial scale operators (Swan View Shops and Alandale Road, Greenmount) and proponents continue to be attracted to the more urbanised areas of the Shire with greater residential catchment.

Given the recent SAT case, and the trend for more interest and activity, its prudent Council consider adopting a policy to provide more guidance.

Location Requirements

Locational requirements expressed within policy cannot vary or override any legislative or regulatory requirement (e.g. the Zoning Table of LPS4) but can offer additional guidance.

Within the draft, officers suggest the Shire generally not support Childcare Centres adjacent to primary regional roads, which would include Great Eastern Highway.

Childcare centres are considered noise sensitive uses under State Planning Policy 5.4. Childcare centres must have outdoor play areas and there is a need to protect children from unreasonable levels of noise from freight traffic. Applicants could still apply and present a noise management plan and present a performance-based response. It may include mitigation solutions that create other issues, including excessive fencing or built form that undermines other objectives.

Childcare centres generate traffic at peak times, which will likely create issues associated with the safety of roads and intersections near Great Eastern Highway. Again these matters may not be insurmountable in all instances.

Given the above, it's appropriate that the policy express a 'general' reluctance to entertain childcare centres adjacent to primary regional roads.

Design Requirements

Amongst other design requirements regarding privacy and parking, the draft proposes Child Care facilities be residential in their scale and appearance. It is suggested that the Shire will generally not support child care proposals that necessitate variations to standard boundary fencing and/or the applicable residential development requirements.

This position is intended to direct commercial scale childcare proposals away from small residential lots that adjoin other residential properties and towards potentially larger residential sites that adjoin less sensitive land uses or reserves.

Bushfire

State Bushfire guidelines recommend childcare and family day be considered 'vulnerable' uses. Care must therefore be taken to minimise risk and preferably accommodate these activities in areas that are not bushfire prone or if unavoidable, within buildings designed and managed to a Bushfire Attack Level (BAL).

Given the usual scale and magnitude of a new childcare centre proposal, it is reasonable to expect it is built to a BAL requirement. However imposing a requirement to undertake substantial renovations or re-build to operate a Family Day Care is considered to be a disproportionate imposition on what is a low-scale home business.

The draft LPP therefore provides a pathway for family day care applicants to demonstrate, within a bushfire evacuation management plan, that sufficient transport exists to evacuate attendees and other occupants to safety in the event of a bushfire.

This position is considered a pragmatic approach given, the low scale nature of the proposals, the extent of bushfire prone areas within the Shire and the need for child care services to be available to community across the Shire.

Water Hazard Safety

It is recommended the policy clearly state that the Shire will not support childcare / family day care on a property with a dam.

To operate a childcare or familiar day care operation, two approvals are required; firstly a planning approval from the Shire, and secondly, a license from the Department of Communities. The Department of Communities regulates the sector to uphold the welfare and safety of children.

Child care premises are not permitted to have a swimming pool under the *Child Care Services (Child Care) Regulations 2006*. Further, in accordance with the *Education and Care Services National Regulations 2012*, family day care facilities are not permitted to have a swimming pool or a spa.

At present no such restrictions apply to dams as they are not intended to be used for swimming or wading. The concern is that dams and child care premises and/or family day cares can technically be considered on the same property under the Shire's Local Planning Scheme No.4. While the draft LPP cannot prohibit dams from existing on properties where child care premises or a family day care exist or are proposed, it's appropriate the policy clearly state that the Shire will generally not support both uses.

To be clear, no community concern has been raised regarding water safety / child care services in the Shire. This provision is suggested to manage expectations of proponents early and to be diligent in relation to the safety of children attending child care premises and family day cares in the Shire.

Considering all of the above, it is recommended that Council endorses the draft LPP for the purposes of advertising.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Endorses for the purpose of advertising, pursuant to Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the draft Child Care Premises and Family Day Care Local Planning Policy, as shown in **Attachment 1**;
2. Advertises the draft Child Care Premises and Family Day Care Local Planning Policy, as shown in **Attachment 1**, as follows:
 - a. A notice is to be placed in the local newspaper circulating within the Shire;
 - b. A notice and copies of the draft policy are to be placed at the Shire's Administration Centre and libraries; and
 - c. A notice is to be included on the Shire's website and online social media pages.

Local Planning Policy



CHILD CARE PREMISES AND FAMILY DAY CARE

Note: policy number to be provided by the Governance Coordinator once adopted>

Responsible Directorate	Statutory Services
Responsible Service Area	Planning
Adopted	<month/ year> <Council resolution for Planning Policy >
Procedure Ref	N/A

1. PURPOSE

The purpose of this policy is to provide a framework for the location, design, operation of Child Care and Family Day Care proposals within the Shire of Mundaring.

2. SCOPE

This policy applies to all child care and family day cares proposals within the Shire of Mundaring.

3. OBJECTIVES

- a) To ensure Child Care and Family Day Care services are located in accessible and convenient locations where they will not have a detrimental impact on the function and safety of the surrounding road and/or pedestrian network and will not result in the proliferation of on-street parking;
- b) To ensure that works associated with Child Care Premises and Family Day Care are site-responsive and are in keeping with the existing and future desired character of the locality; and
- c) To ensure that Child Care Premises and Family Day Care are sited and designed to maintain visual and acoustic privacy.

4. DEFINITIONS

“**child care premises**” means land or buildings used for a child care service as defined under section 4 of the *Child Care Services Act 2007* (as amended), but does not include family day care.

“For the purposes of this Act a child care service is a service for the casual, part-time or day-to-day care of a child or children under 13 years of age (or such other age as may be prescribed for the purposes of this subsection) that is provided —

- (a) *for payment or reward, whether directly or indirectly through payment or reward for some other service; or*
- (b) *as a benefit of employment; or*

(c) *as an ancillary service to a commercial or recreational activity.*”

“**family day care**” means premises used to provide family day care in accordance with the *Child Care Services Act 2007* (as amended).

“Means a child care service provided at a place where —

(a) the person providing the service lives; and

(b) none of the children to whom the service is provided live.”

5. POLICY

- 5.1 Child Care Premises should be located on a site nearby a shopping centre, an educational establishment, offices or other commercial uses.
- 5.2 The site selected for Child Care Premises should be level, regular in shape and of sufficient size to accommodate all aspects of the proposed development.
- 5.3 On residential zoned land, Child Care facilities should be residential in their scale and appearance. Child care proposals that necessitate variations to standard boundary fencing and/or the applicable residential development requirements, will generally not be supported.
- 5.4 Any balcony or other form of raised outdoor living area which is to be used as a play area, and which faces or is adjacent to a residential property, is to be designed in such a way so that the privacy of that residential property is not significantly impacted.
- 5.5 Car parking areas for Child Care Premises should have adequate on site queuing space available to avoid any queuing vehicles having a significant impact on local traffic flow, and the safety of other road users and/or pedestrians.
- 5.6 Adequate and safe pedestrian access within the site is to be provided from the adjoining street(s) and the on site car parking area, to the main pedestrian entrance of the building. Details of which are to be provided as part of the development application.
- 5.7 If Child Care Premises are proposed on a site adjacent to a road which the Shire considers to have relatively high traffic volumes and/or movements, adequate and safe pedestrian access should be provided from the existing pedestrian network, or from a nearby bus stop, to the site. Details of which are to be provided as part of the development application.
- 5.8 Child Care Premises should generally not be located adjacent to a road identified as a Primary Regional Road Reserve.
- 5.9 Child Care Premises and Family Day Care are **vulnerable uses** in bushfire prone areas. The Shire will only entertain these land uses in bushfire prone areas in the following circumstances:

- a) Where a proposal involves a new Child Care Premises or Family Day Care, the proposal is constructed and thereafter maintained to the relevant Bush Attack Level, with confirmation provided by a suitably qualified accredited bushfire consultant;
 - b) Any expansions or renovations to an existing Child Care Premises should be accompanied with proportionate and pragmatic enhancements towards achieving greater bushfire compliance against Australian Standard 3959, with justification provided by a suitably qualified accredited bushfire consultant.
 - c) A Family Day Care use may be considered within an dwelling not constructed to AS3959, provided the proponent demonstrates that sufficient transport exists to evacuate all attendees and other occupants residing at the property. A bushfire evacuation management plan is to form part of a development application.
- 5.10 The Shire will generally not support proposed Child Care Premises or a Family Day Care proposal where a dam(s) exists on the property. Likewise, the Shire will generally not support a proposed dam where child care premises or a family day care exists.

6. RELATED LEGISLATION

Planning and Development Act 2005
Child Care Services Act 2007 (as amended)
Planning and Development (Local Planning Schemes) Regulations 2015
Local Planning Scheme No. 4
State Planning Policy 5.4 – Road and Rail Noise
Environmental Protection (Noise Regulations) 1997
Education and Care Services National Regulations 2012 (as amended)



Department of Planning,
Lands and Heritage



Draft Position Statement:

Child care premises

November 2022

Disclaimer

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Published by the
Western Australian Planning Commission
Gordon Stephenson House
140 William Street
Perth WA 6000

Locked Bag 2506
Perth WA 6001

Published November 2022

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This document is available in alternative
formats on application to the
Communications Branch.

1. Policy intent

This position statement outlines the Western Australian Planning Commission's (WAPC) location and design guidance to decision-makers, proponents and the community for a consistent policy approach to planning for child care premises in Western Australia.

2. Child care premises in Western Australia

Child care premises are a non-residential land use that provides long day care or out of school hours care in facilities specially built or modified for child care.

Child care **approved providers** can be local councils, community organisations, private businesses and not-for-profit organisations. Proponents may seek to develop a child care premises with the intention to sell to an **approved provider** who would own and operate the early childhood service with the required approvals.

Child care premises do not include **family day care** where an educator provides care in their own home to small numbers of children.

This policy addresses State, local government and community considerations relating to the location and development of child care premises. A consistent planning approach is required, particularly regarding:

- location
- site characteristics
- environmental suitability
- design
- traffic and vehicle access
- noise emissions
- amenity health and safety impacts

2.1 Supply and demand for child care premises

Child care premises are an essential community service, and many are privately operated businesses with rental or capital costs influencing the location and availability of the service. The increasing demand for child care premises and the strong focus on their appropriate distribution and location is closely linked to demographic change. The State population is currently about 2.7 million and is expected to rise between 3.1 to 3.4 million by 2031¹. It is common for parents, carers or guardians to work, which creates a greater demand for child care premises. The out of ordinary hours workforce should also have better access to child care premises. Consequently, the hours of operation and availability of child care premises near the workplace is becoming more important.

The rising demand for child care premises means that these services are becoming larger and have a potentially greater impact, particularly regarding more vehicular traffic related to larger numbers of children, carers and parents.

While the WAPC strongly supports the provision of necessary services, it is important to emphasise that the need for a service does not justify development in inappropriate locations.

¹ Source: WA Tomorrow: Population Report No.11 Medium-Term Age-Sex Population Forecasts 2016 to 2031 (DPLH).

2.2 Planning for child care premises

The term **child care centre** has been superseded by **child care premises** as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015*. A **child care premises** is usually shown in the land use table of local planning schemes as a discretionary use in various zones which normally requires planning approval following public advertising.

Many local governments have local planning policies dealing with the development of child care premises, which address a range of matters such as building design, setbacks, vehicular access and car parking provision.

While local governments may determine applications for child care premises, the operation of centres is regulated under a national framework of policy and law implemented by the Department of Communities (DoC). Within the national framework, there are specific requirements relating to the design of an early childhood education and care service that must be complied with for a provider to operate. Proponents should have regard to these design requirements when proposing child care premises to avoid the need for costly modifications or centres being constructed that are not fit for purpose.

The *Education and Care Services National Law (WA) Act 2012* (ECSNLA-WA 2012) and *Education and Care Services National Regulations (WA) 2012* (ECSNR-WA 2012) set out requirements and regulations to ensure the health, safety and well-being of children within early childhood education and care services such as:

- Part 4.3 of the ECSNR-WA 2012 Regulations has specific regulations for the physical environment of centres including indoor and outdoor design requirements such as fencing
- laundry and hygiene facilities
- indoor and outdoor space requirements
- toilet and hygiene facilities
- unencumbered indoor and outdoor space in metres (this will determine the number of children the centre can hold)
- ventilation and natural light
- outdoor space – natural environment and shade
- design to support supervision.

3. Application of this Position Statement

This position statement applies to the preparation and assessment of strategic and statutory proposals throughout Western Australia. Also, the policy provides general guidance to local government in the preparation of local planning scheme provisions and local planning policies.

The policy focuses on important location considerations and standards that should apply to the development of child care premises. Child care premises are non-residential land uses providing an educational and community support service.

It is acknowledged that development requirements in the city and inner urban areas are quite different to those in outer suburban areas and small country towns. Accordingly, the policy should be administered accordingly.

For a centre to operate, an **approved provider** must obtain a service approval under the (ECSNLA-WA 2012) from the DoC, Education and Care Regulatory Unit (ECRU). A **service approval** will require that the centre meets the requirements of the (ECSNR-WA 2012) and specify the number of children that can attend the centre. The number of children is determined based on the unencumbered indoor and outdoor space meterage.

While the DoC is not an approving authority for the purposes of planning and development, proponents should be aware of all the requirements in design and development that may influence the ability to obtain a **service approval**.

4. Policy objectives

The objectives of this policy are to:

- encourage the co-location of child care premises on scheme reserves (intended for community and educational uses) and mixed commercial type zones
- locate child care premises where they are compatible with and complementary to residential land use and the road network
- ensure child care premises do not have a detrimental impact on the amenity of the adjoining residents and the locality
- minimise any detrimental impact that surrounding land uses may have on a child care premises
- ensure child care premises are appropriately designed to ensure the health and safety of children attending the early childhood education and care service.

5. Policy measures

Key planning considerations for the location, siting and design of child care premises include:

5.1 Child care premises supporting data

The WAPC is of the view that a proponent does not have to demonstrate there is sufficient demand for the facility. However, the Department of Education (DoE) and the appropriate local government may require an assessment on a school site reserve and on other reserves or zoned land respectively.

Depending on the scale of the proposal, the proponent may be required to provide further information regarding the existing child care premises in the locality, anticipated population catchment for the new premises and the location of existing primary schools and kindergartens in the locality.

Also, there may be a need for the proponent to clearly demonstrate that the development will not have an adverse impact on the locality.

A pre-lodgement discussion with the decision-maker is recommended to assist with the early identification and resolution of issues, prior to a development application being lodged.

5.2 Local Planning Schemes

The land use 'Child care premises' should be classified in the zoning table of a local planning scheme as a class 'A' use (a use that is not permitted unless the decision-maker has granted approval after advertising) in the residential zone and class 'D' use (a use that is not permitted in the zones unless the decision-maker has granted approval) within other designated zones. Child care premises may be considered as incidental to a predominant use on suitable scheme reserves when compliant with the region and local planning scheme, local planning policy and/or relevant planning instruments.

5.3 Public consultation

Public consultation should be undertaken to consider the likely impact a child care premises may have on the amenity of adjoining residential properties. As a minimum requirement the local government should advertise a proposal in accordance with the public notification procedure of the local planning scheme.

Comprehensive consultation on a development application may not be necessary where the location of a child care premises was predetermined in a structure plan or similar strategy with a site assessment completed prior to any residential development in the vicinity.

5.4 Suitable requirements for child care premises

Convenient access to a child care premises is crucial in meeting the needs of children and their families. Also, it is important to limit the potential impact a child care premises may have on surrounding land uses as well as the potential impact that surrounding land uses may have upon the child care premises.

Sites selected for child care premises should be level, regular in shape and of sufficient size to accommodate the proposed development. This includes all buildings and structures, car parking bays for staff and parents, pick up and set down area (depending on the age of children accommodated at the premises), outdoor play areas and landscaping, in accordance with the requirements of the local planning scheme, local planning policy and the ECSNR-WA 2012.

The topography of the site and surrounds should also be considered as steep slopes may affect access, noise transfer and methods of noise mitigation.

Child care premises may be located and accord with the following:

- Child care premises and playgroups may be co-located on a private or public-school site (primary school and/or K-12) in consultation with the private school or the DoE respectively. The DoE may require 2500m² or additional land for larger child care premises for related

facilities, car parking bays and pick up-set-down areas. Child care premises adjoining or within proximity to private and public schools should provide their own drop-off and pick-up car bays and adequate car parking bays. This should be evaluated based upon the hours of operation, traffic activity and whether there are any reciprocal arrangements with the school.

- Child care premises may be located adjoining or nearby to a school site, on residential zoned land provided that outdoor play areas are at ground level adjoining the school site where applicable and do not have an adverse impact on the amenity of the locality.
- Child care premises may be co-located on suitable **region or local scheme reserves** such as **public purposes** or **community purpose** reserves respectively and co-located with, for example, an aquatic centre or hospital where permitted or permissible under the region scheme (where applicable) and local planning scheme with adequate setback from residential dwellings.
- Child care premises may be co-located on shopping centres, office or commercial zoned land where the land use is permitted or permissible.
- It should be suitably located to provide safe and convenient access to the community it serves.

- It should be located in areas where adjoining land uses do not adversely impact a child care premises.
- It should be located in areas considered suitable from a transport planning/engineering pedestrian and vehicle safety point of view.
- It should provide convenient access to public transport.

5.5 Undesirable characteristics for child care premises site

Child care premises are not suitable where in the opinion of the decision-maker:

- The size and dimension of the site is inadequate to accommodate the development and accordingly likely to adversely affect the amenity of the locality.
- The amenity of the adjoining and nearby properties would be adversely affected by noise, traffic movement, insufficient parking and pedestrian safety.
- Access is proposed from a major road or is located within proximity to a major intersection where there may be safety concerns for pedestrians and vehicles.
- Access is from a local access street which may impact on the amenity of the area due to high peak-hour traffic volumes.
- The current use or any permissible use within the zone of the adjoining properties generates unacceptable

levels of air, dust, noise and odour emissions or poses a potential fire or chemical hazard because of activities or materials stored or used on site.

- Noise and/or emissions generated by roads, railways and aerodromes or airports are likely to have an adverse impact on the child care premises.
- The site is located within the separation distance for either a noxious or offensive industry, sewerage treatment plant or extractive industry.
- The site is in a river floodway/flood fringe or bushfire prone area.
- It does not comply with separation distances as identified in the *Guidance for the Assessment of Environmental Factors* (Environmental Protection Authority, June 2005).
- Soil contamination exceeds the levels regarded by the Department of Water and Environmental Regulation (DWER) and Department of Health (DoH) as suitable for standard residential land uses with accessible soils as published in guideline *Assessment and management of contaminated sites* (Department of Environment Regulation, December 2014).
- Contaminated groundwater is proposed to be used for the irrigation of gardens and play area within the child care premises. If groundwater is proposed to be used in any manner it is to be tested and demonstrated to meet suitable standards.

Mitigation measures may be applied to a proposed child care premises to address any adverse impacts. These measures may be considered and approved by the decision-maker having first consulted with relevant State agencies and expertise in the related field as applicable.

5.6 Design of child care premises

The visual appearance of the child care premises, including any signage, building design, colour, scale, shape and form, should be in accordance with the local planning scheme and/or local planning policy and ECSNR-WA 2012. The development should be complementary to the residential character of the area where it abuts residential dwellings, enhance its amenity, and be suitably designed from a safety point of view and include facilities appropriate for regular use by children.

Car parking at a child care premises in a residential area that is visible from the street should complement the residential streetscape character. For example, brick paving with integrated landscaping may be more visually appealing than a grey concrete hardstand area.

Generally, the minimum car parking requirement for a child care premises, including staff and visitor parking, will be one space per five children. The number of parking bays may be varied by the decision-maker given the

specific provisions of the local planning scheme and/or local planning policy and any unique circumstances relating to the proposed development, such as reciprocal parking arrangements, available public transport and street parking.

Vehicles are required to enter and exit the site in a forward gear with vehicular access to be obtained from the lower order road network, where possible, in the event the site abuts a regional/arterial road. A **transport impact statement** (TIS) or **transport impact assessment** (TIA) is generally provided supporting a child care premises to address safety and traffic concerns.

Outdoor play areas should be in a safe location on the site and, where possible, away from any adjoining noise-sensitive uses such as dwellings and residential aged care facilities. Play areas adjacent to state roads are not encouraged, however if proposed, a barrier for errant vehicles should be provided within the development site.

Landscaping should be provided in accordance with the local planning scheme and/or local planning policy or applicable regulations. Landscaping should be provided along the street frontage within the development site to a standard equal to that required or provided for on adjacent properties. Outdoor play area landscaping and structures should provide shade and not be hazardous to children.

5.7 Traffic impacts

Proponents are advised to refer to the WAPC's *Transport Impact Assessment Guidelines (2016)* for guidance on preparing supporting transport impact reports. See **Planning guidelines - Transport impact assessment**

A TIS or TIA should address the following elements:

- the site characteristics and surrounding area
- overview of the proposal and its expected AM and PM peak hour trip generation
- vehicle access locations, including consideration of access via lower order roads where possible
- parking requirements, including the design of parking areas and any pick-up and drop-off areas
- current road safety conditions, including crash history in the locality
- the expected impact of the proposed development on the existing and future traffic conditions.

An application for a child care premises should demonstrate that it will not create any unsafe conditions for children and families using the premises as well as for pedestrians, cyclists and vehicles near the child care premises.

5.8 Noise and emission impacts

The proponent should minimise any noise impact of the child care premises on adjacent residential properties to a level acceptable to the decision-maker. This may be achieved either by physical separation, design and layout of the centre or by implementing noise-mitigation measures, such as acoustic treatments to buildings.

A **noise impact assessment** may be required by the decision-maker for the development of a child care premises. For noise legislation refer to the *Environmental Protection (Noise) Regulations 1997*. Where a child care proposal is in proximity to a transport corridor (road, rail, aerodrome or airport), refer to WAPC *State Planning Policy 5.4 Road and Rail Noise (September 2019)*, WAPC *State Planning Policy 5.1 Land use planning in the vicinity of Perth Airport (July 2015)* and WAPC *State Planning Policy 5.3 Land use planning in the vicinity of Jandakot Airport (January 2017)* respectively.

The hours of operation of a child care premises in residential areas should generally be limited to between 7:00 am and 7:00 pm weekdays and on Saturdays, unless otherwise agreed by the decision-maker. For child care premises located on scheme reserves and mixed commercial type zones, hours of operation should be extended to accommodate workers that work outside normal business hours.

A child care premises proposal will need to be assessed on its merits however the following basic principles apply:

- Where a child care premises is located adjacent to a noise-sensitive use, the noise-generating activities of the child care premises, such as the outdoor play areas, parking areas and any plant and equipment, are to be located away from the noise-sensitive use where practicable and appropriate noise mitigation is to be undertaken.
- The design and construction of buildings should include noise mitigation measures to reduce any impact from external adverse noise sources and to achieve acceptable noise limits.

The decision-maker should consult and obtain advice from the DoH regarding any external emission sources likely to have an adverse and unacceptable impact on the child care premises. For example, gaseous emissions from service stations and high volumes of passing traffic may be unacceptable in terms of noise and emissions.

5.9 Site contamination

It is important to ensure that child care premises are not developed on land that is unsuitable for this use because of soil and groundwater contamination at or near the site. The DWER contaminated sites guidelines reflect the *Contaminated*

Sites Act (2003), Contaminated Site Regulations (2006) and the National Environment Protection (Assessment of Site Contamination) Measure 1999 (NEPM).

Proponents for the development of a child care premises must:

- exercise duty of care to ensure that the site is suitable for use as a child care premises
- obtain a summary of records from DWER of the contamination status of the site via this [link](#).

Decision-makers must:

- consult with DWER and DoH about the suitability of land for development of a child care premises where a memorial is registered on the certificate of title under section 58 (6) of the *Contaminated Sites Act 2003*
- research the site file records to determine if any site contamination through previous land uses has possibly occurred; if records indicate possible contamination may have occurred, the planning application should be referred to DWER for further advice.

Definitions

Child care premises has the same meaning as under the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 1 the Model provisions for local planning schemes Part 6, clause 38.

10.2 Future of LED Communication Message Boards at Morgan John Morgan Reserve Glen Forrest, Mundaring Community Sculpture Park and Pioneer Park Mount Helena

File Code	PR.RFQ 16.2021
Author	Shane Purdy, Director Infrastructure Services Megan Griffiths, Director Strategic & Community Services
Senior Employee	Jason Whiteaker, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	1. Consultation Report LED Communication Message Boards ↓

PURPOSE

This item was previously listed for consideration at the 12 September 2023 ordinary Council meeting. In accordance with Council Decision C10.09.23, debate was adjourned on this matter until the 14 November ordinary Council meeting.

Three LED communication messaging boards were installed in three park locations to improve promotion of community events and communications to the community. The locations are

- Sculpture Park, Mundaring
- Pioneer Park, Mt Helena
- Morgan John Morgan Reserve, Glen Forrest

An engagement process was undertaken to understand how the community felt about the LED message boards in the three locations. Two methods of engagement were used, an on online/print based survey, and targeted intercept interviews at the three sites to randomly gather feedback from different users of the sites.

Mixed feedback, both positive and negative, has been received in regards to the message boards.

The broad community survey respondents felt that the LED message boards should be removed, with the main concerns being about suitability and aesthetics. Conversely, the random intercept respondents felt the boards were an appropriate communication tool, with some also reporting concern about aesthetics. Based on the differing feedback from the community engagement process, and in line with the draft Signage Strategy, it is recommended that Council relocates the Morgan John Morgan Reserve LED community messaging board to Brown Park, Swan View; and retains the other two message boards in their current locations and undertakes improvements to those boards.

BACKGROUND

The installation of LED communication messaging boards was a capital project to address requests from the community to improve promotion of community events and communications to the community. The project was discussed with Councillors during the 2019 Integrated Planning and Reporting Framework workshops, which resulted in Council approving a budget of \$200,000 over four years to implement the LED message boards for community messaging in areas of significant pedestrian traffic such as major parks in the Shire.

In December 2022, LED message boards were installed at Mundaring Community Sculpture Park, Mundaring; Morgan John Morgan Reserve, Glen Forrest; and Pioneer Park, Mt Helena. These boards complement existing communication platforms sharing information relevant to their location and topics of broader community interest. Examples include, but are not limited to:

- Display of emergency warnings
- Promotion of Shire events
- Sharing community events supported by the Shire
- Highlighting National days of significance
- Raising awareness of burning periods
- Community engagement opportunities

In response to decision 4 of the Annual Electors Meeting of 10 March 2021 “*That the Council of the Shire of Mundaring (SOM) – 1) Invest and provide an LED notice board on their verge in a similar position to the existing Hills Fresh LED notice board. The purpose is to inform the community of events and special notices*”, Council resolved (C14.05.21) that in response, Council:

1. *Notes the current plans to install LED event signage; and*
2. *Writes to relevant Resident & Ratepayer Associations to inform them of the plan to install signage.*

The “current plans” referred to in point one of the council resolution, as outlined in that report, included the following information:

“Given the level of messaging proposed is up to three lines of writing and rolling messages, the location of signs is proposed at significant areas of pedestrian, rather than motor vehicle, traffic.”

“Initially, three signs are proposed to be installed. The location of these signs are:

- *Sculpture Park, Mundaring*
- *Pioneer Park, Mt Helena*
- *Morgan John Morgan, Glen Forrest”*

“The placement of a sign at the Administration Centre towards the roadway is not proposed at this stage. Given the level of messaging is not ideal for passing motorists to take in the whole contents of the messaging and is near an awkward four way junction together with a digital messaging board in the reception foyer to already capture visitors this is not considered a priority.”

“It is also noted that a sign close to the road reserve of Great Eastern Highway cannot have an illumination level above 300cd/per square metre and must not flash, pulse or chase.”

Following this Council decision, Shire staff finalised the quotations for the LED message boards and the works were awarded with the message boards installed in December 2022.

Following installation of the LED message boards, in the first week of operation there was some feedback expressing a view that the LED message boards did not fit within the environment in which they were located and concerns about light pollution. Negative feedback continued, predominantly on social media.

At the Council meeting on 14 February 2023, Council resolved (C18.02.23):

That Council requests community feedback regarding the three installed LED Event Signage locations be included within the scope of the Signage Strategy development.

Council received a petition relating to the Glen Forrest LED message board in April 2023, requesting that the LED sign in Morgan John Morgan Reserve be removed (C4.04.23).

There were two annual elector decisions passed at the 8 March 2023 Annual Electors Meeting (AEM), that Council considered Council at the 9 May 2023 ordinary council meeting.

- *That the Shire of Mundaring remove the LED sign recently installed at Morgan John Morgan Reserve. AEM 2023.03.07 Decision 5*
- *That the Shire respectfully consider moving the LED sign currently in place in Sculpture Park to a more appropriate and less disruptive location within the shire. AEM 2023.03.14 Decision 12*

In considering these AEM decisions, Council resolved as follows (C16.05.23):

Notes that a report on this item will need to await the outcomes of the community feedback incorporated into the signage strategy work due for completion in July 2023, with the Strategy to be presented to the August 2023 Council meeting. Pending this information, implications of removal and potential alternative locations can be examined which would be subject to a subsequent report.

Since installation of the LED message boards, requests from community groups to promote activities and services on the boards have been received and promotion has occurred. This includes State Emergency Service (SES) membership drive, Join a Volunteer Bushfire Brigade, Mundaring Rotary Twilight Markets, Blue Sky Festival Mini Fest, Community Home Grown Produce Swap, Eastern Hills Kindy enrolments and Playgroup, Darlington Family Playgroup, Mahogany Creek Tennis, Little Bandicoots Playgroup, Sculpture Park Farmers Market and Glen Forrest Sports Club.

STATUTORY / LEGAL IMPLICATIONS

Section 6.8 of the *Local Government Act 1995* details how to incur expenditure from the municipal fund when not included in an annual budget, as follows:

- (1) *“A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) is authorised in advance by resolution*; or*

(c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.”

Accordingly section 6.8 (1) (b) would apply if Council were to resolve to commit expenditure on any of the existing LED notice boards.

POLICY IMPLICATIONS

CD-04 Community Engagement

Engagement has been undertaken in accordance with the policy measures of CD-04 Community Engagement.

FINANCIAL IMPLICATIONS

There is no budget allocation to remove or modify signs. Any funding required could be allocated in the mid-year budget review; next year's (2024/25) capital program; or, by absolute majority, allocating funds immediately and accounting for the unbudgeted expenditure in the mid-year budget review.

The estimated cost to relocate an LED message board is \$9400, and to rehabilitate an existing site is \$600. To modify a board through swapping the LED screen and logo tile and replacing the logo tile with a new park sign tile is estimated to cost \$3,500 per board.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.3 – A well engaged and informed community and a high standard of customer service

Strategy 4.3.1 – The community can access information on their community through a range of media

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputation – The demand for broad community messaging and the aesthetics and location of effective messaging boards has created differing views on need and appeal on the installed LED messaging boards.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	High
Action / Strategy		
The results of surveys on the installed LED message boards need to be carefully reviewed and an outcome determined to achieve a balance between the need and differing views of the community to use the three LED messaging boards.		

EXTERNAL CONSULTATION

Aha! Consulting was engaged by the Shire of Mundaring to design and facilitate an engagement process to understand how the community feels about the LED message boards in the three locations within the Shire.

The Consultation Report of the LED communication message boards is at **Attachment 1**.

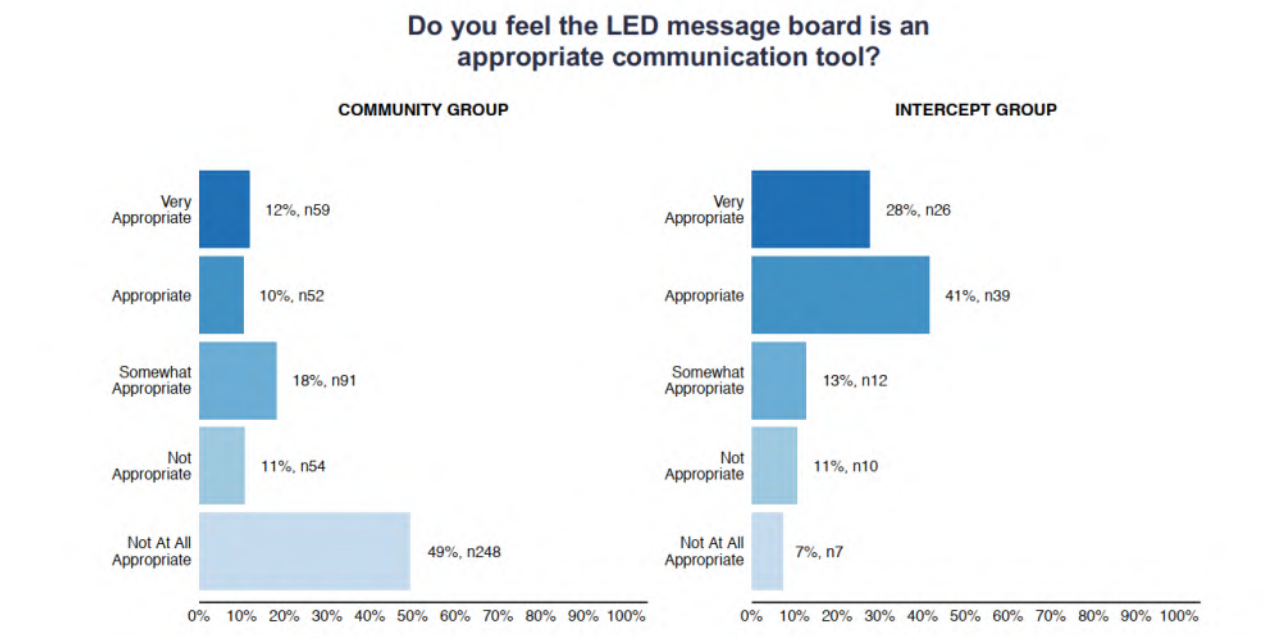
Two methods of engagement were used, with the same questions used across both:

- An online and print-based survey that ran for four weeks.
- Targeted intercept interviews at the three sites to randomly gather feedback from different users of the sites.

The survey collected 510 responses and the intercept interviews collected 95 responses. In exploring the responses from the two cohorts, there was significant disparity between both respondent groups.

60% (n302) of respondents to the survey expressed dissatisfaction with the LED message boards as an appropriate communication tool, with 40% of the responses indicating that they were potentially a helpful communication tool.

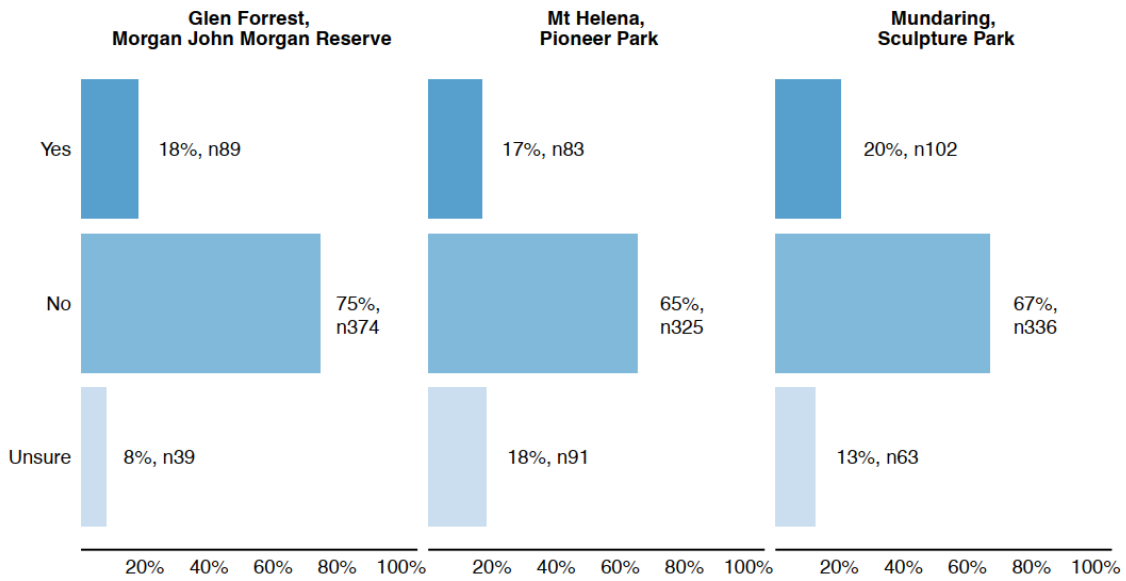
18% (n65) of respondents to the intercept interviews expressed dissatisfaction with the LED message boards as an appropriate communication tool, with 82% of the responses indicating that they were potentially a helpful communication tool.



In the community group, 75% expressed dissatisfaction with Morgan John Morgan Reserve, Glen Forrest as a location; with 65% and 67% expressing dissatisfaction with the locations at Pioneer Park, Mt Helena and Mundaring Sculpture Park respectively.

Are you happy with this location?

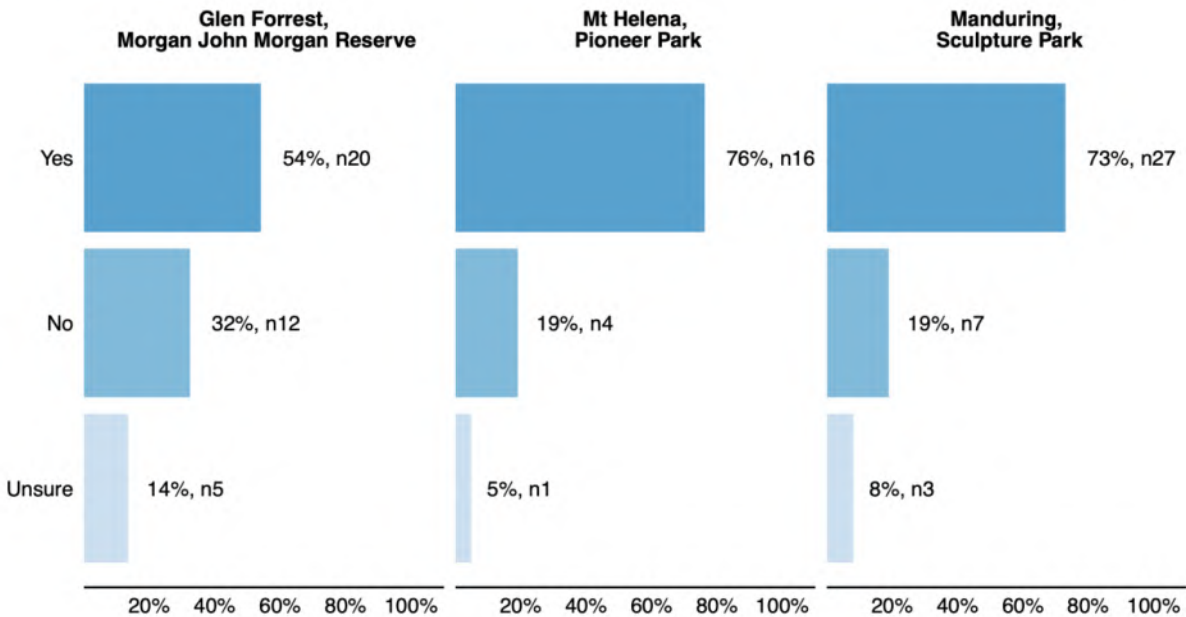
COMMUNITY GROUP



Notably in the intercept group 73% and 76% expressed satisfaction with the location at Mundaring Sculpture Park and Pioneer Park, Mt Helena respectively. Morgan John Morgan Reserve Glen Forrest received a 54% satisfaction rating for location from the intercept group.

Are you happy with this location?

INTERCEPT GROUP



For those who support the boards, the main benefits were similar across both cohorts, being the value of having another communication channel to access information, particularly for those who do not use social media.

Likewise, the main concerns were similar across both cohorts, being the aesthetics of the LED message boards and the suitability of location and visibility.

Suggestions included that they are not suitable to park settings and should be moved away from greenery, positioned in areas that have higher traffic, be more visible to drivers and be in areas that already have pre-existing digital signage.

Suggested improvements for the message boards in their current location were:

- Improving on the aesthetics of the boards to better match the current environment (e.g. putting greenery around the boards)
- Reducing the light emissions at night time
- Increasing the text size or lowering the board to improve readability.

Given the LED message boards were implemented as a communication tool in the community, respondents were asked what communication methods they currently use. There were similarities between both groups reported in the below table, however the intercept respondents were more likely to use the LED message boards.

Tool	Percentage of broad community responses	Percentage of random intercept responses
Social Media	90%	73%
Word of mouth	58%	Not collected
Shire website	29%	0%
Echo Community Newspaper	27%	21%
Posters on noticeboards	25%	15%
LED message boards	9%	18%

The overall sentiment differed across both groups. The broad community survey respondents felt that the LED message boards should be 'get rid of /removed' (196 comments) or 'relocated/moved' (122 comments), with the main concerns being about suitability and aesthetics. However, the random intercept respondents felt the boards were an appropriate communication tool, with some also reporting concern about aesthetics. The random intercept respondents were generally happier with the location of the boards (66%), with a much smaller proportion indicating a desire for them to be get 'rid of/removed' (4 comments) or 'relocated/moved' (19 comments).

The key themes that emerged from the engagement – appropriateness as a tool, aesthetics, location suitability - must be considered against other issues such as the needs of people with low digital literacy (ie. those who don't access information online such as through social media) and alignment with the Shire's strategic policies, such as the Communication Strategy and Access and Inclusion Informing Strategy.

The survey sample suggested that avenues such as social media are a more suitable communication tool for people in the shire. Considering most of the surveys were completed online, this would suggest that this cohort is one that is already engaged online and has a degree of digital literacy, which might result in them leaning towards this type of medium for receiving communication. [2016 ABS Census data showed that 10.2% (1,369) of households in the shire did not have an internet connection]. It is therefore recommended that the needs of those in the shire with low digital literacy be considered when reviewing the engagement data.

Due to the feedback from both groups, it is also recommended that if the Shire decides to retain the LED message boards in the current locations, consideration be given to how the aesthetics of the boards can be improved to better suit the surrounding environment. If the decision is to move the boards to more suitable locations, appropriate community consultation on locations is recommended.

COMMENT

Consideration of the Signage Strategy and associated Signage Style Guide was considered separately by Council at the 12 September 2023 ordinary Council meeting (Council Decision C16.09.23). The objectives of this project are:

- To create a cohesive and uniform signage strategy that informs key projects across the Shire
- To support and promote the Shire's brand identity and a clear sense of place
- To establish guidelines and a style guide that ensure signage is high quality, fit for purpose, appropriately designed and in line with community aspirations.

The draft Strategy provides the following in relation to LED message boards in relation to position and design parameters.

Position - to be located within destinations and/or at entrances to destinations.

Design Parameters - Cabinets, shrouds and other structural elements of the sign should consider the sensitivity of the surrounding environment in terms of colour and finishes. All out door tiled screens should have the ability to reduce the brightness setting and should be set to the lower scale to reduce light pollution to the minimum.

Content should avoid the use of primary colours and display content that has calm nature based themes. Video content should consider the natural environment and the sensitivity of residing animals, both domestic and wild.

Audio content should not be considered, however, the Shire is to use its discretion on content management in regard to emergency warnings, alarms and messages. In an emergency content scenario, audio could be considered



EXISTING



PROPOSED

 Cottage Green

Some of the survey feedback related to glare at night and difficulty to read due to height. However the message boards are programmed to turn off during late afternoon so no light emission should be occurring at night. The time of operation can be adjusted to commence and finish at any time during the day.

An ability to reduce the brightness of display during can be achieved by remotely accessing the operating system to adjust the brightness level. Since the survey results were received the brightness level has been reduced and can be further reduced if this remains an ongoing concern.

It is possible to swap the tile underneath (currently with Shire logo) and the LED screen so that the screen is lower and would be more legible to those looking from a nearby position. This could be done and the tile swapped out to have the park name on a cottage green background at an estimated cost of \$3,500 for each board.

There is ongoing demand and requests by community groups for community messaging at key locations. In addition some groups are seeking to erect static community messaging boards in parks e.g. Mundaring Rotary have requested their own display board in Sculpture Park and Glen Forrest Resident and Ratepayer have requested their own display board in Morgan John Morgan Reserve.

A means to provide community messaging, preferably consolidated to avoid an overabundance of different community messaging boards is preferable to reduce visual impacts of many signs and boards in community areas.

Given the number of messages and rolling information provided on the community message boards it is inappropriate to have these along roadsides causing distraction and an inability to read and comprehend the messages on the screens by passing motorists. Main Roads also have a strict requirement on signage along main roads such as Great Eastern Highway, which would not enable the current LED message boards to be used.

Erection of LED message boards in verges in front of other businesses and properties is also likely to lead to complaints from those adjoining owners. It is important that these signs are located near a power source to enable a power connection to be provided.

In considering the mix of views on the signs, which are significantly different between the community survey as compared to the intercept survey, a path forward is not clear cut.

The level of disapproval, however, for the sign at Morgan John Morgan is clearly greatest, noting also a petition was received and an annual electors' meeting motion was passed by electors for its removal.

Options to address the situation are:

1. keep all the message boards in their current location and alter their appearance by changing the sign style to that proposed by the signage strategy consultant, and swap the LED screen and park name tile. These modifications have an estimated cost of \$3,500 for each board. A further survey could then be conducted in twelve months after these changes to gauge the effect of the aesthetic changes and assess if the level of support had increased.
2. stop use of one or more of these message boards. The removal and disposal of sign, electrical connections, footings and rehabilitation of the ground is estimated to cost \$600 each. Attempt to sell the LED screens.
3. move one or more message boards to alternate locations, such as Brown Park. The relocation of an LED message board is estimated to cost \$9,400 per board and a further \$600 to rehabilitate the existing site. Should this be proposed, feedback from users of the proposed locations should first be sought.

The recommended approach, given the most significant portion of dissatisfaction with the LED message boards was at Morgan John Morgan Reserve, is to relocate this message board to another location. It is recommended to retain the other two LED signs in their current location, swap the screen and logo tiles, and replace the logo tile with that as suggested in the draft Signage Strategy.

The cost to relocate the sign and make good the site at Morgan John Morgan is estimated at \$10,000. A good site with lots of pedestrian activity is Brown Park, Swan View, with a location in the vicinity of the playground and community centre entrance proposed.

It is also recommended to swap the screen and logo tile and replace the logo tile with the park name tile for all three LED message boards. This is estimated to cost \$10,500.

VOTING REQUIREMENT

Simple Majority *Local Government Act 1995* section 6.8 (1) (b)

RECOMMENDATION

That Council:

1. Agrees to relocate the LED message board from Morgan John Morgan Reserve to Brown Park, Swan View and by absolute majority, allocate \$10,000 from the 2023/24 annual budget for this purpose;
2. Prior to installing an LED message board sign at Brown Park seek feedback from users of Brown Park and nearby residents as to the best location;
3. Retain the LED message boards at Mundaring Sculpture Park and Pioneer Park in their current locations;
4. Agrees to alter the appearance of the LED message boards by changing the sign style to that proposed by the signage strategy by swapping the LED screen and logo tile and also replacing the logo tile with the park name tile and, by absolute majority, allocates \$10,500 from the 2023/24 annual budget; and
5. Notes this resolution finalises the 8 March 2023 Annual Electors decisions 5 and 12 in relation to LED community message boards.

CONSULTATION REPORT

Aha! Consulting

When will you have your next Aha! moment?

PROJECT | LED communication message boards

CLIENT | Shire of Mundaring

DATE | 1 August 2023

VERSION | V2.1 - FINAL

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When will you have your next **Aha!** moment?

1 EXECUTIVE SUMMARY

Aha! Consulting was engaged by the Shire of Mundaring to design and facilitate an engagement process to understand how the community feels about the LED message boards in three locations within the shire:

- Sculpture Park, Mundaring
- Pioneer Park, Mt Helena
- Morgan John Morgan Reserve, Glen Forrest

Two methods of engagement were used, with the same questions used across both:

1. An online and print-based survey that ran for four weeks.
2. Targeted intercept interviews at the three sites to randomly gather feedback from different users of the sites.

The survey collected 510 responses and the intercept interviews collected 95 responses. In exploring the responses from the two cohorts, there was some significant disparity between both respondent groups.

- 60% (n302) of respondents to the survey expressed **dissatisfaction** with the LED message boards as an appropriate communication tool, with 40% of the responses indicating that they were potentially a helpful communication tool.
- 69% (n65) of respondents to the intercept interviews indicated **satisfaction** with the boards, with 24% of respondents expressing concern about the aesthetics.

For those who support the boards, the main benefits were similar across both cohorts, being the value of having another communication channel to access information, particularly for those who do not use social media.

'More information is better especially for me being time poor - I don't have to look on website'

'Modern version of communication as opposed to posters'

'Not always on Facebook, don't necessarily go online to see things'

'Life is slowed down in the park so I would notice more the LED messaging'

'Don't see much of what's going on in my community, but if my local park had this sign it would be how I would find out about local events'

Likewise, the main concerns were similar across both cohorts, being the aesthetics of the LED message boards and the suitability of location and visibility. Suggestions included that they are not suitable to park settings and should be moved away from greenery, positioned in areas that have higher traffic, be more visible to drivers and be in areas that already have pre-existing digital signage.

One suggested location that was considered more suitable for Mt Helena was next to the fuel and IGA signs opposite the park. In Mundaring, suggested locations were the shopping precinct along the road near KFC signage/Coles/Woolworths.

Comments included:

“They are an eye sore in each and every park they are currently in. To large, to bright and totally contradictory to the calm and beautiful atmosphere these parks did have.”

“You’re only going to see it if you happen to be in the park.”

“Would be better located along highway where there is more traffic.”

“I think they are ugly and an inefficient way to share information when most people use social media to find out about relevant community information.”

Suggested improvements for the signs in their current location were:

- Improving on the aesthetics of the boards to better match the current environment (eg. putting greenery around the boards)
- Reducing the light emissions at nighttime
- Increasing the text size or lowering the board to improve readability.

Given the LED message boards were implemented as a communication tool in the community, respondents were asked what communication methods they currently use. There were similarities between both groups reported in the below table, however the intercept respondents were more likely to use the LED message boards.

Tool	Percentage of broad community responses	Percentage of random intercept responses
Social Media	90%	73%
Word of mouth	58%	Not collected
Shire website	29%	0%
Echo Community Newspaper	27%	21%
Posters on noticeboards	25%	15%
LED message boards	9%	18%

2 BACKGROUND

The installation of community messaging boards was a capital project to address requests from the community to improve promotion of community events and communications to the community.

The design of the community messaging board was initially discussed, and feedback sought at a Cultural Advisory Group (CAG) meeting in 2021. The CAG was supportive of a simple design, capable of adjustment following adoption of a signage strategy. The relevant Resident and Ratepayer Associations were informed of the proposed community messaging boards and no objections were initially received.

In December 2022, LED message boards were installed at Sculpture Park, Mundaring; Morgan John Morgan Reserve, Glen Forrest; and Pioneer Park, Mt Helena. These boards complement existing communication platforms sharing information relevant to their location and topics of broader community interest. Examples include, but are not limited to:

- Display of emergency warnings
- Promotion of Shire events
- Sharing community events supported by the Shire
- Highlighting National days of significance
- Raising awareness of burning periods
- Community engagement opportunities

Following installation of the signage, in the first week of operation there was some feedback expressing a view that the LED message boards did not fit within the environment in which they were located and concerns about light pollution. Negative feedback continued, including a petition relating to the Glen Forrest message board, that was received by Council in April 2023, requesting that the LED sign in Morgan John Morgan Reserve be removed asap.

At the Council meeting on 14 February 2023 Council resolved to:

1. Undertake specific community feedback related to the three LED noticeboards, as per a notice of motion;
2. Include consideration of LED signage within the scope of the Signage Strategy development.

3 Engagement methods

Two different approaches were used to capture information:

1. **Community Survey:** An online and print based survey that ran for four weeks.
2. **Intercept interviews:** Interviews at the three sites to randomly gather feedback from different users of the sites.

3.1 Community survey

This survey was designed to reach a broader cohort of community members and used a mix of Likert scale, open and closed questions. The questions can be found in Appendix One of this report.

The survey was open for a period of 4 weeks from the 21st May to 16th June and collected 510 responses (505 online and 5 hard copies).

This was an online survey hosted by Aha! Consulting. The Shire's engagement platform wasn't used for this project to ensure the data was stored independently. The survey was also provided as a hard copy available at Shire Libraries, the front counter of the Shire Administration Building, Hub of the Hills, and Brown Park Recreation Centre.

The Shire promoted the survey through:

- Social media on 23rd May with a post reach of 10,062 and 3,072 engagements and 11,801 post impressions
 - The social media post reported 415 link clicks, 37 shares, 161 comments and 2,070 other clicks
- On the Trail eNewsletter with 1,314 subscribers
- June Community Update (ECHO Community Newspaper)

3.2 Intercept interviews

The same survey questions were used as the broad community survey, but presented to a random selection of people using the three LED message board locations. A Shire staff member and Aha! staff member conducted surveys onsite using iPads and collected 95 responses. The questions can be found in Appendix Two of this report.

The locations and time of the intercepts were:

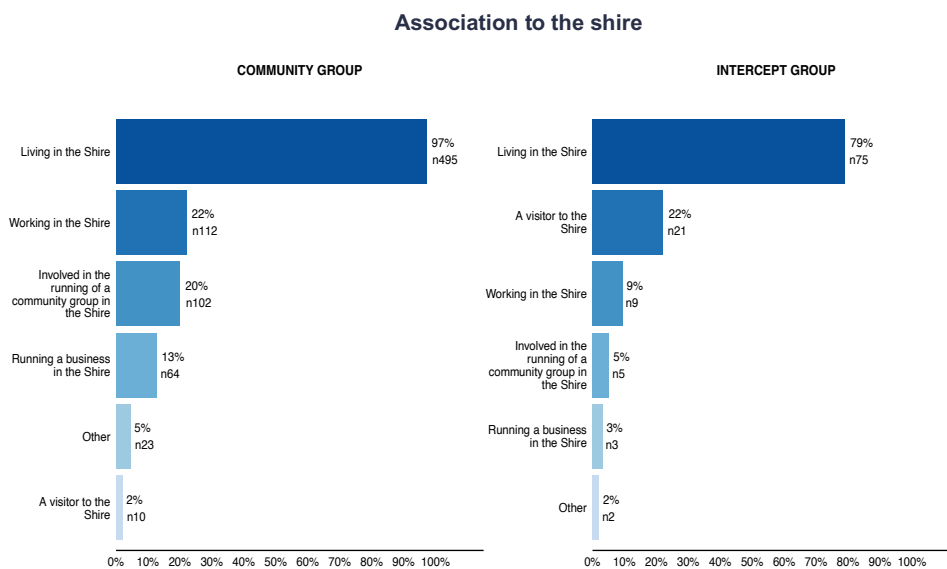
Location	Date	Responses
Pioneer Park, Mt Helena	Sunday 21 st 8:15am- 10:15am Tuesday 30 th 9am-11am	21 (21.11%)
Sculpture Park, Mundaring	Monday 22 nd 3pm – 5pm Tuesday 13 th June 9am-11am	37 (38.95%)
Morgan John Morgan Reserve, Glen Forrest	Sunday 21 st 10:30am-12:30pm Wednesday 24 th 3pm-5pm	37 (38.95%)

4 Respondent Demographics

The demographics collected a range of data to provide context to community opinion on the LED message boards and communication messaging. Participants could choose multiple responses.

The demographic data collected from both groups was somewhat similar, providing two similar samples of comparable survey responses.

Most community members are living in the shire with 97% reported in the broad survey group and 79% for the intercept group. The intercept group reported 22% (21 responses) of participants being visitors to the shire to use the space. This was corrected to 17% as four of the 'visitor' responses were in fact from Boya or Bailup, suburbs of the Shire. The broad survey collected only 2% (10 responses) from visitors.



In exploring the postcodes from the visitors to the parks during the intercept interviews, 7 responses were from participants that were from close suburbs surrounding the Shire:

- Gidgegannup (3)
- Kalamunda (2)
- Guilford (2)

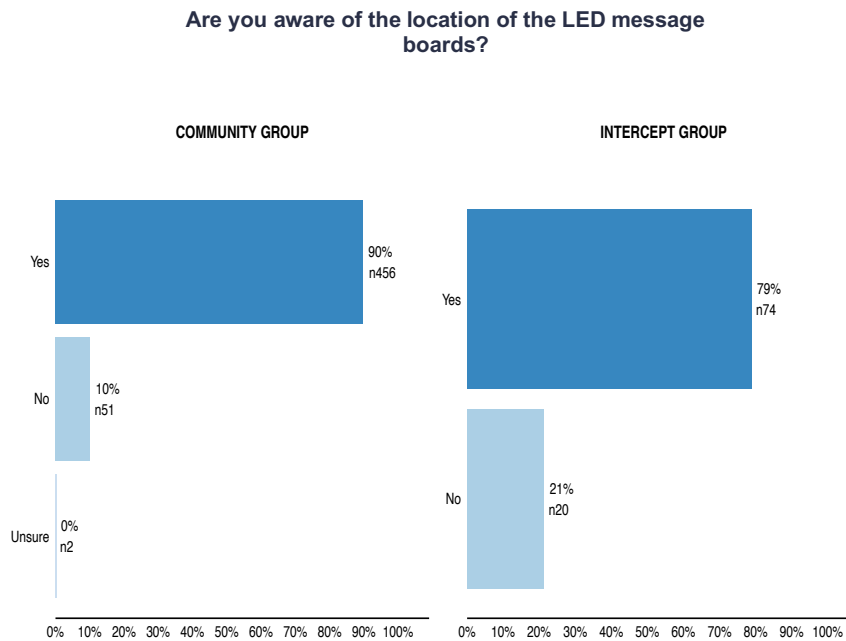
5 Key Themes

Both the broad community survey and the random intercept group were asked the same questions, and the data and themes are reported below.

5.1 Awareness

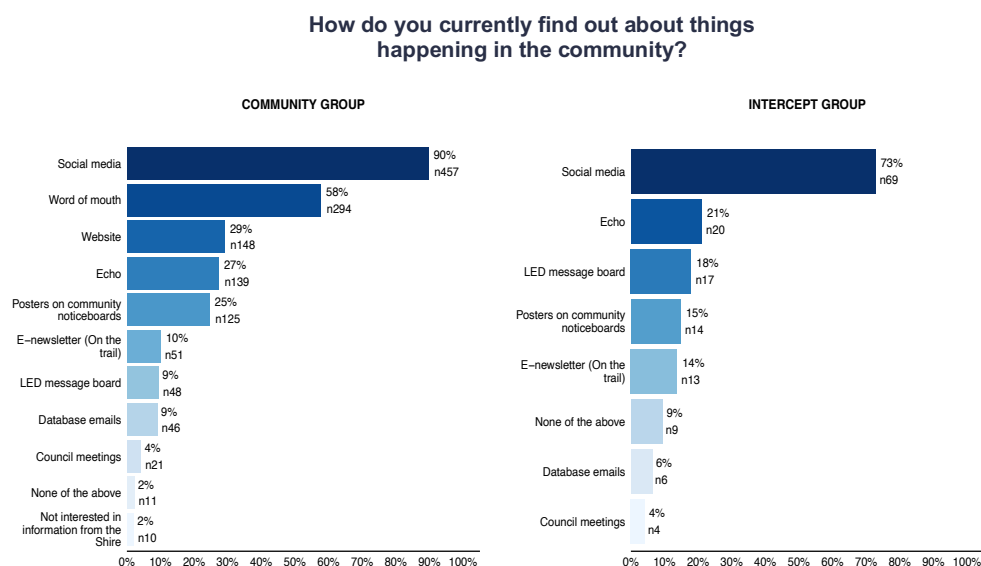
The majority (90%) of the community survey group was aware of the three locations of the LED message boards (left graph), whilst most of the intercept group (79% right graph) were also aware of the LED message board locations, but to a lesser extent.

During the intercept interviews, 21% of participants had to have the sign pointed out, and then the rest of the survey was completed.



5.2 Communication with the community

The data collected provides the Shire with a broad overview of what communication tools are used by the community. Both groups reported similar responses with social media being the main tool for communication, followed by the Echo community newspaper and posters/noticeboards.



There were some key differences reported around the communication tools:

- Social media was the most reported tool, but at different rates of preference
- LED message board was more popular as a communication method by the random intercept group using the spaces/sites for the LED message boards
- The Shire website wasn't a reported tool by any respondents from the intercept survey

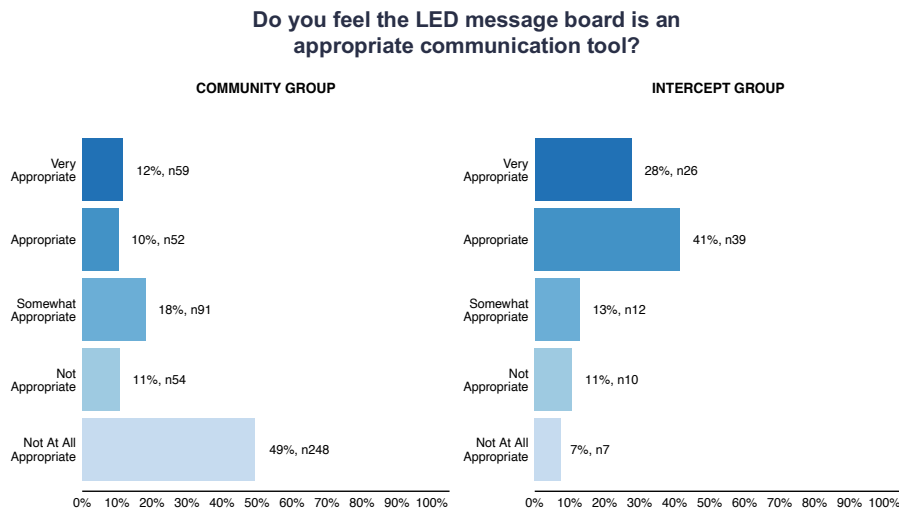
When commenting specifically on the LED message boards, people reported:

- 'It's bright and big easy to see, It attracts my attention'*
- 'More information is better especially for me being time poor - I don't have to look on website'*
- 'Modern version of communication as opposed to posters'*
- 'Not always on Facebook, don't necessarily go online to see things'*
- 'I like time, date, weather, needs to be bright to see it'*
- 'I would see more on the sign than on the newsletter or emails'*
- 'Life is slowed down in the park so I would notice more the LED messaging'*
- 'I like the brightness of the LED sign, its easy to read'*
- 'Great place for families to see information, I see banners on fence as well'*
- 'Don't see much of what's going on in my community, but if my local park had this sign it would be how I would find out about local events'*

5.3 Appropriateness

The information collected from the two groups was significantly different with regards to the appropriate nature of the LED message boards as a communication tool.

- 60% of the general community felt that the LED message board is not an appropriate communication tool (left graph)
- Whereas 69% of the intercept group said it was appropriate (right graph)



In terms of comments provided, the vast majority of survey comments (90.5%) spoke to the inappropriateness of the boards; the intercept comments also recorded a high number of people talking about their inappropriateness (66%).

The main concerns being:

- That there are other more effective means of communication (i.e. social media and word of mouth)
- Location of the boards is not effective and are better positioned in places visible to drivers
- The LED message boards were seen as out of place and caused light/digital pollution in the park environment

Those from the intercept group that were supportive of the boards felt that they were an effective means of keeping the community up to date with location information, particularly for those who do not use other digital media tools (e.g. social media).

A further summary of the comments is contained in Appendix Three of this report.

5.4 Location

There were contrasting views expressed about the locations of the LED message boards. The community survey respondents reported that they are not happy with the locations, while the intercept responses indicate they are happy with the locations. Feedback from both cohorts is explored further below.

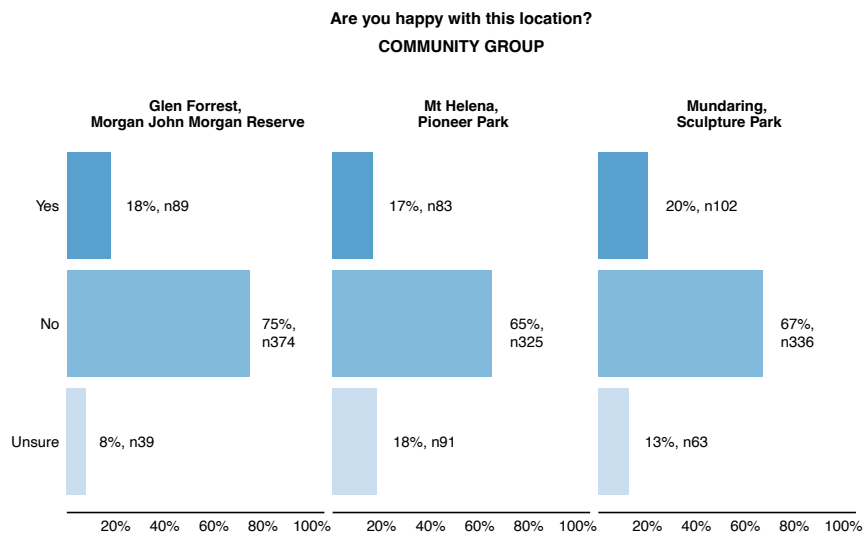
Community survey results

Overall, the data from the general community survey indicated that they are not happy with the locations of the LED message boards. Each survey participant had the opportunity to provide comment on all three locations, and the results for each site are similar.

A large proportion of comments indicated a desire to:

Relocate/move – 122 comments

Get rid of/remove – 196 comments



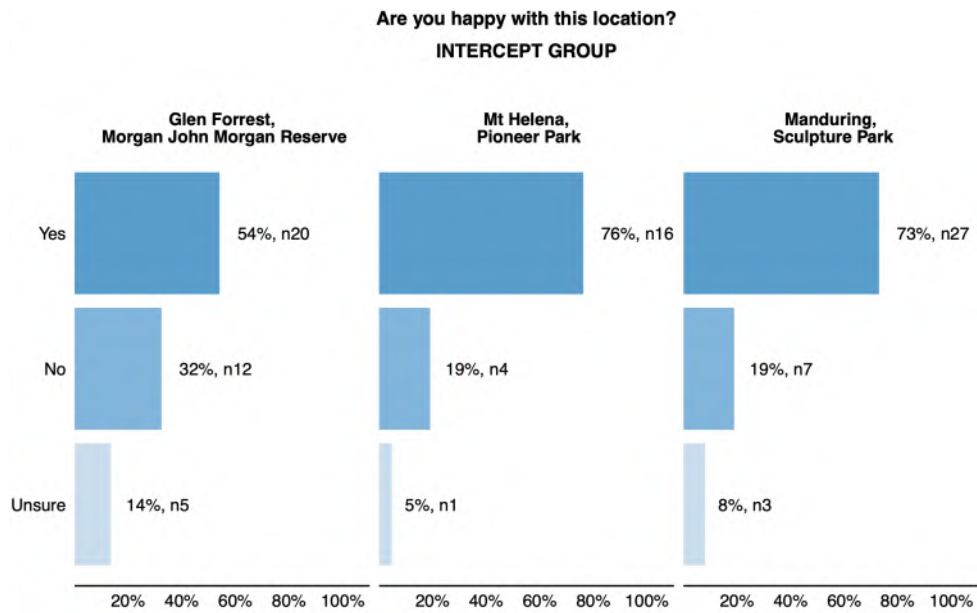
Those who said that they are not happy mentioned the following:

- The LED message boards are visually not appealing and do not suit the aesthetics of the park and take away from the feel of the environment. The boards were often described as ‘eyesores’ that emit too much light. Additionally, people said that the boards were difficult to read (227 comments)
- The LED message boards were described as potentially helpful communication tools but should be moved away from greenery and positioned in high traffic areas that already have digital signage as not suitable to park settings (e.g. shops and roads) (154 comments)
- People stated that the boards are not a useful communication tool (31 comments)

Intercept results

The intercept group reported being generally happier with the location of the LED message board, with 66% being happy.

A much smaller proportion of comments, compared to the broad survey, indicated a desire to:
 Relocate/move – 4 comments
 Get rid of/remove – 19 comments



Those who said that they are not happy with the location mentioned the following:

- Moving the community board to locations with more traffic i.e. closer to shops and roads (14 comments)
- Move the message board away from natural/environmental locations (5 comments)
- The board is aesthetically unpleasing (4 comments)
- The cost of the board is unnecessary, and does not reach enough people (1 comment)

5.5 Potential Improvements

The broad community survey results indicated less desire to find ways to improve the LED message boards with 196 comments (38%) reporting a desire to have them removed altogether.

The random intercept group were more open to discuss potential improvements with 85% of respondents suggesting improvements and the remaining 15% reiterating the LED message boards were fine how they currently are.

Both groups reported some similarities in ways to potentially improve the LED message boards, these were:

- Move to locations with higher traffic
- Improve the aesthetics to match the environments they are in

Community survey results

Broad community survey participants were asked if there is anything that could be done to improve on the issues associated with the location. These key themes emerged:

- Removing the LED message boards altogether (196 comments)
- Relocating the LED message boards away from greenery and close to built-up areas with high traffic (122 comments)
- Increasing community engagement so decisions can be led by the community (23 comments)
- Improving on the aesthetics of the boards to better match the current environment and reduce the light emissions at nighttime; also, the text should be more legible (12 comments)
- The information could be presented in other outlets (e.g. social media) and only critical information should be provided on the boards (12 comments)
- The boards to provide useful information to the community (8 comments)

Intercept results

The same question was asked of the intercept group, and the following themes emerged:

- No issues relating to the location of the board (15 comments)
- Moving the community board to locations with more traffic i.e. closer to shops and roads (15 comments)
- The board is aesthetically unpleasing; some suggested putting greenery around the board to blend in with environment (7 comments)
- Increasing the text size or lowering the board to improve readability (3 comments)
- Dimming the LED at night to reduce light emission (2 comments)

5.6 Use and communication messages

Both survey groups were asked what information could be shared on the LED message boards to better understand how the boards could be utilised in the future.

Both survey groups reported similarities in that they didn't feel that posts about key policy updates, meetings run by organisations, and upcoming council meetings were appropriate for the LED message boards.

Community survey results

There were 12% (61) of participants from the broad community survey that were not open to considering any communication messages, reporting no messages should be displayed and the boards should be removed.

The remainder of the community survey results indicated a preference for emergency service notices.

There were mixed opinions on posts about events run by businesses, events run by community groups, Shire run community events, and services provided by local community groups.

The survey results indicated that they did not want posts about key policy updates, meetings run by organisations, and upcoming council meetings.

The broad community survey participants had an opportunity to share what information they felt could be provided and the below was reported:

- No information should be displayed and rather the boards should be removed (61 comments)
- General community interests (5 comments)
- Fire danger information (4 comments)
- Sporting scores and events (2 comments)
- Promoting businesses (1 comments)
- Community events (2 comments)
- Mentioned that the board is aesthetically unappealing, and it is difficult to read the information on the screen (7 comments)

Intercept results

All random intercept interview respondents were open to discussing the types of messages displayed on the LED message boards.

When asked what information should be shared on the LED message boards, the intercept group supported posts about most topics, including events run by businesses, emergency notices, events run by community groups, services provided by local community groups, and Shire run community events.

The group had mixed opinions about posts on meetings run by other organisations and generally did not want posts about key policy updates and upcoming council meetings.

The intercept interview participants had an opportunity to share what information they felt could be provided and the below was received:

- Weather and environmental information (4 comments),
- Promoting small business (3 comments)
- promoting markets (3 comments)
- Promoting play groups (1 comment)

6 CONCLUSION

The overall sentiment differed across both groups. The broad community survey respondents felt that the LED message boards should be removed, with the main concerns being about suitability and aesthetics. However, the random intercept respondents felt the boards were an appropriate community tool, with some also reporting concern about aesthetics.

The key themes that emerged from the engagement – appropriateness as a tool, aesthetics, location suitability - must be considered against other issues such as the needs of people with low digital literacy (ie. those who don't access information online such as through social media) and alignment with the Shire's strategic policies, such as their Communication Strategy and Access and Inclusion Informing Strategy.

The survey sample suggested that avenues such as social media are a more suitable communication tool for people in the shire. Considering most of the surveys were completed online, this would suggest that this cohort is one that is already engaged online and has a degree of digital literacy, which might lean them towards this type of medium for receiving communication. It is therefore recommended that the needs of those in the shire with low digital literacy be considered when reviewing the engagement data.

Due to the feedback from both groups, it is also recommended that if the Shire decides to retain the LED message boards in the current locations, that consideration be given to how the aesthetics of the boards can be improved, to better suit the surrounding environment. If the decision is to move the boards to more suitable locations, appropriate community consultation on locations is recommended.

Appendix One - Community survey questions

How do you currently find out about things happening in the community? (tick all)

- Social media
- Echo
- E-newsletter (On the trail)
- Council meetings
- Posters on community noticeboards
- Database emails
- LED message board
- Word of mouth
- None of the above
- Not interested in information from the Shire

One of the new initiatives being tested is the LED message boards. Were you aware of the boards we have in Mundaring Sculpture Park, Mt Helena Pioneer Park and Glen Forrest Morgan John Morgan Reserve? YES/NO/Unsure

What information do you think should be shared on these LED message boards?

- Emergency notices (bushfire etc) - YES/NO/Unsure
- Shire run community Events - YES/NO/Unsure
- Events run by community groups - YES/NO/Unsure
- Services provided by local community groups - YES/NO/Unsure
- Community/tourism events run by businesses - YES/NO/Unsure
- Key policy updates that affect community - YES/NO/Unsure
- Notices of upcoming council meetings - YES/NO/Unsure
- Meeting run by Resident and Ratepayer or Progress Associations - YES/NO/Unsure
- Other suggestions

Do you feel the LED message board is an appropriate communication tool?

- Very appropriate, appropriate, neutral, not appropriate, not at all appropriate

Exploring the rating, open ended:

Are you happy with the current locations?

- Sculpture park YES/NO/Unsure
- Mt Helena YES/NO/Unsure
- Glen Forrest YES/NO/Unsure

If No, What are your reasons for not being happy with the location/locations? (Open ended)

Is there anything we can do to improve some of these issues? (Open ended)

Do you:

- Live in the Shire
- Work in the Shire
- Visitor to the Shire
- Involved in the running of a community group in the Shire
- Run a business in the Shire
- Other

Postcode

Appendix Two - Intercept interview questions

How do you currently find out about things happening in the community? (tick all that apply)

- Social media
- Echo
- E-newsletter (On the trail)
- Council meetings
- Posters on community noticeboards
- Database emails
- LED message board
- None of the above
- Not interested in information from the Shire

One of the new initiatives being tested is the LED message boards. Were you aware of the boards we have in Mundaring Sculpture Park, Mt Helena Pioneer Park and Glen Forrest Morgan John Morgan Reserve? YES/NO/Unsure

What information do you think should be shared on these LED message boards?

- Emergency notices (bushfire etc) - YES/NO/Unsure
- Shire run community Events - YES/NO/Unsure
- Events run by community groups - YES/NO/Unsure
- Services provided by local community groups - YES/NO/Unsure
- Community/tourism events run by businesses - YES/NO/Unsure
- Key policy updates that affect community - YES/NO/Unsure
- Notices of upcoming council meetings - YES/NO/Unsure
- Meeting run by Resident and Ratepayer or Progress Associations - YES/NO/Unsure
- Other suggestions

Do you feel the LED message board is an appropriate communication tool?

Very appropriate, appropriate, neutral, not appropriate, not at all appropriate

The Shire selected this location as it receives a high number of visitors and is a place where people stop and so have time to view the information.

Are you happy with this location? YES/NO/Unsure

If No, What are your reasons for not being happy with the location/locations? (Open ended)

Is there anything we can do to improve some of these issues? (Open ended)

Do you:

- Live in the Shire
- Work in the Shire

- Visitor to the Shire
- Involved in the running of a community group in the Shire
- Run a business in the Shire
- Other

Postcode

Location of intercept (tick box, back end only for data analysis)

- Sculpture park
- Mt Helena
- Glen Forrest

Number people in conversation (thought this one, as sometimes people may be in a couple and want to answer together) (tick box, back end only for data analysis)

- 1
- 2
- 3

Appendix Three - Summary of comments

Survey comment summary

The broad community survey collected 451 comments that have been themed to understand community opinion.

Responses	Theme
191 42% of comments	Aesthetics: The boards do not aesthetically fit with their surrounding environment and take away from the vibe of the environment. The boards were described as an 'eye-sore'. Some commented that the boards produce environmental and digital pollution and are too bright.

"They are an eye sore in each and every park they are currently in. To large, to bright and totally contradictory to the calm and beautiful atmosphere these parks did have."

Responses	Theme
127 28% of comments	Location and visibility: The location of the boards were not effective, and are better positioned in places visible to drivers.

"They are an eye sore in each and every park they are currently in. To large, to bright and totally contradictory to the calm and beautiful atmosphere these parks did have."

"You're only going to see it if you happen to be in the park."

"Would be better located along highway where there is more traffic."

"I think they are ugly and an inefficient way to share information when most people use social media to find out about relevant community information."

Responses	Theme
58 12% of comments	Unnecessary: Many believed that the boards were not necessary, not cost effective, and did not have sufficient community engagement to justify their use.

"The community were not consulted about these signs being installed or implemented. Had we been asked prior to excessive funds being spent so negligently, the council would have been aware that the vast majority are against these exorbitantly expensive, unnecessary and dare I say, abhorrently ugly signage."

Responses	Theme
43 9.5% of comments	Helpful information outlet: The boards are effective means of keeping the community up to date with location information, particularly for those who do not use other digital media tools (e.g., social media).

"I find these boards to be an extremely efficient and convenient way to keep up to date with community news and events, and particularly fire bans."

Responses	Theme
32 7% of comments	Providing Information: There are more effective means of communication for community information (e.g., social media). Some comments mentioned that the boards should not include advertisement.

"I think they are ugly and an inefficient way to share information when most people use social media to find out about relevant community information."

Intercept Interview comment summary

The random intercept survey collected 84 comments that have been themed to understand community opinion.

Responses	Theme
37 44% of comments	Appropriate Communication Tool: The LED message boards were seen as appropriate and effective communication tool. The board allows for community members to stay up to date, particularly for those who do not use social media.

"Great for information, I have no problem with it."

Responses	Theme
20 24% of comments	Suitability and Aesthetics: The LED message boards we seen as out of place and caused light/digital pollution in the park environment.

"So ugly and don't aesthetically reflect the Hills culture."

"Not pleasing for the park environment."

Responses	Theme
19 22% of comments	Location and visibility: Many believed that the location of the boards is not effective and are better positioned in places visible to drivers.

"Not in the vibe and not many people see."

"Just not the right location, better on side of the road."

Responses	Theme
8 9.5% of comments	Provided Information: Some said that other more effective means of communication (i.e., social media and word of mouth), and that the information provided should be more tailored to the most common audience.

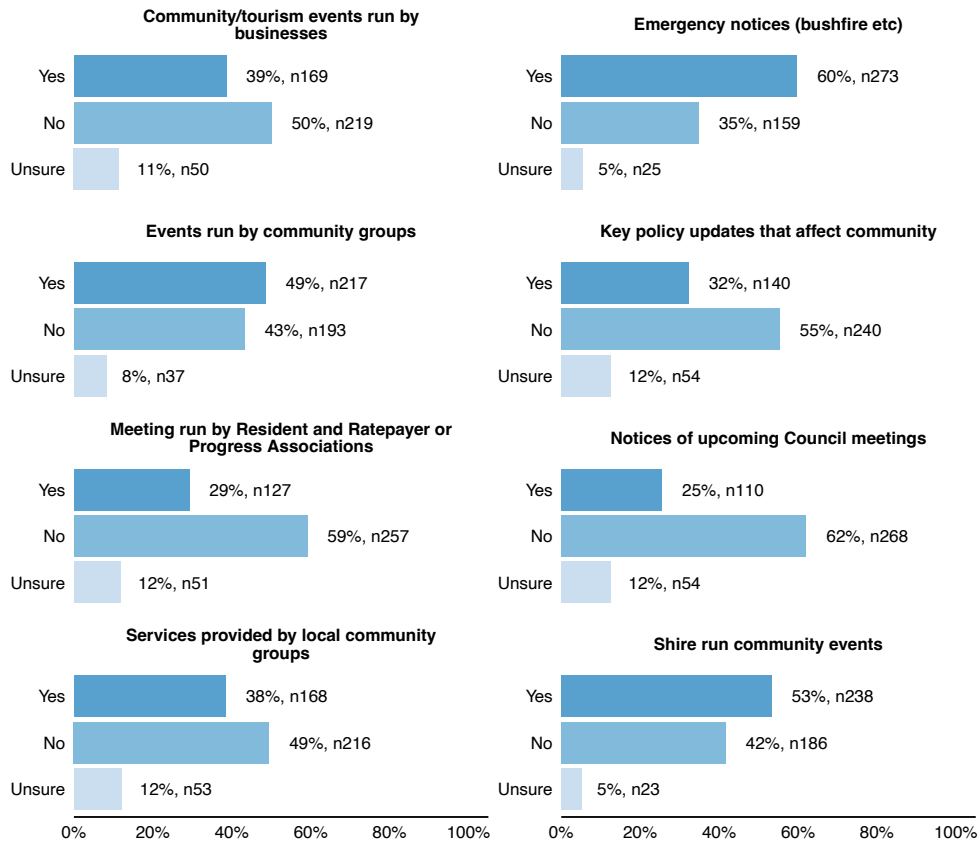
“Word of mouth very common and that’s what we use.”

“What’s advertised should be related to park users.”

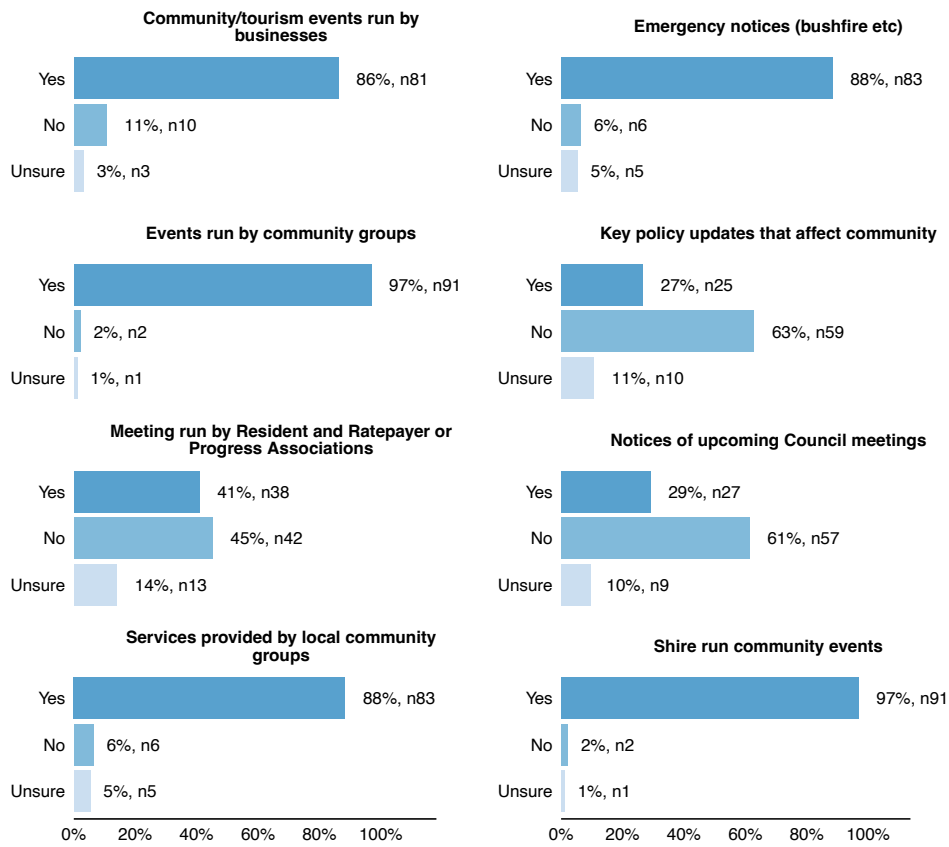
Appendix Four - Other data

What information do you think should be shared on these LED message boards?

CONSUMER GROUP



**What information do you think should be shared on these LED message boards?
INTERCEPT GROUP**



– END –

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10.3 Alterations to Fees and Charges to Accommodate New Facility Booking System

File Code	CS.CCS 5
Author	Kirk Kitchin, Manager Recreation & Tourism Services
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Alteration to Fees ↓

PURPOSE

The conversion to a new online facility booking system requires some alterations to the current fees and charges for facility hire.

It is recommended to adopt a range of alterations to the 2023/24 Fees and Charges Schedule.

BACKGROUND

The Shire is transitioning to a contemporary and administratively efficient online facility booking system with the additional benefit of providing an improved booking experience for the hirers including:

- Enquiries and booking requests can be made 24/7, not just during office hours when the booking staff are available;
- Potential hirers can investigate, review and choose facilities right for them, at a time suitable to them;
- The system automatically provides real time venue availability and pricing;
- Payments are processed automatically through an online payment portal; and
- Approvals and documentation is provided electronically and immediately to hirers.

Administratively the new system will allow the Shire's Facility Booking Officer to better manage risks to Shire facilities, ensure the Shire is fulfilling its WHS responsibilities, and provide better support to hirers beyond just the mechanics and administration of the booking process.

STATUTORY / LEGAL IMPLICATIONS

Section 6.16 (3) (b) of the *Local Government Act 1995* provides -

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be*
(b) amended from time to time during a financial year.*

** Absolute majority required.*

Section 6.19 of the *Local Government Act 1995* requires -

Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—

- (a) *its intention to do so; and*
(b) *the date from which it is proposed the fees or charges will be imposed.*
-

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The proposed hourly rate for these fees has been set at rates that will be close to cost neutral for the hirers that use these facilities. The proposed removal of the current administration fees will result in a reduction of income of approximately \$5000 per annum, although it is expected the new system will increase the use of Shire facilities, which will potentially offset this loss due to improved customer service, greater market exposure and ease of use of the facility booking process.

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

The recommended alteration to the structure of the fees continues to provide a financial return to the Shire, provide a higher level of service to the customers, ensures the facilities remain financially accessible and improves the risk management of the facilities.

RISK IMPLICATIONS

Risk: Reputation		
Should the proposed changes to the fees not be adopted certain facilities would have to be booked manually which would be time consuming, inefficient and disruptive to the many groups that use these facilities and would be damaging to the reputation of the Shire.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	High
Action / Strategy		
To mitigate this risk to the reputation of the Shire the proposed changes to the fees should be adopted by Council.		

Risk: Financial		
Should the proposed changes to the fees not be adopted certain facilities will have to be booked manually which could lead to a loss of bookings due to difficulties in making bookings, and the resulting loss of income.		
Likelihood	Consequence	Rating
Likely	Minor	Moderate
Action / Strategy		
To mitigate the financial risk to the Shire the proposed changes to the fees should be supported by Council.		

EXTERNAL CONSULTATION

The main groups that are affected by the change in pricing structure to an hourly rate is at Mundaring Arena. Eastern Hills Netball Association, Hills Raiders Basketball Association and Hills Night Hockey Association who are the primary users of the Arena were advised of the proposed change and consulted on the final pricing of the hourly fees. This consultation was to ensure they understood the need for the altered pricing structure and were comfortable the new pricing structure did not negatively affect their overall cost for Mundaring Arena.

COMMENT

New Facility Booking System

The new online facility booking system uses an hourly rate as a base for its fees. The Shire's current booking process and fees and charges have a range of measures for fees including hourly rates, per game/per court, per player and per team that have to be calculated manually. To bring all the Shire facilities into this one automated system, all fees need to be converted to hourly rates. The amended and new fees in **Attachment 1** are set to be cost neutral overall for hirers.

Proposed Fee Amendments

Switching to a new facility booking system provides an opportunity to review a range of alternative ways of hiring and charging facilities, including the relevance of the charge compared to the market and a consideration how many times the fee has actually been used. To make the new booking system as simple as possible to understand and use, some fees in **Attachment 1** are recommended to be altered that are not priced at market rates or removed if they are not used.

Some charges are proposed to be removed and replaced with more effective and efficient charges. An example of this is the removal of the function rate to be replaced with an hourly rate with addition of a facility clean fee. This will enable customers to hire the venue for functions for only what they require rather than a set function time and cost of 6 hours, and without the need to add further relevant hourly rates if the function exceeds 6 hours.

Another change is for community halls with multiple spaces that do not currently have a whole of facility hire fee. The current system to calculate a whole of facility cost requires all the spaces to be booked and a cumulative hire fee for all spaces to be calculated. In this instance it is easier and more efficient to setup a single whole of facility charge.

The administration charges of the non-refundable casual booking fee, booking alteration fee and the regular and seasonal user booking fee are recommended to be removed due to transfer of the bulk of the administration of the booking being undertaken by the hirer and by the provider of the online system. Whilst this will be a reduction in income of approximately \$5000 per annum, it reflects the new process whereby the majority of the booking process will be now be completed by the hirer. It is expected this loss of income will be offset by an increase in use and income from Shire facilities through improved user experience and better customer service provided by Shire staff.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 6.16 (3) (b)

RECOMMENDATION

That Council, by absolute majority, amends the 2023/24 Fees and Charges Schedule with the altered fees and charges required to accommodate the new online facility booking as outlined in **Attachment 1** with effect from the end of the public notice period on 30 November 2023.

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
Function Fees					
All Facilities' Function Fees	Council	Yes	Various function fees for each facility	Delete	Function fee replaced by hourly rate for the whole event including setup and pack up, plus a fee for a facility clean which ensures the facility is clean and ready for the following hirer.
Administrative Fees					
Casual booking fee per booking (non-refundable)	Council	Yes	\$8.90	Delete	Low level of Shire administration does not justify these charges.
Booking alteration fee (after use of 2 free changes per month, non-refundable)	Council	Yes	\$8.90	Delete	
Regular or seasonal user booking fee – per annum charge	Council	Yes	\$20.90	Delete	
The Hub of the Hills					
Whole of Facility Hire - Community	Council	Yes	N/A	\$70.00 per hour	New simpler single fee for use of whole facility that acknowledges exclusive use by one group.
Whole of Facility Hire - Commercial / Government	Council	Yes	N/A	\$175.00 per hour	

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
Swan View Youth Centre					
Lounge Alfresco Kitchen	Council	Yes	Community - \$7.90 Commercial / Govt. - \$19.60	Delete	No longer booking communal spaces for exclusive use.
Alfresco	Council	Yes	N/A	Community - \$7.90 Commercial / Govt. - \$19.60	Need a charge just for the alfresco area which still can be booked.
Whole of Facility Hire - Community	Council	Yes	N/A	\$40.00 per hour	New simpler single fee for use of whole facility that acknowledges exclusive use by one group.
Whole of Facility Hire - Commercial / Government	Council	Yes	N/A	\$100.00 per hour	
Brown Park Community Centre					
Whole of Facility Hire - Community	Council	Yes	N/A	\$60.00 per hour community rate	New simpler single fee for use of whole facility that acknowledges exclusive use by one group.
Whole of Facility Hire - Commercial / Government	Council	Yes	N/A	\$150.00 per hour	
Events	Council	Yes	N/A	As negotiated	Provides a level of fee to be levied based on the scale and scope of the event to ensure an appropriate return to the Shire.

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
Brown Park Hardcourts					
Casual Hire	Council	Yes	N/A	\$9.80 per court/ per hour	New charge for exclusive use.
Hire to Coaches	Council	Yes	N/A	\$28.00 per court/ per hour	
Chidlow Hardcourts					
Casual Hire	Council	Yes	N/A	\$9.80 per court/ per hour	New charge for exclusive use.
Hire to Coaches	Council	Yes	N/A	\$28.00 per court/ per hour	
Lighting Fee	Council	Yes	N/A	\$5.50 per hour	New per hour charge.
Boya Community Centre					
Whole of Facility Hire - Community	Council	Yes	N/A	\$70.00 per hour	New simpler single fee for use of whole facility that acknowledges exclusive use by one group.
Whole of Facility Hire - Commercial / Government	Council	Yes	N/A	\$175.00 per hour	

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
Foyer Exhibition Space	Council	Yes	Community - \$10 per day Commercial / Govt. - \$25 per day	Community - \$1 per hour, maximum charge per day of \$10 Commercial /Govt. - \$2 per hour, maximum charge per day of \$20	Change to hourly fee with a limit per day.
Relocation and storage of Shire artworks at library	Council	Yes	N/A	\$440 per event	Covers the Mundaring Arts Centre's fee to the Shire for removing and rehangng Shire art collection currently in foyer and storing artworks at library.
Relocation and storage of Shire artworks offsite	Council	Yes	N/A	\$1100 per event	Covers the Mundaring Arts Centre's fee to the Shire for removing and rehangng Shire art collection currently in foyer and storing artworks at Shire administration.
Foyer Exhibition Space - Hanging Wire Set	Council	Yes	N/A	\$150 per event	Hire fee for installation kit with hanging wires to hang artworks.
Projector hire (per hour)	Council	Yes	\$54.20	Delete	Feedback is this is too expensive, other facilities include this in the price of the hire and makes this an attraction instead of a cost burden.
Projector hire (per function)	Council	Yes	\$170.00	Delete	

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
Darlington Hall					
Whole of Facility Hire - Community	Council	Yes	N/A	\$40.00 per hour	New simpler single fee for use of whole facility that acknowledges exclusive use by one group.
Whole of Facility Hire - Commercial / Government	Council	Yes	N/A	\$100.00 per hour	
Mundaring Hall					
Whole of Facility Hire - Community	Council	Yes	N/A	\$30.00 per hour	New simpler single fee for use of whole facility that acknowledges exclusive use by one group.
Whole of Facility Hire - Commercial / Government	Council	Yes	N/A	\$175.00 per hour	

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
Mundaring Arena					
<i>Local Seasonal Competition Fees</i>					
Basketball	Council	Yes	Senior- \$44, Junior - \$30 per court / per game	\$22.50 per basketball court / per hour	Hourly fee to include total time in possession of facility including setup, pack up, and crossover times between games. Replacing a senior and junior fee with a single fee removes the administrative burden on sporting associations of having to track, record and report the number of junior and seniors games for the sole purpose of calculating fees.
Netball	Council	Yes	Senior- \$51, Junior - \$34 per court / per game	\$22.50 per netball court / per hour	
Indoor Hockey Court	Council	Yes	Senior- \$44, Junior -\$30 per court / per game	\$22.50 per hockey court / per hour	
Indoor Soccer Court	Council	Yes	Senior- \$44, Junior -\$30 per court / per game	\$22.50 per soccer court / per hour	
Volleyball	Council	Yes	Senior- \$44, Junior -\$30 per court / per game	\$22.50 per volleyball court / per hour	
Badminton	Council	Yes	Senior- \$13, Junior -\$9 per court / per game	\$7.00 per badminton court / per hour	

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
<i>District/Regional/State Level Competitions</i>					
Timed Games	Council	Yes	Senior- \$63, Junior - \$42 per court / per game	\$22.50 per court / per hour	Charge for time in possession of facility including setup and pack up, not by game.
<i>Training Rate</i>					
Training			\$21.00 per court / per hour - Junior \$26.00 per court / per hour - Senior	\$22.50 per court / per hour	Align this hourly charge with competitions charges to simplify the system.
Badminton Training			\$9.00 per badminton game per hour Junior \$13.00 per badminton game per hour Senior	\$7.00 per badminton court per hour	
<i>Equipment Hire</i>					
Projector hire (per hour)	Council	Yes	\$50.00	Delete	Feedback is this is too expensive, other facilities include this in the price of the hire and makes this an attraction instead of a cost burden.
Projector hire (per function)	Council	Yes	\$150.00	Delete	

	Authority (S – Statute) (C – Council) (F - Framed)	GST Applicable	Current 2023/24 Incl. GST (if applicable) \$	Proposed 2023/24 Incl. GST (if applicable) \$	Notes
Mundaring Hard Courts					
Senior	Council	Yes	\$26.00 per player/season	\$5.00 per court per hour	Convert to per hour rate.
Casual	Council	Yes	\$14.00 per court per hour	\$5.00 per court per hour	\$14 casual fee included lighting costs. New fee will split cost of court hire and lighting fee to individual costs so clubs only pay for courts used.
Lighting	Council	Yes	\$18.30 for whole complex	\$2.30 per court per hour	Reflective of per court lighting fee.
Swap Meet					
Hire Rate	Council	Yes	\$220.00	Delete	Delete to enable change to per hour rate.
Hire Rate	Council	Yes	N/A	\$31.00 per hour	Charge for time in possession of recreation ground including setup and pack up.
Ovals and Reserves					
Oval and Reserve Hire Rate	C	Y	\$31.00	\$31.00	Remove term oval as we do not hire ovals for events

10.4 Tender Outcome - Glen Forrest and Parkerville Halls Accessibility Upgrade Construction

File Code	PR.RFT 03.2324
Author	Rene Baur, Manager Building Assets
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	1. RFT 03.2324 Recommendation Report (confidential)

PURPOSE

It is proposed to upgrade accessibility throughout the Parkerville Hall and Glen Forrest Hall buildings. The work on the proposed project has progressed to completion of the public tender for construction works.

This report recommends Council awards a tender for the disability access upgrade works for both halls to Company A at their tendered sum of \$823,057 excl. GST and to approve a budget variation to undertake both in 2023/24.

BACKGROUND

Council typically allocates funding of an average of \$250,000 per annum across the long term financial plan (\$450,000 every second year, with an additional \$50,000 each intervening year) toward access upgrades to its buildings, with the priority buildings being identified with the assistance of the Inclusion and Disability Access Advisory Group (IDAAG). Factors IDAAG consider are usage numbers, events attached to facilities, unisex accessible toilet facilities, and accessibility to and around the facility.

The current priority buildings are Parkerville and Glen Forrest Halls.

Following extensive consultation and design work, a Request for Tender (RFT 03.2324) was called for these works on Friday 15 September 2023, from which three tender submissions were received.

Pre-tender cost estimates were produced; \$657,000 excl. GST for Parkerville Hall and \$523,000 cxl. GST for Glen Forrest Hall, based on tender designs, by quantity surveyors HW and Associates. If combined as one project the overall estimate is therefore \$1,180,000 excl. GST, including consultant architect and sub-consultant fees.

Tenders for the complete works were invited by statewide public notice with an advertisement in the West Australian newspaper, on Tenderlink and the Shire's website on Friday 15 September 2023, to close at 12 noon Friday 13 October 2023. This gave a total of four weeks open tender period. An extension of time for the tender close was granted, bringing the new closure time to 12 noon Wednesday 18 October 2023, following requests from two of the three respondents who had attended the compulsory site inspection.

A compulsory site inspection and briefing was held at the hall at 9:00am Tuesday 26 September 2023. Four representatives (from three companies) attended the compulsory inspection.

Within the price schedules of the tender document, each hall was listed separately for detailed costings. Additionally, an opportunity was given for each respondent to submit a discounted combined price if both halls were awarded to that tenderer.

The tender allowed for award of individual hall upgrade contracts to different contractors, or award of both to one contractor.

At close of tender on Friday 13 October 2023, three tender submissions were received. These are shown in the following table, along with prices tendered (as discounted prices where applicable), excluding GST:

Tenderer	Base Tendered Price Parkerville Hall Only	Base Tendered Price Glen Forrest Hall Only	Combined Tendered Price With No Discount	Discounted Combined Price Where Offered
Company A	467,125	388,932	856,057	823,057
Company B	474,559	356,156	830,715	Not Offered
Company C	556,860	445,800	1,002,660	977,593

Of the three respondents, Company A and Company C offered discounted pricing on combined award of the two halls, whereas Company B did not. The offered savings equated to \$33,000 from Company A, and \$25,067 from Company C on their individual project costings.

The published qualitative assessment criteria for the tender were as follows:

- Relevant experience (35%)
- Demonstrated Understanding (20%)
- Company Profile (5%)
- Price (40%)

Assessment of the three submissions against the tender criteria were carried out by the tender assessment panel. The panel was comprised of the Shire's Director Infrastructure Services, Manager Building Assets and Building Maintenance Officer.

The recommendation report of the assessment panel for the tender is included as confidential attachment one.

STATUTORY / LEGAL IMPLICATIONS

As the value of the project exceeds tendering thresholds, a public tender process in accordance with the *Local Government Act 1995* and Regulations was required.

The tender was advertised state wide, given more than the minimum time for response, and assessed in accordance with the *Local Government (Functions and General) Regulations 1996*.

The Shire has obligations under the *Disability Discrimination Act 1992* to provide accessible facilities, complying with the National Construction Code of Australia and its referenced Australian Standards. The priority upgrade program put in place by Council addresses these obligations by progressively upgrading buildings on a planned basis. Parkerville Hall and Glen Forrest Hall are the currently identified priority buildings.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The 2023/24 annual budget has an allocation of \$550,000 for the construction of Parkerville Hall and in the long term financial plan funding of \$485,000 for Glen Forrest Hall in year 2024/25 of which \$150,000 is proposed to be funded from the Capital Income Reserve.

Architectural Consultant fees established for this project under RFQ 15.2223 total \$75,263. The fees include design, documentation and superintendence of the works.

As the works are being carried out on older building structures it is advisable to allow contingency funds to cover unforeseen works resulting from discovery of building element faults or issues which may be uncovered once works are underway. An allowance of 5% for contingencies would amount to an average of approximately \$20,000 per building. If no faults are found these funds would remain unspent.

To undertake and award both projects in 2023/24 will result in a 2023/24 budget shortfall of \$388,320. However this will also result in funds of \$485,000 not being required in 2024/25 as currently identified in the long term financial plan.

The Capital Income Reserve at 30 June 2023 was holding funds of \$5,569,809 and is budgeted to close at \$4,834,630. Sufficient funds exist to cover the 2023/24 budget shortfall to enable both projects to undertaken in 2023/24.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.3 – Everyone belongs

Strategy 1.3.7 - Ensure Shire facilities and infrastructure are accessible for people with disability

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Interruption to Service – Users will not have access to their usual facilities while works are under way.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	Low
Action / Strategy		
The interruption to users had been planned for the period from March 2024 to July 2024 to utilise the quietest time of hall use and this is being communicated well in advance by Recreation and Tourism Services. Alternative venues are being arranged.		

EXTERNAL CONSULTATION

An accessibility audit was carried out by specialist consultants O'Brien Harrop Access, and the final design was based on the recommendations contained in their report. Production of the design followed consultation by the architect (Stephen Carrick Architects) and Building Assets staff with staff from various service teams. The final design incorporates both mandatory and desirable improvements to accessibility throughout the buildings.

COMMENT

The tender was structured to allow individual pricing on each hall, plus a combined, discounted price at the respondent's discretion, in order to allow awarding of the works on individual halls to two individual respondents, or to award one or both to one respondent.

Company A submitted the lowest (discounted) combined tender price of \$823,057 excl. GST, and the highest quality score based on the tender selection criteria.

Assessment of the tender prices submitted has found that awarding to the two respondents who had submitted the cheapest price for the halls individually would still be more costly than the discounted price offered by Company A for the combined projects.

Company A has emerged as the highest scoring respondent from the tender assessment process. Awarding the contract for both halls as concurrent projects is the most cost effective approach in terms of total price, as well as officer time involved in managing a single contractor as opposed to separately managing two.

Referee checks found the respondent to be co-operative, competent and a good problem solver who delivers projects on time.

The funding shortfall of \$388,320 can be drawn from the Capital Income Reserve, noting this will result in not requiring planned funding of \$485,000 in 2024/25.

It is therefore considered that Company A represents best value for money and it is recommended they be awarded the work for both buildings.

This recommendation is based on the financial advantage from savings resulting from combined discounted pricing, and a better than expected result from testing the construction industry market for these works. Delaying the works on one or both halls is likely to result in increased costs in the future.

VOTING REQUIREMENT

Simple Majority and Absolute Majority in accordance with section 6.8 of the *Local Government Act 1995*

RECOMMENDATION

That Council:

1. Awards the contract for Request for Tender 03.2324 Glen Forrest and Parkerville Halls Accessibility Upgrade Construction to Company A at their tendered sum of \$823,057 excl. GST; and
2. By absolute majority increases the budgeted transfer from the Capital Income Reserve from \$1,287,000 to \$1,675,320 to fund the additional capital expenditure required to fund both building upgrades.

10.5 Statement of Financial Activity for period ended 30 September 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 30 September 2023 ↓

PURPOSE

The monthly Statement of Financial Activity discloses the Shire's financial activities for the period ending 30 September 2023.

The actual closing budget position as at 30 September 2023 was a surplus of \$41,363,374 compared to a budgeted year to date surplus to the end of September of \$36,413,976. The budgeted year end surplus is \$614,424 as per the original budget adopted by Council on 30 August 2023 (SC2.08.23).

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 (C19.08.23) 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 2023/24 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 the Shire's actual financial performance against the adopted budget 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 expenditure;
- Statement of Financial Activity (based on the Statement of Financial Activity adopted in the annual budget) for the period ending 30 September 2023;
- An explanation of the material variances in the Statement of Financial Activity;
- An explanation of the key terms and definitions used in the Statement of Financial Activity;
- A summary of the Shire net current asset position and closing budget position for the period ending 30 September 2023;
- A graphical representation of the closing budget position for the period ending 30 September 2023 in comparison to the year to date budget and same period last year;
- Summary of Cash Investments with financial institutions as at 30 September 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 30 September 2023 was \$41,363,374 compared to a year to date budgeted surplus of \$36,413,976. This variation is due to:

1. The Shire's year to date actual operating expenses being \$2,025,442 less than the year to date budget (see explanation of variances);

2. The Shire's year to date actual operating revenue being \$325,478 greater than the year to date budget (see explanation of variances);
3. The Shire's net expenditure on investing activities (Capital works and funding of) being \$2,525,145 less than the year to date budget (see explanation of variances);
4. The Shire's net expenditure on financing activities (Transfers to/from reserves and repayment of loans) being \$63,742 less than the year to date budget (see explanation of variances); and
5. The budgeted brought forward opening surplus was \$98,825 greater than the actual brought forward surplus. The primary reason for the difference was a year-end accrual of expenses as at 30 June for \$104,133 that was not accounted for in the budgeted brought forward position.

The Shire's total municipal cash funds (cash available for operations) as at 30 September 2023 was \$10,742,578 (\$17,304,998 at the same time last year). The Shire's cash flow for the first quarter of the financial year has been impacted by the delay in the adoption of the annual budget, which in turn resulted in the due date for the payment rates being much later than what historically has been the case.

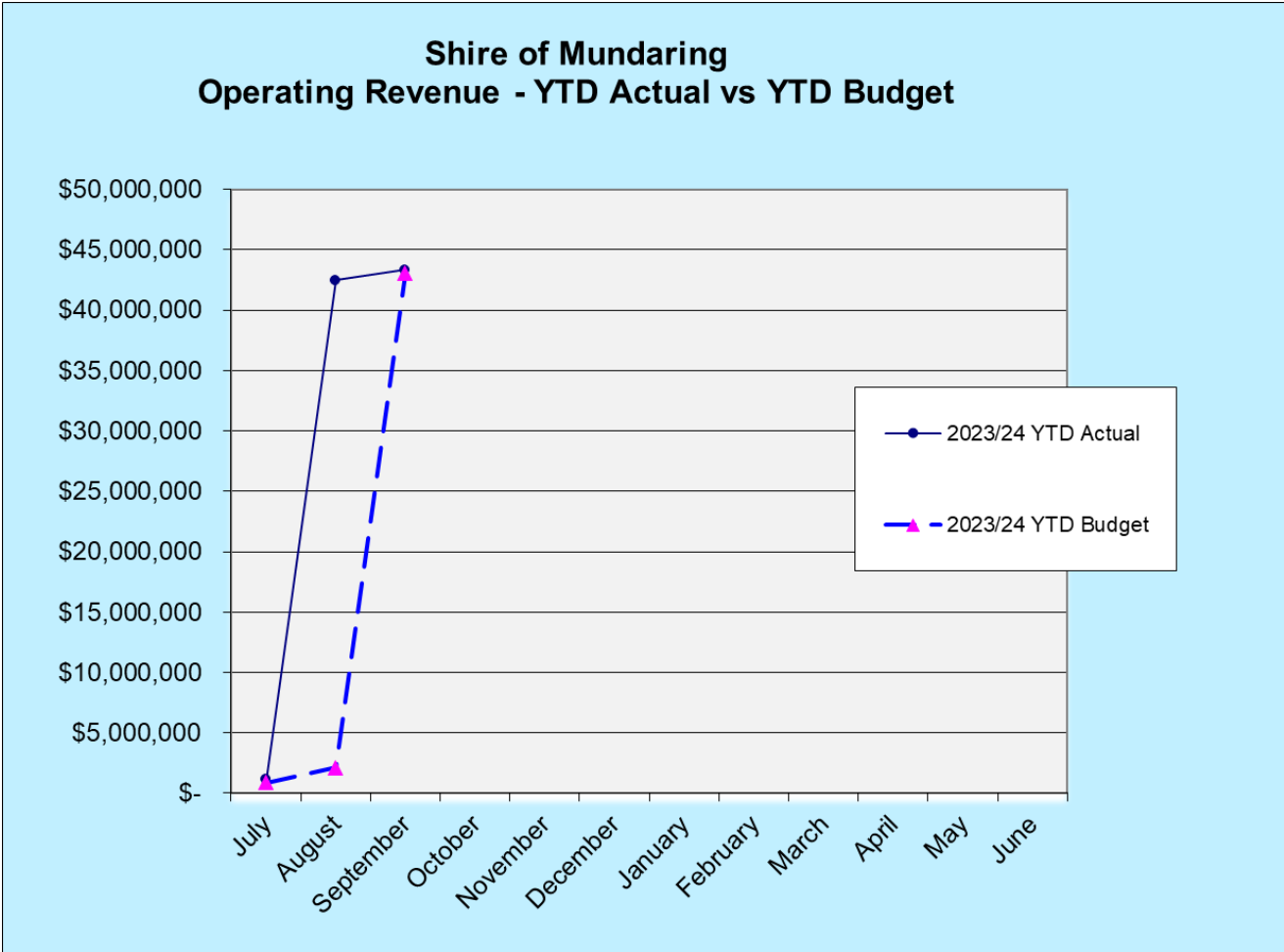
VOTING REQUIREMENT

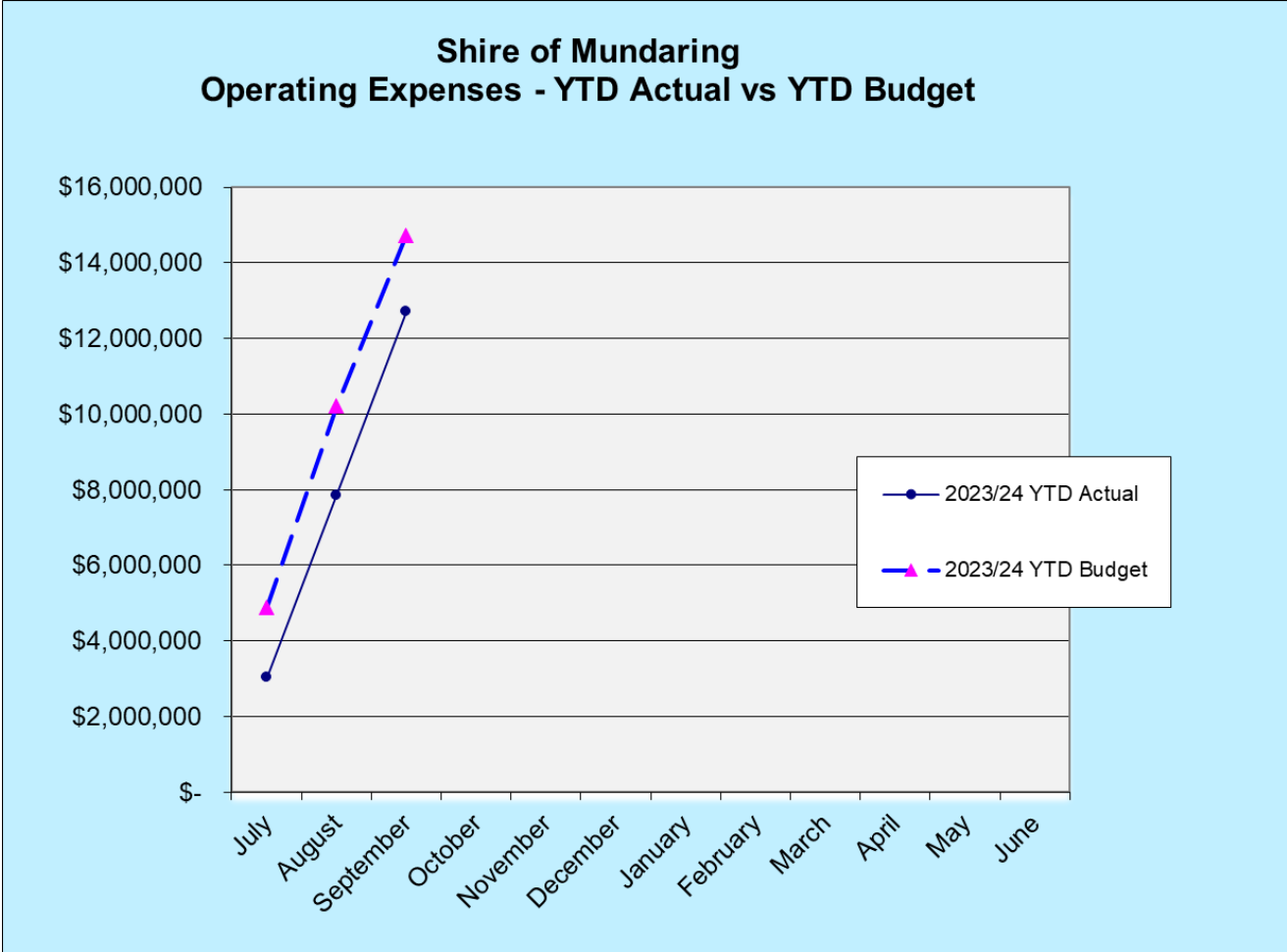
Simple Majority

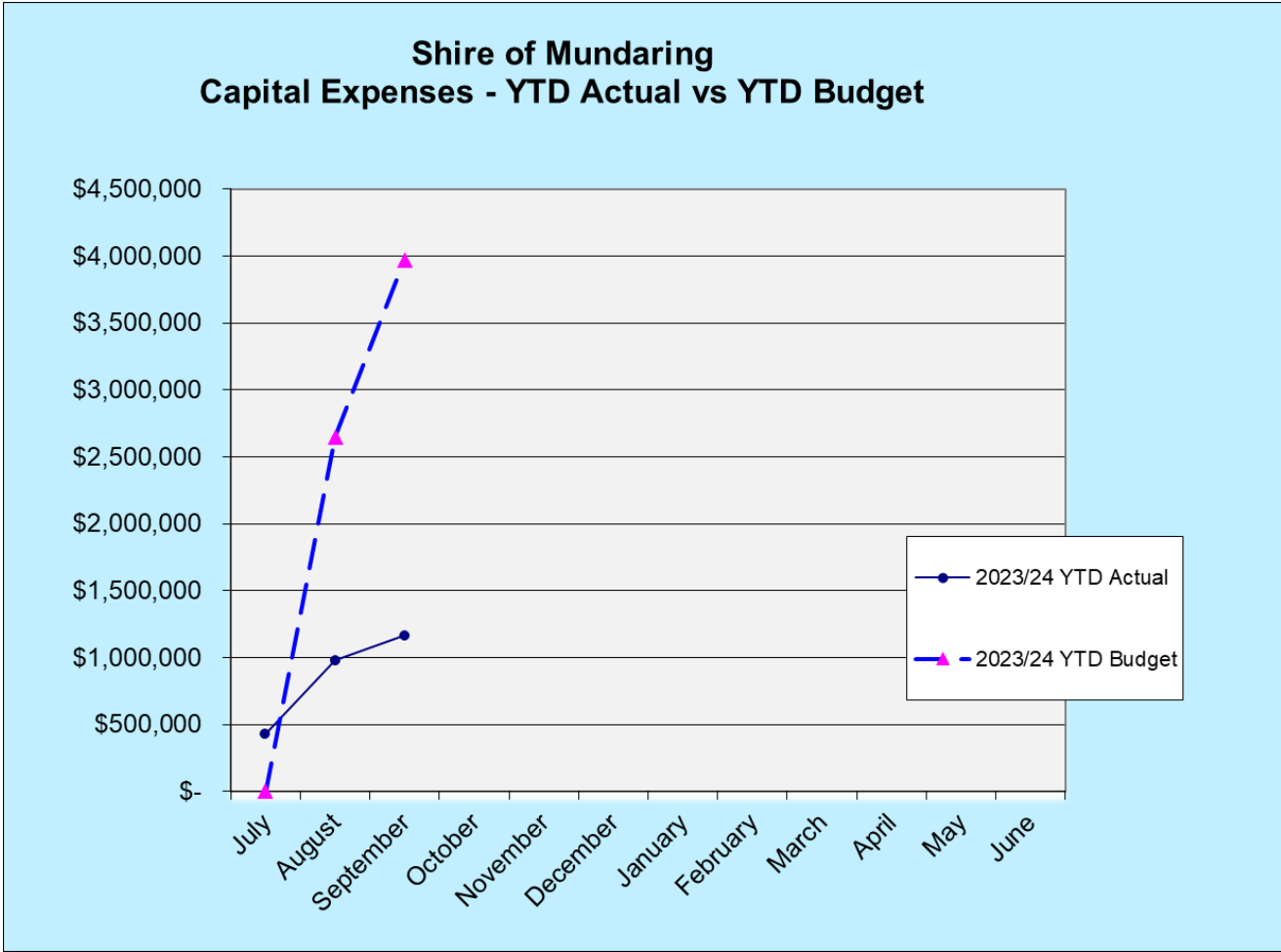
RECOMMENDATION

That Council notes:

1. the closing position of the Shire for the period ending 30 September 2023 is a surplus of \$41,363,374 compared to the year to date budgeted surplus of \$36,413,976; 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 30 September 2023

	2023/24	2023/24	2023/24	YTD	YTD
	YTD Budget	YTD Actuals	BUDGET	Variance	Variance
	\$	\$	\$	\$	%
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	32,388,235	32,347,427	32,505,427	(40,808)	-0.1%
Operating grants, subsidies and contributions	1,208,437	1,474,221	4,118,215	265,784	22.0%
Fees and charges	8,774,887	9,090,395	12,285,937	315,508	3.6%
Interest earnings	356,751	110,850	1,427,000	(245,901)	-68.9%
Other revenue	299,733	330,628	1,261,417	30,895	10.3%
Profit on asset disposals	-	-	620,000	-	0.0%
	43,028,043	43,353,521	52,217,996	325,478	0.8%
Expenditure from operating activities					
Employee costs	(6,005,812)	(5,371,716)	(23,338,795)	634,096	-10.6%
Materials and contracts	(5,084,602)	(4,154,298)	(23,060,660)	930,304	-18.3%
Utility charges	(354,295)	(269,495)	(1,383,021)	84,800	-23.9%
Depreciation on non-current assets	(2,078,663)	(2,130,336)	(8,456,170)	(51,673)	2.5%
Interest expenses	(82,950)	(57,619)	(340,263)	25,331	-30.5%
Insurance expenses	(640,933)	(331,506)	(640,933)	309,427	-48.3%
Other expenditure	(486,337)	(393,180)	(1,144,792)	93,157	-19.2%
Loss on asset disposals	-	-	-	-	0.0%
Total	(14,733,592)	(12,708,150)	(58,364,634)	2,025,442	13.7%
Non-cash amounts excluded from operating activities					
Depreciation on Assets	2,078,663	2,130,336	8,456,170	51,673	-2.5%
(Profit)/Loss on Disposal of Assets	-	-	(620,000)	-	0.0%
Deferred Rates Adjustment	-	56,743	-	56,743	100.0%
Amount attributable to operating activities	30,373,114	32,832,451	1,689,532	2,459,337	8.1%
INVESTING ACTIVITIES					
Inflows from investing activities					
Capital grants, subsidies and contributions	297,000	311,102	3,901,110	14,102	4.7%
Proceeds from disposal of assets	295,899	-	2,183,594	(295,899)	-100.0%
	592,899	311,102	6,084,704	(281,797)	-47.5%
Outflows from investing activities					
Payments for property, plant and equipment	(1,530,516)	(346,155)	(6,122,062)	1,184,360	77.4%
Payments for construction of infrastructure	(2,440,394)	(817,813)	(9,761,577)	1,622,581	66.5%
	(3,970,910)	(1,163,968)	(15,883,639)	2,806,942	100.0%
Amount attributable to investing activities	(3,378,011)	(852,866)	(9,798,935)	2,525,145	74.8%
FINANCING ACTIVITIES					
Inflows from financing activities					
Transfers from reserve accounts	80,000	-	7,210,631	(80,000)	0.0%
	80,000	-	7,210,631	(80,000)	0.0%
Outflows from financing activities					
Repayment of borrowings	(193,218)	(126,159)	(772,872)	67,059	-34.7%
Payments for principal portion of lease liabilities	-	-	(210,505)	-	0.0%
Transfers to reserve accounts	(168,750)	(92,067)	(7,204,268)	76,683	45.4%
	(361,968)	(218,226)	(8,187,645)	143,742	39.7%
Amount attributable to financing activities	(281,968)	(218,226)	(977,014)	63,742	22.6%
MOVEMENT IN SURPLUS OR DEFICIT					
Surplus or deficit at the start of the financial year	9,700,841	9,602,016	9,700,841	98,825	-1.0%
Amount attributable to operating activities	30,373,114	32,832,451	1,689,532	(2,459,337)	8.1%
Amount attributable to investing activities	(3,378,011)	(852,866)	(9,798,935)	(2,525,145)	-74.8%
Amount attributable to financing activities	(281,968)	(218,226)	(977,014)	(63,742)	-22.6%
Surplus or deficit at the end of the period	36,413,976	41,363,374	614,424	(4,949,398)	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 2023/24 year is \$50,000 or 10% whichever is the greater.				
The material variance for expenses adopted by Council for the 2023/24 year is \$100,000 or 10% whichever is the greater.				
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Rates	(40,808)	-0.13%		Within variance threshold - No interim rates processed as yet.
Operating grants, subsidies and contributions	265,784	22%	Timing	Child Care Subsidy Grants budget of \$189,511 received earlier than forecast in budget.
Fees and charges	315,508	4%	Timing	Child Care fees \$153,583 greater than YTD Budget. The balance of the variances are spread over numerous programs and services.
Interest earnings	(245,901)	-69%	Timing	Impact of the reversal on interest accrued as at 30 June 2023 - \$411k. Variance will reduce as interest is earned and recognised (as term deposits mature) during 2023/24.
Other revenue	30,895	10%		Sale of recoverable materials from waste \$36,248 greater than YTD budget.
Profit on asset disposals	0	0%		Within variance threshold.
Expenditure from operating activities				
Employee costs	634,096	-11%	Timing	Staff vacancies and the timing of the second instalment (50%) of the Shire's Worker's Comp Premium (\$171,642).
Materials and contracts	930,304	-18%	Timing	Timing of invoices for contracted waste services.
Utility charges	84,800	-24%	Timing	Timing of utility invoices.
Depreciation on non-current assets	(51,673)	2%		Within variance threshold.
Interest expenses	25,331	-31%	Timing	Relates to the timing of loans repayments, current month payment not due until 1st of following month.
Insurance expenses	309,427	-48%	Timing	The timing of the second instalment (50%) of Insurance Premiums.
Other expenditure	93,157	-19%	Timing	Relates to the timing of payments to community groups under community grant funding program.
Loss on asset disposals	0	0%		Within variance threshold.
Operating activities excluded from rate setting				
Depreciation on Assets	51,673	-2%		Within variance threshold.
(Profit)/Loss on Disposal of Assets	0	0%		Within variance threshold.
Deferred Rates Adjustment	56,743	100%	Permanent	Movement in deferred pensioner rates is not budgeted for.
Investing Activities				
Non-operating grants, subsidies and contributions	14,102	5%		Within variance threshold.
Proceeds from disposal of assets	(295,899)	-100%	Timing	No assets (plant/vehicles) disposed of YTD.
Payments for property, plant and equipment	1,184,360	77%	Timing	Variances due to numerous acquisitions/projects having not occurred or commenced.
Payments for construction of infrastructure	1,622,581	66%	Timing	Variances spread over numerous projects.
Financing Activities				
Transfers from reserve accounts	(80,000)	0%		Within variance threshold. No transfers from reserves
Repayment of borrowings	67,059	-35%	Timing	Relates to the timing of loans repayments, current month payment not due until 1st of following month.
Payments for principal portion of lease liabilities	0	0%		Within variance threshold.
Transfers to reserve accounts	76,683	45%	Timing	Impact of the reversal on interest accrued as at 30 June 2023 - \$411k. Variance will reduced as interest is earned and recognised (as term deposits mature) during 2023/24.

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

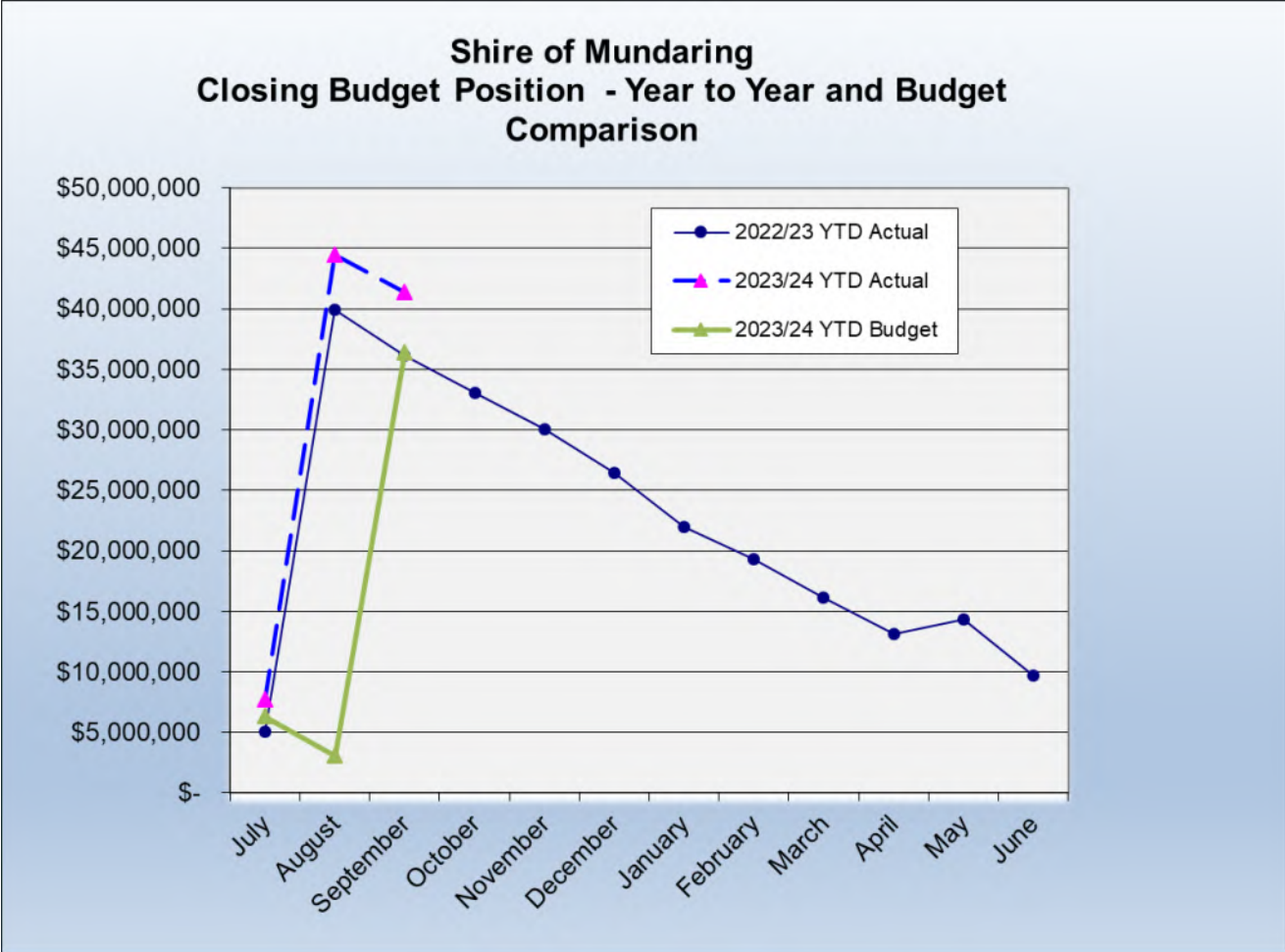
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

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 30 September 2022	Actual 30 September 2023
CURRENT ASSETS		
Rates & Sanitation Debtors	28,181,804	40,184,491
Debtors	726,959	788,705
TOTAL RECEIVABLES - CURRENT	28,908,763	40,973,196
STOCK ON HAND	131,518	101,921
CASH ASSETS		
Municipal	17,304,998	10,742,578
Restricted Cash	32,791,001	32,515,798
Total Bank Accounts	50,095,999	43,258,376
TOTAL CURRENT ASSETS	79,136,279	84,333,493
CURRENT LIABILITIES		
Creditors	(9,219,424)	(9,408,937)
Borrowings - Current Portion	(735,493)	(772,872)
Lease Liability - Current Portion	(156,853)	(223,602)
Provisions	(3,535,564)	(3,534,136)
	(13,647,334)	(13,939,546)
NET CURRENT ASSETS	65,488,946	70,393,947
Less Reserve Funds	(30,253,547)	(30,027,046)
Add Current Loan Liability	735,493	772,872
Add Current Lease Liability	156,853	223,602
CLOSING BUDGET SURPLUS/(DEFICIT)	36,127,744	41,363,374



SHIRE OF MUNDARING
INVESTMENT SUMMARY as at 30 September 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)	3,116,985	3.60%	N/A	N/A	
153	Bendigo	2,095,977	5.00%	91 days	11-Jul-23	10-Oct-23
160	Bendigo	4,000,000	4.49%	85 days	26-Sep-23	20-Dec-23
	Total	9,212,963				
RESTRICTED ASSET FUNDS						
<i>Restricted Use Funds</i>						
4	Bendigo Investment Account (on Call)	2,488,752	3.60%	N/A	N/A	N/A
	Total	2,488,752				
	TOTAL MUNI INVESTMENTS	11,701,715				
RESERVE FUNDS						
2	Bendigo Investment Account (on Call)	5,634,198	3.60%	N/A	N/A	N/A
60A	Bendigo	3,693,416	5.40%	365 days	20-Jun-23	19-Jun-24
127	NAB	4,073,755	5.10%	211 days	4-Sep-23	02-Apr-24
128	Westpac	4,945,393	4.35%	365 days	22-Mar-23	21-Mar-24
145	NAB	2,539,572	4.50%	180 days	26-Apr-23	23-Oct-23
159	NAB	4,140,712	5.10%	182 days	21-Aug-23	19-Feb-24
161	Suncorp	5,000,000	5.22%	365 days	26-Sep-23	25-Sep-24
	TOTAL RESERVE INVESTMENTS	30,027,046				
	TOTAL MUNI / RESERVE INVESTMENTS	41,728,761				
TRUST FUNDS						
<i>PQS Funds</i>						
3	Bendigo Investment Account (on Call)	2,566,335	3.60%	N/A	N/A	N/A
	TOTAL TRUST INVESTMENTS	2,566,335				

10.6 List of Payments for September 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 - September 2023 ↓

PURPOSE

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of September 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*

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* states:

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared –*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*

- (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
 - (a) presented to the 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.

The recent introduction of regulation 13(A) of the *Local Government (Financial Management) Regulations 1996* now requires local governments to list all payments made by employees with a debit, credit or purchasing card. Whilst the Shire has historically listed all payments made by credit cards, the list presented to Council will now also include all transactions for fuel card purchases.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council notes the list of payments made during September 2023 (**Attachment 1**).

PAYMENTS BETWEEN MEETINGS

The schedule of accounts paid for the month of September 2023 totals **\$5,017,239.84**

and includes:

- Municipal Cheques 200620 – 200626 and
- Electronic Funds Transfers.

Schedule of Accounts:

	Direct Debit Amounts \$	Total \$
MUNICIPAL CHEQUE PAYMENTS		1,950.10
EFT PAYMENTS		3,299,698.42
EFT PAYROLL PAYMENTS		1,112,211.32
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	16,767.55	
FLEETCARE FUEL PAYMENTS	4,201.75	
BENDIGO MERCHANT BANK FEES	2,188.75	
BENDIGO DIRECT DEBIT FEES (incl. FTS)	241.08	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	22,531.94	
COMMONWEALTH BANK – BPOINT FEES	6.56	
KONICA MINOLTA – PRINTER LEASE	4,040.42	
WA TREASURY CORPORATION	91,888.81	
RMS – LAKES MONTHLY LICENCE FEE	202.40	
RMS – MONTHLY SMS FEES	24.64	
ICMSFE	171.70	
DEBITSUCCESS	378.01	
QIKKIDS - FEES	107.14	
CBA MERCHANT FEE	98.39	
BPAY MONTHLY FEE	1,099.67	
SUPERCHOICE	459,431.19	
TOTAL ELECTRONIC FUND PAYMENTS DIRECT FROM MUNICIPAL ACCOUNT		603,380.00
TOTAL MUNICIPAL ACCOUNT		5,017,239.84
TRUST ACCOUNT		0.00
TOTAL ALL SCHEDULES		<u>\$5,017,239.84</u>

MONTHLY LIST OF ACCOUNTS PAID
SEPTEMBER 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Cheque Details					
04/09/2023	00200620	Shire of Mundaring	PETTY CASH		389.40
24/08/2023	PETTY CASH		PETTY CASH - HUB OF THE HILLS	195.15	
22/08/2023	PETTY CASH		PETTY CASH - EASTERN REGION FAMILY DAY CARE	194.25	
04/09/2023	00200622	Department of Transport Licensing &	VEHICLE NUMBER PLATE		200.00
01/09/2023	SP SERIES		VEHICLE NUMBER PLATE - 471 MDG	200.00	
12/09/2023	00200623	Shire of Mundaring	PETTY CASH		396.85
08/09/2023	PETTY CASH		PETTY CASH - BROWN PARK	256.20	
06/09/2023	PETTY CASH		PETTY CASH - MIDVALE EARLY CHILDHOOD PARENT CENTRE	140.65	
18/09/2023	00200624	Shire of Mundaring	PETTY CASH		475.05
14/09/2023	PETTY CASH		PETTY CASH - KSP LIBRARY	279.40	
14/09/2023	PETTY CASH		PETTY CASH - EASTERN REGION FAMILY DAY CARE	195.65	
26/09/2023	00200625	Shire of Mundaring	PETTY CASH		288.80
22/09/2023	PETTY CASH		PETTY CASH - LAKE LESCHENAULTIA	74.05	
22/09/2023	PETTY CASH		PETTY CASH - BROWN PARK	214.75	
26/09/2023	00200626	Department of Transport Licensing &	VEHICLE NUMBER PLATE		200.00
21/09/2023	SP SERIES		VEHICLE NUMBER PLATE - 196 MDG	200.00	
				\$ 1,950.10	\$ 1,950.10
Electronic Funds Transfer					
01/09/2023	3512.11205-01	Mr J S Martin	COUNCILLOR ALLOWANCE		10,630.42
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	7,053.08	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	3,285.67	
01/09/2023	3512.11210-01	Mr D A Jeans	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.11587-01	Mrs N D Zlatnik	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.11784-01	Mrs A E Collins	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.13101-01	Mr M D Corica	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.14220-01	Ms K Beale	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.14221-01	Mrs P McNeil	COUNCILLOR ALLOWANCE		4,410.76
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	DSP ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	1,763.42	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.14222-01	Mr L W Ellery	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.14236-01	Mrs J E Cicchini	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	3512.14588-01	Mrs C L Hurst	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	3512.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	

**MONTHLY LIST OF ACCOUNTS PAID
SEPTEMBER 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
01/09/2023	3512.8924-01	Ms P A Cook	COUNCILLOR ALLOWANCE		2,647.34
01/09/2023	ICT ALLOWANCE		ENTITLEMENTS FOR SEPTEMBER 2023	291.67	
01/09/2023	MEETING FEE		ENTITLEMENTS FOR SEPTEMBER 2023	2,355.67	
04/09/2023	3513.14954-01	Mrs D W Wells	REIMBURSEMENT		42.50
30/08/2023	REIMBURSEMENT		RESPONSIBLE SERVICE ALCOHOL QUALIFICATION	42.50	
04/09/2023	3513.15212-01	L Brown	GRANT		200.00
30/08/2023	GRANT		GRANT - YOUTH GRANT PROGRAM	200.00	
04/09/2023	3513.15213-01	Mr E W Brown	REFUND		100.00
31/08/2023	REFUND		REFUND - WASTE TRANSFER STATION ENTRY FEE	100.00	
04/09/2023	3513.174-01	Synergy	ELECTRICITY		3,513.51
23/08/2023	8876289221		ELECTRICITY	118.88	
23/08/2023	5142730716		ELECTRICITY	117.35	
23/08/2023	5639936321		ELECTRICITY	230.56	
23/08/2023	5100198416		ELECTRICITY	410.34	
23/08/2023	0239507529		ELECTRICITY	128.84	
23/08/2023	2686554727		ELECTRICITY	1,014.38	
23/08/2023	5183606212		ELECTRICITY	661.40	
23/08/2023	5134764810		ELECTRICITY	255.10	
23/08/2023	8749180328		ELECTRICITY	142.80	
23/08/2023	2172465520		ELECTRICITY	121.44	
23/08/2023	5045204415		ELECTRICITY	116.82	
01/09/2023	5176146213		ELECTRICITY	137.01	
23/08/2023	4294733928		ELECTRICITY	58.59	
04/09/2023	3513.3599-01	Mr C F Blankley	REIMBURSEMENT		257.00
30/08/2023	REIMBURSEMENT		PAINT BILGOMAN AQUATIC	257.00	
04/09/2023	3513.4127-01	Jane Brook Catchment Group	GRANT		330.00
30/08/2023	GRANT		GRANT - RECOGNITION EVENT	330.00	
04/09/2023	3513.4129-01	Parkerville Junior Cricket Club	GRANT		300.00
30/08/2023	GRANT		GRANT - RECOGNITION EVENT	300.00	
04/09/2023	3513.589-01	Shire of Mundaring	FDC PARENT LEVY		7,340.90
30/08/2023	300823		FDC PARENT LEVY	7,340.90	
04/09/2023	3513.7543-01	Ms L Joy	REIMBURSEMENT		107.70
30/08/2023	REIMBURSEMENT		REIMBURSEMENT - AUGUST 2023	107.70	
04/09/2023	3514.101-01	Midland Mowers	PART		245.00
29/08/2023	41294#11		REPLACEMENT PART - LEAF BLOWER FOR MUNDARING ARENA	245.00	
04/09/2023	3514.10416-01	Michael Page International (Austral	TEMP STAFF		2,507.15
31/08/2023	543426		TEMP STAFF - ACCOUNTS PAYABLE OFFICER	2,507.15	
04/09/2023	3514.10807-01	Total Green Recycling Pty Ltd	E-WASTE COLLECTION		1,498.34
31/08/2023	INV14008		E-WASTE COLLECTION AND RECYCLING - COPPIN ROAD	1,498.34	
04/09/2023	3514.10921-01	Ixom Operations Pty Ltd	CHLORINE GAS		174.25
30/08/2023	6696724		CHLORINE GAS SERVICE FEES	174.25	
04/09/2023	3514.11326-01	Learning Seat Pty Ltd	SUBSCRIPTION		1,886.25
30/08/2023	6477018098		SUBSCRIPTION FEE FOR 29/06/2023 TO 28/07/2023	1,886.25	
04/09/2023	3514.11413-01	Ergolink (Max & Claire Pty Ltd T/A)	OFFICE FURNITURE		826.85
16/08/2023	SI-00083279		OFFICE FURNITURE - FOAM SEAT	553.85	
18/08/2023	SI-00083351		SUPPLY - 2X WIRELESS MOUSE	273.00	
04/09/2023	3514.12-01	Department of Human Services - Chil	CHILD SUPPORT PAYMENT		705.82
27/08/2023	PY02-05-CHILD SU		CHILD SUPPORT PAYMENT	705.82	
04/09/2023	3514.12078-01	Recruitwest Pty Ltd	TEMP STAFF		2,680.50
01/09/2023	C INV 587605		TEMP STAFF - THE OPERATIONS	2,680.50	
04/09/2023	3514.12179-01	Caring Communities Inc. T/A WA Chil	STAFF TRAINING		297.00
29/08/2023	WOO-9763		CHILD PROTECTION BEHAVIOURS TRAINING - MECPC	297.00	
04/09/2023	3514.12454-01	Hills Windscreens	PART		308.00
24/08/2023	44		REPLACEMENT WINDSCREEN FOR P734 - 04MDG	308.00	

MONTHLY LIST OF ACCOUNTS PAID
SEPTEMBER 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
04/09/2023	3514.12579-01	Mr V Crowe	LANDSCAPE SERVICES		1,320.00
30/08/2023	2205		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	288.00	
30/08/2023	2213		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	384.00	
30/08/2023	2214		LANDSCAPE SERVICES - CPC MIDDLE SWAN	288.00	
30/08/2023	2215		LANDSCAPE SERVICES - MECPC	360.00	
04/09/2023	3514.12899-01	NAPA (A Division of GPC Asia Pacifi	WORKSHOP CONSUMABLES		619.15
17/08/2023	1320312750		SUPPLY OF WORKSHOP CONSUMABLES	475.93	
17/08/2023	1320312992		SUPPLY OF WORKSHOP CONSUMABLES	143.22	
04/09/2023	3514.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CH		5,373.59
31/08/2023	27112841		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	5,373.59	
04/09/2023	3514.13-01	Shire of Mundaring	PAYROLL DEDUCTION		17,089.89
27/08/2023	PY02-05-Buy Addi		PAYROLL DEDUCTION	670.53	
27/08/2023	PY01-05-Novated		PAYROLL DEDUCTION	5,467.99	
27/08/2023	PY01-05-Novated		PAYROLL DEDUCTION	1,270.36	
27/08/2023	PY01-05-Novated		PAYROLL DEDUCTION	209.30	
27/08/2023	PY01-05-Private		PAYROLL DEDUCTION	1,336.00	
27/08/2023	PY01-05-Child Ca		PAYROLL DEDUCTION	1,496.45	
27/08/2023	PY01-05-Buy Addi		PAYROLL DEDUCTION	831.90	
27/08/2023	PY01-05-Novated		PAYROLL DEDUCTION	5,807.36	
04/09/2023	3514.13053-01	Perth Elevators (Perth Building	MAINTENANCE FEE		522.50
30/08/2023	176		ELEVATOR MAINTENANCE - MUNDARING ARENA	522.50	
04/09/2023	3514.13158-01	Better Pets and Gardens Midland (BP	PET SUPPLIES		211.75
11/08/2023	87-063984		PET SUPPLIES FOR POUND	211.75	
04/09/2023	3514.13267-01	Mount Helena Parkerville CWA	CATERING		500.00
22/08/2023	65		CATERING - CREATIVE SHOWCASE - HUB OF THE HILLS	500.00	
04/09/2023	3514.13268-01	Department of Human Services - The	PAYROLL DEDUCTION		26.71
27/08/2023	PY01-05-Centrelis		PAYROLL DEDUCTION	26.71	
04/09/2023	3514.13335-01	Midland Hyundai and Kia (Idom Midla	PARTS		23.27
25/08/2023	62256269		PARTS - COVER FOR HR DOOR HANDLE	23.27	
04/09/2023	3514.13345-01	ABM Landscaping (Mikevie Pty Ltd T/	LANDSCAPING		32,997.04
31/08/2023	INV-4323		LANDSCAPING - MORGAN JOHN AND SCULPTURE PARK	4,482.50	
31/08/2023	INV-4325		LANDSCAPING - ADMIN BUILDING	12,661.05	
31/08/2023	INV-4326		LANDSCAPING - VARIOUS LOCATIONS	15,853.49	
04/09/2023	3514.13599-01	AL Maddington Pty Ltd T/A Maddingto	VEHICLE		48,580.30
01/09/2023	8011271		VEHICLE - 802 MDG	48,580.30	
04/09/2023	3514.138-01	Sonic HealthPlus Pty Ltd	PRE-EMPLOYMENT MEDICAL EXAMINATION		250.80
15/08/2023	3005690		PRE-EMPLOYMENT MEDICAL EXAM - LIBRARY OFFICER	250.80	
04/09/2023	3514.13866-01	Booktopia Pty Ltd	BOOKS STOCK		87.65
22/08/2023	19927348		BOOKS STOCK - KSP LIBRARY	87.65	
04/09/2023	3514.13879-01	One Tree Community Services Inc	STAFF TRAINING		88.20
24/08/2023	3392		STAFF TRAINING - SUPPORT INCLUSION AND DIVERSITY	19.80	
24/08/2023	3393		STAFF TRAINING - ORGANISE PERSONAL WORK PRIORITIES	68.40	
04/09/2023	3514.14013-01	Eastern Hills Chainsaws & Mowers Pt	EQUIPMENT REPAIRS		268.20
24/08/2023	50785#4		EQUIPMENT REPAIRS	268.20	
04/09/2023	3514.14073-01	Tony's House of Tender Meats (GK &	FOOD		746.03
30/08/2023	41893		SUPPLY FOOD - MECPC FOR CHILDCARE	746.03	
04/09/2023	3514.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		13,808.00
31/08/2023	116953		TYRES & REPAIRS - 019 MDG	9,968.00	
31/08/2023	117227		TYRES & REPAIRS - 823MDG	2,040.00	
01/09/2023	117698		TYRES & REPAIRS	1,000.00	
01/09/2023	117699		TYRES & REPAIRS	800.00	
04/09/2023	3514.14583-01	Fleet Network Pty Ltd	NOVATED LEASE		762.85
31/08/2023	123132		NOVATED LEASE - 16/08/2023	762.85	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
04/09/2023	3514.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		3,663.00
29/08/2023	I0001676		TEMP STAFF - MECPC	981.75	
29/08/2023	I0001729		TEMP STAFF - MECPC	2,681.25	
04/09/2023	3514.1495-01	Woodwest Cabinets	FURNITURE		1,770.00
30/08/2023	2308-10		2X DESKS - ADMIN BUILDING	1,770.00	
04/09/2023	3514.14958-01	Arthritis and Osteoporosis WA	FEE		50.00
29/08/2023	00010767		FEE FOR COMMUNITY SPEAKER - 21/08/2023	50.00	
04/09/2023	3514.15090-01	Whitmore Consulting (A.J & S.J)	CONSULTING SERVICES		1,100.00
18/08/2023	1369		CONSULTING SERVICES - REVIEW OF RECEIVABLE PROCESS	1,100.00	
04/09/2023	3514.15119-01	Bolinda Digital Pty Ltd	DIGITAL/PRINTING SERVICE		203.74
22/08/2023	212533		DIGITAL/PRINTING SERVICE - E-RESOURCES PURCHASING	203.74	
04/09/2023	3514.15147-01	Chalcedony Investments Pty Ltd T/A	STAFF TRAINING		2,750.00
01/09/2023	63431		CERTIFICATE II ESI - POWERLINE VEGETATION CONTROL	2,750.00	
04/09/2023	3514.15153-01	D& L Studio Pty Ltd T/A Metal Artwo	METAL BADGES		49.78
30/08/2023	21156		METAL ARTWORK BADGES - MAGNET	49.78	
04/09/2023	3514.15158-01	The Trustee for The Anza Family Tur	TREES		1,650.00
18/08/2023	INV-0497		SUPPLY - TREES	1,650.00	
04/09/2023	3514.15170-01	Twistech Pty Ltd	FENCING		2,860.00
01/09/2023	INV-0045		SUPPLY/INSTALL FENCE - COPPIN RD TRANSFER STATION	352.00	
31/08/2023	INV-0042		SUPPLY/INSTALL FENCE - COPPIN RD TRANSFER STATION	308.00	
01/09/2023	INV-0058		SUPPLY/INSTALL FENCE - COPPIN RD TRANSFER STATION	308.00	
01/09/2023	INV-0057		SUPPLY/INSTALL FENCE - COPPIN RD TRANSFER STATION	660.00	
31/08/2023	INV-0062		SUPPLY/INSTALL FENCE - MATHIESON RD TRANSFER STATION	308.00	
31/08/2023	INV-0063		SUPPLY/INSTALL FENCE - COPPIN RD TRANSFER STATION	308.00	
31/08/2023	INV-0029		SUPPLY/INSTALL FENCE - COPPIN RD TRANSFER STATION	308.00	
31/08/2023	INV-0033		SUPPLY/INSTALL FENCE - COPPIN RD TRANSFER STATION	308.00	
04/09/2023	3514.15179-01	Simply Headsets Pty Ltd T/A Simply	IT HARDWARE		529.00
16/08/2023	INV-87256		SUPPLY - 2X PHONE HEADSETS - BOYA LIBRARY	529.00	
04/09/2023	3514.15183-01	Mitchell Byrne's Contracting Pty Lt	FIRE MITIGATION WORKS		37,422.00
30/08/2023	1182-2023		FIRE MITIGATION WORKS - LAKE LESCHENAUULTIA	37,422.00	
04/09/2023	3514.15188-01	Hill Fresh Fruit & Vegetables Marke	CATERING		30.00
30/08/2023	INV-0030		CATERING - ECONOMIC DEVELOPMENT WORKING	30.00	
04/09/2023	3514.1521-01	Dial A Nappy & Busiclean	CLEANING GOODS		1,321.70
18/08/2023	INV-16500		CLEANING CHEMICALS FOR MECPC	1,321.70	
04/09/2023	3514.1644-01	Woolworths Group Limited	FOOD AND CONSUMABLES		58.98
30/08/2023	TI-040D7-178D00		FOOD AND CONSUMABLES - CPC MIDDLE SWAN	58.98	
04/09/2023	3514.1689-01	Compsys Pty Ltd T/A Harmony Softwar	SUBSCRIPTION		901.10
10/08/2023	3-32692		SOFTWARE EXPENSES - YEARLY SUBSCRIPTION	901.10	
04/09/2023	3514.170-01	ASSA ABLOY Australia Pty Ltd	HARDWARE		5,661.81
22/08/2023	IN02546305		HARDWARE ITEMS - PADLOCKS	5,661.81	
04/09/2023	3514.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		5,021.50
31/08/2023	EMRC52403		MATTRESS RECYCLING COPPIN RD 2023/2024	998.25	
31/08/2023	EMRC52729		MATTRESS RECYCLING COPPIN RD 2023/2024	4,023.25	
04/09/2023	3514.215-01	Deputy Commissioner of Taxation	TAXATION		171,374.00
27/08/2023	PY01-05-Deputy C		PAYROLL DEDUCTION	150,084.00	
27/08/2023	PY02-05-Deputy C		PAYROLL DEDUCTION	21,290.00	
04/09/2023	3514.2163-01	Asphalttech Pty Ltd	ASPHALT		199,867.52
31/08/2023	17944		ASPHALT - VARIOUS LOCATIONS	199,704.72	
01/09/2023	17937		ASPHALT	162.80	
04/09/2023	3514.218-01	Security & Key Distributors	KEYS		3,024.69
29/08/2023	94115		SUPPLY ITEMS FOR CHIDLOW PUBLIC TOILET	3,024.69	
04/09/2023	3514.234-01	Coles Supermarkets Australia Pty Lt	FOOD AND CONSUMABLES		777.77
25/08/2023	173597653		FOOD AND CONSUMABLES - MECPC	115.06	
30/08/2023	173505395		FOOD AND CONSUMABLES - MECPC	662.71	

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04/09/2023	3514.2641-01	St John Ambulance Western Australia	FIRST AID KITS		1,760.73
30/08/2023	KITLS00016683		ANNUAL SERVICING VEHICLE FIRST AID KITS - OPERATIONS	1,585.98	
31/08/2023	KITLS00016692		REPLACEMENT VEHICLE FIRST AID KIT	174.75	
04/09/2023	3514.2815-01	Total Packaging (WA) Pty Ltd	ANIMAL CONTROL EQUIPMENT		3,003.00
22/08/2023	00037262		SUPPLY - DOGGY DUMPAGE UNITS	3,003.00	
04/09/2023	3514.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		299.75
30/08/2023	130401		LEGAL MATTER - 51016	299.75	
04/09/2023	3514.3088-01	Local Government Professionals	ADVERTISEMENT		1,510.00
29/08/2023	37123		ADVERTISEMENT - ASSETS OFFICER	165.00	
29/08/2023	37139		ADVERTISEMENT - ENGINEERING TECHNICAL OFFICER	165.00	
30/08/2023	36677		ADVERTISEMENT - PROJECT MANAGEMENT ESSENTIALS	1,180.00	
04/09/2023	3514.314-01	Landgate	TITLE SEARCHES		326.66
16/08/2023	386398		RATES INTERIM VALUATIONS - 2023/2024	326.66	
04/09/2023	3514.358-01	State Library of Western Australia	FEE		2,359.50
30/08/2023	RI036037		BETTER BEGINNINGS PROGRAM 2023/2024	2,359.50	
04/09/2023	3514.385-01	Mundaring News & Lotto	SUBSCRIPTIONS		526.36
01/09/2023	6542		SUBSCRIPTION - AFM AND KSP LIBRARIES	526.36	
04/09/2023	3514.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		581.10
27/08/2023	PY01-05-HIF		PAYROLL DEDUCTION	581.10	
04/09/2023	3514.4749-01	Pure Air Filters	PARTS		188.10
01/09/2023	00014773		SUPPLY AIR FILTERS FOR WORKSHOP 2023/2024	188.10	
04/09/2023	3514.480-01	Echo Newspaper	ADVERTISING		825.00
15/08/2023	00032784		ADVERTISING	825.00	
04/09/2023	3514.550-01	Eastern Hills Senior High School	UTILITIE EXPENSES		2,731.27
31/08/2023	10302		SUPPLY - POWER AND WATER MT HELENA AQUATIC	2,731.27	
04/09/2023	3514.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		274.41
25/08/2023	MD121549		WORK CLOTHES FOR LANDCARE OFFICER	274.41	
04/09/2023	3514.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		271.60
27/08/2023	PY01-05-STAFF LO		PAYROLL DEDUCTION	258.02	
27/08/2023	PY02-05-STAFF LO		PAYROLL DEDUCTION	13.58	
04/09/2023	3514.5728-01	Munda Biddi Trail Foundation	VISITOR CENTRE STOCK		45.00
31/08/2023	0001		SUPPLY - MUNDA BIDDI POSTER FOR VISITOR CENTRE	45.00	
04/09/2023	3514.5945-01	West Coast Spring Water Pty Ltd	CONSUMABLES		34.44
29/08/2023	2835530		SUPPLY WATER - BOYA LIBRARY STAFF	34.44	
04/09/2023	3514.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		267.00
27/08/2023	PY01-05-MUNDARIN		PAYROLL DEDUCTION	267.00	
04/09/2023	3514.61-01	Baileys Fertilisers	FERTILISERS		2,200.00
29/08/2023	39737		SUPPLY ENERGY TURF FERTILISERS - VARIOUS LOCATIONS	2,200.00	
04/09/2023	3514.6126-01	Reface Industries Pty Ltd	OFFICE FURNITURE		1,652.35
30/08/2023	00033491		VMI HYBRID MACHINE SERVICE - AFM LIBRARY	623.89	
30/08/2023	00033492		VMI HYBRID MACHINE SERVICE - KSP LIBRARY	1,028.46	
04/09/2023	3514.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		352.00
30/08/2023	00421842		EMPLOYEE ASSISTANCE PROGRAM	176.00	
30/08/2023	00422047		EMPLOYEE ASSISTANCE PROGRAM	176.00	
04/09/2023	3514.68-01	The Watershed Water Systems	RETICULATION PARTS		65.90
01/09/2023	10236217		RETICULATION PARTS - DARLINGTON OVAL	65.90	
04/09/2023	3514.699-01	Curtin University Of Technology	FEE		88.00
18/08/2023	PC2023-0215		ANNUAL COMMUNITY SERVICE CURTIN FM 100.1	88.00	
04/09/2023	3514.7009-01	Allerding & Associates (Allplan Pty	PROFESSIONAL FEES		4,600.42
30/08/2023	2023-377		PROFESSIONAL FEES - ALANDALE RD GREENMOUNT	2,752.42	
30/08/2023	2023-378		PROFESSIONAL FEES - ALISON ST MT HELENA	1,848.00	
04/09/2023	3514.7-01	Australian Services Union	PAYROLL DEDUCTION		277.50
27/08/2023	PY02-05-AUSTRALI		PAYROLL DEDUCTION	132.50	
27/08/2023	PY01-05-AUSTRALI		PAYROLL DEDUCTION	145.00	

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04/09/2023	3514.709-01	Mundaring & Hills Historical Societ	GRANT		17,667.00
30/08/2023	1109		QUARTERLY FUNDING JULY TO SEPTEMBER 2023	17,667.00	
04/09/2023	3514.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING SERVICE		4,329.60
01/09/2023	2769		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	1,320.00	
01/09/2023	2770		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	660.00	
01/09/2023	2771		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	2,349.60	
04/09/2023	3514.7489-01	Sparks Refrigeration & Aircondition	MAINTENANCE FEE		396.00
30/08/2023	INV-2850		SERVICES & CLEAN AIRCON FILTERS - VISITOR CENTRE	396.00	
04/09/2023	3514.80-01	Bunnings Group Limited	HARDWARE		312.05
16/08/2023	2440/01190218		HARDWARE ITEMS - MUNDARING ARENA	119.17	
18/08/2023	2440/01189099		HARDWARE ITEMS	105.30	
18/08/2023	2440/01189650		HARDWARE ITEMS - MECPC	87.58	
04/09/2023	3514.8-01	LGRCEU	PAYROLL DEDUCTION		44.00
27/08/2023	PY02-05-LGRCEU		PAYROLL DEDUCTION	22.00	
27/08/2023	PY01-05-LGRCEU		PAYROLL DEDUCTION	22.00	
04/09/2023	3514.8037-01	Electritech Industries	MAINTENANCE		5,124.50
31/08/2023	15589		OPERATIONS CENTRE - 6 MONTHLY ELECTRICAL TEST	442.50	
30/08/2023	15603		ELECTRICAL SERVICES - MUNDARING ARENA	4,682.00	
04/09/2023	3514.8584-01	Great Sand Supplies Trust	GRAVEL		1,061.10
31/08/2023	00009846		GRAVEL STOCK - 25 MM FERRICRETE	1,061.10	
04/09/2023	3514.9596-01	Brice Pest Management	PEST MANAGEMENT		880.00
30/08/2023	IV05595		PEST MANAGEMENT- MUNDARING VISITOR CENTRE	176.00	
30/08/2023	IV05617		PEST MANAGEMENT- MUNDARING WEIR HALL/ART GALLERY	264.00	
30/08/2023	IV05618		PEST MANAGEMENT- DARLINGTON HALL	440.00	
12/09/2023	3515.34-01	Water Corporation	WATER RATES & FEES		8,069.16
05/09/2023	9004697344		WATER RATES & FEES	4,981.29	
05/09/2023	9004697977		WATER RATES & FEES	54.24	
05/09/2023	9004697985		WATER RATES & FEES	781.06	
05/09/2023	9004697117		WATER RATES & FEES	301.03	
05/09/2023	9015437724		WATER RATES & FEES	263.06	
05/09/2023	9004684543		WATER RATES & FEES	1,607.56	
05/09/2023	9004679971		WATER RATES & FEES	72.78	
05/09/2023	9004693298		WATER RATES & FEES	8.14	
06/09/2023	3516.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		28,160.97
06/09/2023	060923		CARE GIVER SUBSIDIES	28,160.97	
04/09/2023	3517.12516-01	PayClear Services Pty Ltd (Supercho	SUPERANNUATION AUGUST 2023		229,197.84
04/09/2023	Aug2023-12		SUPERANNUATION AUGUST 2023	229,197.84	
12/09/2023	3518.10416-01	Michael Page International (Austral	TEMP STAFF		2,576.79
07/09/2023	544589		TEMP STAFF - ACCOUNTS PAYABLE OFFICER	2,576.79	
12/09/2023	3518.11112-01	Supercivil Pty Ltd	EARTHWORKS		2,090.00
11/09/2023	INV-1420		SUPPLY AND INSTALL - 4X 400 MM REINFORCED KERB	2,090.00	
12/09/2023	3518.11309-01	Clasesoft Pty Ltd	SUBSCRIPTION		602.25
05/09/2023	22405		SUBSCRIPTION - SOFTWARE LICENSE ENDING 16/10/2024	602.25	
12/09/2023	3518.11359-01	FE TECHNOLOGIES PTY LTD	SUBSCRIPTION		451.00
06/09/2023	SVIP027286		AUNNAL FEE OCTOBER 2023 - SEPTEMBER 2024	451.00	
12/09/2023	3518.11463-01	Taylor Sparks (The Trustee for Hamp	DESIGN		292.38
08/09/2023	TS3565		DESIGN - MIDVALE HUB CORPORATE BROCHURE	54.12	
08/09/2023	TS3564		DESIGN - SUMMATIVE ASSESSMENT INTERACTIVE DOCUMENT	238.26	
12/09/2023	3518.11578-01	Corsign WA Pty Ltd	STREET SIGNS		1,006.50
05/09/2023	00077877		SUPPLY STREET SIGNS VARIOUS LOCATIONS	1,006.50	
12/09/2023	3518.11921-01	Mundaring Smash Repairs (WA Panel W	INSURANCE EXCESS		10,000.00
07/09/2023	71293		INSURANCE EXCESS P4812	2,500.00	
07/09/2023	71355		INSURANCE EXCESS P4808	2,500.00	
07/09/2023	71371		INSURANCE EXCESS P4814	2,500.00	
07/09/2023	71389		INSURANCE EXCESS P730	2,500.00	

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12/09/2023	3518.11953-01	The Stationery Co (C Willis & D J	STATIONERY		289.72
22/08/2023	170290		STATIONERY	228.93	
22/08/2023	170291		STATIONERY	18.31	
22/08/2023	170298		STATIONERY	42.48	
12/09/2023	3518.12078-01	Recruitwest Pty Ltd	TEMP STAFF		6,251.68
07/09/2023	C INV 587393		TEMP STAFF - BITUMEN OPERATOR	2,083.46	
07/09/2023	C INV 587499		TEMP STAFF - BITUMEN OPERATOR	2,632.66	
05/09/2023	C INV587553		TEMP STAFF - BITUMEN OPREATOR	552.49	
07/09/2023	C INV 587659		TEMP STAFF - CONTAINER COLLECTION DRIVER	983.07	
12/09/2023	3518.12148-01	True Plumbing and Gas	MAINTENANCE		2,541.00
22/08/2023	INV-1362		REPAIR WATER FOUNTAIN - BROWN PARK & BOYA OVAL	2,541.00	
12/09/2023	3518.12206-01	Highway Motor Trimmers (R & A Cox	MAINTENANCE		330.00
07/09/2023	4172		REPAIR DRIVER SEAT	330.00	
12/09/2023	3518.12579-01	Mr V Crowe	LANDSCAPE SERVICES		1,306.50
05/09/2023	2217		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	288.00	
05/09/2023	2218		LANDSCAPE SERVICES - CPC MIDDLE SWAN	634.50	
05/09/2023	2219		LANDSCAPE SERVICES - MECPC	384.00	
12/09/2023	3518.12640-01	Officeworks Ltd	STATIONERY		339.44
05/09/2023	609124130		STATIONERY ITEMS	339.44	
12/09/2023	3518.127-01	Volich Waste Contractors Pty Ltd	BIN SERVICES		436.99
08/09/2023	00006434		BIN SERVICES - LAKE LESCHENAULTIA - MAY 2023	203.24	
08/09/2023	00006454		BIN SERVICES - LAKE LESCHENAULTIA - JUNE 2023	233.75	
12/09/2023	3518.12899-01	NAPA (A Division of GPC Asia Pacifi	WORKSHOP CONSUMABLES		1,215.64
17/08/2023	1320313721		SUPPLY OF WORKSHOP CONSUMABLES	572.29	
29/08/2023	1320314215		SUPPLY OF WORKSHOP CONSUMABLES	433.47	
29/08/2023	1320314276		SUPPLY OF WORKSHOP CONSUMABLES	32.45	
29/08/2023	1320314265		SUPPLY OF WORKSHOP CONSUMABLES	101.20	
29/08/2023	1320314646		SUPPLY OF WORKSHOP CONSUMABLES	76.23	
12/09/2023	3518.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CH		4,850.01
24/08/2023	27841353		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	4,850.01	
12/09/2023	3518.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		3,760.21
07/09/2023	00033791		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	1,313.48	
05/09/2023	00034236		TRAFFIC MANAGEMENT FOR OPEN DRAIN CLEARING	1,209.64	
05/09/2023	00034237		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	1,237.09	
12/09/2023	3518.13011-01	Rogers Willex	PARTS		217.80
07/09/2023	INV008481		SUPPLY 1 X 16" X 6" 1800KG WHEEL	190.30	
12/09/2023	INV008482		SUPPLY 1 X 16" X 6" 1800KG WHEEL	27.50	
12/09/2023	3518.13627-01	Honey in the Garden Pty Ltd	HONEY		270.38
05/09/2023	INV24-3463		SUPPLY - 25X JARS OF WILDFLOWER HONEY	270.38	
12/09/2023	3518.13854-01	Visimax (Bucci Holdings Pty Ltd T/A	ANIMAL CONTROL EQUIPMENT		218.50
22/08/2023	INV-0901		SUPPLY - LABELS	218.50	
12/09/2023	3518.13860-01	Miss T Huston	VISITOR CENTRE STOCK		19.20
07/09/2023	00000668		SUPPLY 1X COPY OF BIRDS OF THE PERTH HILLS BOOK	19.20	
12/09/2023	3518.13866-01	Booktopia Pty Ltd	BOOKS		2,367.15
22/08/2023	19914141		BOOKS STOCK - AFM LIBRARY	208.47	
22/08/2023	19913552		BOOKS STOCK - KSP LIBRARY	186.07	
22/08/2023	19919489		BOOKS STOCK - KSP LIBRARY	245.69	
22/08/2023	19941904		BOOKS STOCK - KSP LIBRARY	104.91	
22/08/2023	19944766		BOOKS STOCK - KSP LIBRARY	194.33	
22/08/2023	19918919		BOOKS STOCK - KSP LIBRARY	209.83	
22/08/2023	19943705		BOOKS STOCK - KSP LIBRARY	337.83	
22/08/2023	19918961		BOOKS STOCK - AFM LIBRARY	231.66	
22/08/2023	19944177		BOOKS STOCK - AFM LIBRARY	304.26	
22/08/2023	19944820		BOOKS STOCK - AFM LIBRARY	344.10	

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12/09/2023	3518.14051-01	Sweeping Services Australia Pty Ltd	STREET SWEEPING SERVICES		9,101.02
05/09/2023	INV-0391		STREET SWEEPING SERVICES	9,101.02	
12/09/2023	3518.14237-01	Eastside Plumbing & Gas Pty Ltd	PLUMBING		44,308.00
07/09/2023	INV-3218		PLUMBING SERVICES - MARLOO THEATRE	550.00	
07/09/2023	INV-3196		PLUMBING SERVICES - MARLOO THEATRE	1,584.00	
07/09/2023	INV-3201		PLUMBING SERVICES - MARLOO THEATRE	41,140.00	
07/09/2023	INV-3200		PLUMBING SERVICES - MARLOO THEATRE	1,034.00	
12/09/2023	3518.14430-01	Ms A M Carlin	DESIGN FEES/COSTS		1,390.00
06/09/2023	722		DESIGN FEES/COSTS - MONTHLY SOCIAL MEDIA MANAGEMENT	695.00	
06/09/2023	723		DESIGN FEES/COSTS - MONTHLY SOCIAL MEDIA LAKE LESCHENAULTIA	695.00	
12/09/2023	3518.14466-01	Inclusion Solutions Limited	DESIGN		1,954.17
05/09/2023	ISL000001		PLANNING EVENT DESIGN	1,954.17	
12/09/2023	3518.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		70.00
01/09/2023	117894		TYRES & REPAIRS	70.00	
12/09/2023	3518.14505-01	1300Tempfence (Ready Industries Pty	FENCING		1,724.80
05/09/2023	610894		3 MONTHS CAMERAS HIRE - COPPIN RD WASTE TRANSFER STATION	862.40	
05/09/2023	611602		3 MONTHS CAMERAS HIRE - COPPIN RD WASTE TRANSFER STATION	862.40	
12/09/2023	3518.14615-01	Tazcar Pty Ltd	HARDWARE		1,887.60
07/09/2023	2649A		SUPPLY AND INSTALL WHEEL STOPS - DANNY WIMPERIS	1,887.60	
12/09/2023	3518.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		3,753.75
07/09/2023	I0001784		TEMP STAFF - MECPC	2,145.00	
07/09/2023	I0001784A		TEMP STAFF - MECPC	1,608.75	
12/09/2023	3518.14906-01	Perth Lifting Equipment (Aria West	MAINTENANCE FEE		455.73
29/08/2023	00004098		ONSITE VISUAL INSPECTION OF LIFTING EQUIPMENT	455.73	
12/09/2023	3518.15-01	Australia Post	POSTAGE		133.99
06/09/2023	1012661108		RATES COLLECTION FEES	133.99	
12/09/2023	3518.15082-01	Tuck In Mate Pty Ltd	CATERING		303.60
05/09/2023	00000012		CATERING - SPECIAL COUNCIL MEETING 30/08/2023	303.60	
12/09/2023	3518.15087-01	Altus Planning Pty Ltd	PLANNING SERVICES		3,085.50
07/09/2023	AP3204		PLANNING SERVICES FOR MATTER	3,085.50	
12/09/2023	3518.15115-01	Lisa Tranter T/A End of Life Coach	WORKSHOP		150.00
08/09/2023	006		WORKSHOP - ADVANCE HEALTH DIRECTIVE	150.00	
12/09/2023	3518.15128-01	Mode Design Corp. Pty Ltd	CONSTRUCTION DESIGN		8,776.35
05/09/2023	101008835		CONSTRUCTION DESIGN - BILGOMAN AQUATIC CENTRE	8,776.35	
12/09/2023	3518.15156-01	Heavy Rigid Auto Electrical -	AUTO ELECTRICAL SERVICES		1,370.23
25/07/2023	6373		AUTO ELECTRICAL SERVICES - CESM VEHICLE REPAIR	1,370.23	
12/09/2023	3518.15159-01	Aquatic Services WA Pty Ltd	MAINTENANCE		39,600.00
23/08/2023	AS#20173969		REPLACEMENT SAND FILTER & LATERAL - BILGOMAN AQUATIC CENTRE	39,600.00	
12/09/2023	3518.15163-01	Kody Bacont T/A Statik Noise	VIDEOGRAPHY & PHOTOGRAPHY SERVICES		350.00
22/08/2023	00000004		VIDEOGRAPHY & PHOTOGRAPHY SERVICES	350.00	
12/09/2023	3518.15170-01	Twistech Pty Ltd	FENCING		3,206.50
05/09/2023	INV-0061		SUPPLY GRAVEL - DARLINGTON OVAL	308.00	
07/09/2023	INV-0053		SUPPLY AND INSTALL - 2X ADDITIONAL LOCKS TO CDS SHED	918.50	
07/09/2023	INV-0073		SUPPLY AND INSTALL - CONCRETE PAD AND CAGE FOR CDS	1,980.00	
12/09/2023	3518.15188-01	Hill Fresh Fruit & Vegetables Marke	FRUIT PLATTER		30.00
06/09/2023	INV-0320		CATERING FOR MEETING 30/08/2023	30.00	
12/09/2023	3518.15197-01	Jenalup Pty Ltd T/A Casey Australia	VISITOR CENTRE STOCK		120.50
08/09/2023	7495		VISITOR CENTRE STOCK - GUIDE OF WA WILDFLOWERS	120.50	
12/09/2023	3518.1521-01	Dial A Nappy & Busiclean	CLEANING GOODS		1,197.00
05/09/2023	INV-16608		CLEANING CHEMICALS FOR MECPC	1,197.00	
12/09/2023	3518.15218-01	Department of Primary Industries an	GRANT FUNDS		5,469.20
06/09/2023	8390035		RECOUP OF UNSPENT GRANT FUNDS	5,469.20	
12/09/2023	3518.1644-01	Woolworths Group Limited	FOOD AND CONSUMABLES		260.08
07/09/2023	TI-0403E-178CF8		FOOD & CONSUMABLES	212.02	
05/09/2023	TI-040D7-178D02		FOOD & CONSUMABLES FOR MECPC	48.06	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
12/09/2023	3518.1674-01	Midland Cement Materials	MAINTENANCE		374.00
05/09/2023	6183940		SUPPLY STORM WATER PIPES	374.00	
12/09/2023	3518.191-01	Eastern Region Security	SECURITY EXPENSES		110.00
06/09/2023	00021606		SECURITY EXPENSES - ALARM RESPONSE - SCFC	110.00	
12/09/2023	3518.2165-01	Country Womens Association of WA In	CATERING		238.00
11/09/2023	191		CATERING FOR TRAINING	238.00	
12/09/2023	3518.234-01	Coles Supermarkets Australia Pty Lt	FOOD AND CONSUMABLES		1,117.54
05/09/2023	173885195		FOOD AND CONSUMABLES - MECPC	391.57	
05/09/2023	174088703		FOOD AND CONSUMABLES - MECPC	725.97	
12/09/2023	3518.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		1,285.80
07/09/2023	131051		LEGAL MATTER - 51305 - ENFORCEMENT ACTION	1,285.80	
12/09/2023	3518.3088-01	Local Government Professionals	FEE		1,060.00
08/09/2023	37198		WORKSHOP REGISTRATION - NOVEMBER 2023	1,060.00	
12/09/2023	3518.314-01	Landgate	TITLE SEARCHES		2,114.64
06/09/2023	383737		RATES INTERIM VALUATIONS	2,114.64	
12/09/2023	3518.3180-01	Battery World Midland	BATTERIES		400.00
18/08/2023	IN6031763196		BATTERIES - REPLACEMENT FOR P278 005 MDG	400.00	
12/09/2023	3518.3789-01	Department of Premier & Cabinet	PROFESSIONAL SERVICES		124.80
15/08/2023	1004628		CENTIMETRE RATE - PARKERVILLE LOTS	124.80	
12/09/2023	3518.388-01	Bunzl Ltd	CONSUMABLES		1,659.44
22/08/2023	X685970		TOILET PAPER	1,659.44	
12/09/2023	3518.394-01	Martins Trailer Parts	PARTS		533.76
25/08/2023	1408057		PARTS - REPLACEMENT FOR P2347- 863MDG	533.76	
12/09/2023	3518.397-01	J. Blackwood & Son Pty Ltd	WORKSHOP CONSUMABLES		949.41
22/08/2023	SI05607123		SUPPLY ASSORTED ITEMS FOR STORES	150.28	
22/08/2023	SI05604336		SUPPLY ASSORTED ITEMS FOR STORES	622.78	
25/08/2023	SI05606065		BARRIER MESH AND CAUTION TAPE FOR STORES	176.35	
12/09/2023	3518.4749-01	Pure Air Filters	PARTS		97.90
05/09/2023	00014799		VARIOUS AIR FILTERS FOR WORKSHOP	97.90	
12/09/2023	3518.480-01	Echo Newspaper	ADVERTISING		924.39
22/08/2023	00032896		ADVERTISING	924.39	
12/09/2023	3518.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		254.32
07/09/2023	00028037		SECURITY EXPENSES - LAKE LESCHENAULTIA	254.32	
12/09/2023	3518.5390-01	WA Naturally Publications	VISITOR CENTRE STOCK		77.94
18/08/2023	P 1-01-032285		VISITOR CENTRE STOCK - SUPPLY 2X MAP PACKS	77.94	
12/09/2023	3518.6050-01	Fuel Distributors of Western Austra	FUEL & OILS		27,455.14
11/09/2023	39103422		FUEL & OILS	27,455.14	
12/09/2023	3518.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		176.00
06/09/2023	00422413		EMPLOYEE ASSISTANCE PROGRAM	176.00	
12/09/2023	3518.6843-01	Carroll & Richardson-Flagworld Pty	FLAGS/HANDWAVERS		1,136.07
22/08/2023	133915		SUPPLY - FLAGS/HANDWAVERS	1,136.07	
12/09/2023	3518.7039-01	ID Consulting Pty Ltd	SUBSCRIPTION		9,900.00
22/08/2023	00015132		SUBSCRIPTION FEE 12 MONTHS	9,900.00	
12/09/2023	3518.7053-01	Darlington Review	ADVERTISING		132.00
06/09/2023	3012		ADVERTISING - QUICK GRANT ADVERT - SEPTEMBER 2023	132.00	
12/09/2023	3518.7353-01	Mr SA Hawke	PRESENTATION		344.30
08/09/2023	2023-01		AUTHOR TALK PRESENTATION - BOYA LIBRARY	344.30	
12/09/2023	3518.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING SERVICE		1,762.20
07/09/2023	2772		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	1,762.20	
12/09/2023	3518.7557-01	Perth Region Tourism Organisation I	MEMBERSHIP FEE		324.50
06/09/2023	INV-9626		LAKE LESCHENAULTIA SILVER MEMBERSHIP 2023/2024	324.50	
12/09/2023	3518.7738-01	WA Safety Products (Montyanne Trust	HARDWARE		408.15
24/08/2023	B5832		SUPPLY - 2X SUNDSTROM RESPIRATOR KITS	408.15	

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12/09/2023	3518.80-01	Bunnings Group Limited	HARDWARE		330.63
06/09/2023	2440/01190217		HARDWARE ITEMS	55.92	
29/08/2023	2440/00199392		HARDWARE ITEMS - MUNDARING ARENA	274.71	
12/09/2023	3518.8374-01	Natural Area Holdings P/L T/A Natur	WEED CONTROL		1,509.09
05/09/2023	00020489		WEED CONTROL	1,509.09	
12/09/2023	3518.8976-01	Kool Line Electrical & Refrigeratio	ELECTRICAL SERVICES		6,875.00
08/09/2023	00127939		ELECTRICAL SERVICES - CHIDLOW PARK	423.50	
08/09/2023	00127938		ELECTRICAL SERVICES - BROZ PARK	3,289.00	
08/09/2023	00127944		ELECTRICAL SERVICES - BROZ PARK	3,162.50	
12/09/2023	3518.938-01	West Australian Newspapers Ltd	SUBSCRIPTIONS		181.20
22/08/2023	02172005		NEWSPAPER SUBSCRIPTIONS - MUNDARING SHIRE ADMIN	181.20	
12/09/2023	3518.9596-01	Brice Pest Management	PEST MANAGEMENT		286.00
07/09/2023	IV05621		PEST MANAGEMENT- KINGSWOOD RD AND FARRELL RD	286.00	
12/09/2023	3518.9627-01	MPK Tree Management Pty Ltd	TREE MAINTENANCE		3,221.33
24/08/2023	6832		STREET TREE MAINTENANCE - BEENONG RD DARLINGTON	3,221.33	
12/09/2023	3518.9935-01	All Fence U Rent Pty Ltd	TEMP FENCE		800.25
07/09/2023	00048378		CONTINUING HIRE OF TEMP FENCE FOR BROZ PARK	800.25	
12/09/2023	3519.12599-01	Department of Mines, Industry	BUILDING SERVICES LEVY		11,308.62
08/09/2023	AUGUST 2023		BUILDING SERVICES LEVY - AUGUST 2023	11,308.62	
12/09/2023	3519.14910-01	Telstra Limited	TELEPHONE		6,256.89
07/09/2023	2085566000		TELEPHONE CHARGE AUGUST 2023	6,256.89	
12/09/2023	3519.15224-01	T Payne	GRANT		200.00
06/09/2023	GRANT		GRANT - YOUTH GRANT PROGRAM	200.00	
12/09/2023	3519.15227-01	Mr T J Richards	CROSSOVER CONTRIBUTION		590.00
07/09/2023	X-OVER		CROSSOVER CONTRIBUTION - GLEN FORREST	590.00	
12/09/2023	3519.174-01	Synergy	ELECTRICITY		16,931.27
23/08/2023	5145475816		ELECTRICITY	2,635.53	
30/08/2023	5056988325		ELECTRICITY	1,794.83	
30/08/2023	9816910820		ELECTRICITY	1,012.68	
30/08/2023	8809985121		ELECTRICITY	1,272.62	
30/08/2023	8764232325		ELECTRICITY	120.12	
30/08/2023	2298437127		ELECTRICITY	117.81	
23/08/2023	3671966720		ELECTRICITY	7,109.98	
05/09/2023	5035029810		ELECTRICITY	1,255.52	
05/09/2023	8446589925		ELECTRICITY	227.68	
05/09/2023	1563279527		ELECTRICITY	505.04	
05/09/2023	5059324411		ELECTRICITY	514.06	
05/09/2023	7484541121		ELECTRICITY	120.74	
05/09/2023	3011349923		ELECTRICITY	116.20	
05/09/2023	5035029115		ELECTRICITY	128.46	
12/09/2023	3519.343-01	Chidlow Volunteer Bushfire Brigade	HAZARD REDUCTION BURN		1,200.00
06/09/2023	HR BURNS		HAZARD REDUCTION BURN - CHAUNCEY PLACE	1,200.00	
12/09/2023	3519.363-01	Parkerville Volunteer Bushfire Brig	HAZARD REDUCTION BURN		7,500.00
06/09/2023	HR BURNS		HAZARD REDUCTION BURN - ROLAND RD	7,500.00	
12/09/2023	3519.589-01	Shire of Mundaring	LEVY PAYMENTS		7,557.00
06/09/2023	060923		FDC PARENT LEVY	7,207.00	
08/09/2023	AUGUST 2023		BUILDING SERVICES LEVY - AUGUST 2023	350.00	
12/09/2023	3519.6774-01	Mundaring Primary School P & C Ass	GRANT		2,000.00
07/09/2023	GRANT		MATCHING GRANT	2,000.00	
12/09/2023	3519.8880-01	Mundaring Chamber of Commerce	GRANT		5,000.00
06/09/2023	GRANT		COMMUNITY EVENT GRANT	5,000.00	
12/09/2023	3519.8922-01	Department of Planning & Developmen	FEE		6,003.00
08/09/2023	01474084		JDAP FEE - KEANE ST EAST MT HELENA	6,003.00	
12/09/2023	3520.10153-01	Mr L J Sexton	REFUND		65.00
12/09/2023	1405498		KEY BOND REFUND	65.00	

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12/09/2023	3520.13653-01	Mr B F Smeeton	REFUND		330.00
12/09/2023	1207156		HALL BOND REFUND	330.00	
12/09/2023	3520.13658-01	Ms K Nissen	REFUND		175.00
12/09/2023	1257444		HALL BOND REFUND	110.00	
12/09/2023	1253812		KEY BOND REFUND	65.00	
12/09/2023	3520.14117-01	Mrs E M Wait	REFUND		110.00
12/09/2023	1465378		HALL BOND REFUND	110.00	
12/09/2023	3520.14393-01	Mrs MJ Willems	REFUND		44.00
12/09/2023	1341135		KEY BOND REFUND	44.00	
12/09/2023	3520.14700-01	Mundaring Netball Club	REFUND		187.00
12/09/2023	981633		KEY BOND REFUND	44.00	
12/09/2023	999514		KEY BOND REFUND	55.00	
12/09/2023	1385511		KEY BOND REFUND	44.00	
12/09/2023	1457316		KEY BOND REFUND	44.00	
12/09/2023	3520.15033-01	C Pink-O'Sullivan	REFUND		44.00
12/09/2023	1337050		KEY BOND REFUND	44.00	
12/09/2023	3520.15231-01	Mr T Siddhu	REFUND		110.00
12/09/2023	1233510		HALL BOND REFUND	110.00	
12/09/2023	3520.15232-01	Ms L J Smith	REFUND		110.00
12/09/2023	1472014		HALL BOND REFUND	110.00	
12/09/2023	3520.15233-01	Marvies Hot Stuff	REFUND		110.00
12/09/2023	1394505		HALL BOND REFUND	110.00	
12/09/2023	3520.15234-01	G Wyndham	REFUND		330.00
12/09/2023	1465381		HALL BOND REFUND	330.00	
12/09/2023	3520.589-01	Shire of Mundaring	BOND		80.00
12/09/2023	1382092		NOMINATION BOND	80.00	
12/09/2023	3520.745-01	Mundaring Jnr Football Club	REFUNDS		264.00
12/09/2023	1453889		KEY BOND REFUND	44.00	
12/09/2023	1453889		KEY BOND REFUND	44.00	
12/09/2023	1453889		KEY BOND REFUND	44.00	
12/09/2023	1453889		KEY BOND REFUND	44.00	
12/09/2023	1453889		KEY BOND REFUND	44.00	
12/09/2023	1453889		KEY BOND REFUND	44.00	
12/09/2023	3520.831-01	Mount Helena Senior Football Club	REFUND		495.00
12/09/2023	702729		KEY BOND REFUND	44.00	
12/09/2023	883010		KEY BOND REFUND	55.00	
12/09/2023	1448746		KEY BOND REFUND	44.00	
12/09/2023	1448746		KEY BOND REFUND	44.00	
12/09/2023	1448746		KEY BOND REFUND	44.00	
12/09/2023	1138974		KEY BOND REFUND	44.00	
12/09/2023	1225773		KEY BOND REFUND	44.00	
12/09/2023	1225773		KEY BOND REFUND	44.00	
12/09/2023	1225773		KEY BOND REFUND	44.00	
12/09/2023	1227789		KEY BOND REFUND	44.00	
12/09/2023	1373253		KEY BOND REFUND	44.00	
12/09/2023	3520.9058-01	Mundaring Junior Football Club	REFUND		396.00
12/09/2023	1300098		KEY BOND REFUND	44.00	
12/09/2023	1300247		KEY BOND REFUND	44.00	
12/09/2023	1300247		KEY BOND REFUND	44.00	
12/09/2023	1300247		KEY BOND REFUND	44.00	
12/09/2023	1300247		KEY BOND REFUND	44.00	
12/09/2023	1300247		KEY BOND REFUND	44.00	
12/09/2023	1300247		KEY BOND REFUND	44.00	
12/09/2023	700833		KEY BOND REFUND	88.00	

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12/09/2023	3520.9336-01	Hills Lions Basketball Club	REFUND		110.00
12/09/2023	1458113		HALL BOND REFUND	110.00	
13/09/2023	3521.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		31,011.11
13/09/2023	130923		CARE GIVER SUBSIDIES	31,011.11	
14/09/2023	3522.15236-01	Mrs N M Puzey	REFUND		1,555.04
14/09/2023	REFUND		REFUND RATES OVERPAID	1,555.04	
14/09/2023	3523.34-01	Water Corporation	WATER RATES & FEES		8,739.11
14/09/2023	9013091934		WATER RATES & FEES	5,298.57	
14/09/2023	9019055096		WATER RATES & FEES	1,545.84	
14/09/2023	9004646790		WATER RATES & FEES	32.54	
14/09/2023	9004631732		WATER RATES & FEES	507.14	
14/09/2023	9012388904		WATER RATES & FEES	870.23	
14/09/2023	9009882418		WATER RATES & FEES	10.85	
14/09/2023	9004631716		WATER RATES & FEES	92.21	
14/09/2023	9004646782		WATER RATES & FEES	5.42	
14/09/2023	9004639478		WATER RATES & FEES	254.93	
14/09/2023	9004645034		WATER RATES & FEES	43.39	
14/09/2023	9010381397		WATER RATES & FEES	10.85	
14/09/2023	9004656446		WATER RATES & FEES	67.14	
18/09/2023	3524.12665-01	Building and Construction Industry	BCITF LEVY		5,410.17
14/09/2023	INV-194826K6Z2H5		BCITF LEVY - AUGUST 2023	5,410.17	
18/09/2023	3524.15238-01	Mr D B McGrechan	REFUND		79.00
14/09/2023	REFUND		REFUND - CTF FEE DARLINGTON	79.00	
18/09/2023	3524.15244-01	Ellenbrook Sheds Pty Ltd (Shed Rite)	REFUND		171.65
15/09/2023	REFUND		REFUND - BUILDING LICENCE FEE AND LEVY	171.65	
18/09/2023	3524.174-01	Synergy	ELECTRICITY		75,213.40
14/09/2023	5293966712		ELECTRICITY	113.64	
14/09/2023	5293966810		ELECTRICITY	111.80	
14/09/2023	5293970011		ELECTRICITY	111.80	
14/09/2023	3021647529		ELECTRICITY	70,958.17	
23/08/2023	1808368323		ELECTRICITY	3,288.93	
08/09/2023	4743483524		ELECTRICITY	110.39	
08/09/2023	3625641925		ELECTRICITY	518.67	
18/09/2023	3524.4129-01	Parkerville Junior Cricket Club	GRANT		3,886.86
15/09/2023	GRANT		GRANT - COMMUNITY EVENT GRANT	3,886.86	
18/09/2023	3524.589-01	Shire of Mundaring	LEVY		7,701.40
13/09/2023	130923		FDC PARENT LEVY	7,635.40	
14/09/2023	AUGUST 2023		BCITF - AUGUST 2023	66.00	
15/09/2023	3525.15246-01	Mr A R Wallis	REFUND		25,636.03
15/09/2023	981572		UNCOMPLETED WORKS BOND REFUND	25,636.03	
18/09/2023	3526.10416-01	Michael Page International (Austral	TEMP STAFF		2,491.68
14/09/2023	545510		TEMP STAFF - ACCOUTS PAYABLE OFFICER	2,491.68	
18/09/2023	3526.10807-01	Total Green Recycling Pty Ltd	E-WASTE COLLECTION		1,180.48
15/09/2023	INV14270		E-WASTE COLLECTION AND RECYCLING - COPPIN ROAD	1,180.48	
18/09/2023	3526.10904-01	Split Horizon Pty Ltd	IT HARDWARE		554.51
29/08/2023	INV-0727		SUPPLY - TOUCH DISPLAY FOR BOYA LIBRARY	554.51	
18/09/2023	3526.11135-01	Frontline Fire & Rescue (Bluesteel	EQUIPMENT PURCHASES		5,573.38
13/09/2023	79106		EQUIPMENT PURCHASES - DARLINGTON VBFB	1,502.88	
13/09/2023	79397		EQUIPMENT PURCHASES - DARLINGTON VBFB	463.93	
13/09/2023	79399		EQUIPMENT PURCHASES - GLEN FORREST VBFB	820.61	
13/09/2023	79413		EQUIPMENT PURCHASES - GLEN FORREST VBFB	1,011.97	
13/09/2023	79412		EQUIPMENT PURCHASES - PARKERVILLE VBFB	1,773.99	
18/09/2023	3526.11313-01	Nature Play Solutions Pty Ltd	DESIGN/COSTS		1,490.83
06/09/2023	002531		VARIATION - LAKE LESCHENAUTIA PLAYGROUND	1,490.83	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
18/09/2023	3526.11413-01	Ergolink (Max & Claire Pty Ltd T/A)	OFFICE FURNITURE		503.25
05/09/2023	SI-00083337		OFFICE FURNITURE - FOAM SEAT	503.25	
18/09/2023	3526.11453-01	Midland Toyota (Midland 2015 Pty Lt	VEHICLE SERVICE		963.03
30/08/2023	JC14039450		110,000KM SERVICE - 832 MDG	963.03	
18/09/2023	3526.11478-01	Emerg Solutions Pty Ltd	SUBSCRIPTION		7,760.00
15/09/2023	73065		SUBSCRIPTION - BART REGIONAL GROUP	7,760.00	
18/09/2023	3526.11953-01	The Stationery Co (C Willis & D J	STATIONERY		61.10
25/08/2023	170311		STATIONERY - MHPS	61.10	
18/09/2023	3526.12-01	Department of Human Services - Chil	CHILD SUPPORT PAYMENT		705.82
10/09/2023	PY02-06-CHILD SU		CHILD SUPPORT PAYMENT	705.82	
18/09/2023	3526.12078-01	Recruitwest Pty Ltd	TEMP STAFF		12,323.91
15/09/2023	C INV 587763		TEMP STAFF - OPERATIONS STORES OFFICER	556.24	
15/09/2023	C INV 587709		TEMP STAFF - OPREATIONS STORES OFFICER	2,715.72	
15/09/2023	C INV 587704		TEMP STAFF - PLANT MECHANIC	2,602.79	
15/09/2023	C INV 587755		TEMP STAFF - CONTAINER COLLECTION DRIVER	983.07	
15/09/2023	C INV 587654		TEMP STAFF - BITUMEN OPERATOR	2,144.41	
15/09/2023	C INV 587655		TEMP STAFF - THE OPERATION	3,321.68	
18/09/2023	3526.12206-01	Highway Motor Trimmers (R & A Cox	MAINTENANCE		572.00
13/09/2023	4312		REPAIR SHADES - BILGOMAN POOL	572.00	
18/09/2023	3526.12278-01	Cleverpatch Pty Ltd	CRAFT MATERIALS		947.06
13/09/2023	502755		CRAFT MATERIALS FOR FATHERS DAY - MECPC	947.06	
18/09/2023	3526.12579-01	Mr V Crowe	LANDSCAPE SERVICES		1,328.00
12/09/2023	2220		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	288.00	
12/09/2023	2221		LANDSCAPE SERVICES - CPC MIDDLE SWAN	288.00	
12/09/2023	2222		LANDSCAPE SERVICES - MECPC	752.00	
18/09/2023	3526.12703-01	Bartco Traffic Equipment Pty Ltd	WEB STUDIO LICENCE		1,452.00
13/09/2023	25119		WEB STUDIO LICENCE FOR 4 UNITS FOR 01/09/23 - 29/02/2024	1,452.00	
18/09/2023	3526.12899-01	NAPA (A Division of GPC Asia Pacifi	WORKSHOP CONSUMABLES		825.61
12/09/2023	1320315798		SUPPLY OF WORKSHOP CONSUMABLES	263.62	
29/08/2023	1320315290		SUPPLY OF WORKSHOP CONSUMABLES	293.70	
12/09/2023	1320315858		SUPPLY OF WORKSHOP CONSUMABLES	129.36	
12/09/2023	1320316019		SUPPLY OF WORKSHOP CONSUMABLES	138.93	
18/09/2023	3526.12911-01	Planning Institute of Australia Pty	FEE		539.00
14/09/2023	161089		REGISTRATION FEE	539.00	
18/09/2023	3526.12929-01	Zanthorrea Nursery Pty Ltd	GIFT VOUCHERS		750.00
05/09/2023	734751		GIFT VOUCHERS FOR WINNERS OF WILD MUNDARING PHOTO	750.00	
18/09/2023	3526.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CH		1,195.22
13/09/2023	28012610		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	1,195.22	
18/09/2023	3526.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		24,123.26
14/09/2023	00034223		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	5,222.21	
15/09/2023	00034241		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	1,402.04	
12/09/2023	00034488		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	3,675.38	
12/09/2023	00034487		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	3,638.25	
12/09/2023	00034270		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	5,237.02	
15/09/2023	00034113		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	4,948.36	
18/09/2023	3526.13-01	Shire of Mundaring	PAYROLL DEDUCTION		19,930.45
10/09/2023	PY01-06-Novated		PAYROLL DEDUCTION	828.89	
10/09/2023	PY01-06-Private		PAYROLL DEDUCTION	1,336.00	
10/09/2023	PY01-06-Child Ca		PAYROLL DEDUCTION	1,507.99	
10/09/2023	PY01-06-Buy Addi		PAYROLL DEDUCTION	831.90	
10/09/2023	PY02-06-Buy Addi		PAYROLL DEDUCTION	721.84	
10/09/2023	PY01-06-Novated		PAYROLL DEDUCTION	6,927.05	
10/09/2023	PY01-06-Novated		PAYROLL DEDUCTION	5,467.99	
10/09/2023	PY01-06-Novated		PAYROLL DEDUCTION	2,308.79	

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18/09/2023	3526.13131-01	Greenpac (Savvy International Group	LIBRARY SUPPLIES		1,981.10
15/09/2023	C18297		SUPPLY - LIBRARY BAGS AND BOOK CLUB KIT BAGS	1,981.10	
18/09/2023	3526.13268-01	Department of Human Services - The	PAYROLL DEDUCTION		37.83
10/09/2023	PY01-06-Centrelli		PAYROLL DEDUCTION	37.83	
18/09/2023	3526.13345-01	ABM Landscaping (Mikevie Pty Ltd T/	LANDSCAPING		3,996.74
15/09/2023	INV-4337		LANDSCAPING - STONEVILLE FIRE HALL	209.00	
15/09/2023	INV-4328		LANDSCAPING - VARIOUS LOCATIONS	2,178.99	
15/09/2023	INV-4332		LANDSCAPING - MUNDARING INFANT HEALTH & TOY LIBRARY	110.00	
13/09/2023	INV-4488		LANDSCAPING - GLEN FORREST - BRICK PAVING REPAIR	1,075.25	
13/09/2023	INV-4450		LANDSCAPING - MONTHLY MOWING	423.50	
18/09/2023	3526.13426-01	Clean Cloth Cotton Traders	CONSUMABLES		410.30
01/09/2023	00074476		SUPPLY 10X BAGS OF RAGS	410.30	
18/09/2023	3526.13443-01	HN Flooring Cannington (Cannifloori	CLEANING SUPPLIES		515.00
13/09/2023	9797841		CLEANING SUPPLIES - 5X 5 LITRE BOTTLES OF BONA	515.00	
18/09/2023	3526.13451-01	Driver Risk Management Pty Ltd	TRAINING		6,028.00
13/09/2023	DRM-5294		DRIVER RISK MANAGEMENT TRAINING - VOLUNTEER FIRE FIGHTERS	3,014.00	
13/09/2023	DRM-5310		DRIVER RISK MANAGEMENT TRAINING - VOLUNTEER FIRE FIGHTERS	1,507.00	
13/09/2023	DRM-5094		DRIVER RISK MANAGEMENT TRAINING - VOLUNTEER FIRE FIGHTERS	1,507.00	
18/09/2023	3526.13540-01	ELM (WA) Pty Ltd	MOWING SERVICES		11,553.11
15/09/2023	INV-4629		MOWING SERVICES - VARIOUS LOCATIONS	11,553.11	
18/09/2023	3526.13691-01	ID Warehouse (Brady Australia Pty L	STATIONERY		148.20
13/09/2023	9354005034		STATIONERY - CARDS AND CARD HOLDER POST	148.20	
18/09/2023	3526.14013-01	Eastern Hills Chainsaws & Mowers Pt	MAINTENANCE FEE		182.10
05/09/2023	50838#4		EQUIPMENT REPAIR	62.10	
05/09/2023	50851#1		EQUIPMENT REPAIR	120.00	
18/09/2023	3526.14073-01	Tony's House of Tender Meats (GK &	MEAT		812.74
15/09/2023	42874		SUPPLY - MEAT FOR CHILDCARE - MECPC	812.74	
18/09/2023	3526.14188-01	Complete Office Supplies Pty Ltd	STATIONERY		101.29
13/09/2023	12321775		STATIONERY ITEMS	76.56	
13/09/2023	12321935		STATIONERY ITEMS	24.73	
18/09/2023	3526.14243-01	Western Tree Recyclers (Craneswest	TREE MAINTENANCE		27,929.41
13/09/2023	00004285		GREEN WASTE PROCESSING SERVICES - MATHIESON ROAD	27,929.41	
18/09/2023	3526.14394-01	Creative Catering Trust (The Truste	CATERING		3,040.80
14/09/2023	INV-2035		CATERING - COUNCIL MEETING 08/08/2023	1,013.60	
14/09/2023	INV-2046		CATERING - COUNCIL FORUM 22/08/2023	1,013.60	
14/09/2023	INV-2704		CATERING - SPECIAL COUNCIL MEETING 05/09/2023	1,013.60	
18/09/2023	3526.14451-01	Amanda Kendle Consulting	CONSULTANCY SERVICES		407.00
15/09/2023	0002500		CONSULTANCY SERVICES - PUBLIC PRESENTATION	407.00	
18/09/2023	3526.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		1,168.00
13/09/2023	117816		TYRES & REPAIRS - 065 MDG	1,168.00	
18/09/2023	3526.14560-01	Busy Bee Hills Photography (Anita C	PHOTOGRAPHY		15.40
13/09/2023	07		GREETING CARDS - VISITOR CENTRE STOCK	15.40	
18/09/2023	3526.14583-01	Fleet Network Pty Ltd	NOVATED LEASE CHARGES		762.85
14/09/2023	123508		NOVATED LEASE CHARGES 30/08/2023	762.85	
18/09/2023	3526.14611-01	Ohura Consulting (Ohura Group Pty L	CONSULTANCY SERVICES		577.50
08/09/2023	INV-0413		CONSULTANCY SERVICES - ENTERPRISE AGREEMENT SUPPORT	577.50	
18/09/2023	3526.14723-01	Auto Tow Services (Auto Tow Nomine	TOWING		985.60
13/09/2023	9606/2		TOWING - WHITLAM ST TO MT HELENA	616.00	
13/09/2023	9610/2		TOWING - BULWER ST TO PERTH AIRPORT	369.60	
18/09/2023	3526.14793-01	Award Contracting Pty Ltd	UNDERGROUND SERVICES		825.00
13/09/2023	00029587		LOCATE UNDERGROUND SERVICES - BROWN PARK	825.00	
18/09/2023	3526.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		1,966.25
15/09/2023	I0001846		TEMP STAFF - MECPC	1,966.25	
18/09/2023	3526.150-01	Fulton Hogan Industries Pty Ltd	ASPHALT		605.00
15/09/2023	18014836		ASPHALT	605.00	

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18/09/2023	3526.15026-01	Niche Diving Services (James Richar	MAINTENANCE		4,788.30
13/09/2023	NDSI3131		INSPECTIONS TANK AND POOL - MT HELENA AQUATIC	3,656.40	
13/09/2023	NDSI3134		REPAIR OUTDOOR POOL - MT HELENA AQUATIC	1,131.90	
18/09/2023	3526.15086-01	Ms E Griffin	PRESENTATION SERVICES		150.00
08/09/2023	#20329		PRESENTATION - COMMUNITY EVENT AND WORKSHOP - 04/09/23	150.00	
18/09/2023	3526.15170-01	Twistech Pty Ltd	FENCING		770.00
13/09/2023	INV-0047		REPAIR - COPPIN ROAD TRANSFER STATION FENCE	462.00	
13/09/2023	INV-0081		REPAIR - COPPIN ROAD TRANSFER STATION FENCE	308.00	
18/09/2023	3526.15177-01	Officeasy Pty Ltd T/A Business Base	FURNITURE		20,128.00
13/09/2023	DINV-25697		FURNITURE - STONEVILLE STATION	20,128.00	
18/09/2023	3526.15183-01	Mitchell Byrne's Contracting Pty Lt	FIRE MITIGATION WORKS		34,199.00
13/09/2023	1183-2023		FIRE MITIGATION WORKS - LAKE LESCHENAUTLIA	34,199.00	
18/09/2023	3526.15188-01	Hill Fresh Fruit & Vegetables Marke	CATERING		60.00
13/09/2023	INV-0373		CATERING - STAFF RETIREMENT FUNCTION 07/09/2023	60.00	
18/09/2023	3526.15205-01	Otium Planning Group Pty Ltd	PLANNING SERVICES		14,784.00
08/09/2023	00003276		PLANNING SERVICES - RECREATION FACILITIES	14,784.00	
18/09/2023	3526.15239-01	Boadiccea Pty Ltd T/A Mundaring	ANIMAL CONTROL		69.30
15/09/2023	564126		MICROCHIP DOG	69.30	
18/09/2023	3526.191-01	Eastern Region Security	SECURITY EXPENSES		660.00
13/09/2023	00021605		SECURITY EXPENSES - ALARM RESPONSE - VARIOUS LOCATIONS	660.00	
18/09/2023	3526.2119-01	City of Armadale	FLYERS		275.22
24/08/2023	47815		SUPPLY BULK VERGE FLYERS	275.22	
18/09/2023	3526.215-01	Deputy Commissioner of Taxation	TAXATION		180,644.00
10/09/2023	PY01-06-Deputy C		PAYROLL DEDUCTION	159,752.00	
10/09/2023	PY02-06-Deputy C		PAYROLL DEDUCTION	20,892.00	
18/09/2023	3526.2165-01	Country Womens Association of WA In	CATERING		289.00
15/09/2023	192		CATERING FOR FIRE FIGHTERS SCHOOL STONEVILLE	289.00	
18/09/2023	3526.234-01	Coles Supermarkets Australia Pty Lt	FOOD & CONSUMABLES		893.38
12/09/2023	174416211		FOOD & CONSUMABLES FOR CHILDREN - MECPC	745.78	
12/09/2023	174350761		FOOD & CONSUMABLES FOR CHILDREN - MECPC	147.60	
18/09/2023	3526.26-01	Revival Signs	SIGNS		218.76
14/09/2023	0387		WINDOW SIGNS	218.76	
18/09/2023	3526.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		165.89
15/09/2023	SIN-3770067		UNIFORMS - DARLINGTON VBFB	165.89	
18/09/2023	3526.2641-01	St John Ambulance Western Australia	SIGNS		198.00
30/08/2023	STKINV00045800		6X SIGNS	198.00	
18/09/2023	3526.2961-01	Cleanaway Equipment Services Pty Lt	WASTE COLLECTION SERVICE		383.75
15/09/2023	2814598		SERVICE - COLLECTION OF USED OIL FILTERS	383.75	
18/09/2023	3526.3088-01	Local Government Professionals	WORKSHOP		720.00
13/09/2023	37210		REGISTRATION FOR WORKSHOP CRITICAL THINKING	720.00	
18/09/2023	3526.314-01	Landgate	TITLE SEARCHES		191.39
12/09/2023	386965		RATES INTERIM VALUATIONS - 2023/2024	191.39	
18/09/2023	3526.3180-01	Battery World Midland	BATTERIES		389.00
13/09/2023	#N6031763226		BATTERIES - SCULPTURE PARK	389.00	
18/09/2023	3526.3493-01	BGC Quarries	ROCKBASE		5,044.34
13/09/2023	IQ41636		ROCKBASE - LAKE LESCHENAUTLIA	5,044.34	
18/09/2023	3526.35-01	Nutrien Ag Solutions Limited	HARDWARE		783.07
15/09/2023	909480732		FARM GATE PLAIN VEE BRACE AND FITTINGS	246.71	
15/09/2023	909384427		SUPPLY - 12X 1L BOTTLES OF WEEDMASTER	536.36	
18/09/2023	3526.381-01	Mundaring Electrical Contracting Se	ELECTRICAL SERVICES		546.70
13/09/2023	7571		ELECTRICAL SERVICES	387.20	
13/09/2023	7575		ELECTRICAL SERVICES - CALL OUT FEE	159.50	
18/09/2023	3526.3868-01	Bucher Municipal Pty Ltd	EQUIPMENT PURCHASES		1,149.50
07/09/2023	1073375		EQUIPMENT PART PURCHASES - 6X CHANNEL BRUSHES WIRE	1,149.50	

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18/09/2023	3526.393-01	Western Australian Local Government	TRAINING FEE		638.00
08/09/2023	SI-006742		TRAINING FEE	55.00	
13/09/2023	SI-006665		SHORT COURSE - OVERSEE ASSET MANAGEMENT STRATEGY	583.00	
18/09/2023	3526.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		581.10
10/09/2023	PY01-06-HIF		PAYROLL DEDUCTION	581.10	
18/09/2023	3526.431-01	Signs & Lines	SIGNS		16,082.88
05/09/2023	28451		SIGNAGE STRATEGY	16,082.88	
18/09/2023	3526.4453-01	Technifire 2000	PARTS		779.00
13/09/2023	25094		REPAIR/ SUPPLY - FAULT IN PUMP MOTOR	779.00	
18/09/2023	3526.452-01	Mahogany Building & Design	MAINTENANCE		1,826.00
13/09/2023	INV0479		REPAIRS BABIES ROOM ROOF - MECPC	88.00	
14/09/2023	INV0476		MAINTENANCE - GLEN FORREST HALL	1,738.00	
18/09/2023	3526.4658-01	Westwater Enterprises Pty Ltd	MAINTENANCE		2,178.88
13/09/2023	WS0920		EQUIPMENT REPAIRS	2,178.88	
18/09/2023	3526.4749-01	Pure Air Filters	PARTS		250.80
15/09/2023	00014740		PARTS - VARIOUS AIR FILTER FOR WORKSHOP	96.80	
15/09/2023	00014679		PARTS - VARIOUS AIR FILTER FOR WORKSHOP	154.00	
18/09/2023	3526.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		64.62
14/09/2023	00027203		SECURITY EXPENSES - CASH PICKUP	32.31	
14/09/2023	00027205		SECURITY EXPENSES - CASH PICKUP	32.31	
18/09/2023	3526.5414-01	Exteria	STEEL FABRICATION		1,732.50
15/09/2023	00011434		STEEL FABRICATION - BOARDWALK BENCH	1,732.50	
18/09/2023	3526.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		268.71
30/08/2023	BM54819.D1		WORK CLOTHES - MUNDARING LIBRARY	268.71	
18/09/2023	3526.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		271.60
10/09/2023	PY01-06-STAFF LO		PAYROLL DEDUCTION	258.02	
10/09/2023	PY02-06-STAFF LO		PAYROLL DEDUCTION	13.58	
18/09/2023	3526.5945-01	West Coast Spring Water Pty Ltd	CONSUMABLES		191.90
12/09/2023	2851742		RENTAL - COOLER FOR BOYA LIBRARY	148.85	
12/09/2023	2854296		WATER SUPPLY - BOYA LIBRARY STAFF	43.05	
18/09/2023	3526.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		270.00
10/09/2023	PY01-06-MUNDARIN		PAYROLL DEDUCTION	270.00	
18/09/2023	3526.6050-01	Fuel Distributors of Western Austr	FUEL & OILS		880.00
11/08/2023	00491687		FUEL & OILS - 2X 208L ADD BLUE	880.00	
18/09/2023	3526.6570-01	A Class Line Marking Service	LINE MARKING		4,672.80
15/09/2023	230816		LINE MARKING - "NO STOPPING"	4,672.80	
18/09/2023	3526.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		352.00
13/09/2023	00422876		EMPLOYEE ASSISTANCE PROGRAM	176.00	
07/09/2023	00422520		EMPLOYEE ASSISTANCE PROGRAM	176.00	
18/09/2023	3526.68-01	The Watershed Water Systems	RETICULATION PARTS		140.59
29/08/2023	10236582		RETICULATION PARTS - BROWN PARK	61.84	
29/08/2023	10236521		RETICULATION PARTS - BROWN PARK	78.75	
18/09/2023	3526.6879-01	Chidlow Chatter	ADVERTISING		80.00
13/09/2023	00005527		ADVERTISING - QUICK GRANT ROUND	80.00	
18/09/2023	3526.7-01	Australian Services Union	PAYROLL DEDUCTION		277.50
10/09/2023	PY02-06-AUSTRALI		PAYROLL DEDUCTION	132.50	
10/09/2023	PY01-06-AUSTRALI		PAYROLL DEDUCTION	145.00	
18/09/2023	3526.7960-01	On Hold On Line	TELEPHONE MESSAGE SERVICE		275.00
07/09/2023	INV3852		TELEPHONE MESSAGE SERVICE	275.00	
18/09/2023	3526.80-01	Bunnings Group Limited	HARDWARE		1,215.11
08/09/2023	2440/01222287		HARDWARE ITEMS	805.44	
08/09/2023	2440/01197666		HARDWARE ITEMS - MECPC	323.59	
22/08/2023	2440/01221286		HARDWARE ITEMS - MECPC	86.08	

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18/09/2023	3526.8-01	LGRCEU	PAYROLL DEDUCTION		44.00
10/09/2023	PY01-06-LGRCEU		PAYROLL DEDUCTION	22.00	
10/09/2023	PY02-06-LGRCEU		PAYROLL DEDUCTION	22.00	
18/09/2023	3526.8037-01	Electritech Industries	ELECTRICAL SERVICES		851.61
25/08/2023	15728		ELECTRICAL SERVICES - TEST AND TAG - MECPC	443.50	
25/08/2023	15727		ELECTRICAL SERVICES - TEST AND TAG	408.11	
18/09/2023	3526.8810-01	Localise	PROFESSIONAL SERVICES		9,295.00
14/09/2023	1668		PROFESSIONAL SERVICES - COUNCIL CBP WORKSHOP	9,295.00	
18/09/2023	3526.8910-01	Ms J P Pittman	WORKSHOP PRESENTATION		650.00
12/09/2023	23/05		WORKSHOP PRESENTATION - ART CLASS - BOYA LIBRARY	650.00	
18/09/2023	3526.904-01	Sign Supermarket (Grant Ian Westlun)	SIGNS		132.00
12/09/2023	22437		SIGNS - "NO ENTRY, STAFF ONLY" - LAKE LESCHENAUTLIA	132.00	
18/09/2023	3526.9627-01	MPK Tree Management Pty Ltd	TREE MAINTENANCE		6,950.03
05/09/2023	6837		STREET TREE MAINTENANCE	1,138.11	
05/09/2023	6838		STREET TREE MAINTENANCE	1,110.25	
15/09/2023	6824		STREET TREE MAINTENANCE	3,221.33	
15/09/2023	6793		STREET TREE MAINTENANCE	1,480.34	
18/09/2023	3526.9698-01	Managed System Services Pty Ltd	DEVELOPMENT SERVICES		82,500.00
13/09/2023	INV-8787A		MSS DEVELOPMENT SERVICES - 1000 HOURS	82,500.00	
18/09/2023	3526.9857-01	Limitless Promotions	ANIMAL CONTROL		820.00
13/09/2023	00230814		SUPPLY DOG & CAT TAGS	820.00	
20/09/2023	3527.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		31,081.17
20/09/2023	200923		CARE GIVER SUBSIDIES	31,081.17	
20/09/2023	3528.14596-01	Ms N Harwood	REFUND		110.00
20/09/2023	1477268		HALL BOND REFUND	110.00	
20/09/2023	3528.14699-01	Dept of Communities - Learning &	REFUND		110.00
20/09/2023	1464039		HALL BOND REFUND	110.00	
20/09/2023	3528.14978-01	Mr M A Regalado	REFUND		65.00
20/09/2023	1439060		KEY BOND REFUND	65.00	
20/09/2023	3528.15252-01	A Deriada	REFUND		110.00
20/09/2023	1464757		HALL BOND REFUND	110.00	
20/09/2023	3528.15253-01	K Smith	REFUND		830.00
20/09/2023	1460516		HALL BOND REFUND	330.00	
20/09/2023	1460516		HALL BOND REFUND	500.00	
20/09/2023	3528.4128-01	Mount Helena Amateur Swimming Club	REFUND		939.00
20/09/2023	1446348		HALL BOND REFUND	330.00	
20/09/2023	1446348		HALL BOND REFUND	500.00	
20/09/2023	1266231		KEY BOND REFUND	65.00	
20/09/2023	1283735		KEY BOND REFUND	44.00	
21/09/2023	3529.15255-01	Mrs L S Breadsell	REFUND		1,200.00
21/09/2023	REFUND		RATES REFUND	1,200.00	
21/09/2023	3529.15256-01	Ms S P Weightman	REFUND		700.00
21/09/2023	REFUND		RATES REFUND	700.00	
26/09/2023	3530.10416-01	Michael Page International (Austral	TEMP STAFF		2,646.44
21/09/2023	546715		TEMP STAFF - ACCOUNTS PAYABLE OFFICER	2,646.44	
26/09/2023	3530.10494-01	Tim Eva's Nursery	TREES		1,969.00
18/08/2023	INV-2932		SUPPLY AND DELIVERY - TREES	1,969.00	
26/09/2023	3530.10533-01	Mr L F Butcher	REFUND		147.00
21/09/2023	REFUND		REFUND OF CANCELLED PLANNING APPLICATION	147.00	
26/09/2023	3530.10570-01	Perrott Painting Maintenance Contra	PAINTING SERVICES		2,849.00
22/08/2023	SINV18541		PAINTING SERVICES - DARLINGTON OVAL	2,849.00	
26/09/2023	3530.107-01	Geofabrics Australasia Pty Ltd	GEOFABRICS		742.50
18/09/2023	CD202403908		SUPPLY 1X ROLL OF GEOFABRICS	742.50	

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26/09/2023	3530.10881-01	Alsco Pty Ltd	FIRST AID		812.01
19/09/2023	CPER2344340		SUPPLY - FIRST AID - LAKE LESCHENAULTIA	121.83	
19/09/2023	CPER2344342		SUPPLY - FIRST AID - OPERATION CENTRE	113.00	
19/09/2023	CPER2344343		SUPPLY - FIRST AID - MUNDARING ARENA	113.00	
19/09/2023	CPER2344345		SUPPLY - FIRST AID - AFM LIBRARY	32.92	
19/09/2023	CPER2344346		SUPPLY - FIRST AID - ADMIN BUILDING	399.41	
20/09/2023	CPER2344347		SUPPLY - FIRST AID - BOYA LIBRARY	31.85	
26/09/2023	3530.10921-01	Ixom Operations Pty Ltd	CHLORINE GAS		174.25
13/09/2023	6708470		CHLORINE GAS SERVICE FEES	174.25	
26/09/2023	3530.11017-01	Sapio Pty Ltd	CALL OUT FEE		2,071.96
14/09/2023	SP245371		TECH CALLOUT - ELSIE AUSTIN OVAL PAVILION	352.00	
14/09/2023	SP245366		TECH CALLOUT - MUNDARING PAVILION	352.00	
14/09/2023	SP245375		TECH CALLOUT - MUNDARING SHIRE HARD COURTS	352.00	
14/09/2023	SP245379		TECH CALLOUT - MUNDARING VISITOR CENTRE	352.00	
18/09/2023	SP244382		TECH CALLOUT - DOOR SENSOR MUNDARING PAVILION	663.96	
26/09/2023	3530.11135-01	Frontline Fire & Rescue (Bluesteel)	EQUIPMENT PURCHASES		822.12
13/09/2023	79476		EQUIPMENT PURCHASES - RANGER TEAM	177.90	
13/09/2023	79542		EQUIPMENT PURCHASES - PARKERVILLE VBFB	349.47	
13/09/2023	79473		EQUIPMENT PURCHASES - PARKERVILLE VBFB	96.75	
13/09/2023	79515		EQUIPMENT PURCHASES - CHIDLOW VBFB	198.00	
26/09/2023	3530.11161-01	AXIIS Contracting Pty Ltd	EARTHWORKS		71,009.12
20/09/2023	7763		EARTHWORKS - VARIOUS LOCATIONS	42,459.09	
18/09/2023	7764		EARTHWORKS - FREDERIC ST HELENA VALLEY	4,826.25	
18/09/2023	7765		EARTHWORKS - BOHEMIA CRT HELENA VALLEY	1,045.00	
18/09/2023	7766		EARTHWORKS - HELENA VALLEY RD	4,568.44	
18/09/2023	7767		EARTHWORKS - LEAWOOD AND CLAYTON BOYA	5,820.52	
18/09/2023	7768		EARTHWORKS - CLAYTON ST BELLEVUE	3,777.47	
18/09/2023	7769		EARTHWORKS - BOWEN PLACE STONEVILLE	4,441.25	
19/09/2023	7772		EARTHWORKS - DANNY WIMPERIS RESERVE	4,071.10	
26/09/2023	3530.11326-01	Learning Seat Pty Ltd	SUBSCRIPTION		1,886.25
31/08/2023	6477019329		SUBSCRIPTION FEE - 29/06/2023 TO 28/09/2023	1,886.25	
26/09/2023	3530.11398-01	JB HI-FI Group Pty Ltd	IT HARDWARE		7,458.85
22/08/2023	BD1219866		SUPPLY - MONITOR ARMS	12.00	
22/08/2023	BD1218385		SUPPLY - APPLE 20 W USB-C POWER ADAPTER	27.36	
22/08/2023	BD1217137		SUPPLY - IPHONE 14, CHARGER AND CASE	1,246.64	
22/08/2023	BD1218322		SUPPLY - WIRELESS MOUSE	10.00	
22/08/2023	BD1217896		SUPPLY - MONITOR ARMS	162.70	
22/08/2023	BD1217100		SUPPLY - WIRELESS SILENT MOUSE	32.34	
08/08/2023	BD1208105		SUPPLY - PROFESSIONAL PRESENTER R800	142.33	
16/08/2023	BD1213164		SUPPLY - PHONE, CHARGER AND CASE	14.00	
16/08/2023	BD1212308		SUPPLY - PHONE, CHARGER AND CASE	1,332.09	
12/09/2023	BD1230314		SUPPLY - 3X IPHONE PLUS, 3X CASES , 3X CHARGERS	4,307.82	
12/09/2023	BD1231499		DELIVERY FEE	26.00	
12/09/2023	BD1231692		SUPPLY - HEADSET	145.57	
26/09/2023	3530.11478-01	Emerg Solutions Pty Ltd	SUBSCRIPTION FEE		1,485.00
13/09/2023	INV-2171		BART DIRECT SMS ANNUAL FEE FOR FIRE BRIGADES	1,485.00	
26/09/2023	3530.11568-01	Bow Steel Pty Ltd	STEEL FABRICATION		176.00
18/09/2023	1016		SUPPLY/REPLACEMENT HINGES BIN CAGE - CHIDLOW OVAL	176.00	
26/09/2023	3530.11654-01	K2 Audiovisual Pty Ltd	MAINTENANCE		214.50
13/09/2023	INV-9865		REPAIR BUZZING NOISE - BOYA HALL	214.50	
26/09/2023	3530.11659-01	T-Quip (Tocojopa Pty Ltd T/A)	EQUIPMENT		858.40
05/09/2023	122341#31		SUPPLY HOLLOW BACK FLAIL	858.40	
26/09/2023	3530.11953-01	The Stationery Co (C Willis & D J)	STATIONERY		753.97
18/09/2023	170393		STATIONERY - MECPC	753.97	

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26/09/2023	3530.12078-01	Recruitwest Pty Ltd	TEMP STAFF		6,596.58
21/09/2023	C INV 587754		TEMP STAFF - BITUMEN OPERATOR	1,526.38	
21/09/2023	C INV 587701		TEMP STAFF - BITUMEN OPERATOR	1,816.72	
21/09/2023	C INV 587758		TEMP STAFF - PLANT MECHANIC	3,253.48	
26/09/2023	3530.12134-01	W.A. Library Supplies	LIBRARY SUPPLIES		534.36
13/09/2023	00135254		LIBRARY SUPPLIES	534.36	
26/09/2023	3530.12149-01	TenderLink.com	ADVERTISING		380.60
18/08/2023	MUNDAR-574573		ADVERTISING - TRANSFER STATION CCTV	190.30	
13/09/2023	MUNDAR-575936		ADVERTISING - PROVISION OF VEGETATION HEIGHT	190.30	
26/09/2023	3530.12179-01	Caring Communities Inc. T/A WA Chil	WORKSHOP		660.00
05/09/2023	WOO-9790		WORKSHOP - ONLINE SAFETY PARENTING 06/09/2023	660.00	
26/09/2023	3530.12402-01	Grace Information & Records Managem	STORAGE		2,119.67
05/09/2023	RP01421469		OFFSITE RECORDS STORAGE	2,119.67	
26/09/2023	3530.12422-01	MDM Plumbing and Gas	CALL OUT FEE		418.00
19/09/2023	2582		BLOCKED TOILET - LAKE LESCHENAULTIA	418.00	
26/09/2023	3530.12509-01	International Association for Publi	MEMBERSHIP FEES		275.00
31/08/2023	I1266119		INDIVIDUAL MEMBERSHIP 2023/2024	275.00	
26/09/2023	3530.12579-01	Mr V Crowe	LANDSCAPE SERVICES		1,200.00
19/09/2023	2226		LANDSCAPE SERVICES - CPC MIDDLE SWAN	288.00	
19/09/2023	2224		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	480.00	
19/09/2023	2225		LANDSCAPE SERVICES - MECPC	432.00	
26/09/2023	3530.12585-01	Ms C Nelson	CITIZENSHIP CEREMONY		700.00
22/09/2023	46		WELCOME TO COUNTRY CITIZENSHIP CEREMONY 21/09/2023	700.00	
26/09/2023	3530.12640-01	Officeworks Ltd	STATIONERY		96.76
13/09/2023	609302057		STATIONERY ITEMS	96.76	
26/09/2023	3530.127-01	Volich Waste Contractors Pty Ltd	ANIMAL CONTROL		337.74
19/09/2023	00006450		SUPPLY DOG POO BAGS	337.74	
26/09/2023	3530.12794-01	Mount Helena Hardware	MAINTENANCE		707.13
18/08/2023	102017510		SUPPLY PARTS - PLAYGROUND MAINTENANCE VARIOUS SITES	631.30	
18/08/2023	101102938		SUPPLY PARTS - PLAYGROUND MAINTENANCE VARIOUS SITES	75.83	
26/09/2023	3530.12804-01	Mundaring Little Loads (The Trustee	SOIL		452.00
20/09/2023	8106		SUPPLY TOP DRESSING SOIL MIX	452.00	
26/09/2023	3530.12866-01	From Scratch Small Event Catering	CATERING SERVICE		213.00
19/09/2023	2148		PROVISIONS FOR REFLECTIONS CAFE	168.00	
19/09/2023	2149		PROVISIONS FOR REFLECTIONS CAFE	45.00	
26/09/2023	3530.12899-01	NAPA (A Division of GPC Asia Pacifi	WORKSHOP CONSUMABLES		1,305.19
12/09/2023	1320316840		SUPPLY OF WORKSHOP CONSUMABLES	161.70	
12/09/2023	1320316229		SUPPLY OF WORKSHOP CONSUMABLES	293.70	
12/09/2023	1320316444		SUPPLY OF WORKSHOP CONSUMABLES	222.20	
12/09/2023	1320316491		SUPPLY OF WORKSHOP CONSUMABLES	34.65	
12/09/2023	1320316541		SUPPLY OF WORKSHOP CONSUMABLES	144.08	
12/09/2023	1320316697		SUPPLY OF WORKSHOP CONSUMABLES	247.50	
12/09/2023	1320317351		SUPPLY OF WORKSHOP CONSUMABLES	23.65	
12/09/2023	1320317319		SUPPLY OF WORKSHOP CONSUMABLES	20.13	
12/09/2023	1320316805		SUPPLY OF WORKSHOP CONSUMABLES	157.58	
26/09/2023	3530.12944-01	Avon Tree Management (Kajanni Pty L	TREE MANAGEMENT SERVICE		5,724.88
22/09/2023	553		TREE MANAGEMENT SERVICE - PIONEER PARK WELD RD	1,116.50	
22/09/2023	557		TREE MANAGEMENT SERVICE - FORESTRY MULCHING	2,304.19	
22/09/2023	559		TREE MANAGEMENT SERVICE - FORESTRY MULCHING	2,304.19	
26/09/2023	3530.12950-01	David Wills & Associates (DWA	CONSULTING SERVICES		6,160.00
21/09/2023	00032051		CONSULTING ENGINEERING SERVICES - JANE BROOK DRAIN	6,160.00	

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26/09/2023	3530.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		66,574.80
15/09/2023	00034271		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	1,319.56	
19/09/2023	00034362		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	5,679.39	
19/09/2023	00034545		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	6,810.08	
19/09/2023	00034644		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	3,471.78	
18/08/2023	00034272		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	483.74	
21/09/2023	00034645		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	3,638.25	
18/09/2023	00034365		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	4,548.32	
18/09/2023	00034489		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	2,477.49	
18/09/2023	00034490		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	5,694.06	
18/09/2023	00034548		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	866.43	
21/09/2023	00034648		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	3,604.50	
21/09/2023	00034549		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	6,921.68	
18/09/2023	00034546		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	4,127.63	
18/09/2023	00034547		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	3,712.50	
18/09/2023	00034364		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	4,863.38	
18/09/2023	00034486		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	4,603.50	
18/09/2023	00034269		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	3,752.51	
26/09/2023	3530.12984-01	AJL Plumbing and Gas Pty Ltd (ATF T	PLUMBING SERVICES		8,277.50
13/09/2023	AJL12624		PLUMBING SERVICES - HARRY RISEBOROUGH PAVILION	165.00	
13/09/2023	AJL12586		PLUMBING SERVICES - MUNDARING ARENA	247.50	
13/09/2023	AJL12559		PLUMBING SERVICES - MJ MORGAN PUBLIC TOILETS	110.00	
17/08/2023	AJL12509		PLUMBING SERVICES - DARLINGTON PAVILION	3,575.00	
17/08/2023	AJL12526		PLUMBING SERVICES - DARLINGTON HALL	4,180.00	
26/09/2023	3530.13345-01	ABM Landscaping (Mikevie Pty Ltd T/	LANDSCAPING		48,676.20
21/09/2023	INV-4327		LANDSCAPING - VARIOUS LOCATIONS	2,370.05	
21/09/2023	INV-4438		LANDSCAPING - VARIOUS LOCATIONS	2,178.99	
22/09/2023	INV-4436		LANDSCAPING - VARIOUS LOCATIONS	15,853.49	
21/09/2023	INV-4468		LANDSCAPING - MORRISON ROAD SWAN VIEW	1,787.50	
21/09/2023	INV-4472		LANDSCAPING - MORRISON ROAD	4,685.99	
21/09/2023	INV-4473		LANDSCAPING - MORRISON ROAD	4,685.99	
21/09/2023	INV-4412		LANDSCAPING - MUNDARING ADMIN & TOWN CENTRE	17,114.19	
26/09/2023	3530.13368-01	Midland Nissan and Isuzu (Idom Midl	PARTS		328.46
13/09/2023	62261132		PARTS - WINDOW REGULATOR	328.46	
26/09/2023	3530.13451-01	Driver Risk Management Pty Ltd	TRAINING		6,028.00
13/09/2023	DRM-5371		DRIVER RISK MANAGEMENT TRAINING - VOLUNTEER FIRE FIGHTERS	4,521.00	
19/09/2023	DRM-5227		DRIVER RISK MANAGEMENT TRAINING - VOLUNTEER FIRE FIGHTERS	1,507.00	
26/09/2023	3530.13527-01	Playground Safety Inspectors Austra	STAFF TRAINING		2,750.00
19/09/2023	00000569		STAFF TRAINING - PLAYGROUND SAFETY INSPECTOR	2,750.00	
26/09/2023	3530.13540-01	ELM (WA) Pty Ltd	MOWING SERVICES		11,553.11
21/09/2023	INV-4652		MOWING SERVICES VARIOUS LOCATIONS	11,553.11	
26/09/2023	3530.13578-01	Grillex Pty Ltd	FURNITURE		20,874.70
21/09/2023	116754		FREIGHT/INSTALL SHELTER, PICNIC TABLE - LAKE LESCHENAUTLIA	20,874.70	
26/09/2023	3530.138-01	Sonic HealthPlus Pty Ltd	PRE-EMPLOYMENT MEDICAL EXAMINATION		752.40
22/09/2023	3021333		PRE-EMPLOYMENT MEDICAL EXAMINATION - ADMIN OFFICER	250.80	
08/09/2023	3018037		PRE-EMPLOYMENT MEDICAL EXAMINATION - PROJECT OFFICER	250.80	
08/09/2023	3021334		PRE-EMPLOYMENT MEDICAL EXAMINATION	250.80	
26/09/2023	3530.13854-01	Visimax (Bucci Holdings Pty Ltd T/A	ANIMAL CONTROL EQUIPMENT		679.48
13/09/2023	INV-0913		SUPPLY - ANIMAL CONTROL EQUIPMENT	679.48	

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26/09/2023	3530.13866-01	Booktopia Pty Ltd	BOOKS		1,879.41
12/09/2023	19966781		BOOKS STOCK - AFM LIBRARY	276.18	
12/09/2023	19965388		BOOKS STOCK - KSP LIBRARY	235.56	
12/09/2023	19966904		BOOK CLUB KIT PURCHASES	321.29	
12/09/2023	19990726		BOOKS STOCK - KSP LIBRARY	179.13	
12/09/2023	19991598		BOOKS STOCK - KSP LIBRARY	271.75	
12/09/2023	19991671		BOOKS STOCK - AFM LIBRARY	205.20	
12/09/2023	19966374		BOOKS STOCK - AFM LIBRARY	183.35	
12/09/2023	19966328		BOOKS STOCK - KSP LIBRARY	206.95	
26/09/2023	3530.14013-01	Eastern Hills Chainsaws & Mowers Pt	MAINTENANCE		696.60
13/09/2023	50865#4		EQUIPMENT SUPPLY - 3X HELMETS	402.30	
31/08/2023	50860#4		EQUIPMENT REPAIRS	186.30	
31/08/2023	50862#4		EQUIPMENT REPAIRS	108.00	
26/09/2023	3530.14016-01	Western Educating Service (Western M	HIRE OF PLANT		544.50
26/09/2023	1407		DRAIN EDUCATING/JETTING AT VARIOUS LOCATIONS	544.50	
26/09/2023	3530.14051-01	Sweeping Services Australia Pty Ltd	STREET SWEEPING SERVICES		9,016.48
21/09/2023	INV-0401		STREET SWEEPING SERVICES	9,016.48	
26/09/2023	3530.14243-01	Western Tree Recyclers (Craneswest	TREE MAINTENANCE		15,909.23
18/09/2023	00004287		STREET TREE MAINTENANCE - COPPIN RD	15,909.23	
26/09/2023	3530.14277-01	Pre-school Equipment Pty Ltd	FURNITURE		4,022.70
22/09/2023	00021654		FURNITURE - MECPC	4,022.70	
26/09/2023	3530.14324-01	Proarb WA (R Hawkins & C.N Jones T/	TREE MAINTENANCE		1,479.50
05/09/2023	1105		STREET TREE MAINTENANCE	1,479.50	
26/09/2023	3530.14394-01	Creative Catering Trust (The Truste	CATERING		1,013.60
19/09/2023	INV-2036		CATERING - COUNCIL MEETING 12/09/2023	1,013.60	
26/09/2023	3530.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		2,402.00
08/09/2023	117958		TYRES & REPAIRS - 012 MDG	1,576.00	
19/09/2023	118036		TYRES & REPAIRS - 040 MDG	826.00	
26/09/2023	3530.14577-01	Swan Valley Carpets (The Trustee fo	CARPET/VINYL LAYING		1,919.50
20/09/2023	INV-3090		CARPET/VINYL LAYING - MT HELENA SCOUTS	1,919.50	
26/09/2023	3530.14583-01	Fleet Network Pty Ltd	NOVATED LEASE		762.85
19/09/2023	123960		NOVATED LEASE - 13/09/2023	762.85	
26/09/2023	3530.14642-01	Darlington Estate Winery (The Trust	CATERING		5,020.00
19/09/2023	1007403		CATERING FOR CAPTAIN'S DINNER	5,020.00	
26/09/2023	3530.14870-01	Eastern Hills Bakery (Q.N Lowings &	CATERING		447.50
19/09/2023	24		CATERING - CEO FAREWELL FUNCTION 08/09/2023	447.50	
26/09/2023	3530.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		3,038.75
19/09/2023	I0001627		TEMP STAFF - MECPC	536.25	
19/09/2023	I0001905		TEMP STAFF - MECPC	2,502.50	
26/09/2023	3530.14946-01	Stephen Carrick Architects Pty Ltd	ARCHITECTURAL WORKS		45,199.00
21/09/2023	00001856		ARCHITECTURAL WORKS - GLEN FORREST AND PARKERVILLE	45,199.00	
26/09/2023	3530.15-01	Australia Post	POSTAGE		1,640.55
20/09/2023	1012675146		STANDING ORDER OUTGOING DAILY MAIL	1,640.55	
26/09/2023	3530.15032-01	TRCB (Taylor Robinson Unit Trust T/	DESIGN FEES/COSTS		78,441.83
08/09/2023	23023/05		DESIGN FEES/COSTS - MUNDARING TOWN CENTRE FACILITY	78,441.83	
26/09/2023	3530.15064-01	Practical Peripherals Corporation (STATIONERY		91.30
08/09/2023	SI112836		SUPPLY - CARDS, CLEANING PEN	91.30	
26/09/2023	3530.15082-01	Tuck In Mate Pty Ltd	CATERING		983.40
22/09/2023	00000023		CATERING FOR CITIZENSHIP CEREMONY 21/09/2023	983.40	
26/09/2023	3530.15119-01	Bolinda Digital Pty Ltd	DIGITAL/PRINTING SERVICE		2,350.00
08/09/2023	47767		E-RESOURCES PURCHASING	2,350.00	
26/09/2023	3530.15120-01	Trustee for UT Consulting Unit Trus	AV DESIGN/ DEVELOPMENT		1,650.00
13/09/2023	W22623081		AV DESIGN/ DEVELOPMENT FEES - COUNCIL CHAMBERS	1,650.00	
26/09/2023	3530.15123-01	Enviro Plastics Australia Pty Ltd T	FURNITURE		18,033.10
20/09/2023	PFA INV-0257		FURNITURE	18,033.10	

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26/09/2023	3530.15142-01	Omnicom Media Group Australia Pty L	ADVERTISING		4,483.09
13/09/2023	1656419		ADVERTISING IN ECHO AND WEST AUSTRALIAN	1,204.94	
08/09/2023	1656418		ADVERTISING IN WEST AUSTRALIAN - ADMIN OFFICER	439.60	
08/09/2023	1656420		ADVERTISING IN WEST AUSTRALIAN - SURVEY REVIEW	402.73	
08/09/2023	1656421		ADVERTISING IN WEST AUSTRALIAN	262.99	
08/09/2023	1656422		ADVERTISING - NOMINATIONS AUDIT	881.14	
08/09/2023	1656417		ADVERTISING - LOCAL LAW REVIEW	586.78	
21/09/2023	1656424		ADVERTISING - LOCAL GOVERNMENT TENDERS	704.91	
26/09/2023	3530.15170-01	Twistech Pty Ltd	FENCING		1,980.00
20/09/2023	INV-0082		SUPPLY/INSTALL CONCRETE PAD AND CAGE - VISITOR CENTRE	1,980.00	
26/09/2023	3530.15183-01	Mitchell Byrne's Contracting Pty Lt	FIRE MITIGATION WORKS		14,706.92
19/09/2023	1184-2023		FIRE MITIGATION WORKS - LAKE LESCHENAULTIA	4,268.00	
19/09/2023	1185-2023		FIRE MITIGATION WORKS - LAKE LESCHENAULTIA	10,438.92	
26/09/2023	3530.15190-01	Good Samaritan Industries T/A Good	CLOTHING BINS		3,317.25
20/09/2023	I140396		FEES - CLOTHING BINS AND DELIVERY	3,317.25	
26/09/2023	3530.15240-01	Heather Barnes Pty Ltd	WORKSHOP		990.00
19/09/2023	5/24		ONLINE WORKSHOP - UNPACKING EVALUATION	990.00	
26/09/2023	3530.1644-01	Woolworths Group Limited	FOOD & CONSUMABLES		145.86
19/09/2023	TI-040D7-178D04		FOOD & CONSUMABLES FOR CPC - MIDDLE SWAN	80.76	
15/09/2023	TI-040D7-178D03		FOOD & CONSUMABLES FOR CPC - MIDDLE SWAN	65.10	
26/09/2023	3530.197-01	Konica Minolta Business Solutions A	PHOTOCOPIER PRINTING		56.94
05/09/2023	040100062000823		PHOTOCOPIER PRINTING CHARGES JULY 2023	56.94	
26/09/2023	3530.2028-01	Wildflower Society of Western Austr	PLANTS		110.00
22/09/2023	2022-23 04		PLANTS FOR AUSTRALIAN CITIZENSHIP CEREMONY	110.00	
26/09/2023	3530.21-01	Eastern Metropolitan Regional Counc	TRANSFER STATION FEES		505,734.92
13/09/2023	EMRC53022		FEES - ENVIRONMENT PROGRAMS AND SUPPORT	35,431.00	
21/09/2023	EMRC52911		WASTE TRANSFER STATION LANDFILL - COPPIN RD	40,112.30	
21/09/2023	EMRC52368		WASTE TRANSFER STATION LANDFILL - JULY 2023	48,838.26	
21/09/2023	EMRC52912		WASTE TRANSFER STATION LANDFILL - AUG 2023	41,964.15	
21/09/2023	EMRC52552		LANDFILL FEES DOMESTIC WASTE - JUNE TO SEP 2023	61,766.57	
21/09/2023	EMRC52950		LANDFILL FEES DOMESTIC WASTE - JUNE TO SEP 2023	40,357.73	
21/09/2023	EMRC52587		WASTE TRANSFER STATION LANDFILL	483.33	
21/09/2023	EMRC52913		WASTE TRANSFER STATION LANDFILL - MATHIESON RD	30,733.19	
21/09/2023	EMRC52369		WASTE TRANSFER STATION LANDFILL - MATHIESON RD	40,835.64	
21/09/2023	EMRC52882		MATTRESS RECYCLING - BULK VERGE COLLECTIONS	8,107.00	
21/09/2023	EMRC52493		WASTE TRANSFER STATION LANDFILL	58,906.81	
21/09/2023	EMRC52676		BULK VERGE COLLECTIONS WASTE DISPOSAL FEES	98,198.94	
26/09/2023	3530.2165-01	Country Womens Association of WA In	CATERING		357.00
19/09/2023	193		CATERING FOR FIRE FIGHTERS SCHOOL STONEVILLE	357.00	
26/09/2023	3530.218-01	Security & Key Distributors	SECURITY EXPENSES		6,835.71
18/09/2023	94283		SUPPLY BILOCK KEYS AND BARREL - CHIDLOW STANDPIPE	2,230.30	
18/09/2023	94541		SUPPLY/INSTALL 2X REPLACEMENT SLIDE ARM DOOR	2,261.40	
18/09/2023	94487		SUPPLY DOOR FURNITURE DARLINGTON OVAL CHANGEROOM	660.81	
18/09/2023	94556		SUPPLY/INSTALL CYLINDERS MUNDARING PAVILION	410.69	
20/09/2023	92559		AFTER HOURS CALL OUT - MT HELENA	517.28	
16/08/2023	94323		SUPPLY BILOCK PADLOCK - AUSTIN OVAL PAVILION	197.90	
29/08/2023	94540		CALL OUT FEE AND REPAIR DOOR - MUNDARING ARENA	192.50	
22/08/2023	94463		SUPPLY 6X BILOCK KEYS - STONEVILLE VFBF	214.90	
12/09/2023	94591		4X BILOCK PADLOCK - CHIDLOW PROFESSIONAL ROOMS	149.93	
26/09/2023	3530.234-01	Coles Supermarkets Australia Pty Lt	FOOD AND CONSUMABLES - MECPC		661.41
18/09/2023	174891174		FOOD AND CONSUMABLES - MECPC	106.48	
19/09/2023	175014629		FOOD AND CONSUMABLES - MECPC	554.93	
26/09/2023	3530.2641-01	St John Ambulance Western Australia	DEFIBRILLATOR		185.00
13/09/2023	STKINV00045939		SUPPLY - DEFIBRILLATOR PAD	185.00	

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26/09/2023	3530.2684-01	City Of Gosnells	MEMBERSHIP FEE		7,150.00
13/09/2023	26221		PROGRAM ANNUAL MEMBERSHIP 2023/2024	7,150.00	
26/09/2023	3530.280-01	Winc Australia Pty Limited	STATIONERY		1,334.08
25/08/2023	9043204733		STATIONERY ITEMS	623.16	
18/08/2023	9043093007		STATIONERY ITEMS	588.38	
22/08/2023	9043097702		STATIONERY ITEMS	9.24	
13/09/2023	9043203280		STATIONERY ITEMS	113.30	
26/09/2023	3530.300-01	Civica Pty Ltd	FEE		10,312.50
20/09/2023	C/LA033597		SPYDUS MANAGED SERVICES	10,312.50	
26/09/2023	3530.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		5,530.25
08/09/2023	131670		LEGAL MATTER 51267- FOOD ACT PROSECUTION	777.15	
08/09/2023	131581		LEGAL MATTER 51305 - REINFORCEMENT ACTION	620.95	
08/09/2023	131578		LEGAL MATTER 50673 - PLANNING COMPLIANCE	1,305.15	
08/09/2023	131580		LEGAL MATTER 51249 - BUILDING ACT PROSECUTION	1,494.90	
08/09/2023	131577		LEGAL MATTER 50470 - UNAUTHORISED ADDITIONS	659.45	
19/09/2023	131579		LEGAL MATTER 51067 - DOG ACT PROSECUTIONS	672.65	
26/09/2023	3530.314-01	Landgate	TITLE SEARCHES		604.52
12/09/2023	387288		RATES INTERIM VALUATIONS - 2023/2024	604.52	
26/09/2023	3530.33-01	Boral Construction Materials Group	ASPHALT		4,272.42
18/09/2023	WA17682582		ASPHALT - WOOROLOO	267.03	
20/09/2023	WA17732608		ASPHALT - WOOROLOO	267.03	
20/09/2023	WA17732609		ASPHALT - MAHOGANY CREEK	267.03	
20/09/2023	WA17724005		ASPHALT - HELENA VALLEY	267.03	
13/09/2023	WA17677572		ASPHALT - PARKERVILLE	267.03	
13/09/2023	WA17677573		ASPHALT - SWAN VIEW	267.03	
13/09/2023	WA17682583		ASPHALT - MUNDARING	267.03	
13/09/2023	WA17694503		ASPHALT - CHIDLOW	1,068.08	
13/09/2023	WA17694504		ASPHALT - MIDVALE	267.03	
13/09/2023	WA17700797		ASPHALT - PARKERVILLE	267.03	
13/09/2023	WA17700798		ASPHALT - SWAN VIEW	267.03	
13/09/2023	WA17708131		ASPHALT - DARLINGTON	534.04	
26/09/2023	3530.3338-01	RSEA Pty Ltd	SAFETY EQUIPMENT		148.49
08/09/2023	15087594		SAFETY EQUIPMENT - FALL ARREST HARNESS	148.49	
26/09/2023	3530.336-01	Fasta Courier Service	COURIER SERVICES		202.02
20/09/2023	287686		COURIER SERVICES FOR HEALTH AND RANGERS	202.02	
26/09/2023	3530.35-01	Nutrien Ag Solutions Limited	WEED CONTROL		197.60
08/09/2023	909478451		SUPPLY - 4X 1L BOTTLES OF BLUE ENVIRODYE	197.60	
26/09/2023	3530.375-01	Team Global Express Pty Ltd	COURIER SERVICES		356.08
13/09/2023	0583-S364420		COURIER SERVICES	191.33	
25/08/2023	0582-S364420		COURIER SERVICES	164.75	
26/09/2023	3530.381-01	Mundaring Electrical Contracting Se	ELECTRICAL SERVICES		1,332.10
18/09/2023	7577		ELECTRICAL SERVICES - COMMITTEE ROOM - ADMIN	297.00	
18/09/2023	7576		ELECTRICAL SERVICES - SWAN VIEW YOUTH	198.00	
18/09/2023	7574		ELECTRICAL SERVICES - MJ MORGAN PUBLIC TOILET	244.20	
19/09/2023	7580		INSTALL NEW HOT WATER SYSTEM FOR KITCHEN MECPC	592.90	
26/09/2023	3530.3868-01	Bucher Municipal Pty Ltd	EQUIPMENT PURCHASES		2,012.25
30/08/2023	1074126		SUPPLY CONTROL PANEL ASSEMBLY FOR SWEEPER TRUCK	2,012.25	
26/09/2023	3530.388-01	Bunzl Ltd	CLEANING SUPPLIES		2,200.74
07/09/2023	X710943		TOILET PAPER	2,200.74	
26/09/2023	3530.393-01	Western Australian Local Government	FEE		1,296.00
08/09/2023	SI-006841		LOCAL GOVERNMENT CONVENTION REGISTRATION	1,296.00	
26/09/2023	3530.3996-01	Bobcat-Attach	PARTS		1,471.80
15/09/2023	24263		REPAIR PUSH BLADE & FIT NEW EDGE	1,471.80	
26/09/2023	3530.411-01	Tutt Bryant Equipment	PARTS		686.76
19/09/2023	008480311		SUPPLY - 2X OIL FILTERS - 005 MDG	686.76	

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26/09/2023	3530.452-01	Mahogany Building & Design	MAINTENANCE		781.00
19/09/2023	INV0477		MAINTENANCE	781.00	
26/09/2023	3530.4592-01	ELAN Energy Matrix Pty Ltd T/A Tyre	TYRES & REPAIRS		2,559.05
20/09/2023	027133		COLLECTION AND DISPOSAL - TYRES	1,918.13	
20/09/2023	027418		COLLECTION AND DISPOSAL - TYRES	640.92	
26/09/2023	3530.480-01	Echo Newspaper	ADVERTISING		1,210.00
13/09/2023	00033094		ADVERTISING - DELEGATED FIRE CONTROL OFFICERS	1,210.00	
26/09/2023	3530.4865-01	Noise & Vibration Measurement System	ENVIRONMENT SERVICES		1,056.00
13/09/2023	1000-2806-2023		CALIBRATION OF CALIBRATOR	1,056.00	
26/09/2023	3530.6282-01	Strata Corporation Pty Ltd T/A	MAINTENANCE		1,432.79
22/08/2023	157479		SUPPLY/DELIVER TOOLS & EQUIPMENT MAINTENANCE	1,432.79	
26/09/2023	3530.6431-01	City of South Perth	TREES		2,310.00
21/09/2023	2629		SUPPLY - 30X EUCALYPTUS TREE PLANTING PROGRAM	2,310.00	
26/09/2023	3530.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		176.00
19/09/2023	00423208		EMPLOYEE ASSISTANCE PROGRAM	176.00	
26/09/2023	3530.7083-01	Mount Helena Deli & Takeaway	CATERING		774.10
14/09/2023	402490		CATERING FOR HAZARD REDUCTION BURN	388.60	
19/09/2023	308954		CATERING FOR HAZARD REDUCTION BURN	385.50	
26/09/2023	3530.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING SERVICE		6,461.40
20/09/2023	2779		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	2,937.00	
20/09/2023	2775		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	3,524.40	
26/09/2023	3530.7489-01	Sparks Refrigeration & Aircondition	MAINTENANCE		1,974.00
14/09/2023	INV-2862		SUPPLY & INSTALL - NEW RHEEM ECO SYSTEM	1,974.00	
26/09/2023	3530.7541-01	Connect Call Centre Services	CALL CENTRE COSTS		1,295.58
19/09/2023	00115129		CALL CENTRE COSTS - AUGUST 2023	1,295.58	
26/09/2023	3530.8037-01	Electritech Industries	ELECTRICAL SERVICES		5,122.70
18/09/2023	15604		ELECTRICAL SERVICES - MUNDARING ARENA	5,122.70	
26/09/2023	3530.8584-01	Great Sand Supplies Trust	GRAVEL		459.86
13/09/2023	00010091		GRAVEL DEPOT STOCK - 25MM FERRICRETE	459.86	
26/09/2023	3530.8652-01	Quality Press	MATERIAL PRINTING		660.00
19/09/2023	INV071859		DFES PRINTED MATERIAL	660.00	
26/09/2023	3530.8807-01	Bellridge Pty Ltd	IT SERVICES		5,808.00
13/09/2023	232285		ANNUAL MAINTENANCE AND SUPPORT	5,808.00	
26/09/2023	3530.904-01	Sign Supermarket (Grant Ian Westlun)	SIGNS		522.50
13/09/2023	22590		REPLACEMENT CABINET DOOR	412.50	
22/09/2023	22596		SIGNS - STAFF PARKING - AFM LIBRARY	110.00	
26/09/2023	3530.9627-01	MPK Tree Management Pty Ltd	TREE MAINTENANCE		6,163.35
21/09/2023	6870		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	2,942.02	
18/09/2023	6809		STREET TREE MAINTENANCE - BURTON RD DARLINGTON	3,221.33	
26/09/2023	3530.9922-01	Steann Pty Ltd	WASTE COLLECTION		121,084.55
19/09/2023	10623		BULK VERGE GREEN WASTE COLLECTION	48,899.68	
19/09/2023	10523		BULK VERGE GREEN WASTE COLLECTION	72,184.87	
26/09/2023	3531.15247-01	Carramar Scout Group	REFUND		160.00
21/09/2023	REFUND		REFUND - UNABLE TO ATTEND FOR 2 SITES	160.00	
26/09/2023	3531.15248-01	Mrs L Lovell	REBATE		77.50
21/09/2023	REBATE		STERILISATION REBATE	77.50	
26/09/2023	3531.15249-01	Mrs D R Miller	REBATE		25.83
21/09/2023	REBATE		STERILISATION REBATE	25.83	
26/09/2023	3531.15250-01	Ms J Tunnecliffe	REFUND		3,064.00
21/09/2023	REFUND		REFUND - CHARGES	3,064.00	

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26/09/2023	3531.174-01	Synergy	ELECTRICITY		5,913.85
22/09/2023	5172433125		ELECTRICITY	293.61	
19/09/2023	5185501927		ELECTRICITY	958.79	
19/09/2023	5603941927		ELECTRICITY	1,085.27	
19/09/2023	5214128214		ELECTRICITY	155.56	
19/09/2023	5162819914		ELECTRICITY	3,252.45	
19/09/2023	8146423529		ELECTRICITY	168.17	
26/09/2023	3531.196-01	Glen Forrest Volunteer Bushfire Bri	HAZARD REDUCTION BURN		1,210.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	540.00	
20/09/2023	HR BURN		HAZARD REDUCTION BURN - SAWYERS VALLEY	390.00	
19/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	280.00	
26/09/2023	3531.217-01	Darling Range Volunteer Bushfire Br	HAZARD REDUCTION BURN		820.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	540.00	
19/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	280.00	
26/09/2023	3531.306-01	Darlington Volunteer Bushfire Briga	HAZARD REDUCTION BURN		2,840.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	1,930.00	
20/09/2023	HR BURN		HAZARD REDUCTION BURN - SAWYERS VALLEY	910.00	
26/09/2023	3531.313-01	Mundaring Volunteer Fire & Rescue	HAZARD REDUCTION BURN		740.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	460.00	
19/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	280.00	
26/09/2023	3531.318-01	Sawyers Valley Volunteer Bushfire	HAZARD REDUCTION BURN		660.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	400.00	
20/09/2023	HR BURN		HAZARD REDUCTION BURN - SAWYERS VALLEY	260.00	
26/09/2023	3531.343-01	Chidlow Volunteer Bushfire Brigade	HAZARD REDUCTION BURN		880.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - SAWYERS VALLEY	520.00	
19/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	360.00	
26/09/2023	3531.361-01	Mount Helena Volunteer Bushfire Bri	HAZARD REDUCTION BURN		300.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	300.00	
26/09/2023	3531.362-01	Wooroloo Volunteer Bushfire Brigade	HAZARD REDUCTION BURN		410.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - SAWYERS VALLEY	130.00	
19/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	280.00	
26/09/2023	3531.363-01	Parkerville Volunteer Bushfire Brig	HAZARD REDUCTION BURN		1,380.00
20/09/2023	HR BURN		HAZARD REDUCTION BURN - SAWYERS VALLEY	780.00	
20/09/2023	HR BURN		HAZARD REDUCTION BURN - LAKE LESCHENAULTIA	600.00	
26/09/2023	3531.589-01	Shire of Mundaring	FDC PARENT LEVY		7,738.40
20/09/2023	200923		FDC PARENT LEVY	7,738.40	
26/09/2023	3531.8922-01	Department of Planning & Developmen	FEE		5,815.00
22/09/2023	GR1.323 (DEV)		JDAP FEE - GREAT EASTERN HIGHWAY MIDVALE	5,815.00	
27/09/2023	3532.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		28,508.62
27/09/2023	270923		CARE GIVER SUBSIDIES	28,508.62	
28/09/2023	3533.34-01	Water Corporation	WATER RATES & FEES		6,931.00
27/09/2023	9004697117		WATER RATES & FEES	183.48	
27/09/2023	9004697344		WATER RATES & FEES	5,298.69	
27/09/2023	9023574999		WATER RATES & FEES	5.49	
27/09/2023	9004697977		WATER RATES & FEES	80.62	
27/09/2023	9015634496		WATER RATES & FEES	18.99	
27/09/2023	9004566598		WATER RATES & FEES	718.23	
27/09/2023	9015437724		WATER RATES & FEES	158.46	
27/09/2023	9004697985		WATER RATES & FEES	467.04	
28/09/2023	3534.11086-01	Mr B F Andrijich	REFUND		4,000.00
28/09/2023	REFUND		RATES REFUND	4,000.00	
28/09/2023	3534.14511-01	Mr G R Proctor	REFUND		3,500.00
28/09/2023	REFUND		RATES REFUND	3,500.00	
28/09/2023	3534.15263-01	Mrs L Dawson	REFUND		900.00
28/09/2023	REFUND		RATES REFUND	900.00	

**MONTHLY LIST OF ACCOUNTS PAID
SEPTEMBER 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
29/09/2023	3535.15266-01	Aniko Pilates	REFUND		110.00
29/09/2023	1311017		HALL BOND REFUND	110.00	
29/09/2023	3535.15267-01	Charlesworth Ballet School	REFUND		110.00
29/09/2023	1380238		HALL BOND REFUND	110.00	
29/09/2023	3535.15268-01	L Panton	REFUND		175.00
29/09/2023	1475162		KEY BOND REFUND	65.00	
29/09/2023	1475162		HALL BOND REFUND	110.00	
29/09/2023	3535.15269-01	Youth Focus Ltd	REFUND		110.00
29/09/2023	1458120		HALL BOND REFUND	110.00	
29/09/2023	3535.15270-01	Youth Futures WA Inc	REFUND		571.00
29/09/2023	920555		HALL BOND REFUND	330.00	
29/09/2023	1445290		KEY BOND REFUND	44.00	
29/09/2023	1448759		KEY BOND REFUND	65.00	
29/09/2023	1448759		KEY BOND REFUND	44.00	
29/09/2023	1448759		KEY BOND REFUND	44.00	
29/09/2023	1465382		KEY BOND REFUND	44.00	
29/09/2023	3535.9560-01	Chidlow Cats Basketball Association	REFUND		109.00
29/09/2023	1377879		KEY BOND REFUND	65.00	
29/09/2023	1393636		KEY BOND REFUND	44.00	
Total Electronic Funds Transfers From Municipal Account				\$ 3,299,698.42	\$ 3,299,698.42
Payments By Electronic Funds Transfer (Payroll)					
30/08/2023	PP05/24 cycle 1	Pay Summary		469,644.63	
30/08/2023	PP05/24 cycle 2	Pay Summary		77,730.96	
13/09/2023	PP06/24 cycle 1	Pay Summary		487,844.18	
13/09/2023	PP06/24 cycle 2	Pay Summary		76,991.55	
Total Payroll Payments Direct From Municipal Account				\$ 1,112,211.32	
Payment By Direct Debit From Municipal Account					
		Bendigo - Merch Bank Fees		2,188.75	
		Bendigo - Direct Debit Fees (incl FTS)		241.08	
		Commonwealth Bank - Bpoint Fees		6.56	
		NAB - Purchase Cards		16,767.55	
		Fleetcare - Fuel Payments		4,201.75	
		ICMSFE		171.70	
		HP Financial Services - Equipment Lease		22,531.94	
		Konica Minolta - Printer Lease		4,040.42	
		WA Treasury Corporation		91,888.81	
		RMS - Lakes Monthly License Fee		202.40	
		RMS - Monthly SMS Fees		24.64	
		Debitsuccess		378.01	
		Qikkids - Fees		107.14	
		CBA Merchant Fee		98.39	
		Bpay Monthly Fee		1,099.67	
		SuperChoice		459,431.19	
Total Electronic Fund Payments Direct From Municipal Account				\$ 603,380.00	

NAB Purchase Card Payments List for September 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
28-Aug-23	Trabasket Holdings Pty	Pool maintenance tools	\$ 15.95	Ms S H Crawford
28-Aug-23	Trabasket Holdings Pty	Pool maintenance tools	\$ 20.53	Ms S H Crawford
28-Aug-23	Bunnings	Departing Employee Benefit - Coordinator Lake and Aquatics	\$ 1,000.00	Ms A M Italiano
28-Aug-23	Bunnings	Powerpoint safety covers	\$ 4.10	Ms G Evans
28-Aug-23	Bunnings	Nuts for display stands	\$ 10.10	Ms G Evans
29-Aug-23	Woolworths Mundaring	Catering for Coordinator Aquatics Retirement	\$ 142.50	Mrs P Heath
29-Aug-23	Officeworks	MECPC - Resources for children	\$ 60.87	Ms S Harlow
29-Aug-23	Vistaprint Australia PTY	Business cards - Ranger	\$ 49.98	Ms A E Douglas
29-Aug-23	Planning Institute of Australia	Registration Fee - WA Awards Nomination - Coordinator Strategic Planning	\$ 253.00	Mrs C M Batty
29-Aug-23	Jaycar Electronics	Ethernet cables	\$ 20.90	Mr R J Grieves
29-Aug-23	7-Eleven	Food MECPC Childcare	\$ 24.00	Mrs S E Broad
29-Aug-23	Subway Mundaring	Catering for BFAC meeting	\$ 230.00	Ms C J Jones
30-Aug-23	Mundaring Tech	Mobile phone accessories	\$ 69.90	Mr M R Luzi
30-Aug-23	Kmart	MECPC - Resources for rooms	\$ 12.00	Ms S Harlow
30-Aug-23	Coles Swan View	Public community event refreshments and supplies	\$ 63.35	Ms G Evans
30-Aug-23	Coles Swan View	Public community event refreshments and supplies	\$ 99.98	Ms G Evans
31-Aug-23	The Artisan Mundaring	Catering for Coordinator Aquatics Retirement	\$ 70.00	Mrs P Heath
31-Aug-23	Woolworths Mundaring	Catering for Coordinator Aquatics Retirement	\$ 7.70	Mrs P Heath
31-Aug-23	Ikea Pty Ltd	MECPC - Replacement sofa	\$ 478.00	Ms S Harlow
31-Aug-23	Officeworks	ERFDC - Children's resources	\$ 16.16	Mrs G L Crosse
31-Aug-23	JB Hi-Fi	New adult AV stock	\$ 130.45	Ms A L Rowe
31-Aug-23	JB Hi-Fi	New adult AV stock	\$ 84.91	Ms A L Rowe
31-Aug-23	Campaign Monitor	Visitor Centre newsletter	\$ 22.48	Mrs P Heath
31-Aug-23	Subway Swan View	Catering for Men's group cultural workshop	\$ 110.00	Ms R B McAllister
01-Sep-23	Pricesavers Midland	Resources - MECPC Childcare	\$ 16.00	Mrs S E Broad
01-Sep-23	Chemist Warehouse	Panadol - MECPC Childcare	\$ 25.98	Mrs S E Broad
01-Sep-23	Australia Post Mundaring	Benefit to Departing Employee - CEO	\$ 380.95	Ms A C Fernandez
01-Sep-23	Woolworths Ellenbrook	ERFDC - Resources for children's activities	\$ 14.40	Mrs G L Crosse
01-Sep-23	Woolworths Mundaring	Catering for Operations CEO Farewell function	\$ 102.95	Mrs R L McLaughlin
01-Sep-23	Stoneville Liquor	Drinks for Operations CEO Farewell function	\$ 227.95	Mrs R L McLaughlin
02-Sep-23	Childcare Centre Desktop	MECPC - Childcare subscription	\$ 147.00	Ms S Harlow
03-Sep-23	Coles	Staff Excellence Award - Communications Specialist	\$ 55.00	Mrs P Heath
04-Sep-23	Fantastic Furniture	MECPC - Furniture replacement	\$ 268.00	Ms S Harlow
04-Sep-23	Coles	Kitchen supplies	\$ 15.92	Ms G Evans
04-Sep-23	Coles	Public community events refreshments	\$ 57.90	Ms G Evans
04-Sep-23	Australia Post Mundaring	Excellence Awards - Corporate Services staff	\$ 167.85	Ms A E Douglas
04-Sep-23	Bunnings Group	Wheel for store room trolley	\$ 15.90	Ms C J Jones
05-Sep-23	Kmart	MECPC - Resources for children	\$ 93.20	Ms S Harlow
05-Sep-23	Malmalling Vineyard	Prize for Wildlife Photo Competition	\$ 50.52	Mrs C M Batty
05-Sep-23	Mundaring Arts Centre	Prize for Wildlife Photo Competition	\$ 250.00	Mrs C M Batty
05-Sep-23	Coles Mundaring	Extension cable	\$ 5.00	Ms C J Jones
05-Sep-23	Mundaring Tech	Charging cable	\$ 54.90	Mrs D W Wells
05-Sep-23	Mundaring Tech	Cable for chambers	\$ 24.95	Mrs D W Wells
05-Sep-23	Hills Fresh	Catering for Staff Excellence Award	\$ 36.49	Mrs P Heath
05-Sep-23	Subway Swan View	Food - MECPC Childcare	\$ 136.50	Mrs S E Broad

NAB Purchase Card Payments List for September 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
05-Sep-23	Mundaring Hotel	Prize for Wildlife Photo Competition	\$ 225.00	Mrs C M Batty
05-Sep-23	Blackwoods	Area Warden hard hats	\$ 76.85	Mrs R L McLaughlin
06-Sep-23	Woolworths Mundaring	Catering for CEO Farewell Function	\$ 39.40	Mrs P Heath
06-Sep-23	Coles	Catering for CEO Farewell Function	\$ 11.40	Mrs P Heath
06-Sep-23	Woolworths Mundaing	Catering for CEO Farewell Function	\$ 95.35	Ms A M Italiano
06-Sep-23	Gilberts Fresh Midland	Catering for Disability Inclusion Emergency Forum	\$ 249.96	Mrs K D White
06-Sep-23	99 Bikes	Car phone holder	\$ 171.00	Mr C M Cuthbert
06-Sep-23	Woolworths Mundaring	Catering for CEO Farewell Function	\$ 115.00	Ms A C Fernandez
06-Sep-23	Mundaring Florists By Design	Cards for departing employees	\$ 11.00	Ms A C Fernandez
06-Sep-23	Woolworths Mundaring	Catering for staff in-service	\$ 46.63	Ms S H Crawford
06-Sep-23	Seek Limited	Job Advertisement - Traineeship Cert 3 Early Childhood	\$ 214.50	Mrs D W Wells
06-Sep-23	Hills Fresh	Catering for CEO Farewell Function	\$ 14.50	Mrs P Heath
06-Sep-23	Subway Mundaring	Catering for CEO Farewell Function	\$ 50.00	Mrs P Heath
06-Sep-23	Australia Post Mundaring	Excellence Award - Companion Animal Administration Officer	\$ 55.95	Mrs C M Batty
06-Sep-23	Australia Post Mundaring	10 Years Employee Recognition Award - Administration Officer People & Culture	\$ 255.95	Ms A C Fernandez
07-Sep-23	Vistaprint Australia PTY	Business Cards - Manager Building & Health Service	\$ 49.98	Ms A E Douglas
07-Sep-23	Woolworths Mundaring	15 Years Employee Recognition Award - Manager Childrens Services	\$ 375.00	Ms A C Fernandez
07-Sep-23	Woolworths Mundaring	Catering for CEO Farewell Function	\$ 85.00	Mr S D Winfield
07-Sep-23	Australia Post Mundaring	15 Years Employee Recognition Award - Administration Officer Health	\$ 380.95	Ms A C Fernandez
08-Sep-23	Coles	Catering - CEO Farewell Function 8/9/23	\$ 30.00	Ms A M Italiano
08-Sep-23	Woolworths Mundaring	Catering - CEO Farewell Function 8/9/23	\$ 70.00	Ms A M Italiano
08-Sep-23	Woolworths Mundaring	Catering for Disability Inclusion Emergency Forum	\$ 111.74	Mrs K D White
08-Sep-23	Post Padding	MECPC - Safety Post pads	\$ 340.81	Ms S Harlow
08-Sep-23	Coles	Library public community event refreshments	\$ 24.25	Ms G Evans
08-Sep-23	Coles Mundaring	Catering for Bushfire Ready Market	\$ 54.40	Ms C J Jones
11-Sep-23	Coles	Library public community event refreshments	\$ 25.99	Ms G Evans
11-Sep-23	Coles	Office supplies	\$ 49.40	Ms G Evans
12-Sep-23	Officeworks	Replacement of projector and speaker	\$ 822.95	Ms R B McAllister
12-Sep-23	Miss Maud	Parent morning tea - "RU OK Day"	\$ 105.95	Ms R B McAllister
12-Sep-23	Coles Mundaring	Catering for Bushfire Ready Market	\$ 12.70	Ms C J Jones
12-Sep-23	DMIRS	Stock for Visitor Centre	\$ 9.50	Ms B M Beale
12-Sep-23	Baby Bunting	MECPC - Replacement change mats	\$ 103.90	Ms S Harlow
12-Sep-23	Campaign Monitor	Library bulk eNewsletter and marketing	\$ 147.64	Ms G Evans
13-Sep-23	Shop Red Nose	Safe Sleep Webinar Training - Midvale Hub	\$ 544.50	Mrs S E Broad
13-Sep-23	Kounta	Monthly Kounta subscription	\$ 220.00	Mr S D Winfield
13-Sep-23	JB Hi-Fi	AV new stock - adult	\$ 271.10	Ms A L Rowe
13-Sep-23	JB Hi-Fi	AV new stock - adult	\$ 100.93	Ms A L Rowe
13-Sep-23	Campaign Monitor	Library bulk enewsletter	\$ 147.57	Ms G Evans
14-Sep-23	The Artisan Mundaring	Catering for Mental Health and Wellbeing meeting	\$ 65.00	Mr C M Cuthbert
14-Sep-23	Coles	Library public community event refreshments	\$ 51.20	Ms G Evans
14-Sep-23	Subway Mundaring	Preparedness Advocates meeting refreshments	\$ 95.72	Ms C J Jones
15-Sep-23	Convention Centre CP	Conference Parking	\$ 24.23	Mr M R Luzi
15-Sep-23	Meta	Facebook post - "Keep Wildlife Safe"	\$ 5.00	Mrs P Heath
15-Sep-23	Bunnings	New axe for Light Tanker	\$ 153.00	Mr C M Cuthbert
15-Sep-23	Meta	Facebook post - "Keep Wildlife Safe"	\$ 4.82	Mrs C M Batty

NAB Purchase Card Payments List for September 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
15-Sep-23	The Good Guys	Fridge for Health Services lab	\$ 933.00	Ms S Elhani
16-Sep-23	Coles	Library public community event refreshments	\$ 6.00	Ms G Evans
16-Sep-23	Dew's	Drinks for Captain's dinner	\$ 214.50	Mr C M Cuthbert
17-Sep-23	Coles	Library public community event refreshments	\$ 36.20	Ms G Evans
18-Sep-23	Harvey Norman Online	iPad cables and frypan for kitchen - MECPC	\$ 102.00	Mrs S E Broad
18-Sep-23	Woolworths Belmont	Catering for parenting services staff training	\$ 24.50	Mrs J A Pearce
18-Sep-23	Acacia House	Book purchase	\$ 25.00	Ms G Evans
18-Sep-23	Spotlight	MECPC - Resources for children	\$ 315.00	Mrs S E Broad
18-Sep-23	Target	MECPC - Resources for children	\$ 92.00	Ms S Harlow
19-Sep-23	BCF Australia Stores	Equipment for Swim School	\$ 240.00	Ms S H Crawford
19-Sep-23	Australia Post Mundaring	20 Years Employee Recognition Award - Director Infrastructure Services	\$ 505.95	Ms A M Italiano
19-Sep-23	Australia Post Mundaring	10 Years Employee Recognition Award - Tandum Truck Driver	\$ 255.95	Ms A M Italiano
19-Sep-23	Kmart	Room resources - MECPC Childcare	\$ 273.00	Mrs S E Broad
19-Sep-23	Starlink - Lake Lesch	Starlink subscription - Lake Leschenaultia	\$ 139.00	Mr R J Grieves
20-Sep-23	Seek Limited	Job Advertisement - Coordinator Library Services	\$ 346.50	Mrs P Heath
20-Sep-23	Eventbrite	Registration for Environment Workshop	\$ 14.99	Mrs C M Batty
21-Sep-23	Meta	Facebook post - "Seedlings for Landcare"	\$ 40.00	Mrs P Heath
21-Sep-23	Strut Specialists	Gas struts	\$ 68.20	Mrs J N Dutton
21-Sep-23	Harvey Norman Online	Microwave for kitchen - MECPC	\$ 179.00	Mrs S E Broad
21-Sep-23	Coles	Catering for Statutory Services meeting	\$ 152.95	Mrs C M Batty
22-Sep-23	Seek	Job Advertisement - Building Projects Officer	\$ 390.50	Ms M Beley
22-Sep-23	Coles	10 Years Employee Recognition Award - Environmental Officer	\$ 250.00	Ms A C Fernandez
22-Sep-23	Australia Post Mundaring	15 Years Employee Recognition Award - Coordinator Libraries	\$ 380.95	Ms A C Fernandez
22-Sep-23	Australia Post Mundaring	10 Years Employee Recognition Award - Payroll Assistant	\$ 255.95	Ms A C Fernandez
26-Sep-23	Meta	Facebook post - "Seedlings for Landcare"	\$ 40.00	Mrs P Heath
26-Sep-23	Davis Instruments	Weatherlink Upgrade - Fire Weather	\$ 190.26	Mr C M Cuthbert
26-Sep-23	Seek	Job Advertisement - Coordinator Lake Leschenaultia	\$ 368.50	Mrs P Heath
26-Sep-23	Vistaprint Australia PTY	Business Cards for CEO	\$ 58.98	Ms A M Italiano
26-Sep-23	Seek	Job advertisement - Assets Officer	Refund -\$ 324.50	Ms M Beley
26-Sep-23	Seek	Job advertisement - Engineering Technician Officer Civil	Refund -\$ 324.50	Ms M Beley
26-Sep-23	JB Hi-Fi	KSP new AV adult stock	\$ 52.55	Ms A L Rowe
26-Sep-23	Australian Hotels Association WA	RSA certificate for CCBO	\$ 69.83	Mrs P Heath
26-Sep-23	The Reject Shop	Consumables for events	\$ 120.35	Mrs J A Pearce
26-Sep-23	NAB	Cardholder fee	\$ 15.00	
Total Purchase Card Payments			\$ 16,767.55	

**MONTHLY LIST OF FUELCARD TRANSACTIONS
SEPTEMBER 2023**

Transaction Date	Supplier	Registration	Model	Total Amount
30/08/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	55.24
30/08/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	77.87
30/08/2023	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	28.11
30/08/2023	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	38.53
30/08/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	40.32
31/08/2023	BP	806MDG	KIA CARNIVAL WAGON	96.00
31/08/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	34.12
1/09/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	127.98
2/09/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	39.72
2/09/2023	AMPOL	815MDG	TOYOTA HILUX SR (4x4) DOUBLE C/CHAS	53.33
2/09/2023	BP	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	81.09
2/09/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	20.54
2/09/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	37.47
2/09/2023	AMPOL	079MDG	TOYOTA LANDCRUISER UTE	76.30
2/09/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	52.78
3/09/2023	AMPOL	088MDG	TOYOTA LANDCRUISER WAGON	139.82
4/09/2023	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	85.16
4/09/2023	AMPOL	831MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	122.94
5/09/2023	SHELL	1GVW793	KIA SORENTO Si (4x4) 4D WAGON 2.2L	127.47
7/09/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	105.20
8/09/2023	AMPOL	1HY1923	HYUNDAI SANTA FE ACTIVE MPI (2WD) 4	84.35
8/09/2023	BP	806MDG	KIA CARNIVAL WAGON	97.22
9/09/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	82.89
11/09/2023	BP	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	126.31
11/09/2023	BP	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	89.20
12/09/2023	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	75.92
12/09/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	38.17
13/09/2023	BP	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	103.64
15/09/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/09/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
15/09/2023	MOTORPASS	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/09/2023	MOTORPASS	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
15/09/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/09/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
15/09/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	1.02
15/09/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	7.23
15/09/2023	MOTORPASS	071MDG	TOYOTA LANDCRUISER UTE	1.02
15/09/2023	MOTORPASS	071MDG	TOYOTA LANDCRUISER UTE	7.23
15/09/2023	MOTORPASS	072MDG	ISUZU TRUCK	1.02
15/09/2023	MOTORPASS	072MDG	ISUZU TRUCK	7.23
15/09/2023	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	1.02
15/09/2023	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	7.23
15/09/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	1.02
15/09/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	7.23
15/09/2023	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	1.02
15/09/2023	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	7.23
15/09/2023	MOTORPASS	081MDG	TOYOTA LANDCRUISER UTE	1.02
15/09/2023	MOTORPASS	081MDG	TOYOTA LANDCRUISER UTE	7.23
15/09/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	1.02
15/09/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	7.23
15/09/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	1.02
15/09/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	7.23
15/09/2023	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	1.02
15/09/2023	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	7.23
15/09/2023	MOTORPASS	092MDG	TOYOTA LANDCRUISER WAGON	1.02
15/09/2023	MOTORPASS	092MDG	TOYOTA LANDCRUISER WAGON	7.23
16/09/2023	AMPOL	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	133.48
17/09/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	41.74
18/09/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	111.78
18/09/2023	AMPOL	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	90.10
19/09/2023	BP	806MDG	KIA CARNIVAL WAGON	107.14
19/09/2023	AMPOL	831MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	119.10
20/09/2023	BP	808MDG	MINI COOPER S 5 SEAT (2WD)	109.78
21/09/2023	BP	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	121.14
21/09/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	67.58
21/09/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	43.38
21/09/2023	BP	090MDG	TOYOTA LANDCRUISER WAGON	102.01

**MONTHLY LIST OF FUELCARD TRANSACTIONS
SEPTEMBER 2023**

22/09/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	81.90
22/09/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	115.11
22/09/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	8.45
22/09/2023	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	95.41
22/09/2023	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	45.85
23/09/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	34.01
23/09/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	39.33
25/09/2023	Fleetcare	05MDG	ISUZU D-MAX SX HI-RIDE (4x4) CREW C	5.45
25/09/2023	Fleetcare	074MDG	TOYOTA HILUX SR (4x4) DUAL C/CHAS 3	5.45
25/09/2023	Fleetcare	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
25/09/2023	Fleetcare	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
25/09/2023	Fleetcare	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
25/09/2023	Fleetcare	1GPJ900	KIA CARNIVAL S 4D WAGON 2.2L	5.45
25/09/2023	Fleetcare	1GPJ901	KIA CERATO S 4D SEDAN 2.0L	5.45
25/09/2023	Fleetcare	1GPY520	KIA CERATO S 5D HATCHBACK 2.0L	5.45
25/09/2023	Fleetcare	1GQB662	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
25/09/2023	Fleetcare	1GRD416	HYUNDAI TUCSON GO CRDi (AWD) 4D WAG	5.45
25/09/2023	Fleetcare	1GVW793	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
25/09/2023	Fleetcare	1HY1923	HYUNDAI SANTA FE ACTIVE MPi (2WD) 4	5.45
25/09/2023	Fleetcare	801MDG	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
25/09/2023	Fleetcare	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
25/09/2023	Fleetcare	806MDG	KIA CARNIVAL WAGON	5.45
25/09/2023	Fleetcare	808MDG	MITSUBISHI OUTLANDER ES 5 SEAT (2WD	5.45
25/09/2023	Fleetcare	809MDG	NISSAN X-TRAIL ST-L (2WD) 4D WAGON	5.45
25/09/2023	Fleetcare	811MDG	KIA CARNIVAL PLATINUM 4D WAGON 3.3L	5.45
25/09/2023	Fleetcare	815MDG	TOYOTA HILUX SR (4x4) DOUBLE C/CHAS	5.45
25/09/2023	Fleetcare	816MDG	TOYOTA HILUX UTE	5.45
25/09/2023	Fleetcare	818MDG	SUBARU FORESTER 2.0i-L 4D WAGON 2.0	5.45
25/09/2023	Fleetcare	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
25/09/2023	Fleetcare	821MDG	ISUZU D-MAX SX (4x2) CREW C/CHAS 3.	5.45
25/09/2023	Fleetcare	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	5.45
25/09/2023	Fleetcare	825MDG	ISUZU D-MAX SX (4x2) CREW CAB UTILI	5.45
25/09/2023	Fleetcare	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	5.45
25/09/2023	Fleetcare	831MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
25/09/2023	Fleetcare	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	5.45
25/09/2023	Fleetcare	057MDG	ISUZU D-MAX SX (4x2) C/CHAS 3.0L	5.45
25/09/2023	Fleetcare	062MDG	ISUZU D-MAX SX (4x4) CREW C/CHAS 3.	5.45
25/09/2023	Fleetcare	071MDG	TOYOTA LANDCRUISER UTE	5.45
25/09/2023	Fleetcare	072MDG	ISUZU TRUCK	5.45
25/09/2023	Fleetcare	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	5.45
25/09/2023	Fleetcare	077MDG	TOYOTA LANDCRUISER UTE	5.45
25/09/2023	Fleetcare	079MDG	TOYOTA LANDCRUISER UTE	5.45
25/09/2023	Fleetcare	081MDG	TOYOTA LANDCRUISER UTE	5.45
25/09/2023	Fleetcare	084MDG	TOYOTA LANDCRUISER WAGON	5.45
25/09/2023	Fleetcare	087MDG	TOYOTA LANDCRUISER WAGON	5.45
25/09/2023	Fleetcare	088MDG	TOYOTA LANDCRUISER WAGON	5.45
25/09/2023	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	52.25
25/09/2023	Fleetcare	090MDG	TOYOTA LANDCRUISER WAGON	5.45
25/09/2023	Fleetcare	091MDG	ISUZU TRUCK	5.45
25/09/2023	BP	091MDG	ISUZU TRUCK	220.72
25/09/2023	Fleetcare	092MDG	TOYOTA LANDCRUISER WAGON	5.45
25/09/2023	Fleetcare	093MDG	TOYOTA LANDCRUISER WAGON	5.45
25/09/2023	Fleetcare	817MDG	HOLDEN COLORADO DX (4x2) C/CHAS 2.4	5.45
27/09/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	108.33
27/09/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	72.88
29/09/2023	Fleetcare	1HZT933	VOLKSWAGEN TIGUAN 235TSI R 4D WAGON	5.45
	Total			4,419.91

NAB Purchase Card Payments List for September 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
28-Aug-23	Trabasket Holdings Pty	Pool maintenance tools	\$ 15.95	Ms S H Crawford
28-Aug-23	Trabasket Holdings Pty	Pool maintenance tools	\$ 20.53	Ms S H Crawford
28-Aug-23	Bunnings	Departing Employee Benefit - Coordinator Lake and Aquatics	\$ 1,000.00	Ms A M Italiano
28-Aug-23	Bunnings	Powerpoint safety covers	\$ 4.10	Ms G Evans
28-Aug-23	Bunnings	Nuts for display stands	\$ 10.10	Ms G Evans
29-Aug-23	Woolworths Mundaring	Catering for Coordinator Aquatics Retirement	\$ 142.50	Mrs P Heath
29-Aug-23	Officeworks	MECPC - Resources for children	\$ 60.87	Ms S Harlow
29-Aug-23	Vistaprint Australia PTY	Business cards - Ranger	\$ 49.98	Ms A E Douglas
29-Aug-23	Planning Institute of Australia	Registration Fee - WA Awards Nomination - Coordinator Strategic Planning	\$ 253.00	Mrs C M Batty
29-Aug-23	Jaycar Electronics	Ethernet cables	\$ 20.90	Mr R J Grieves
29-Aug-23	7-Eleven	Food MECPC Childcare	\$ 24.00	Mrs S E Broad
29-Aug-23	Subway Mundaring	Catering for BFAC meeting	\$ 230.00	Ms C J Jones
30-Aug-23	Mundaring Tech	Mobile phone accessories	\$ 69.90	Mr M R Luzi
30-Aug-23	Kmart	MECPC - Resources for rooms	\$ 12.00	Ms S Harlow
30-Aug-23	Coles Swan View	Public community event refreshments and supplies	\$ 63.35	Ms G Evans
30-Aug-23	Coles Swan View	Public community event refreshments and supplies	\$ 99.98	Ms G Evans
31-Aug-23	The Artisan Mundaring	Catering for Coordinator Aquatics Retirement	\$ 70.00	Mrs P Heath
31-Aug-23	Woolworths Mundaring	Catering for Coordinator Aquatics Retirement	\$ 7.70	Mrs P Heath
31-Aug-23	Ikea Pty Ltd	MECPC - Replacement sofa	\$ 478.00	Ms S Harlow
31-Aug-23	Officeworks	ERFDC - Children's resources	\$ 16.16	Mrs G L Crosse
31-Aug-23	JB Hi-Fi	New adult AV stock	\$ 130.45	Ms A L Rowe
31-Aug-23	JB Hi-Fi	New adult AV stock	\$ 84.91	Ms A L Rowe
31-Aug-23	Campaign Monitor	Visitor Centre newsletter	\$ 22.48	Mrs P Heath
31-Aug-23	Subway Swan View	Catering for Men's group cultural workshop	\$ 110.00	Ms R B McAllister
01-Sep-23	Pricesavers Midland	Resources - MECPC Childcare	\$ 16.00	Mrs S E Broad
01-Sep-23	Chemist Warehouse	Panadol - MECPC Childcare	\$ 25.98	Mrs S E Broad
01-Sep-23	Australia Post Mundaring	Benefit to Departing Employee - CEO	\$ 380.95	Ms A C Fernandez
01-Sep-23	Woolworths Ellenbrook	ERFDC - Resources for children's activities	\$ 14.40	Mrs G L Crosse
01-Sep-23	Woolworths Mundaring	Catering for Operations CEO Farewell function	\$ 102.95	Mrs R L McLaughlin
01-Sep-23	Stoneville Liquor	Drinks for Operations CEO Farewell function	\$ 227.95	Mrs R L McLaughlin
02-Sep-23	Childcare Centre Desktop	MECPC - Childcare subscription	\$ 147.00	Ms S Harlow
03-Sep-23	Coles	Staff Excellence Award - Communications Specialist	\$ 55.00	Mrs P Heath
04-Sep-23	Fantastic Furniture	MECPC - Furniture replacement	\$ 268.00	Ms S Harlow
04-Sep-23	Coles	Kitchen supplies	\$ 15.92	Ms G Evans
04-Sep-23	Coles	Public community events refreshments	\$ 57.90	Ms G Evans
04-Sep-23	Australia Post Mundaring	Excellence Awards - Corporate Services staff	\$ 167.85	Ms A E Douglas
04-Sep-23	Bunnings Group	Wheel for store room trolley	\$ 15.90	Ms C J Jones
05-Sep-23	Kmart	MECPC - Resources for children	\$ 93.20	Ms S Harlow
05-Sep-23	Malmalling Vineyard	Prize for Wildlife Photo Competition	\$ 50.52	Mrs C M Batty
05-Sep-23	Mundaring Arts Centre	Prize for Wildlife Photo Competition	\$ 250.00	Mrs C M Batty
05-Sep-23	Coles Mundaring	Extension cable	\$ 5.00	Ms C J Jones
05-Sep-23	Mundaring Tech	Charging cable	\$ 54.90	Mrs D W Wells
05-Sep-23	Mundaring Tech	Cable for chambers	\$ 24.95	Mrs D W Wells
05-Sep-23	Hills Fresh	Catering for Staff Excellence Award	\$ 36.49	Mrs P Heath
05-Sep-23	Subway Swan View	Food - MECPC Childcare	\$ 136.50	Mrs S E Broad

NAB Purchase Card Payments List for September 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
05-Sep-23	Mundaring Hotel	Prize for Wildlife Photo Competition	\$ 225.00	Mrs C M Batty
05-Sep-23	Blackwoods	Area Warden hard hats	\$ 76.85	Mrs R L McLaughlin
06-Sep-23	Woolworths Mundaring	Catering for CEO Farewell Function	\$ 39.40	Mrs P Heath
06-Sep-23	Coles	Catering for CEO Farewell Function	\$ 11.40	Mrs P Heath
06-Sep-23	Woolworths Mundaing	Catering for CEO Farewell Function	\$ 95.35	Ms A M Italiano
06-Sep-23	Gilberts Fresh Midland	Catering for Disability Inclusion Emergency Forum	\$ 249.96	Mrs K D White
06-Sep-23	99 Bikes	Car phone holder	\$ 171.00	Mr C M Cuthbert
06-Sep-23	Woolworths Mundaring	Catering for CEO Farewell Function	\$ 115.00	Ms A C Fernandez
06-Sep-23	Mundaring Florists By Design	Cards for departing employees	\$ 11.00	Ms A C Fernandez
06-Sep-23	Woolworths Mundaring	Catering for staff in-service	\$ 46.63	Ms S H Crawford
06-Sep-23	Seek Limited	Job Advertisement - Traineeship Cert 3 Early Childhood	\$ 214.50	Mrs D W Wells
06-Sep-23	Hills Fresh	Catering for CEO Farewell Function	\$ 14.50	Mrs P Heath
06-Sep-23	Subway Mundaring	Catering for CEO Farewell Function	\$ 50.00	Mrs P Heath
06-Sep-23	Australia Post Mundaring	Excellence Award - Companion Animal Administration Officer	\$ 55.95	Mrs C M Batty
06-Sep-23	Australia Post Mundaring	10 Years Employee Recognition Award - Administration Officer People & Culture	\$ 255.95	Ms A C Fernandez
07-Sep-23	Vistaprint Australia PTY	Business Cards - Manager Building & Health Service	\$ 49.98	Ms A E Douglas
07-Sep-23	Woolworths Mundaring	15 Years Employee Recognition Award - Manager Childrens Services	\$ 375.00	Ms A C Fernandez
07-Sep-23	Woolworths Mundaring	Catering for CEO Farewell Function	\$ 85.00	Mr S D Winfield
07-Sep-23	Australia Post Mundaring	15 Years Employee Recognition Award - Administration Officer Health	\$ 380.95	Ms A C Fernandez
08-Sep-23	Coles	Catering - CEO Farewell Function 8/9/23	\$ 30.00	Ms A M Italiano
08-Sep-23	Woolworths Mundaring	Catering - CEO Farewell Function 8/9/23	\$ 70.00	Ms A M Italiano
08-Sep-23	Woolworths Mundaring	Catering for Disability Inclusion Emergency Forum	\$ 111.74	Mrs K D White
08-Sep-23	Post Padding	MECPC - Safety Post pads	\$ 340.81	Ms S Harlow
08-Sep-23	Coles	Library public community event refreshments	\$ 24.25	Ms G Evans
08-Sep-23	Coles Mundaring	Catering for Bushfire Ready Market	\$ 54.40	Ms C J Jones
11-Sep-23	Coles	Library public community event refreshments	\$ 25.99	Ms G Evans
11-Sep-23	Coles	Office supplies	\$ 49.40	Ms G Evans
12-Sep-23	Officeworks	Replacement of projector and speaker	\$ 822.95	Ms R B McAllister
12-Sep-23	Miss Maud	Parent morning tea - "RU OK Day"	\$ 105.95	Ms R B McAllister
12-Sep-23	Coles Mundaring	Catering for Bushfire Ready Market	\$ 12.70	Ms C J Jones
12-Sep-23	DMIRS	Stock for Visitor Centre	\$ 9.50	Ms B M Beale
12-Sep-23	Baby Bunting	MECPC - Replacement change mats	\$ 103.90	Ms S Harlow
12-Sep-23	Campaign Monitor	Library bulk eNewsletter and marketing	\$ 147.64	Ms G Evans
13-Sep-23	Shop Red Nose	Safe Sleep Webinar Training - Midvale Hub	\$ 544.50	Mrs S E Broad
13-Sep-23	Kounta	Monthly Kounta subscription	\$ 220.00	Mr S D Winfield
13-Sep-23	JB Hi-Fi	AV new stock - adult	\$ 271.10	Ms A L Rowe
13-Sep-23	JB Hi-Fi	AV new stock - adult	\$ 100.93	Ms A L Rowe
13-Sep-23	Campaign Monitor	Library bulk enewsletter	\$ 147.57	Ms G Evans
14-Sep-23	The Artisan Mundaring	Catering for Mental Health and Wellbeing meeting	\$ 65.00	Mr C M Cuthbert
14-Sep-23	Coles	Library public community event refreshments	\$ 51.20	Ms G Evans
14-Sep-23	Subway Mundaring	Preparedness Advocates meeting refreshments	\$ 95.72	Ms C J Jones
15-Sep-23	Convention Centre CP	Conference Parking	\$ 24.23	Mr M R Luzi
15-Sep-23	Meta	Facebook post - "Keep Wildlife Safe"	\$ 5.00	Mrs P Heath
15-Sep-23	Bunnings	New axe for Light Tanker	\$ 153.00	Mr C M Cuthbert
15-Sep-23	Meta	Facebook post - "Keep Wildlife Safe"	\$ 4.82	Mrs C M Batty

NAB Purchase Card Payments List for September 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
15-Sep-23	The Good Guys	Fridge for Health Services lab	\$ 933.00	Ms S Elhani
16-Sep-23	Coles	Library public community event refreshments	\$ 6.00	Ms G Evans
16-Sep-23	Dew's	Drinks for Captain's dinner	\$ 214.50	Mr C M Cuthbert
17-Sep-23	Coles	Library public community event refreshments	\$ 36.20	Ms G Evans
18-Sep-23	Harvey Norman Online	iPad cables and frypan for kitchen - MECPC	\$ 102.00	Mrs S E Broad
18-Sep-23	Woolworths Belmont	Catering for parenting services staff training	\$ 24.50	Mrs J A Pearce
18-Sep-23	Acacia House	Book purchase	\$ 25.00	Ms G Evans
18-Sep-23	Spotlight	MECPC - Resources for children	\$ 315.00	Mrs S E Broad
18-Sep-23	Target	MECPC - Resources for children	\$ 92.00	Ms S Harlow
19-Sep-23	BCF Australia Stores	Equipment for Swim School	\$ 240.00	Ms S H Crawford
19-Sep-23	Australia Post Mundaring	20 Years Employee Recognition Award - Director Infrastructure Services	\$ 505.95	Ms A M Italiano
19-Sep-23	Australia Post Mundaring	10 Years Employee Recognition Award - Tandum Truck Driver	\$ 255.95	Ms A M Italiano
19-Sep-23	Kmart	Room resources - MECPC Childcare	\$ 273.00	Mrs S E Broad
19-Sep-23	Starlink - Lake Lesch	Starlink subscription - Lake Leschenaultia	\$ 139.00	Mr R J Grieves
20-Sep-23	Seek Limited	Job Advertisement - Coordinator Library Services	\$ 346.50	Mrs P Heath
20-Sep-23	Eventbrite	Registration for Environment Workshop	\$ 14.99	Mrs C M Batty
21-Sep-23	Meta	Facebook post - "Seedlings for Landcare"	\$ 40.00	Mrs P Heath
21-Sep-23	Strut Specialists	Gas struts	\$ 68.20	Mrs J N Dutton
21-Sep-23	Harvey Norman Online	Microwave for kitchen - MECPC	\$ 179.00	Mrs S E Broad
21-Sep-23	Coles	Catering for Statutory Services meeting	\$ 152.95	Mrs C M Batty
22-Sep-23	Seek	Job Advertisement - Building Projects Officer	\$ 390.50	Ms M Beley
22-Sep-23	Coles	10 Years Employee Recognition Award - Environmental Officer	\$ 250.00	Ms A C Fernandez
22-Sep-23	Australia Post Mundaring	15 Years Employee Recognition Award - Coordinator Libraries	\$ 380.95	Ms A C Fernandez
22-Sep-23	Australia Post Mundaring	10 Years Employee Recognition Award - Payroll Assistant	\$ 255.95	Ms A C Fernandez
26-Sep-23	Meta	Facebook post - "Seedlings for Landcare"	\$ 40.00	Mrs P Heath
26-Sep-23	Davis Instruments	Weatherlink Upgrade - Fire Weather	\$ 190.26	Mr C M Cuthbert
26-Sep-23	Seek	Job Advertisement - Coordinator Lake Leschenaultia	\$ 368.50	Mrs P Heath
26-Sep-23	Vistaprint Australia PTY	Business Cards for CEO	\$ 58.98	Ms A M Italiano
26-Sep-23	Seek	Job advertisement - Assets Officer	Refund -\$ 324.50	Ms M Beley
26-Sep-23	Seek	Job advertisement - Engineering Technician Officer Civil	Refund -\$ 324.50	Ms M Beley
26-Sep-23	JB Hi-Fi	KSP new AV adult stock	\$ 52.55	Ms A L Rowe
26-Sep-23	Australian Hotels Association WA	RSA certificate for CCBO	\$ 69.83	Mrs P Heath
26-Sep-23	The Reject Shop	Consumables for events	\$ 120.35	Mrs J A Pearce
26-Sep-23	NAB	Cardholder fee	\$ 15.00	
Total Purchase Card Payments			\$ 16,767.55	

**MONTHLY LIST OF FUELCARD TRANSACTIONS
AUGUST 2023**

Transaction Date	Supplier	Registration	Model	Total Amount
31/08/2023	Fleetcare	05MDG	ISUZU D-MAX SX HI-RIDE (4x4) CREW C	5.45
23/08/2023	AMPOL	074MDG	TOYOTA HILUX SR (4x4) DUAL C/CHAS 3	74.44
31/08/2023	Fleetcare	074MDG	TOYOTA HILUX SR (4x4) DUAL C/CHAS 3	5.45
29/07/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	35.45
5/08/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	47.84
15/08/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/08/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
26/08/2023	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	52.38
31/08/2023	Fleetcare	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
15/08/2023	MOTORPASS	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/08/2023	MOTORPASS	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
31/08/2023	Fleetcare	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
15/08/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/08/2023	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
31/08/2023	Fleetcare	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
6/08/2023	SHELL	1GPJ900	KIA CARNIVAL S 4D WAGON 2.2L	132.08
31/08/2023	Fleetcare	1GPJ900	KIA CARNIVAL S 4D WAGON 2.2L	5.45
31/08/2023	Fleetcare	1GPJ901	KIA CERATO S 4D SEDAN 2.0L	5.45
31/08/2023	Fleetcare	1GPY520	KIA CERATO S 5D HATCHBACK 2.0L	5.45
31/08/2023	Fleetcare	1GQB662	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
31/08/2023	Fleetcare	1GRD416	HYUNDAI TUCSON GO CRDi (AWD) 4D WAG	5.45
11/08/2023	SHELL	1GVW793	KIA SORENTO Si (4x4) 4D WAGON 2.2L	127.62
20/08/2023	SHELL	1GVW793	KIA SORENTO Si (4x4) 4D WAGON 2.2L	89.80
31/08/2023	Fleetcare	1GVW793	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
31/08/2023	Fleetcare	1HY1923	HYUNDAI SANTA FE ACTIVE MPI (2WD) 4	5.45
31/08/2023	Fleetcare	801MDG	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
3/08/2023	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	74.17
15/08/2023	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	82.14
21/08/2023	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	70.62
28/08/2023	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	98.42
31/08/2023	Fleetcare	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
4/08/2023	BP	806MDG	KIA CARNIVAL WAGON	102.99
14/08/2023	BP	806MDG	KIA CARNIVAL WAGON	105.93
22/08/2023	BP	806MDG	KIA CARNIVAL WAGON	89.55
31/08/2023	Fleetcare	806MDG	KIA CARNIVAL WAGON	5.45
9/08/2023	BP	808MDG	MINI COOPER S 5D HATCHBACK 2.0L	96.41
31/08/2023	Fleetcare	808MDG	MINI COOPER S 5D HATCHBACK 2.0L	5.45
31/08/2023	Fleetcare	809MDG	NISSAN X-TRAIL ST-L (2WD) 4D WAGON	5.45
31/08/2023	Fleetcare	811MDG	KIA CARNIVAL PLATINUM 4D WAGON 3.3L	5.45
13/08/2023	BP	815MDG	TOYOTA HILUX SR (4x4) DOUBLE C/CHAS	58.59
18/08/2023	AMPOL	815MDG	TOYOTA HILUX SR (4x4) DOUBLE C/CHAS	62.90
31/08/2023	Fleetcare	815MDG	TOYOTA HILUX SR (4x4) DOUBLE C/CHAS	5.45
14/08/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	136.61
15/08/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	1.02
15/08/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	7.23
23/08/2023	MOTORPASS	816MDG	TOYOTA HILUX UTE	131.05
31/08/2023	Fleetcare	816MDG	TOYOTA HILUX UTE	5.45
31/08/2023	Fleetcare	818MDG	SUBARU FORESTER 2.0i-L 4D WAGON 2.0	5.45
2/08/2023	BP	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	123.83
16/08/2023	BP	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	127.83
25/08/2023	BP	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	105.02
31/08/2023	Fleetcare	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
31/08/2023	Fleetcare	821MDG	ISUZU D-MAX SX (4x2) CREW C/CHAS 3.	5.45
3/08/2023	AMPOL	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	124.85
13/08/2023	AMPOL	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	115.45
31/08/2023	Fleetcare	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	5.45
31/08/2023	Fleetcare	825MDG	ISUZU D-MAX SX (4x2) CREW CAB UTILI	5.45
7/08/2023	AMPOL	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	88.01
7/08/2023	AMPOL	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	88.01
7/08/2023	AMPOL	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	88.01
15/08/2023	BP	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	87.55
24/08/2023	BP	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	82.51
31/08/2023	Fleetcare	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	5.45
11/08/2023	AMPOL	831MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	123.26
31/08/2023	Fleetcare	831MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
11/08/2023	BP	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	100.98
29/08/2023	BP	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	108.65

**MONTHLY LIST OF FUELCARD TRANSACTIONS
AUGUST 2023**

31/08/2023	Fleetcare	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	5.45
31/08/2023	Fleetcare	057MDG	ISUZU D-MAX SX (4x2) C/CHAS 3.0L	5.45
31/08/2023	Fleetcare	062MDG	ISUZU D-MAX SX (4x4) CREW C/CHAS 3.	5.45
15/08/2023	MOTORPASS	071MDG	TOYOTA LANDCRUISER UTE	1.02
15/08/2023	MOTORPASS	071MDG	TOYOTA LANDCRUISER UTE	7.23
31/08/2023	Fleetcare	071MDG	TOYOTA LANDCRUISER UTE	5.45
15/08/2023	MOTORPASS	072MDG	ISUZU TRUCK	1.02
15/08/2023	MOTORPASS	072MDG	ISUZU TRUCK	7.23
31/08/2023	Fleetcare	072MDG	ISUZU TRUCK	5.45
15/08/2023	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	1.02
15/08/2023	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	7.23
19/08/2023	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	220.15
19/08/2023	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	36.13
31/08/2023	Fleetcare	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	5.45
5/08/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	34.04
15/08/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	1.02
15/08/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	7.23
26/08/2023	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	56.42
31/08/2023	Fleetcare	077MDG	TOYOTA LANDCRUISER UTE	5.45
29/07/2023	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	34.96
6/08/2023	AMPOL	079MDG	TOYOTA LANDCRUISER UTE	49.27
15/08/2023	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	1.02
15/08/2023	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	7.23
31/08/2023	Fleetcare	079MDG	TOYOTA LANDCRUISER UTE	5.45
15/08/2023	MOTORPASS	081MDG	TOYOTA LANDCRUISER UTE	1.02
15/08/2023	MOTORPASS	081MDG	TOYOTA LANDCRUISER UTE	7.23
31/08/2023	Fleetcare	081MDG	TOYOTA LANDCRUISER UTE	5.45
15/08/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	1.02
15/08/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	7.23
19/08/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	45.81
26/08/2023	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	38.75
31/08/2023	Fleetcare	084MDG	TOYOTA LANDCRUISER WAGON	5.45
30/07/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	55.41
15/08/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	1.02
15/08/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	7.23
24/08/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	43.63
26/08/2023	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	46.14
31/08/2023	Fleetcare	087MDG	TOYOTA LANDCRUISER WAGON	5.45
6/08/2023	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	107.99
15/08/2023	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	1.02
15/08/2023	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	7.23
31/08/2023	Fleetcare	088MDG	TOYOTA LANDCRUISER WAGON	5.45
31/08/2023	Fleetcare	090MDG	TOYOTA LANDCRUISER WAGON	5.45
12/08/2023	BP	091MDG	ISUZU TRUCK	110.52
24/08/2023	BP	091MDG	ISUZU TRUCK	110.30
31/08/2023	Fleetcare	091MDG	ISUZU TRUCK	5.45
15/08/2023	MOTORPASS	092MDG	TOYOTA LANDCRUISER WAGON	1.02
15/08/2023	MOTORPASS	092MDG	TOYOTA LANDCRUISER WAGON	7.23
31/08/2023	Fleetcare	092MDG	TOYOTA LANDCRUISER WAGON	5.45
31/08/2023	Fleetcare	093MDG	TOYOTA LANDCRUISER WAGON	5.45
31/08/2023	Fleetcare	817MDG	HOLDEN COLORADO DX (4x2) C/CHAS 2.4	5.45
	Total			\$ 4,201.75

11.0 COUNCIL MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.0 URGENT BUSINESS (LATE REPORTS)

13.0 CONFIDENTIAL REPORTS

Meeting Closed to Public

The Local Government Act 1995, Part 5, Section 5.23 states in part:

- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees; and
 - (b) the personal affairs of any person; and
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.

RECOMMENDATION

That Council closes the meeting to members of the public, in accordance with s5.23(2) of *the Local Government Act 1995*, in order to consider the confidential reports as detailed below:

13.1 Reports of CEO Performance Review Committee 10 October 2023

Item 13.1 is considered confidential in accordance with the Local Government Act 1995 section 5.23(2) (a) as it contains information relating to a matter affecting an employee or employees.

14.0 CLOSING PROCEDURES

14.1 Date, Time and Place of the Next Meeting

The next Ordinary Council meeting will be held on Tuesday, 12 December 2023 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting