



28 July 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, 8 August 2023.

The attached agenda is presented for your consideration.

Yours sincerely

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Please Note

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



AGENDA
ORDINARY COUNCIL MEETING
8 AUGUST 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 Matthew Corica Cr Karen Beale	West Ward West Ward
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Absent

Staff

Guests	Andrea Southam Rochelle Werrett	Executive Officer – Bendigo Bank Director – Bendigo Bank
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**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 Response to Questions Taken on Notice Ordinary Council meeting 11 July 2023 - Mr John Bell

At the Ordinary Council meeting held 11 July 2023, Mr John Bell of Mt Helena asked a number of questions which were taken on notice in regards to LED event signage installed in three parks within the Shire. A response was provided to Mr Bell by the Chief Executive Officer referring him to previous correspondence, in particular correspondence dated 31 May 2023 and 29 June 2023, about this matter.

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

6.1 Application for Leave of Absence - Cr Neridah Zlatnik

Cr Zlatnik has advised of her request for leave of absence from 6 September 2023 to 15 September 2023 (inclusive) and 1 November 2023 to 15 November 2023 (inclusive).

MOTION

That Cr Zlatnick be granted leave of absence from all meetings of Council held between:

- 6 September 2023 to 15 September 2023 (inclusive); and
- 1 November 2023 to 15 November 2023 (inclusive)

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 11 July 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

Nil

9.0 REPORTS OF COMMITTEES

9.1 Reports of CEO Performance Review Committee 25 July 2023

Refer to item 13.1

9.2 Reports of Special Governance Committee 25 July 2023

9.2.1 Policy Review - Community Leases - for the purpose of consultation

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 - Communication Plan ↓5. Community Leases Policy - OR-24 ↓6. Draft Reviewed Community Leases Policy (with track changes) ↓7. Appendix 1 Classification of tenants (with track changes) ↓8. Appendix 2 Community Leases Guidelines (with track changes) ↓9. Updated - Appendix 2 Community Leases Guidelines SGC1.07.23 ↓

SUMMARY

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 been drafted to provide further clarification on the provisions of the updated “Community Leases Policy”.

There are currently 48 community leases encompassing a range of community groups and organisations across the Shire. As such, a communication plan (**Attachment 4**) is attached to inform current lessees of how the proposed draft “Community Leases Policy” will affect new leases, and the renewal of leases with the Shire.

The Committee is asked to review and endorse the updated draft “Community Leases Policy” for the purpose of consultation.

BACKGROUND

The current Community Leases Policy (OR-24) adopted in April 2019 has been provided as **Attachment 5**. 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 organisations operating without a lease agreement for an extended period of time.

On 20 March 2023, the Governance Committee workshop meeting identified issues to be considered in the policy review including:

- lease categories;
- rent calculation to factor condition of building and the actual space used;

- inclusion of timelines for signing of lease; and
- inclusion of a table of responsibilities.

Members of the Committee advised that they had received anecdotal feedback that there is a level of ambiguity in the Shire's Standard Lease and the Terms and Conditions initially prepared by McLeods solicitors in 2012.

A letter from Playgroup WA advocating for Playgroups in the Shire was sent to council members appointed to the Committee on 4 April 2023 and was also forwarded to staff.

At the Governance Committee workshop held 15 May 2023, a discussion paper was presented with a revised draft policy, which was further amended after discussion by committee members.

The reviewed "Community Leases Policy" was presented to a Governance Committee meeting held 19 June 2023 where the following recommendation to Council was made by the Committee:

*"That Council endorses the draft "Community Leases Policy" (**Attachment 1**) for the purpose of consultation."*

At the Ordinary Council Meeting held 11 July 2023, Council subsequently resolved as follows:

- A. *That the item be referred back to the Governance Committee for further consideration.*
- B. *Reason for the change to the officer recommendation:*
The Community Leases Policy is a complex document that has significant implications for community organisations and the Shire of Mundaring. While the policy is largely complete, discussions and questions from council members since the Governance Committee meeting to recommend the policy for community consultation purposes, would indicate that the policy needs further clarity especially in regards to maintenance obligations of the Shire and lessees.

Further to this resolution of Council, the policy was referred to the Governance Committee workshop held 17 July 2023.

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.

Feedback received from the Governance Committee members has been used to inform the review of the "Community Leases Policy" and the communication plan provides

information on how the current lessees will be advised of the proposed draft “Community Leases Policy”.

It is proposed that the existing policy will be replaced by the new draft policy.

FINANCIAL IMPLICATIONS

The most significant financial implication of the updated draft, is the reduction in the rental fee for community groups / organisations (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 \$15,416.

It is 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 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

Governance

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

A letter from Playgroup WA advocating for Playgroups in the Shire was sent to council members appointed to the Governance Committee on 4 April 2023. This letter was also forwarded to staff. The letter has been considered in the process of drafting the policy. Staff are aware that there has been further correspondence between council members and external parties (i.e. Playgroups WA).

All current Lessees will be contacted, through Engage Mundaring, inviting them to comment on the updated “Community Leases Policy” for their groups/organisations. Ratepayers will also have an opportunity to provide comment on the draft “Community Leases Policy” and associated documents. A question will be included to determine respondents who are current Lessees or Ratepayers. Further information is outlined in the attached communication plan.

COMMENT

The current Community Leases Policy (OR-24) has been reviewed to include suggestions from the Governance Committee where appropriate. Other local government policies dealing with Community Leases were utilised to inform changes including [City of Vincent](#), [City of Nedlands](#), [City of Bayswater](#) and [City of Kalamunda](#).

The following is a summary of current issues noted with Community Leases Policy (OR-24) since its adoption in 2019:

- Rent amount varied from policy fee by Council (6)
- Insurance excess waived (1)
- Two playgroups have no current lease

Leases established prior to 2019 carry over a range of terms inconsistent with the existing “Community Leases Policy” (OR-24).

- Rent amount set to a dollar value (9 leases)
- Maintenance caps reduced or lessees responsible for all maintenance

- Insurance excess reduced or no excess charged
- Historical GRV value applied to Category C

To provide a consistent, transparent and equitable approach to Council entering into formal lease agreements a number of subheadings have been amended, these include:

- Item 4.1 - Occupancy Agreements
- Item 4.2 - Classification of Tenants
- Item 4.3 - Fee Structure
- Item 4.4 - Standard Community Lease
 - 4.4.2 Variation
 - 4.4.3 Timing.
 - 4.4.4 Maintenance Responsibilities
- Item 4.5 - Lease Renewal For Existing Lessees

For clarity, further information on why each of these subheadings have been included are detailed below.

Type of occupancy agreements

Inclusion of ‘management agreement’ to cover community leases with no associated building (i.e. community gardens) and current Memorandum of Understanding (7) between the Shire and community groups for storage of equipment.

This clause provides greater options to classify occupancy agreements executed by the Shire.

Classification of tenants

The initial classification of tenants proposed in the draft “Community Leases Policy” (Category One, Category Two and Category Three) is outlined in the below table and was presented to the 19 June 2023 Governance Committee meeting.

There have been no further changes to the classification of tenants following the 11 July 2023 Ordinary Council Meeting.

Eligibility criteria for the three categories have been included in the updated “Community Leases Policy” and Appendix 1: Classification of Tenants and is summarised in the table below. Changes as presented to the 19 June Governance Committee meeting and subsequent changes following the 11 July 2023 Ordinary Council Meeting are also listed.

Category name	Specific eligibility criteria in relation to group / organisation structure and revenue
Category One: incorporates leases previously categorised as A and B in Community Leases Policy (OR-24)	<p>Category One leases are locally based, not-for-profit groups/organisations with a voluntary management committee and comprised mainly of local representatives. The group/organisation has limited capacity to generate additional 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>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: Classification of Tenants.</p>

Category Two: incorporates leases previously categorised as Category C in Community Leases Policy (OR-24)	Category Two leases are incorporated associations, groups and not-for-profit organisations run by paid staff, or paid staff and volunteers; and, with significant administration resources. The Lessee has access to ongoing operating 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.
Category Three (new lease category not previously catered for in the current Community Leases Policy (OR-24)	Category Three is proposed to be added and covers existing leases with three (3) Child Health Community Centre which are a shared service arrangement with state or federal agencies.

Feedback previously received from some community groups / organisations has been considered when redefining the categories. It is expected that combining the current community groups / organisations who are in Category A and Category B under one category; Category One, will result in less requests for rental fees to be submitted to Council for variation.

Fee structure

The Fee models in the current Community Leases Policy (OR-24) are as follows:

- Peppercorn rent (Category A)
- Community Rent with a fee per square metre (Category B)
- percentage of Market value (Category C)

The initial fee structure as proposed in the reviewed "Community Leases Policy" presented to the 19 June 2023 Governance Committee meeting and the proposed amendments to the updated "Community Leases Policy" following the 11 July 2023 Ordinary Council Meeting are outlined in the below table:

Categories	Current fee model	Proposed fee model
Category One	Peppercorn rent (Cat A) or fee per metres (Cat B), outgoing, capped minor maintenance (except structural).	<p>Initial amended fee structure as included in the reviewed "Community Leases Policy" and associated documents presented to the 19 June 2023 Governance Committee Meeting:</p> <ul style="list-style-type: none"> • Peppercorn rent, lessee is responsible for outgoing, "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>Amendments as included in the updated "Community Leases Policy" and associated documents presented attached to this report following the – 11 July 2023 Ordinary Council Meeting:</p>

		<ul style="list-style-type: none"> • Include yearly capped minor maintenance. • Removal of “once-off” maximum amount for maintenance item. • Lessee contribution to 50% of insurance excess has been removed.
Category Two	50% of market rent value (Cat C), discounted if applicable. Capped minor maintenance (except structural).	<p>Initial amended fee structure as included in the reviewed “Community Leases Policy” and associated documents presented to the 19 June 2023 Governance Committee Meeting:</p> <ul style="list-style-type: none"> • Market rent, discounted as per 4.3.1, lessee is responsible for outgoings, all minor maintenance and repairs costs, and capital upgrades. Initial term is 10 years with option of 1 x 10 years. Fee is objective and has direct relationship to the value of the community facility. <p>There have been no further changes to the proposed fee structure for Category Two following the 11 July 2023 Ordinary Council Meeting.</p>
Category Three	N/A	<p>Initial fee structure as included in the reviewed “Community Leases Policy” and associated documents presented to the 19 June 2023 Governance Committee Meeting:</p> <ul style="list-style-type: none"> • Peppercorn rent, lessee is responsible for outgoings, all minor maintenance and repairs costs, and capital upgrades. Initial. Term is 10 years with option of 1 x 10 years. Low fee, simple to administer. <p>There have been no further changes to the proposed fee structure for Category Three following the 11 July 2023 Ordinary Council Meeting.</p>

The following items were included in the reviewed “Community Leases Policy” presented to the 19 June 2023 Governance Committee Meeting with no further changes proposed the updated “Community Leases Policy” following the 11 July 2023 Ordinary Council Meeting.

- Period of tenure was not clearly stipulated and has been informed by a review of other local governments’ community leases. It is generally thought that groups/ organisations on a longer lease tenure are more likely to invest in building development. Additionally, longer lease tenures are better suited for community group/organisations seeking grants.

- A note was provided to reflect (3) historical leases where lessees negotiated a peppercorn lease with full responsibility for the leased property building maintenance, including structural maintenance.
- The financial implications of recommended fee structure considered the group's / organisation's ability to pay and their benefit derived from sole use in relation to Shire's capacity to reinvest funds in new building/ refurbishment and the staffing requirements to ensure suitable asset management.
- Given the financial viability of groups generally allocated to Category Two and Category Three there is an expectation that the lessees will provide a 50% contribution to the insurance excess.

Standard community lease

Initial changes to the standard community lease as included in the reviewed "Community Leases Policy" presented to 19 June 2023 Governance Committee Meeting:

- Variation clause was inserted to capture request for variation of existing leases as a result of lessee change of circumstances.
- A timing incentive was inserted to ensure timeliness of community groups signing a lease agreement.
- Maintenance responsibilities from the standard community lease has been summarised in Appendix 2: Community Leases Guideline.
- Additionally, Appendix 2: Community Leases Guidelines (**Attachment 3**) provides potential and existing lessee(s) an explanation of terminology used in lease agreements, a schedule of maintenance obligations and responsibilities, and a range frequently asked questions. The guidelines will be available on the Shire website for greater access and transparency.

Further changes included in the updated "Community Leases Policy" following the 11 July 2023 Ordinary Council Meeting:

- Detailed requirement for Category One Lessees to record their maintenance expenditure towards maximum yearly cap.
- Further detail has been added to Appendix 2: Community Leases Guidelines pertaining to structural maintenance, casual hire, the process to request capital works, building insurance claims and requirements in terms of malicious damage, break-ins and vandalism.

Lease renewal for existing lessees

The following was included in the reviewed "Community Leases Policy" presented to the 19 June 2023 Governance Committee Meeting with no further changes proposed to the updated "Community Leases Policy" following the 11 July 2023 Ordinary Council Meeting.

- Feedback from Governance Committee workshop has been incorporated to include (d) "*existing lessee will be given first right of renewal [..]*" and (e) "*application for Shire owned premises have been considered on their merit*" to ensure a balance between providing existing lessees with an opportunity to continue with their lease and providing opportunity for new community groups/organisation to access leases on Shire properties.

Changes from the reviewed "Community Leases Policy" presented to the 19 June 2023 Governance Committee Meeting have been updated following the 11 July 2023 Ordinary Council Meeting. These changes are tracked in **Attachment 6** updated "Community

Leases Policy”, **Attachment 7** Appendix 1: Classification of Tenants and **Attachment 8** Appendix 2: Community Leases Guideline.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That **Error! No document variable supplied.** endorses the draft updated “Community Leases Policy” (**Attachment 1**) for the purpose of community consultation.

SGC1.07.23 – Policy Review - Community Leases - for the purpose of consultation

COMMITTEE RECOMMENDATION

That Council:

1. Endorses the draft updated “Community Leases Policy” (**Attachment 1**) for the purpose of community consultation.
2. **Notes that Appendix 2: Community Leases Guidelines will be updated to correct typographical errors and to ensure the content is consistent with the endorsed “Community Leases Policy” prior to consultation commencing.**

Please Note: **Attachment 9** is the updated **Appendix 2: ‘Community Leases Guidelines’** (SGC1.07.23)



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: 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 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.

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: 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)

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.

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.

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 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



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 ongoing operation grants (federal, state or local) and/or generates additional revenue through membership fees, events, venue hire, 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

(**) Discounted market rent if applicable and as per policy item 4.3.1

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Attachment 2 to Item 9.2.1

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.

Fixtures and fittings	<p>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.</p> <p>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.</p>
Gross rental value (GRV)	<p>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.</p>
Maintenance responsibilities	<p>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.</p> <p>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.</p> <p>The maintenance schedule outlines the responsibilities of the Lessor (the Shire) and the Lessee (you).</p>
Outgoings	<p>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.</p>
Structural	<p>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.</p>

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 Two and Category Three leases ONLY.

Use

Your lease or licence agreement will detail the permitted uses for your leased area. 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	Not permitted.
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.

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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 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](https://www.watercorporation.com.au/Leaks).

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)	<p>Payments</p> <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)
	<p>Insurance</p> <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
	<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 up to \$1500 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)
	<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 • 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 Upgrades</p> <p>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.</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, capped maintenance</p>

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 • \$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, 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>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)	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 to repair general wear and tear (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>If less than the market rent is being paid by the Lessee, 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 One: Lessor responsible for insurance excess</p>
Maintenance expenditure cap (Category One leases)	<p>Lessee must promptly repair or replace any damaged item. Category One lease: Amounts expended by the Lessee on maintenance or repair are capped at an 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 One lease: 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 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>
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 responsible for clearing blockages</p>
	<p>Lessor will replace irreparable items and undertake capital renewal as and when determined by the lessor.</p> <p>Lessor is responsible for clearing blockage caused by tree roots entering drain pipes if due to fair and reasonable wear and tear.</p> <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</p>

	to pay part or all of the lessor's costs of undertaking those 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.

	<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

Part 3: Community Engagement Toolkit

Supporting Document 1: Stakeholder Analysis and Mapping Template

Project Title: Policy Review – Community Leases

Step 1: Identify stakeholders

Reflect on why the identified stakeholder is critical for meeting defined outcomes.

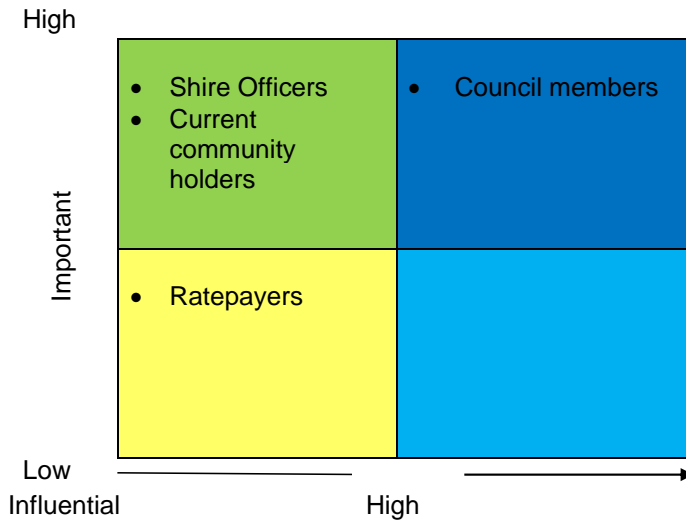
It is important to focus primarily on the person and their role, not just an organisational group or a position title. This is because individuals will most likely have different levels of power or importance within an organisation, and will likely have different relationships (or none at all) with various people. Importantly, people make up networks, not organisations.

Inventory of potential stakeholders:

Stakeholders within the team / work unit / group / department:	<ul style="list-style-type: none"> • Directors Infrastructure Services, Community Services, Corporate Services • Manager building assets • Property management officer • Governance Officers
Stakeholders within the organisation:	<ul style="list-style-type: none"> • Shire Officers who provide administrative support to community groups/ associations (Community services) • Council members
Stakeholders external to the organisation:	<ul style="list-style-type: none"> • Community groups / associations with community leases with Mundaring Shire • Ratepayers

Step 2: Prioritise stakeholders

Prioritise the list of stakeholders in terms of how critical they are in helping deliver on outcomes of the team / work group / department. This will help prioritise communication and engagement activities with the people most likely to affect success. Use the Power / Interest Grid below to assist with prioritisation.



Influential refers to those who have power (either direct or indirect) over the success of the achievement of the objectives, including financial, positional authority or persuasive power over key decision makers.

Important refers to those who have power over the delivery of outcomes. These people may include opinion leaders, critical knowledge resources (e.g. scientific or technical experts), and providers of enabling resources (e.g. equipment and facilities) or those crucial in the delivery of outcomes.

Step 3: Understanding and managing your stakeholders

Involves considering such items as the likely attitudes of the various stakeholders, their attitude to the project / department / work group and any risks associated with their involvement. It then asks you to consider what changes may be required in how you engage with them to minimise any risks and/or to increase their appreciation of, and commitment to, the initiative.

Step 4: Setting goals and identifying costs of stakeholder analysis

Designate responsibilities for undertaking each communication task and to set appropriate timelines.

Step 5: Evaluation and revision

Evaluation and revision of stakeholders is to be undertaken regularly. It is most beneficial when a stakeholder analysis is regularly updated to identify whether there are potential new stakeholders, changes in current stakeholder importance or influence, or if perceptions have changed.

Throughout these steps, you are encouraged to complete a stakeholder analysis table:

Name	Role	Why they are important?	Position in matrix	Attitude	What would you like the stakeholder to do?	Key messages	How (tactics)	When	Who
Council members	Decision makers	Required to endorse/ adopt new policy	High important / high influential	Mixed	Support the adoption and implementation of the policy	Reports	Adherence to Policy Council resolutions	TBD	
Community groups	Lease holders		High important / low influential	mixed	Support the adoption of the policy	Advise how policy may impact new (or renewal of) leases	Engage Mundaring	TBD	
Shire officer	Property management	Manage community leases	High important / low influential		Support the adoption of the policy	Advise how policy may impact new (or renewal of) leases	Engage Mundaring	TBD	
Ratepayers	Ratepayer	Pay rates	Low important / low influential	mixed	Support the adoption of the policy	Advise how policy may impact new (or renewal of) leases	Engage Mundaring	TBD	

(Table Source: Adapted by AHRI from Kennon, Howden & Hartley 2009, pp. 12-1)

Supporting Document 2: Risk assessment

Project Title: Policy Review – Community Leases

Complete the relevant parts of the table.

Economic Impact	What is the overall cost? What is the potential long-term income/cost to the community/Council?	Current Community leases economic impact: <ul style="list-style-type: none"> • 18 leases: No anticipated rental fee variation expected. • 20 leases: Rental fee decrease expected • 4 leases: Potential rental fee increase • 6 leases: Potential rental fee increase due to re-evaluation of category
Environmental Impact	What level of environmental impact will that project have? How can you mitigate these impacts?	Nil
Social Impact	How many people will be impacted? Is this impact short or long-term?	Members of the community benefiting from community leases in both short and long terms. Access to services that may otherwise not be available
Technical Risk	What are the technical risks of this project?	Nil
Outrage Risk	What outrage factors are present?	Ratepayers may be aggrieved of level of Shire subsidy to some category of Community leases. Some lessees may be aggrieved that their historical leases are reviewed.
Diversity of Views	How diverse are community opinions about this project? How will controversy be mitigated?	Aware of views from council members and external association feedback. Aware of a range of lessees view.
History	What is the history of this project? Has there been concern or support so far?	Community concerns were raised in 2019. At the time 'Mundaring Sharing' & 'Little Possums' Day-care centres lease dispute became public. Lease review was resolved by Council.

Level of Impact of project (use matrix in Appendix 1)

High: No Low : Yes

Appendix 1: Level of Impact Matrix

Assessment Criteria		Your assessment of community engagement problems and issues	Ranking – Tick relevant column		
			Low	Medium	High
Degree of Complexity	One clear issue or problem that needs to be addressed. LOW	Policy review required	x		
	More than one issue and/or problem to be resolved. MED	N/A			
	Multiple issues and/or problems. It is unclear how to resolve them. HIGH	N/A			
Degree of potential community impact or outrage	Little effect on communities and they will hardly notice any changes. LOW	N/A			
	Fixes a problem that will benefit communities and they will hardly notice any changes. MEDIUM	Policy review will benefit a range of lessees. Some lessees may not be satisfied by outcome		x	
	Creates a change that will have an impact on communities and the degree of impact/outrage will vary. HIGH	N/A			
Degree of political sensitivity	Has acceptance throughout the community. LOW		x		
	Some may see a potential in raising the profile of a project/plan/service to gain attention to their cause. MEDIUM			x	
	Community expectations are different to those of the decision makers and there is a high potential for someone to use the uncertainty to gain attention. HIGH	N/A			

Level of Impact Interpretation Guide

All 'low' or some 'low' and some 'medium' ticked

- If you ticked all 'low' or some 'low' and some 'medium' impacts in the *Level of Impact Matrix*, it is suggested that your project will fall under 'low impact' on the 'Level of Engagement Flow Chart'. This will lead to either 'inform' or 'consult' as you aim for engagement.

Mostly/all 'medium' or one or more 'high' ticked

- If you ticked mostly 'medium' impacts or if you ticked 'high impact' for any of the measures in the *Level of Impact Matrix*, it is suggested that your project will fall under 'high impact' on the 'Level of Engagement Flow Chart'. This will lead to either 'involve' or 'collaborate' as your aim for engagement.

Supporting Document 3: Consultation Plan

Project Title	Community Leases Policy review
Project Description	Review of Community Leases Policy
Project Team Members	Governance team (Coordinator and Officer) Infrastructure Services team (Property manager) Community liaison officer
Project Commencement and Completion Dates	Commence Mid-August 2023 Complete September 2023

What are the reasons for consulting? (e.g. Development of infrastructure, legislative requirement)

To inform current community Lessees of proposed changes to Community Leases Policy.

Have you completed a stakeholder identification? (tick when completed):

Objectives

What are you asking the stakeholders? Key objectives of this strategy are to:

Inform the community by providing balanced and objective information to assist the community's understanding.

Review draft community leases policy and its appendix and provide comments.

How will you consider specific population groups? This may include ATSI people, CaLD communities, people with disability, older adults and young people.

Information can be provided in alternative format (phone call, face to face meetings) on request. Website and Engage Mundaring style set to be accessible. Survey to be PDF editable.

Level of Engagement chosen and why (use flow chart in Appendix 2): Inform

Issue is:

- low impact
- direct impact on current members

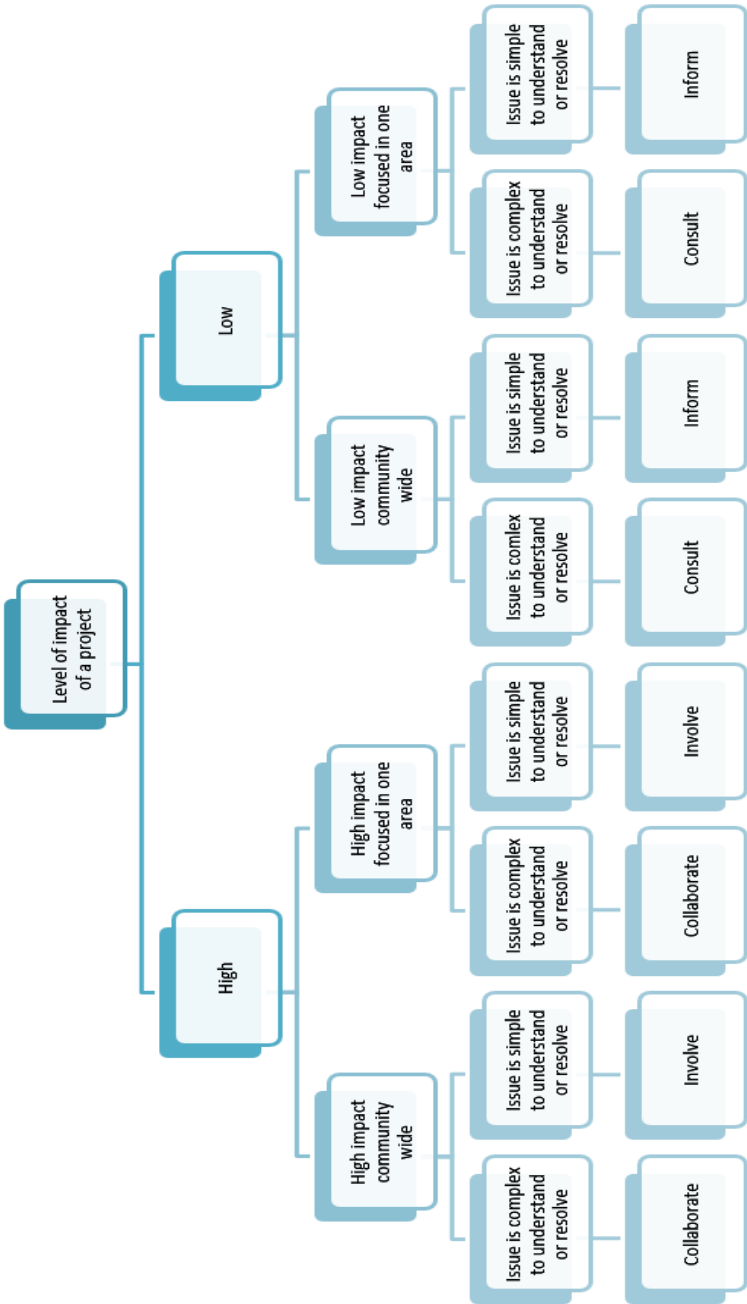
Note: As key stakeholders, Councillors must be informed of, and invited to attend, community engagement activities that fall within the 'consult' realm of the IAP2 public participation spectrum and above.

Chosen methods of engagement (see the IAP2 table on page 7): Engage
Mundaring online engagement platform

Note: Due consideration must be given to timing of *public comment periods* with an exclusion period extending from 20 December to 5 January in any calendar year.

Appendix 2: Level of Engagement Flow Chart

This flow chart guides employees in determining the level of engagement for their activity or project.



* © International Association for Public Participation www.iap2.org

IAP2 Spectrum of Public Participation

The Shire’s approach to community engagement is underpinned by the IAP2 Spectrum of Public Participation. IAP2 outlines the possible types of engagement and how community participation and impact increases with the levels of engagement, as well as examples of engagement methods for each level.

Table 1: The Five Levels of Community Engagement

	Inform	Consult	Involve	Collaborate	Empower
Objective →	To provide the community with balanced and objective information and assist them in understanding the problem, alternatives and solutions.	To obtain community feedback on analysis, alternatives or decisions.	To work directly with the community throughout the process to ensure that public and private concerns are consistently understood and considered.	To partner with the community in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place the final decision making in the hands of the community.
Promise to the Community →	We will keep you informed.	We will keep you informed, listen to and acknowledge your concerns and provide feedback on how community input influenced the decision.	We will work with you to ensure your concerns and issues are directly reflected in the alternatives developed and provide feedback on how community input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Note: all preceding levels are usually required for the successful delivery of the next level. For example, community engagement that aims to ‘involve’ requires use of the preceding two categories of ‘inform’ and ‘consult’.

Table 2: Examples of Engagement Methods for each Level of Engagement

	Inform	Consult	Involve	Collaborate	Empower
Examples	<ul style="list-style-type: none"> ○ Fact sheets ○ Advertisement ○ Mail drop ○ Media release ○ Social media post ○ Websites ○ Newsletters ○ Presentations 	<ul style="list-style-type: none"> ○ Focus groups ○ Surveys ○ Polls ○ Community meetings ○ Submissions ○ Interviews ○ Engage Mundaring ○ Public comment periods 	<ul style="list-style-type: none"> ○ Workshops ○ Conversation Cafes ○ Site tour ○ Web forums e.g. Engage Mundaring ○ Panel 	<ul style="list-style-type: none"> ○ Open space ○ Advisory Group Committees ○ Consensus building ○ Yarning circles 	<ul style="list-style-type: none"> ○ Citizen Juries ○ Ballots ○ Delegated decisions

* © International Association for Public Participation www.iap2.org

Supporting Document 4: Communications Plan

Have you completed a Consultation Plan? (tick when complete)

Consider the following questions regarding Communications (make notes if desired):

- What communication methods will you use? [Online](#)
- What tasks need to be completed? [Invite comment on draft Community Leases Policy](#)
- Who is your target audience? [Lessees and ratepayers](#)
- What physical, human, or technological resources will be required in order to communicate? [Engage Mundaring](#), [Social media post](#), [emailing all current lessees](#).

Accessibility

Consider how your communication methods can overcome accessibility barriers for relevant specific population groups:

		Details
Written Materials	Yes	e.g. format, font, contrast Website and Engage Mundaring style set to be accessible .
Audio formats	Yes	Website and Engage Mundaring to be e-reader compatible .
Translation services	Yes	On request
Online methods	Yes	Website and Engage Mundaring Survey to be pdf editable

Traditional marketing methods	No	e.g. newspaper, radio advert
Social media	Yes	Facebook and Linked In
Face-to-face communication	Yes	As required/ on request

Communications Schedule				
Action Which method will you use?	Message What are you going to say?	Who Who is your audience?	Date When?	Where Where will it be delivered (if relevant)?
Information (Facebook post, Engage Mundaring, email to current Lessees)	Community Leases Policy is being reviewed and the community is invited to have their say on the draft policy and associated documents.	Community		
Consultation period (Engage Mundaring, FAQs,)	Seek feedback from community members and existing lessees on the draft Community Leases policy, Appendix 1: Classification of tenants and Appendix 2: Community Leases Guidelines.	community members		Refer to consultation plan
Report to Council	The Shire has undertaken a review of the draft Community Leases policy	Project team to Governance Committee		Governance Committee / Council Meeting
Shire of Mundaring website	Communicate Council's decision	Community		

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.



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 acknowledge 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.

4.1.1. Type of occupancy agreements

The main types of occupancy agreements include:

- a. 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.
- b. 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.
- c. 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, i.e. 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):

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 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.

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 and~~ 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 will be assessed (as per item 4.2) and according to their capacity to raise revenue and assign them to one of three rent subsidy categories and term as included in the below table.

Category and Fee Structure	Terms
Category One: Peppercorn rent Fee \$1\$ per annum, <u>yearly maintenance expenditure cap applies (refer to item 4.4.4 and Appendix 2).</u>	Initial term is 5 years with option of 2 x 5 years unless otherwise negotiated by both parties.
Category Two: Market rent, discounted (as per item 4.3.1), indexed annually for CPI, plus GST. <u>Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure.</u>	Initial term is 10 years with option of 1 x 10 years.
Category Three: Child health Clinics Fee: \$1\$ per annum. <u>Lessee responsible for all minor maintenance (refer to Appendix 2) expenditure. with no capped maintenance</u>	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 Lessee having full responsibility for the premises including major structural repairs.

4.3.1. Market rent (Category Two)

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.

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.

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 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 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.

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 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

4.4.2. Variation

If a lessee requests a variation to a 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 without a formal 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 1 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 aAppendix 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 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 ~~should~~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. Existing lessee will be given first right of renewal providing the lessee has not been ~~consistently~~ in substantial breach of their obligations under the existing agreement; and,
- e. Application(s) for Shire owned community facilities have been considered on their merit.

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 ongoing operation grants (federal, state or local) and/or generates additional revenue through membership fees, events, venue hire, 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

(**) Discounted market rent if applicable and as per policy item 4.3.1

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Attachment 7 to Item 9.2.1

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

Policy – Appendix



**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.

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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**.

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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.

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 [sub-leasehire](#)/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 [approval-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:

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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	The Lessee <u>You</u> must obtain prior -written consent prior to for any hire entering into any hire arrangements. <u>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</u> 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	Not permitted.
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 <u>a</u> new lease.

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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 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?

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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 will not be provided, 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](#).

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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 before and after severe weather seasons 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 fixtures-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.

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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 excessive weight of 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.

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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

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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.

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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.

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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.

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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)	<p>Payments</p> <ul style="list-style-type: none"> • Peppercorn rent, licence or management fee • All outgoing 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)
	<p>Insurance</p> <ul style="list-style-type: none"> • 50% of building insurance cost premium • 50% of the excess of building insurance claims (not applicable to a licence or management agreement) with a minimum claim value of \$3000 • Full replacement value content insurance including lessee’s fixtures, fittings, equipment and stock <u>if desired</u> • \$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 (capped amount) up to \$1500 per annum. • All costs relating to replacement of fittings and fixtures including light globes and taps, <u>washers</u> • Internal and external cleaning (including annual carpet cleaning if applicable) • Minor remedial painting to repair general wear and tear (patch painting)
	<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>

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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) • 50% of building insurance cost premium • 50% of 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 cost 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 • \$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) (uncapped amount) • All costs relating to replacement of fittings and fixtures including light globes and tap washers s • 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.

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	<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, 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^{cost} • 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)	Payments <ul style="list-style-type: none"> • Rent or licence fee • All outgoing 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 cost • 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) (uncapped) • 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).
	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.

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	<p>Acknowledgement of the Shire</p> <p>If less than the market rent is being paid by the Lessee, 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, uncapped maintenance</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

<p>Alterations</p>	<p>Lessee must seek written consent from Lessor prior to make or allow, any alteration, addition, improvement, or demolishment of any part of the premises</p> <p><u>After obtaining written consent</u>, Lessee must apply for and obtain all such consent<u>statutory</u> approvals, authorities, permits or policies as are required <u>by</u> 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>
<p>Building Insurance claims</p>	<p>Lessee is responsible for 50% of any insurance excess with a claim<u>Building insurance covers property in the event of, but not limited to, fire, storm damage, vandalism, break-ins.</u> <u>Insurance claim</u> minimum value of is \$3000.</p> <p>If estimated cost to repair damaged property is below the value of insurance excess, the repair will be considered a minor maintenance item and applicable expenditure cap will apply.</p> <p><u>Category 1 lease: Lessor</u> responsible for 50% of insurance excess (with a claim minimum value of \$3000).</p>

<p>Maintenance expenditure cap</p> <p><u>(Category 1 leases)</u></p>	<p>Lessee must promptly repair or replace any damaged item when the repair or replacement cost is less than the Once-off Maximum amount (\$500) and, the a</p> <p>Category 1 lease: Amounts expended by the Lessee on maintenance or repair is less than they are capped at an Annual Maximum amount of \$1500 per year (\$1500); once-off and annual maximum amounts are including any insurance excess for such repair or replacement;</p> <p>If the total amounts expended exceed once-off or the annual maximum amount, Lessee is required to provide the Lessor with two (2) written quotes (although one quote may be accepted dependant on the scope of work and the quality of quote received detailed evidence of previous expenditure in the form of itemised tax invoices). 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 Annual Maximum amount.</p> <p>Category 1 leases: Lessor pays any amounts over Once off maximum amount \$500,</p> <p>and/or over Annual Maximum Amount: \$1500,</p> <p>Expenditure caps increased annually by the Local Government Cost Index (LGCI).</p> <p>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 Once-off Maximum Amount or the Annual Maximum amount.</p>
<p>Maintenance (General)</p>	<p>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.</p> <p>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</p>

	<p>Lessor will carry out <u>agreed</u> 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.</p> <p>Lessor is responsible for the cost of structural maintenance</p>
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General Statutory / Minimum Level of Service Obligations

Asbestos	<p>Lessee will <u>be</u> provided with an excerpt of the Asbestos Containing Material (ACM) register in their meter box (if applicable) <u>and any works involving asbestos containing materials must be carried out by a suitably licensed contractor.</u></p>
Emergency exit lighting systems and emergency doors	<p>Lessee is responsible for notifying the Lessor if any Fire Evacuation Exit Signs are not in good working order.</p> <p>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.</p>
Firefighting equipment and exit signs	<p>Lessee to ensure firefighting equipment is not tampered with or removed from designated area.</p> <p>Lessee is responsible for costs incurred for replacement if misuse, tampered or lost Fire Fighting Equipment.</p> <p>Lessor will arrange annual inspection of the premises to ensure compliance with <u>DFES-statutory</u> requirements.</p> <p>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.</p>

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. <u>not</u> stacking newspapers timber etc. against walls and to report any sign of white ants activity to the lessor <u>and in a manner which discourages all pest intrusions.</u></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 <u>and is responsible for clearing blockages.</u></p>
	<p>Lessor will replace irreparable items and undertake capital renewal as and when determined by the lessor.</p> <p>Lessor is responsible for clearing blockage caused by tree roots entering drain pipes <u>if due to fair and reasonable wear and tear.</u></p> <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</p>

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	to pay part or all of the lessor's costs of undertaking those 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. Penetrations for appliances such as a 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.

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	<p>Lessor will replace floor coverings as <u>determined by the Lessor</u>. 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>

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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 <u>operate, clean and service any</u> 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>

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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 <u>and minor maintenance</u> .
	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) <u>as determined by the Lessor</u> .
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

<p>Graffiti</p>	<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>
<p>Malicious damage and break ins</p>	<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, repairing and replacing any stolen goods or broken fixtures and fittings, minor repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Report any incidents of malicious damage or break-ins to the Lessor and pay insurance excess if applicable.</p> <p>Where claim is estimated to be above excess threshold, Lessor will submit building insurance claim on behalf of Lessee if applicable.</p>
<p>Security system</p>	<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>
<p>Security screens</p>	<p>Lessee to keep security screens clean and firmly fixed. Any cobwebs to be regularly removed</p>
<p>Vandalism</p>	<p>Lessee to notify Lessor of any act of vandalism to the premises or any incident which occur on or near the premises, and remove/repair internal and external signs of vandalism.</p> <p>At request of Lessee, Lessor will submit a building insurance claim on presentation of a police report if applicable, behalf of lessee where claim is estimated to be above insurance excess threshold.</p>

Field Code Changed

Field Code Changed

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

Field Code Changed

DRAFT



**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".

Draft for consultation

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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>

Fixtures and fittings	<p>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.</p> <p>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.</p>
Gross rental value (GRV)	<p>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.</p>
Maintenance responsibilities	<p>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 tradespersons must be used when undertaking significant electrical, plumbing, gas and air-conditioning works.</p> <p>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.</p> <p>The maintenance schedule outlines the responsibilities of the Lessor (the Shire) and the Lessee (you).</p>
Outgoings	<p>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.</p>
Structural	<p>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.</p>

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 Two and Category Three leases ONLY.

Use

Your lease or licence agreement will detail the permitted uses for your leased area. 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 agreeable 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.

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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 tradespersons 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 is 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).

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 questions 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.

Draft for consultation

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)	<p>Payments</p> <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)
	<p>Insurance</p> <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
	<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 up to \$1500 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)
	<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>

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) • 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 • \$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, 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>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)	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 to repair general wear and tear (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.

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

	<p>Acknowledgement of the Shire</p> <p>If less than the market rent is being paid by the Lessee, 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 One: Lessor responsible for insurance excess</p>
Maintenance expenditure cap (Category One leases)	<p>Lessee must promptly repair or replace any damaged item. Category One lease: Amounts expended by the Lessee on maintenance or repair are capped at an 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 One lease: 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 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>
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 responsible for clearing blockages</p>
	<p>Lessor will replace irreparable items and undertake capital renewal as and when determined by the lessor.</p> <p>Lessor is responsible for clearing blockage caused by tree roots entering drain pipes if due to fair and reasonable wear and tear.</p> <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</p>

	to pay part or all of the lessor's costs of undertaking those works
Carpet	Lessee to keep carpets clean at all times. Carpets are to be vacuumed often and steam cleaned at least once annually with spot cleaning 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>
<p>Keys / locks / hardware</p>	<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>
<p>Painting</p>	<p>Lessee is responsible for patch painting required for repair purposes.</p>
	<p>Lessor will schedule and carry out preventative maintenance</p>
<p>Sink, basin, pedestal pans and cisterns</p>	<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>
<p>Toilets</p>	<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>
<p>Walls (interior)</p>	<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 required.</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>
	<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.

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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 premises are 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 for consultation

10.0 REPORTS OF EMPLOYEES

10.1 Proposed Beekeeping and Transportable Structure - Lot 307 (No.190) Wilkins Road, Mount Helena

File Code	Wi 1.190
Author	Andrew Bratley, Co-ordinator Strategic Planning
Senior Employee	Steve Trlin, Acting Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	1. Development plans ↓

Landowner	Darryl Carter and Julie Carter
Applicant	Darryl Carter
Zoning	Rural Residential
Area	2.02ha
Use Classes	Beekeeping and Transportable Structure

SUMMARY

The development proposed for this property is beekeeping, and a transportable structure (sea container) to be used for beeswax and honey processing in conjunction with the beekeeping.

The 30 bee hives proposed requires Council to exercise discretion under the Shire's *Health Local Laws 2003*.

The proposal's nature, scale and location on the property means that it is unlikely to have a significant impact on the local amenity and the area's character. Therefore, it is recommended that Council exercises discretion and approves the application subject to conditions.

BACKGROUND

Site Context

The subject property and those properties nearby are located within a Rural Residential zoned area. Their topography is relatively flat, and they contain single dwellings, outbuildings, and areas of vegetation (refer to the locality plan which follows).

Locality Plan



Description of proposal

The following are details regarding the proposal (also refer to **Attachment 1**):

- Bee hives and a sea container are proposed to be located towards the rear of the subject property.
- Up to 30 hives are proposed depending on the season and demand, which will be contained within a 70sqm bee hive compound area.
- A 14.4sqm, 2.9m high, sea container is proposed which will be used for storage and packaging products associated with the beekeeping use.
- The proposed use will be operated by the occupants of the property. There will be no additional staff on site.
- Customers and clients associated with the proposed use will not visit the subject property.
- Primary products will be honey and wax, which will be delivered off site to customers and clients by the occupants of the subject property.
- No trees will need to be removed as a result of the proposal.
- The sea container will be painted in Colorbond 'Paperbark' (below is an image showing the colour). The sea container will be provided with a pitched roof and external cladding if in place for more than 12 months so as to more closely resemble an outbuilding. The relevance of the 12 month period is discussed later in this report.

Proposed external colour of the sea container (Colorbond 'Paperbark')



Proposed site layout



STATUTORY / LEGAL IMPLICATIONS

Legislation

- *Planning and Development Act 2005* (the Act);
- *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations);
- Metropolitan Region Scheme;
- Local Planning Scheme No.4 (LPS4); and
- Shire of Mundaring *Health Local Laws 2003* (Local Laws).

Statutory Implications

Local Planning Scheme No.4 (LPS4)

Under Schedule 1 (Land Use Definitions) of LPS4, the uses Beekeeping and Transportable Structure are defined to be the following:

“Beekeeping” means the keeping of bees in more than two hives on a lot.”

“Transportable structure” means a structure that is brought to a property and is held in place primarily by its own mass and includes sea containers, decommissioned railway carriages and transport conveyances and transportable buildings.”

Beekeeping is an “A” use in the Rural Residential zone under the LPS4 Zoning Table, which means the use is not permitted unless the Shire has exercised its discretion by granting planning approval after the proposal has been publically advertised.

In addition to the above, Clause 5.7.29.1 (Transportable Structures) of LPS4 states:

“Notwithstanding any other provision of the Scheme, all transportable structures, including relocated Single Houses, shall require planning approval.”

In accordance with clause 5.7.29 of LPS4, the following applies to the proposed sea container (transportable structure) in this circumstance:

“5.7.29.2 In considering an application for a transportable structure, the Shire shall take into account whether the appearance of the structure would be compatible with the character and visual amenity of the locality to which it is proposed to be relocated. The Shire may refuse an application for a transportable structure if, in its opinion, the appearance of the structure would be incompatible with the character and visual amenity of the locality to which it is proposed to be relocated, notwithstanding any other provision of the Scheme.”

“5.7.29.4 Any approval granted for the placement of a sea container on a lot zoned Rural Residential shall be limited to a specific period of time, such time not exceeding 12 months.”

Clause 5.9.11.1 of LPS4 requires all development (other than outbuildings and carports) to be setback at least 10m from all lot boundaries on a Rural Residential zoned property.

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)

In accordance with Schedule 2 Part 9 Clause 67(2) of the Regulations, Council is to have regard to the following matters, amongst others, when determining the development application:

“(m) The compatibility of the development with its setting, including —

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

“(n) The amenity of the locality including the following —

- (i) environmental impacts of the development;*
- (ii) the character of the locality;*
- (iii) social impacts of the development;”*

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

“(zb) any other planning consideration the local government considers appropriate.”

Shire of Mundaring Health Local Laws 2003 (Local Laws)

Under Division 5 of the Local Laws a hive is defined to be the following:

“Hive” means a moveable or fixed structure, container or object in which a colony of bees is kept.”

In accordance with the Local Laws, the following provisions apply to the proposal (with emphasis added):

“Limitation on Numbers of Hives

- 6.5.2 (2) ***Subject to subsections (3) and (4), a person shall not keep or permit the keeping of bees in more than 2 hives on a lot, other than on lots zoned General Rural or within 100 metres of land zoned other than General Rural under the Scheme.***
- (3) ***The Local Government may, upon written application, consent, with or without conditions, to a person keeping bees in more than 2 hives on a lot which is zoned or classified other than General Rural under the Scheme.***
- (4) *A person shall comply with any conditions imposed by the Council under subsection (3).”*

“Restrictions on Keeping of Bees in Hives

- 6.5.3 *A person shall not keep or permit the keeping of bees in a hive on a lot unless, at all times –*
- (a) *an adequate and permanent supply of water is provided on the lot within 10 metres of the hives;*
- (b) *the hive is kept –*
- (i) *outside, and at least 10 metres from, any building other than a fence;*
 - (ii) *at least 10 metres from any footpath, street, private street or public place; and*
 - (iii) *at least 5 metres from the boundary of the lot; and*
- (c) *the hive is enclosed on all sides by a fence, wall or other enclosure.”*

It should be noted that when the Local Laws were introduced in 2003 the General Rural zoning existed under the Shire’s Town Planning Scheme No.3 (TPS3). This zoning was later replaced by the General Agriculture and Rural Small Holdings zonings when LPS4 was Gazetted in February 2014.

The provisions relating to properties zoned General Rural under the Local Laws now apply to properties zoned General Agriculture and Rural Small Holdings. Amendments will need to be made to the Local Laws to reflect these changes when they are reviewed.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Should Council refuse the application or the applicant is aggrieved by conditions of approval, the matter could proceed to a State Administrative Tribunal appeal, which would incur legal costs and staff time.

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

Economic Development and Tourism Strategy 2023-2028

Shire challenges and constraints identified by the Economic Development and Tourism Strategy, amongst others, are:

- Limited opportunities for employment locally, requiring many working residents to commute to Perth.
- Balancing environmental values with economic opportunity.

The Economic Development and Tourism Strategy states that “*supporting more people to work from home will drive new opportunities and demand for services throughout the Shire*”.

A role of the Shire identified by the Economic Development and Tourism Strategy in terms of economic development, is that it “*maintains a regulatory and land use planning framework that supports businesses and community wellbeing with a focus on protecting and enhancing the natural environment*”.

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputation – If Council decides to make an alternative recommendation it may appear to the community that staff and Council differ on the interpretation/application of planning matters associated with the proposal.		
Likelihood	Consequence	Rating
Possible	Insignificant	Low
Action / Strategy		
If Council decides to make an alternative recommendation, this should be accompanied by a rationale to ensure the community and the applicant understand why a different position was taken.		

EXTERNAL CONSULTATION

The proposal was advertised to surrounding affected landowners in accordance with Local Planning Policy PS-01 *Advertising Planning Applications*.

No submissions were received by the Shire during the advertising period.

COMMENT

In accordance with the Regulations, regard is to be given to the potential impact the proposal may have in terms of the area's amenity and character, and its relationship to development on adjoining land or on other land in the locality.

These matters are discussed in the following sub-sections.

The Nature of the Proposed Land Use

The keeping of bees is becoming increasingly popular in rural and urban areas throughout Western Australia, and hives here have been kept largely free of diseases affecting bees and honey production in other locations.

The proposal will provide the landowners with an additional source of income. Supporting appropriate home based businesses provides for greater self-sufficiency within the hills.

LPS4 and the Local Laws do not restrict beekeeping to being for non-commercial (hobby) purposes only, therefore a beekeeping business on a Rural Residential zoned property is able to be considered.

Beekeeping is listed as an 'A' land use in the Rural Residential zoning under LPS4. This reflects the Shire's current position that these land uses may not always be appropriate in a rural residential area.

Under LPS4, the objectives of the Rural Residential zone are:

"4.2. Rural Residential

- (a) To provide for residential use in a rural setting, in suitable and appropriate locations in reasonable proximity to services.*
- (b) To conserve the natural environment as far as possible for the enjoyment of residents as well as the maintenance of ecological and landscape values, particularly by the protection of native vegetation (trees and understorey) and by water-sensitive development*
- (c) To provide for other uses compatible with and complementary to rural living, subject to appropriate land capability and suitability and protection of residential amenity.*
- (d) To ensure conservation of soil, watercourses and other water resources and the protection of ecological and landscape values."*

By way of comparison, the following were the TPS3 General Rural zone objectives which existed when the Local Laws were Gazetted (which allow more than two hives on lots zoned General Rural):

- "(a) To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water resources, and to protect sensitive areas especially the natural valley and watercourse systems from damage;*
- (b) To limit subdivision of land to ensure that any single lot will support rural pursuits where potential for subdivision in this zone is identified;*
- (c) To encourage sensitive placement, design and landscaping of buildings so that the visual environment of the area is not detrimentally affected;*
- (d) To manage land use changes so that the broadacre rural character of the zone is maintained or enhanced;*

- (e) *To encourage broad scale agricultural activities such as grazing as a primary use with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use;*
- (f) *To ensure that subdivision when supported and development comply with a Local Subdivision and Infrastructure Plan, the Local Rural Strategy and the principles of any Precinct Plan or any other Code adopted by the Council; and*
- (g) *To minimum bushfire hazard.”*

The objectives for both of these zonings essentially require land uses to not have any significant impacts on the natural environment, and which are complimentary to rural style living. The nature and scale of the development these separate zonings potentially allow(ed) is not too dissimilar.

Supporting the location of a beekeeping use within a rural residential area is not inconsistent with the above objectives. However, whether the land use is compatible within its setting requires some deeper exploration that will be discussed below.

The Compatibility of the Proposal

The Area's Character

The subject property and nearby properties are located within a predominately Rural Residential zoned area, consisting of single dwellings and associated outbuildings.

Properties within the locality contain differing amounts of vegetation. No trees are proposed to be removed as a result of the proposal.

There is no record of any other beekeeping being approved by the Shire within the immediate surrounding area.

The Scale of the Proposal

Up to 30 hives (the amount being dependent on the season and demand), and a sea container, are proposed to be located towards the rear of the subject property.

The number of hives proposed does not represent a variation to LPS4 as its definition for beekeeping states (with emphasis added) “*the keeping of bees in **more than two hives on a lot***”.

LPS4 does not specify the maximum number of hives permitted, therefore the number proposed is considered on a case by case basis having regard to the matters listed under *Schedule 2 Part 9 Clause 67(2)* of the Regulations (refer to the Statutory Implications section of this report).

The Local Laws allow Council the discretion to approve more than two hives on a lot zoned Rural Residential, upon written application.

The hives will be setback a significant distance from the nearest lot boundaries, being 40m from the southern lot boundary and 27m from the west lot boundary.

The primary products proposed will be honey and wax, which will be delivered off site to customers and clients by the occupants of the subject property. No customers and clients will be visiting the subject property, and no signage is proposed to be placed on site advertising the use.

The sea container is proposed to be 14.4sqm in area, be setback 34m from the nearest lot boundary (being the boundary to the south), and used to store and package items associated with the beekeeping use.

The photographs which follow show the proposed location of the hives and of the sea container. The Shire's Environment Service has been consulted and noted no concerns regarding the proposed location of the hives and the sea container.

Below: Proposed location of the hives. The area marked out in the photograph is to explain the nature of the proposal within this location.



Below: Proposed location of the sea container



Considering all of the above, the scale of the proposal will not have a significant impact on the area's amenity and character.

Transportable Structure

LPS4 defines sea containers as transportable structures which are discouraged in Rural Residential areas. When proposed, Council approval is required and any approval of a transportable structure would be limited to a maximum of 12 months.

The applicant has advised that the sea container can be provided with a pitched roof and external cladding if in place for more than 12 months.

The structure will be 14.4sqm in area, have a wall height of 2.9m and be setback 34m from the nearest lot boundary.

By way of comparison, on a Rural Residential zoned property of this size (more than 2 hectares) LPS4 permits the total area of all outbuildings on the lot to be up to 260sqm, have a wall height of up to 4m, a roof height of up to 5m, and be setback 7.5m from side and rear lot boundaries.

An existing outbuilding with a floor area of 235sqm will remain. The combined area of this outbuilding and the proposed outbuilding (converted sea container) will be 249.4sqm.

If approved it is recommended that a condition be included requiring the structure to be levelled and fixed to the ground with footings or alike, be modified to have a pitched roof, and its external walls be cladded, within 12 months of Council's decision.

Conclusion

The *Health Local Laws (2003)* provide Council with the discretion to consider and approve more than two hives on a lot zoned Rural Residential.

Beekeeping is generally considered to be a rural type land use, with low environmental impacts if hives are located within existing clearings and managed correctly.

Overall, the proposal is in keeping with on the local amenity and character of the area. If planning approval is issued, powers still exist under the Shire's Health Local Law for the Shire's Health officers to intervene and direct landowners to remove bees or beehives which are causing a nuisance.

In relation to the works, the proposed temporary transportable structure / outbuilding is unlikely to have a significant visual impact on the adjoining properties, given it will be adequately screened by existing buildings and/or vegetation and conditions are recommended to ensure its appearance is in keeping with the rural setting.

No concerns regarding the nature and scale of the proposal were received from neighbours.

Considering all of the above, it is recommended that Council approves the application.

VOTING REQUIREMENT

Simple Majority

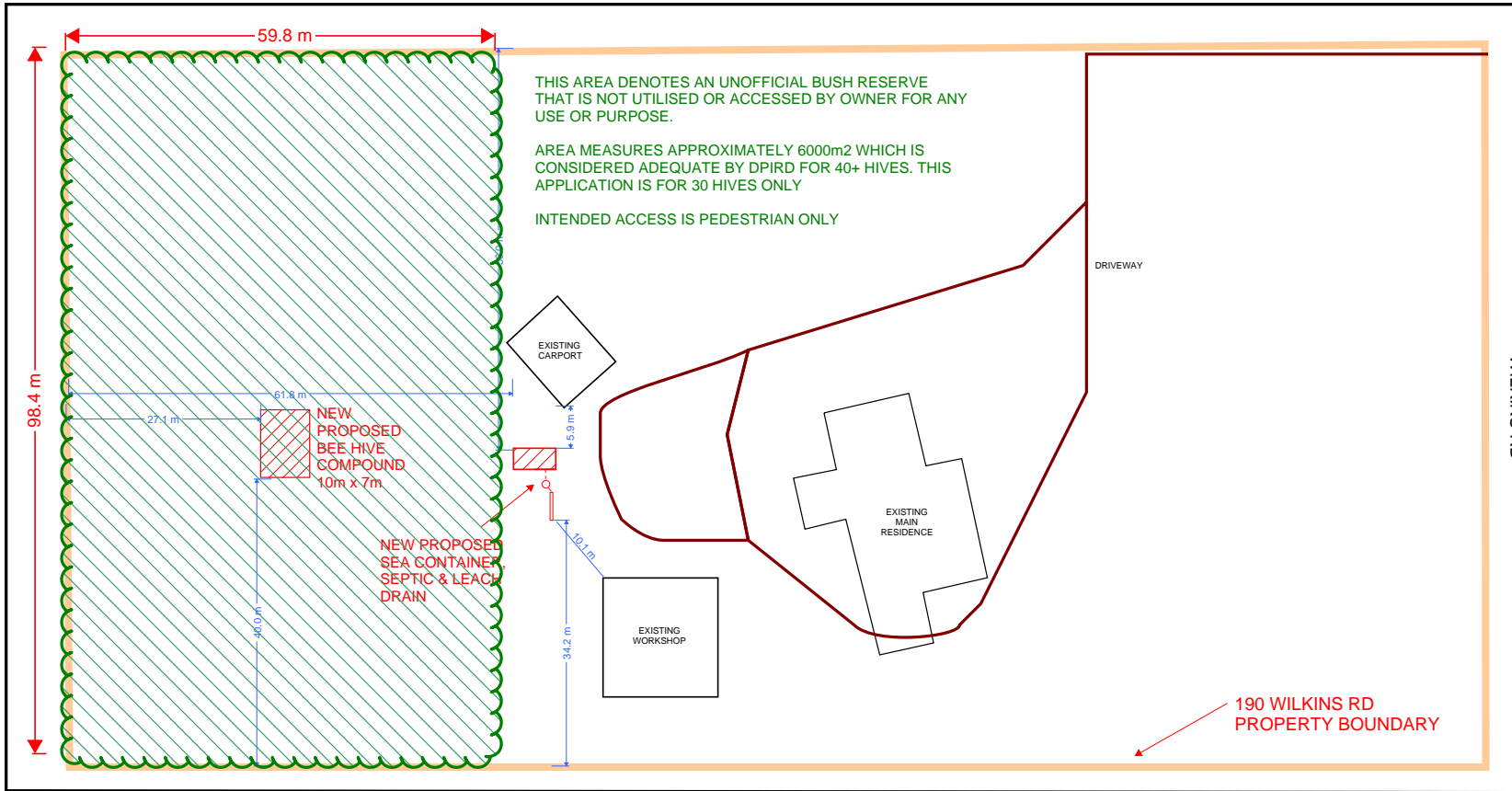
RECOMMENDATION

That Council **approves** the proposed beekeeping and sea container at Lot 307 (No.190) Wilkins Road, Mount Helena, subject to the following conditions:

1. The development shall comply with the approved plans (including any amendments marked in red) unless approval is granted by the Planning Service for any minor variation made necessary by detailed design. (P)
2. All stormwater must be managed onsite to prevent erosion and transportation of water borne pollutants, to the satisfaction of the Shire. Stormwater drainage plans must be submitted with the application for a building permit. (B)
3. A maximum of 30 bee hives being permitted on site at any one time. (P, H)
4. On site retail sale and display to the public is not permitted. (P)
5. All collection or delivery of goods or materials relating to the approved use is to be carried out by the occupant(s) of the subject property, with no customers, clients or delivery vehicles visiting the premises. (P)
6. The beekeeping use shall not employ any person who is not a member of the occupier's household. (P)
7. The transportable structure shall be removed within 12 months from the date of this decision. Alternatively, within 12 months from the date of this decision the transportable structure shall be modified to include a pitched roof structure, affixed to the ground, and cladding on the external walls, and be maintained thereafter by the landowner(s), to the Shire's satisfaction. (B, P)
8. The transportable structure's roof and external cladding materials and colours shall be of low reflectivity and blend in with the surrounding buildings or landscape, to the Shire's satisfaction. (B, P)
9. The approved outbuilding is not to be used for habitation, or other commercial purposes, without the approval of the Shire. (P)
10. All native vegetation on the lot shall be retained unless clearing is specifically exempt under the Local Planning Scheme No 4 or required under an approved Bushfire Management Plan or Statement. (E)
11. The bee hive compound fencing shall be visually permeable to the Shire's satisfaction. (P)
12. An application to install an on-site effluent disposal system must be submitted with the building permit application for the sea container. The sea container shall be connected to the approved on-site effluent disposal system installed to the satisfaction of the Shire's Health Service, prior to the beekeeping use commencing. (H)

Advice:

- a) Nothing within this planning approval limits the Shire exercising its powers under the Shire's Health Local Law to restrict or remove any bees or beehives, as and when required, which are deemed to be cause a nuisance as determined by the Shire's Principal Health Officer.

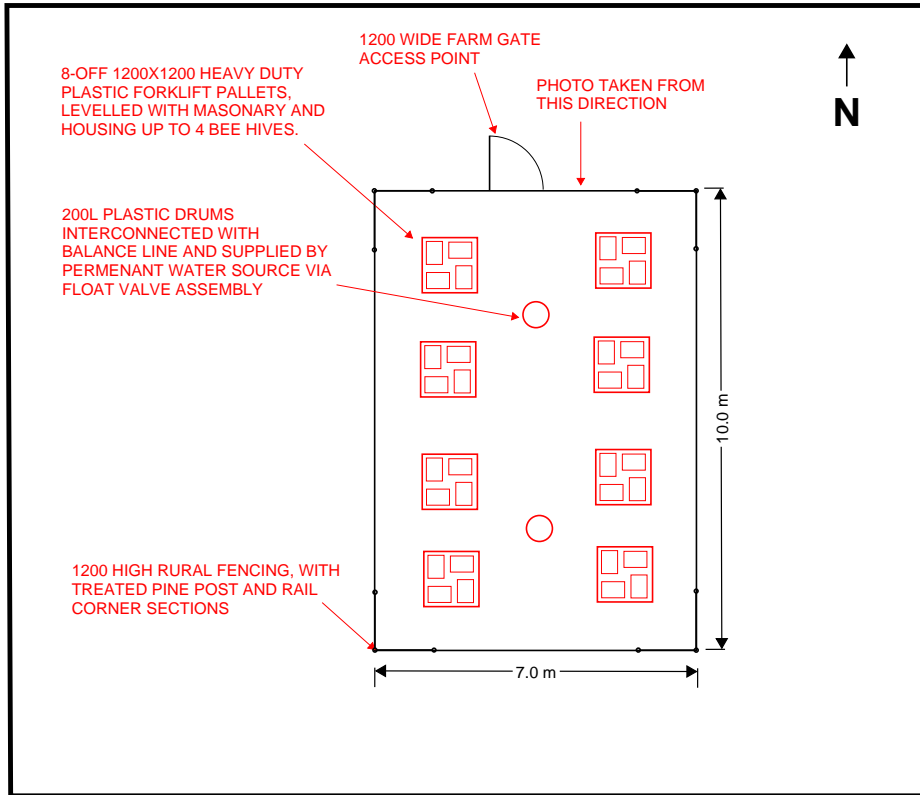


SITE PLAN 1cm = 6m

NOTES:

1. SEPTIC (1200 ROUND) AND LEACH DRAIN (4m) ARE AS PER SPEC PROVIDED BY SHIRE OF MUNDARING. LOCATION IS BEST ESTIMATE AS FINAL LOCATION WILL BE DETERMINED ONCE EXCAVATION WORKS COMMENCE
2. NO TREES WILL BE REMOVED AS A RESULT OF THIS PROPOSAL
3. SOME VEGETATION WILL BE REMOVED, HOWEVER, IT IS LIMITED TO TUFT GRASSES AND BUSHES <300MM IN HEIGHT. 100+ NEW TUBESTOCK IS PLANTED ON THIS SITE YEARLY, IN CONJUNCTION WITH THE UNDERSTORY REVEGETATION PROGRAM THROUGH MUNDARING SHIRE
4. BEE COMPOUND IS TO BE FENCED WITH 1200mm HIGH RURAL FENCING, UTILISING POST AND RAIL ASSEMBLIES AT THE CORNERS AND GATE ACCESS POINT
5. SEA CONTAINER IS A STANDARD 20ft SEA CONTAINER MEASURING AT APROX 6m x 3m TO BE PAINTED IN 'COLOURBOND PAPERBARK' TO MATCH EXISTING WORKSHOP AND CARPORT
6. SEA CONTAINER WILL ALSO BE PROVIDED WITH A PITCHED ZINCALUME TYPE ROOF AND EXTERIOR CLADDING, SHOULD IT BE IN PLACE FOR A PERIOD OF MORE THAN 12 MONTHS

TITLE	SITE PLAN - Sea Container and bee hive compound location reference drawing and details
LOCATION	190 Wilkins Rd - Mount Helena Darryl & Julie Carter
SCALE	As Shown
DATE	10/2023



PLAN VIEW OF BEE COMPOUND
SCALE 1:100

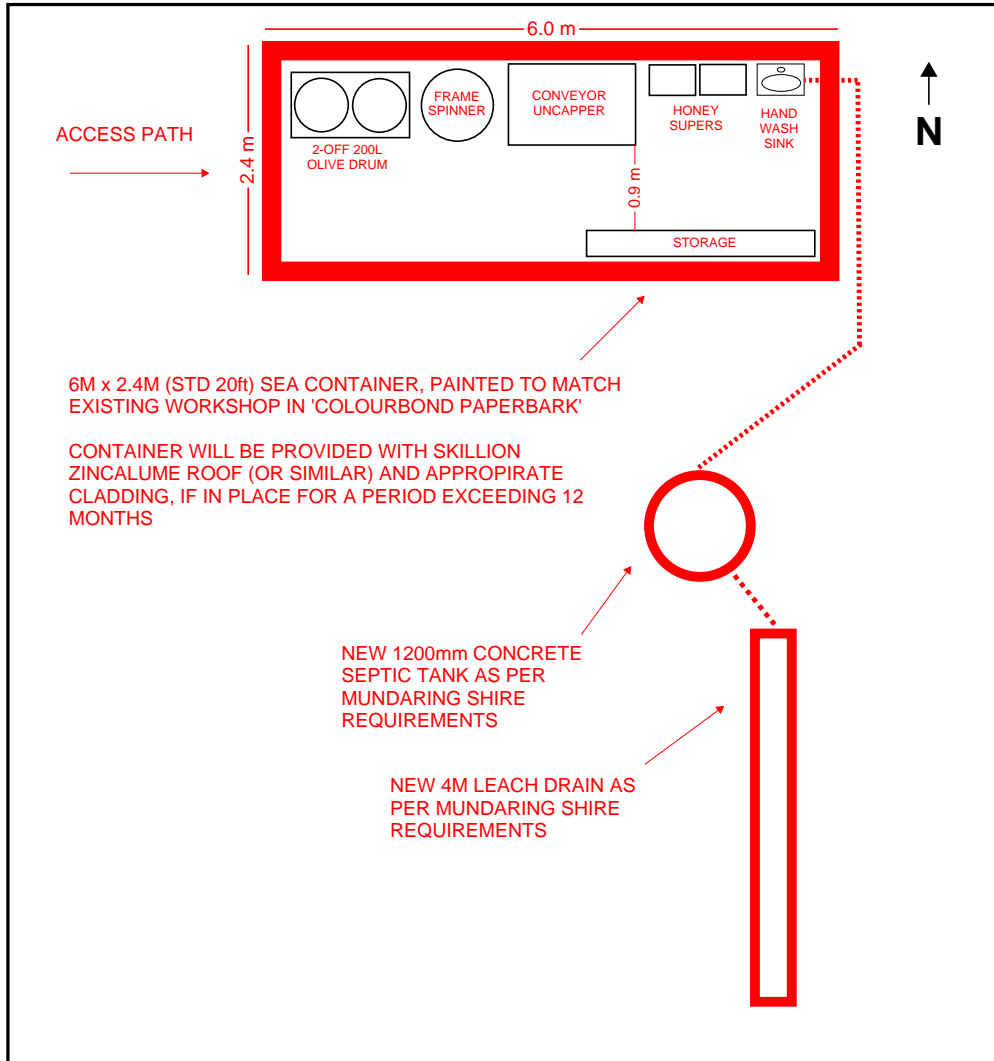
NOTES:

1. THIS APPLICATION IS FOR 30 PERMANENT BEE HIVES, THERE IS NO INTENTION TO RELOCATE OR MOVE THESE HIVES THROUGHOUT THE YEAR, AS A RESULT, THERE WILL BE LIMITED TRAFFIC TO THE AREA
2. THIS REQUEST OF 30 HIVES FALLS UNDER THE MINIMUM REQUIREMENTS SET OUT IN DPIRD GUIDELINES WHERE 4000m² IS SUITABLE FOR 40 HIVES AND OVER
3. CURRENT FLORA VARIETIES OF JARRAH, REDGUM, PARROT BUSH, GREVILLEA, ACCACIA AT 190 WILKINS RD PROPERTY PROVIDE SIGNIFICANT FOOD SOURCES FOR BEES YEAR ROUND
4. PROXIMITY TO LESCHENAULTIA CONSERVATION PARK PROVIDES ABUNDANT EXTRA RESOURCES FOR THESE HIVES IF NEEDED
5. NO TREES WILL BE REMOVED AS A RESULT OF THIS PROPOSAL
6. SOME VEGETATION WILL BE REMOVED, HOWEVER, IT IS LIMITED TO TUFT GRASSES AND BUSHES <300MM IN HEIGHT AS CAN BE IDENTIFIED IN THE ATTACHED PHOTOS. 100+ NEW TUBESTOCK IS PLANTED ON THIS SITE YEARLY, IN CONJUNCTION WITH THE UNDERSTORY REVEGETATION PROGRAM THROUGH MUNDARING SHIRE
6. BEE COMPOUND IS TO BE FENCED WITH 1200mm HIGH RURAL FENCING, UTILISING TREATED PINE POST AND RAIL ASSEMBLIES AT THE CORNERS AND GATE ACCESS POINT

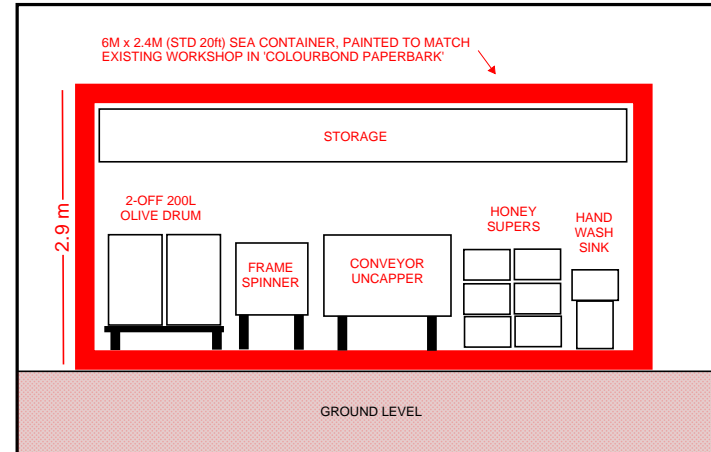


PHOTOS OF EXISTING SITE, CLEARED WITH LEAF BLOWER ONLY
LAYOUT & MARKINGS ARE TEMPORARY AND FOR ILLUSTRATIVE PURPOSES

TITLE	BEE HIVE COMPOUND DETAILED DRAWING		
LOCATION	190 Wilkins Rd - Mount Helena Darryl & Julie Carter		
SCALE	A3 Page and as noted	DATE	1/6/2023



SEA CONTAINER PLAN VIEW
SCALE 12.5cm = 6m



SEA CONTAINER PLAN VIEW
SCALE 12.5cm = 6m

NOTES:

1. SEPTIC (1200 ROUND) AND LEACH DRAIN (4m) ARE AS PER SPEC PROVIDED BY SHIRE OF MUNDARING. LOCATION IS BEST ESTIMATE AS FINAL LOCATION WILL BE DETERMINED ONCE EXCAVATION WORKS COMMENCE
2. NO TREES WILL BE REMOVED AS A RESULT OF THIS PROPOSAL
3. SOME VEGETATION WILL BE REMOVED, HOWEVER, IT IS LIMITED TO TUFT GRASSES AND BUSHES <300MM IN HEIGHT. 100+ NEW TUBESTOCK IS PLANTED ON THIS SITE YEARLY, IN CONJUNCTION WITH THE UNDERSTORY REVEGETATION PROGRAM THROUGH MUNDARING SHIRE
4. SEA CONTAINER IS A STANDARD 20ft SEA CONTAINER MEASURING AT APROX 6m x 3m TO BE PAINTED IN 'COLOURBOND PAPERBARK' TO MATCH EXISTING WORKSHOP AND CARPORT
5. SEA CONTAINER WILL ALSO BE PROVIDED WITH A PITCHED ZINCALUME TYPE ROOF AND EXTERIOR CLADDING, SHOULD IT BE IN PLACE FOR A PERIOD OF MORE THAN 12 MONTHS AS PER MUNDARING SHIRE REGULATIONS

TITLE	SITE PLAN - Sea Container and beehive compound location reference drawing and details		
LOCATION	190 Wilkins Rd - Mount Helena Darryl & Julie Carter		
SCALE	12.5cm = 6m	DATE	10/2023

10.2 Corporate Business Plan 2023/24 - 2026/27

File Code	OR.CMA16
Author	Ana Fernandez, Executive Assistant to Chief Executive Officer
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Final Draft - Shire of Mundaring Corporate Business Plan 2023-2027 ↓

SUMMARY

As part of the Integrated Planning and Reporting Framework (IPRF) suite of documents, the Corporate Business Plan (CBP) 2023/24 – 2026/27 has been developed in consultation with Council Members.

The CBP undertakes a process of “activating” the Strategic Community Plan by identifying the priorities and services the Shire will deliver over a four-year period. The CBP ensures these priorities and services are resourced and fully integrated into the long-term financial, workforce and asset management planning and annual budget.

This report recommends that Council adopts the Corporate Business Plan 2023/24 - 2026/27.

BACKGROUND

Local governments in Western Australia are required to develop and adopt a Strategic Community Plan (SCP) and CBP, supported and informed by resourcing and delivery strategies. These plans drive the development of each local government’s annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The IPRF delivers local government’s strategic intentions, and provides a process to:

- Ensure community input is explicitly and reliably generated
- Provide the capacity for location specific planning where appropriate
- Inform the long term objectives of the local government with these inputs
- Identify the resourcing required to deliver against the long term objectives; and
- Clearly articulate long-term financial implications and strategies.

Council adopted the SCP 2020 – 2030 at its meeting on 10 March 2020 (C21.03.20). Due to the impact of COVID this was further reviewed by Council during the development of the 2021/22 – 2024/25 CBP. The next SCP major review is scheduled to commence in 2023 for final adoption early 2024.

The CBP is an internal business-planning tool that activates the SCP and translates Council priorities into operations within the local government’s available resources. The plan details the services, operations and projects that Shire of Mundaring will deliver over the period 1 July 2023 – 30 June 2027, the processes for delivering these and the associated costs.

Other aspects of the IPRF include a Workforce Plan (WFP), the Long Term Financial Plan (LTFP) and Asset Management Plans (AMPs). The CBP informs and is informed by these plans. Summaries of the WFP and AMP are included in the CBP. Following consideration of the CBP, Council will consider adoption of the Annual Budget for 2023/24, which details the financial implications of the first year of the CBP and LTFP.

Council Members participated in service immersions, five IPR workshops and a briefing session from November 2022 to July 2023. During these workshops, Councillors reviewed and assessed a number of strategies, business cases, projects and service levels in conjunction with the level of rate increases required to fund these operations including new projects and service level changes.

STATUTORY / LEGAL IMPLICATIONS

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of its district in accordance with any regulations made.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires that “A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.”

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Together with the LTFP, formal adoption of the CBP will outline the detail of how the financial, human, and physical resources of the Shire apply to the delivery of the services and facilities for the community.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.1 – Robust decision-making by culturally aware, well-informed and supported Councillors

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance		
Failure to adopt a CBP that meets the intermediate standard for compliance with the Integrated Planning and Reporting Framework process.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Council to adopt the Corporate Business Plan by an absolute majority.		

EXTERNAL CONSULTATION

Nil

COMMENT

Council is committed to balancing the community's affordability concerns with the community's expectations for continued levels of service and infrastructure.

The CBP reflects delivery of the following to ensure the four-year priorities are achieved, as work towards the ten-year priorities outlined in the SCP is progressed.

Council is committed to balancing the community's affordability concerns with the community's expectations for continued levels of service and infrastructure.

The CBP reflects the Shires objectives and services grouped into the four goals of the Strategic Community Plan.

Most services will continue with no substantial change. However, in some cases, there will be new projects, actions, or service enhancements. Such changes are usually aligned to the Strategic Community Plan, but may be prompted by legislative change or other factors.

These significant changes are shown. The key is:

- (P) new projects
- (SI) service increases
- (IS) new or reviewed informing strategies (prioritisation and/or guidance in key areas)

Goal 1 Community: Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objectives

- 1.1 Healthy, safe, sustainable and resilient community
- 1.2 Flourishing local business
- 1.3 Everyone belongs

Shire Services

- Community Capacity Services - Volunteer Support, Seniors, Youth Services, Grants
- Events and Celebrations
- Disability Access/Inclusion
- Libraries
- Community Engagement
- Family and Children Services (Day Care, support, education)
- Economic Development
- Environmental Health
- Rangers and Community Safety
- Emergency and Fire Management
- Recreation Services and Facility Management (Aquatic Centres, Sports Grounds and Community Facilities, Skateparks, Pump Tracks, Dirt Jumps, Trails)
- Property Management (Leased Community Facilities)
- Visitor Services and Tourism Marketing

Significant changes

Type	Item	Executive	23 / 24	24 / 25	25 / 26	26 / 27
SI	Extended Mt. Helena Aquatic Centre season	Strategic and Community Services				
SI	Increase support for Mundaring Arts Centre	Strategic and Community Services				
SI	Support Hills Billy Cart Festival	Strategic and Community Services				
SI	Install portable patient transfer hoist at Lake Leschenaultia	Strategic and Community Services				
P	Consideration of outsourcing options for the Reflections Kiosk at Lake Leschenaultia	Strategic and Community Services				
P	Deliver Community and Business Perception Survey	Corporate Services				
P	Community facilities consolidation/rationalisation scope	Infrastructure Services				
P	Prioritise accessibility upgrades across Shire-run and leased facilities	Infrastructure Services				
P	Implement Economic Development and Tourism Strategy	Strategic and Community Services				
IS	Signage Strategy	Strategic and Community Services				
IS	Lobbying and Advocacy Strategy Review	Strategic and Community Services				
IS	Youth Informing Strategy Review	Strategic and Community Services				
IS	Community Health and Wellbeing Informing Strategy Review	Statutory Services				
IS	Reconciliation Action Plan Review	Strategic and Community Services				
IS	Age Friendly Informing Strategy Review	Strategic and Community Services				

Goal 2 Natural Environment: A natural environment that is protected, sustainable and enjoyed

Objectives	
2.1	Protecting natural areas and biodiversity
2.2	Water Management that is efficient and sustainable
2.3	Waste Management that is efficient and sustainable
2.4	Energy Management that is efficient and sustainable
Shire Services	
<ul style="list-style-type: none"> ▪ Environmental Advice and Assessment ▪ Strategic Environmental and Sustainability Projects and Education ▪ Natural Reserves Management and Support of Friends Groups ▪ Parks, Reserves and Open Spaces 	<ul style="list-style-type: none"> ▪ Verge/Median Maintenance and Weed Management ▪ Waste Management ▪ Lake Leschenaultia Management ▪ Fire Protection and Mitigation (Firebreak / Hazard Inspections)

Significant changes

Type	Item	Executive	23 / 24	24 / 25	25 / 26	26 / 27
P	Implement Biodiversity Strategy	Statutory Services				
P	Converting street lights to LED	Infrastructure Services				
IS	Review climate change risk and adaptation plans	Statutory Services				
P	Other actions to reduce emissions including: <ul style="list-style-type: none"> ▪ Review of fleet vehicle emissions ▪ Solar power battery storage ▪ Replacing inefficient lighting in buildings and sporting facilities 	Infrastructure Services				
P	On-demand bulk waste verge collection – options report	Infrastructure Services				
SI	Introduce FOGO (Food Organics and Garden Organics) collection	Infrastructure Services				

Goal 3 Built Environment: Transport, infrastructure and planning for liveable, connected communities

Objectives	
3.1	Shire assets and facilities that support services and meet community needs
3.2	Advocate for infrastructure improvements by others
3.3	Regulated land use and building control to meet current and future community needs
3.4	Preservation of local heritage buildings and places of interest
Shire Services	
<ul style="list-style-type: none"> ▪ Transport services ▪ Facility Management ▪ Statutory Land Use Planning ▪ Statutory Building Services ▪ Asset Management 	<ul style="list-style-type: none"> ▪ Infrastructure Design ▪ Plant and Fleet Maintenance ▪ Construction Services ▪ Building Maintenance ▪ Graffiti removal

Significant changes

Type	Item	Executive	23	24	25	26
			/	/	/	/
			24	25	26	27
IS	New Heritage Strategy	Statutory Services				
IS	Bushfire Area Access Strategy Review	Statutory Services				
IS	Recreation Facilities Informing Strategy Review	Strategic and Community Services				
IS	Local Planning Strategy and Scheme Review	Statutory Services				

Goal 4 Governance: Trusted, leading and listening local government

Objectives	
4.1	Civic leadership
4.2	The Shire advocates on behalf of its community
4.3	A well engaged and informed community and a high standard of customer service
4.4	High standard of governance and accountability
Shire Services	
<ul style="list-style-type: none"> ▪ Council Member Support ▪ Stakeholder Management, Lobbying and Advocacy ▪ Customer Services ▪ Community Engagement ▪ Marketing and Communications 	<ul style="list-style-type: none"> ▪ People and Culture (Human Resources Management) ▪ Information Technology (IT) Service ▪ Financial Management ▪ Governance and Risk ▪ Property Management ▪ Corporate Planning

Significant changes

Type	Item	Executive	23	24	25	26
			/	/	/	/
			24	25	26	27
IS	Policy Review	Corporate Services				
IS	Community Engagement Framework Review	Strategic and Community Services				

The following major capital projects are scheduled over the next four years.

Item	23 / 24	24 / 25	25 / 26	26 / 27	Indicative Project Cost	Indicative Shire Allocation	External Funding
Concept design/master planning for upgrades to recreation change rooms and volunteer bushfire brigade stations					\$380,000	\$380,000	Nil
Precinct Masterplans (priorities to be determined with Council)					To be determined	To be determined	To be determined
Bilgoman Aquatic Centre - Modernise and refit change rooms (staged)					\$550,000	\$420,000	\$130,000

Item	23 / 24	24 / 25	25 / 26	26 / 27	Indicative Project Cost	Indicative Shire Allocation	External Funding
Parkerville Hall Accessibility Upgrade					\$550,000	\$550,000	Nil
Brown Park Oval Lighting					\$492,000	\$246,000	\$246,000
Morgan John Morgan bike pump track					\$300,000	\$150,000	\$150,000
Glen Forrest Hall Upgrade					\$485,000	\$485,000	Nil
Parkerville Oval Lighting					\$420,000	\$210,000	\$210,000
Brown Park Skate Park					\$440,000	\$220,000	\$220,000
Mt Helena Oval change-rooms – upgrade internals					\$415,000	\$350,000	\$75,000
Brooking Road connection					\$1,500,000	\$500,000	\$1,000,000
Revitalise Mundaring Town Centre/Multi-purpose Community Facility					\$7,250,000	\$7,250,000	To be determined
Mundaring Regional Skate Park					\$750,000	\$375,000	\$375,000
Helena Valley Road / Scott Street roundabout					\$450,000	\$150,000	\$300,000

Costings above are indicative and subject to detailed feasibility, design and cost analysis prior to separate individual Council decisions.

Overall, the CBP is a highly visible document that reflects the standards as identified through the IPRF.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 19DA corporate business plan, requirements for (Act s. 5.56)

RECOMMENDATION

That Council adopts, by absolute majority, the Corporate Business Plan 2023/24-2026/27 as detailed in **Attachment 1** to this report.



Corporate Business Plan

2023/2024 – 2026/2027



ACKNOWLEDGEMENT

Mundadjalina-k ngala kaditj Noongar moort nidja Wadjak boodjar-ak kalyakool moondang-ak kaaradj-midi. Ngala Noongar Moort wer baalabang moorditj kaadidjiny kootadjinanginy. Ngala Noongar wer Torres Strait Moort-al dandjoo koorliny kwaba-djinanginy. Koora, yeyi wer kalyakool, ngalak Aboriginal wer Torres Strait birdiya wer moort kootadjinanginy.

The 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.



This document is available in alternative formats upon request.



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MESSAGE FROM THE CEO

It is my pleasure to present the Corporate Business Plan 2023/24 – 2026/27, the last one I will present as CEO of the Shire of Mundaring, and the last one under the Strategic Community Plan 2020 – 2030.

This Corporate Business Plan represents continuity and consolidation. There are some adjustments but, in the main, the plan follows the course set in the Strategic Plan and implemented through successive Corporate Business Plans.

The Shire has worked hard to continue to deliver the community's vision, while keeping rates as low as possible. This has been particularly challenging when the Shire, along with all other local governments, has faced major difficulties in obtaining contractors, recruiting staff, and meeting escalating costs. The plan recognises that the community is also experiencing many of the same difficulties, including significant cost of living pressures.

To the staff who deliver the Shire's projects, services and actions day in and day out, I acknowledge and thank you. No CEO could ask for a more dedicated and professional team.

As I prepare to hand over to the next CEO, I know the organisation is ready for its next era in delivering for this exceptional community.

Jonathan Throssell

Chief Executive Officer



INTRODUCTION

Purpose of the Corporate Business Plan

The Corporate Business Plan is central to how Council implements its strategic direction. It links medium term projects, services, and actions to the Strategic Community Plan. Spanning four financial years, reviewed annually, this plan drives Council's budgets and other key decisions over that time.

Integrated Planning and Reporting Framework

The diagram below sets out the Integrated Planning and Reporting process Council follows, which sets the strategic direction of the Shire, and guides implementation.

The framework starts with the vision. The Strategic Community Plan is a ten-year, high-level plan, that shows the goals and priorities to deliver the vision.



As explained above, the Corporate Business Plan activates a four-year delivery period. The Long Term Financial Plan, Asset Management Plans and Workforce Plan (collectively known as informing strategies), ensure the plan is resourced and achievable.

From there, the annual budget is developed, implemented and reported on. The Corporate Business Plan is updated every year to stay current and on track.

The framework is underpinned by operational plans, guiding each Directorate within the organisation.

A review of the Shire's Strategic Community Plan is undertaken every two years, alternating between a minor and major review. That means a major review is undertaken every four years.

The next major review will be in 2023/24, with a program of in-depth community and stakeholder engagement to identify the community's current aspirations and priorities, as the basis for the new plans and informing strategies.

HIGHLIGHTS OF THE PLAN

This plan represents continuity and consolidation. There are some adjustments, but the plan essentially follows the course set in the Strategic Community Plan (SCP) and implemented through successive Corporate Business Plans (CBP). Highlights of the plan include the following, grouped into the ten-year priorities identified in the SCP.

Leadership and collaboration for sustainable living – Shire, community, business

- Initial implementation of the Local Biodiversity Strategy within current resources, which will see an increase in private land conservation initiatives and advice to residents, and preparation of Business Case for additional resources to be considered for the next CBP.
- Further reducing energy emissions (and operating costs) by continuing to convert street lights to LED (Light-Emitting Diode) across the Shire and other actions.
- Initial implementation of the Economic Development and Tourism Strategy within current resources, which will focus on developing the 'Market Town' concept, caravan rest stop facility, and training for home-based eco-tourism businesses, and preparation of Business Case for additional resources to be considered for the next CBP.
- Investigating an on-demand bulk waste verge collection service and implementing FOGO (food organics and garden organics) collection.
- Signage and Heritage Strategies to be developed in 2023/24.

A place for young and old

- Preparation for the revitalisation of the Mundaring Town Centre, including the Mundaring Multi-Purpose Community Facility, with continued in-depth planning, design and community engagement.
- Extension of the Mt Helena Aquatic Centre public season from December to the end of March, with 6pm closing time.
- Increased support for Mundaring Arts Centre.
- Portable patient transfer hoist at Lake Leschenaultia.
- Support for Hills Billy Cart Festival.
- A range of capital investments in facilities (see page 10).
- Recreation Facilities Informing Strategy Review.
- Concept and masterplanning to bring forward change room upgrades.
- Prioritisation of accessibility upgrades to treat Shire-run and leased facilities on an equal basis.
- Annual masterplan program to improve grant readiness (from 2024/25).
- Consideration of possible consolidation/rationalisation of building facilities.
- Consideration of outsourcing options for the Reflections Kiosk at Lake Leschenaultia.

Recognise and celebrate Noongar language and culture

- Implementation of the Reconciliation Action Plan.

STRATEGIC DIRECTION

Vision

The Place for Sustainable Living

What we value most as a community

Protection of the natural environment
Peaceful lifestyle
Safe and inclusive community

Goals

Community		Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs
Natural environment		A natural environment that is protected, sustainable and enjoyed
Built environment		Transport, infrastructure and planning for liveable, connected communities
Governance		Trusted, leading and listening local government

10-year and four-year priorities

Ten-year priorities	Four-year priorities
Leadership and collaboration for sustainable living – Shire, community, business	<ul style="list-style-type: none"> Shire-led conservation, protection and retention of natural areas Community-led initiatives and innovation Business-led economic and tourism development Building resilience to future disasters
A place for young and old	<ul style="list-style-type: none"> Youth-led Shire and community partnerships for skill development, youth connections, peer support Transport and downsizing options for older people Connect the generations Fit for purpose facilities to meet community needs
Recognise and celebrate Noongar language and culture	<ul style="list-style-type: none"> Aboriginal community-led Shire and community partnerships for reconciliation and enhanced cultural awareness

MAJOR CHALLENGES

The following major challenges facing the community and the Shire over the period of this plan have been identified. Note that in many cases, these challenges also represent opportunities. For example, the rapid increase in digital technologies is a challenge but also offers new and better ways for engagement and service delivery.

Area	Description
Population growth	<ul style="list-style-type: none"> Population of 39,166 (ABS 2021) - estimated population of 40,184 by 2026 and growing
Economy	<ul style="list-style-type: none"> Whilst healthy business growth is evident in the Shire of Mundaring, businesses are facing economic uncertainty, high input costs, ongoing supply chain challenges, workforce challenges and decreasing discretionary consumer spending Households are facing ongoing cost of living increases (although inflationary pressure is now easing) and high interest rates. Nominal wages are growing but real wages have declined due to inflation
Increasing requirements on local government	<ul style="list-style-type: none"> Local Government reform program
Increasing costs	<ul style="list-style-type: none"> Continuing increases in State costs (water, electricity, etc) Fuel and construction costs remain high
Environmental sustainability	<ul style="list-style-type: none"> Climate change – bushfires, heat, fuel load, rainwater and water security
Financial sustainability	<ul style="list-style-type: none"> Ensuring adequate expenditure on asset renewals
Community expectations	<ul style="list-style-type: none"> High and increasing expectations from the community, combined with low tolerance towards rates increases
Workforce	<ul style="list-style-type: none"> Skills shortages (eg difficulty in recruiting specialised positions such as contract management) Expectations of salaries and wages in a tight labour market Legislative and government policy changes Impending retirements of older workers
Digital	<ul style="list-style-type: none"> High community expectation of online service delivery and communication, while recognising that not all community members operate in the digital world

GOALS, OBJECTIVES AND SERVICES

The following sections list the Shire’s objectives and services grouped into the four goals of the Strategic Community Plan.

Most services will continue with no substantial change. However, in some cases, there will be new projects, actions, or service enhancements. Such changes are usually aligned to the Strategic Community Plan, but may be prompted by legislation change or other factors.

These significant changes are shown. The key is:

- (P) new projects
- (SI) service increases
- (IS) new or reviewed informing strategies (prioritisation and/or guidance in key areas)

Goal 1 Community: Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objectives	
1.1	Healthy, safe, sustainable and resilient community
1.2	Flourishing local business
1.3	Everyone belongs
Shire Services	
<ul style="list-style-type: none"> ▪ Community Capacity Services - Volunteer Support, Seniors, Youth Services, Grants ▪ Events and Celebrations ▪ Disability Access/Inclusion ▪ Libraries ▪ Community Engagement ▪ Family and Children Services (Day Care, support, education) ▪ Economic Development 	<ul style="list-style-type: none"> ▪ Environmental Health ▪ Rangers and Community Safety ▪ Emergency and Fire Management ▪ Recreation Services and Facility Management (Aquatic Centres, Sports Grounds and Community Facilities, Skateparks, Pump Tracks, Dirt Jumps, Trails) ▪ Property Management (Leased Community Facilities) ▪ Visitor Services and Tourism Marketing

Significant changes

Type	Item	Executive	23 / 24	24 / 25	25 / 26	26 / 27
SI	Extended Mt. Helena Aquatic Centre season	Strategic and Community Services				
SI	Increase support for Mundaring Arts Centre	Strategic and Community Services				
SI	Support Hills Billy Cart Festival	Strategic and Community Services				
SI	Install portable patient transfer hoist at Lake Leschenaultia	Strategic and Community Services				
P	Consideration of outsourcing options for the Reflections Kiosk at Lake Leschenaultia	Strategic and Community Services				
P	Deliver Community and Business Perception Survey	Corporate Services				
P	Community facilities consolidation/rationalisation scope	Infrastructure Services				
P	Prioritise accessibility upgrades across Shire-run and leased facilities	Infrastructure Services				
P	Implement Economic Development and Tourism Strategy	Strategic and Community Services				
IS	Signage Strategy	Strategic and Community Services				
IS	Lobbying and Advocacy Strategy Review	Strategic and Community Services				
IS	Youth Informing Strategy Review	Strategic and Community Services				
IS	Community Health and Wellbeing Informing Strategy Review	Statutory Services				
IS	Reconciliation Action Plan Review	Strategic and Community Services				
IS	Age Friendly Informing Strategy Review	Strategic and Community Services				

Goal 2 Natural Environment: A natural environment that is protected, sustainable and enjoyed

Objectives	
2.1	Protecting natural areas and biodiversity
2.2	Water Management that is efficient and sustainable
2.3	Waste Management that is efficient and sustainable
2.4	Energy Management that is efficient and sustainable
Shire Services	
<ul style="list-style-type: none"> ▪ Environmental Advice and Assessment ▪ Strategic Environmental and Sustainability Projects and Education ▪ Natural Reserves Management and Support of Friends Groups ▪ Parks, Reserves and Open Spaces 	<ul style="list-style-type: none"> ▪ Verge/Median Maintenance and Weed Management ▪ Waste Management ▪ Lake Leschenaultia Management ▪ Fire Protection and Mitigation (Firebreak / Hazard Inspections)

Significant changes

Type	Item	Executive	23 / 24	24 / 25	25 / 26	26 / 27
P	Implement Biodiversity Strategy	Statutory Services				
P	Converting street lights to LED	Infrastructure Services				
IS	Review climate change risk and adaptation plans	Statutory Services				
P	Other actions to reduce emissions including: <ul style="list-style-type: none"> ▪ Review of fleet vehicle emissions ▪ Solar power battery storage ▪ Replacing inefficient lighting in buildings and sporting facilities 	Infrastructure Services				
P	On-demand bulk waste verge collection – options report	Infrastructure Services				
SI	Introduce FOGO (Food Organics and Garden Organics) collection	Infrastructure Services				

Goal 3 Built Environment: Transport, infrastructure and planning for liveable, connected communities

Objectives	
3.1	Shire assets and facilities that support services and meet community needs
3.2	Advocate for infrastructure improvements by others
3.3	Regulated land use and building control to meet current and future community needs
3.4	Preservation of local heritage buildings and places of interest
Shire Services	
<ul style="list-style-type: none"> ▪ Transport services ▪ Facility Management ▪ Statutory Land Use Planning ▪ Statutory Building Services ▪ Asset Management 	<ul style="list-style-type: none"> ▪ Infrastructure Design ▪ Plant and Fleet Maintenance ▪ Construction Services ▪ Building Maintenance ▪ Graffiti removal

Significant changes

Type	Item	Executive	23 / 24	24 / 25	25 / 26	26 / 27
IS	New Heritage Strategy	Statutory Services				
IS	Bushfire Area Access Strategy Review	Statutory Services				
IS	Recreation Facilities Informing Strategy Review	Strategic and Community Services				
IS	Local Planning Strategy and Scheme Review	Statutory Services				



Goal 4 Governance: Trusted, leading and listening local government

Objectives	
4.1	Civic leadership
4.2	The Shire advocates on behalf of its community
4.3	A well engaged and informed community and a high standard of customer service
4.4	High standard of governance and accountability
Shire Services	
<ul style="list-style-type: none"> ▪ Council Member Support ▪ Stakeholder Management, Lobbying and Advocacy ▪ Customer Services ▪ Community Engagement ▪ Marketing and Communications 	<ul style="list-style-type: none"> ▪ People and Culture (Human Resources Management) ▪ Information Technology (IT) Service ▪ Financial Management ▪ Governance and Risk ▪ Property Management ▪ Corporate Planning

Significant changes

Type	Item	Executive	23 / 24	24 / 25	25 / 26	26 / 27
IS	Policy Review	Corporate Services				
IS	Community Engagement Framework Review	Strategic and Community Services				

PLANNED INVESTMENTS IN COMMUNITY FACILITIES

The following major capital projects are scheduled over the next four years.

Item	23 / 24	24 / 25	25 / 26	26 / 27	Indicative Project Cost	Indicative Shire Allocation	External Funding
Concept design/master planning for upgrades to recreation changerooms and volunteer bushfire brigade stations					\$380,000	\$380,000	Nil
Precinct Masterplans (priorities to be determined with Council)					To be determined	To be determined	To be determined
Bilgoman Aquatic - Modernise and refit changerooms (staged)					\$550,000	\$420,000	\$130,000
Parkerville Hall Accessibility Upgrade					\$550,000	\$550,000	Nil
Brown Park Oval Lighting					\$492,000	\$246,000	\$246,000
Morgan John Morgan bike pump track					\$300,000	\$150,000	\$150,000
Glen Forrest Hall Upgrade					\$485,000	\$485,000	Nil
Parkerville Oval Lighting					\$420,000	\$210,000	\$210,000
Brown Park Skate Park					\$440,000	\$220,000	\$220,000
Mt Helena Oval change-rooms – upgrade internals					\$415,000	\$350,000	\$75,000
Brooking Road connection					\$1,500,000	\$500,000	\$1,000,000
Revitalise Mundaring Town Centre/Multi-purpose Community Facility					\$7,250,000	\$7,250,000	To be determined
Mundaring Regional Skate Park					\$750,000	\$375,000	\$375,000
Helena Valley Road / Scott Street roundabout					\$450,000	\$150,000	\$300,000

Costings above are indicative and subject to detailed feasibility, design and cost analysis prior to separate individual Council decisions.



RESOURCING THE CORPORATE BUSINESS PLAN

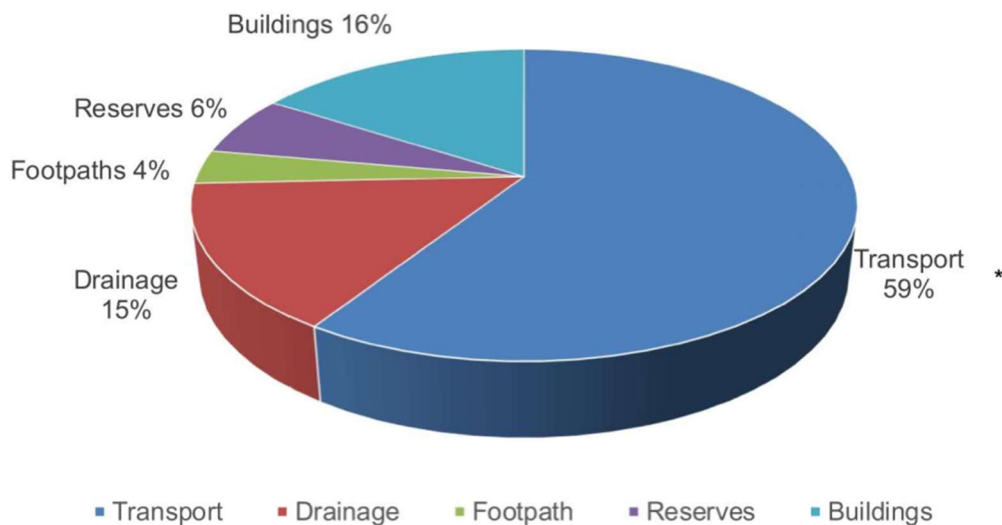
Asset Management Plans

The Shire has a large asset base valued at over \$475 million. Property and Infrastructure assets comprise the largest portion of these, with a combined value of approximately \$400 million. Infrastructure assets include roads, bridges, footpaths, drainage, buildings, and reserves. Planning is essential for the effective and sustainable management of these assets to meet current and future community needs.

The Shire’s Asset Management Plans (AMPs) define the current levels of service and operational requirements for the various types of assets. The AMPs also highlight the processes used to manage the associated assets that services rely on, and consider how current and future services to the community will be sustainably provided at the most appropriate standard, time, place and cost. The AMPs inform the 10-year long-term Capital Works Program, with funds included in the Long Term Financial Plan (LTFP).

A more detailed description of the Shire’s infrastructure assets is shown in the infographic overleaf. A breakdown of replacement cost by major asset type is shown in the pie chart below.

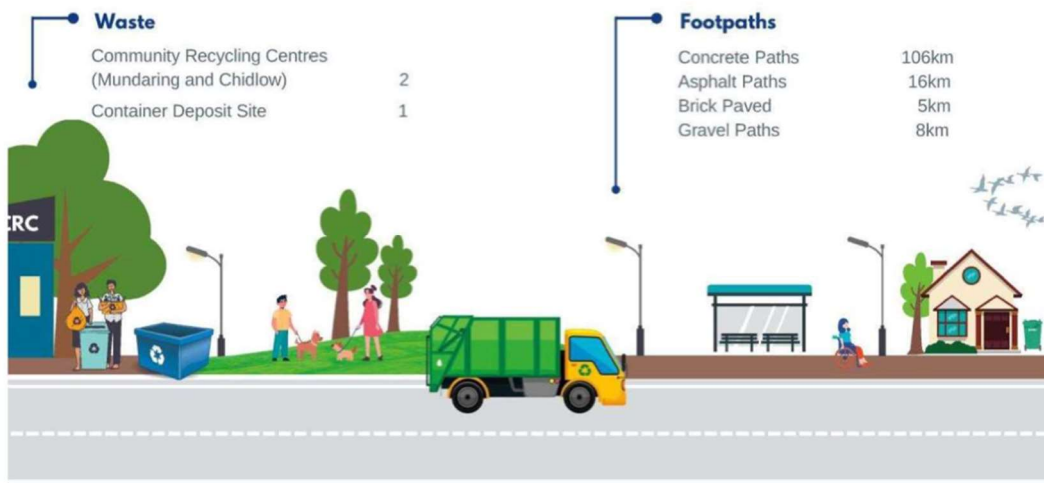
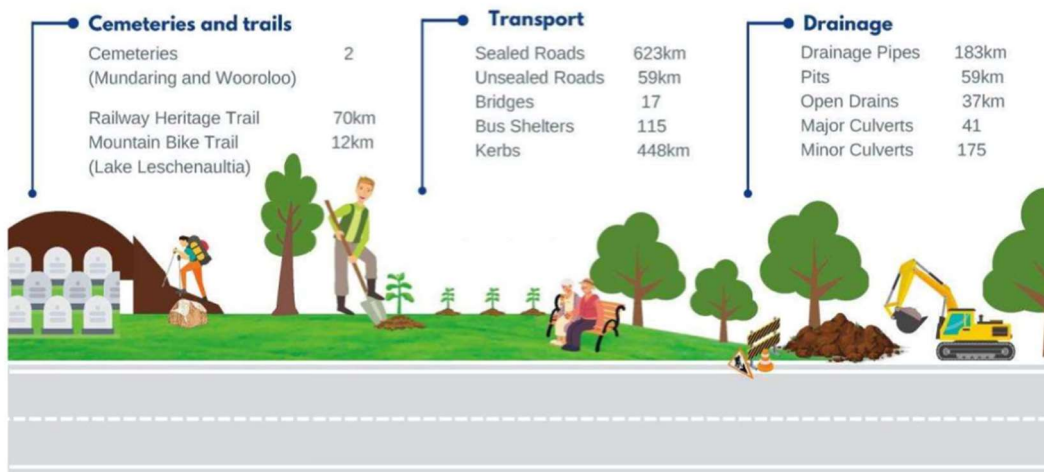
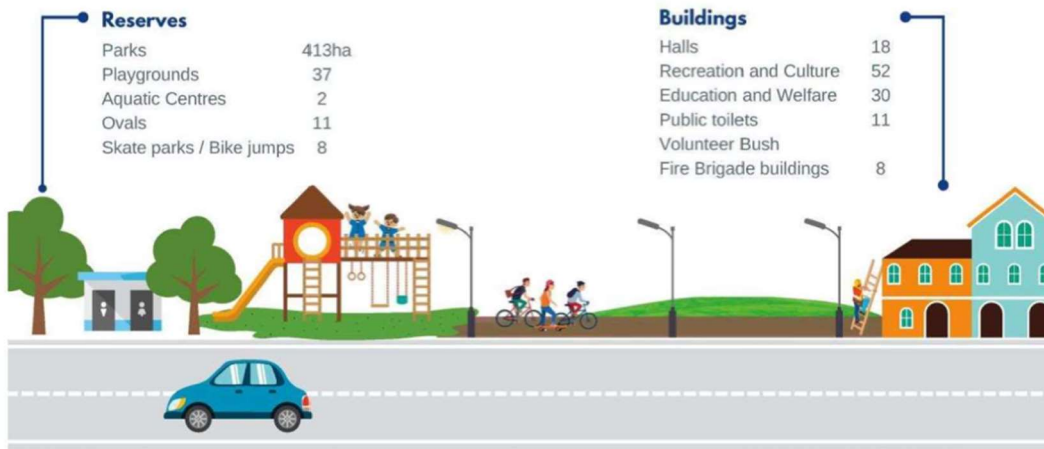
Major Asset Replacement Cost



* Includes roads, bridges and related infrastructure.

For more details on the above categories, please refer to the following infographic.

Our Assets at a Glance





Long Term Financial Plan

Each Corporate Business Plan and Annual Budget exists within the Long Term Financial Plan (LTFP). The LTFP ensures that Council always has long-term financial sustainability in mind when making decisions that require the use of ratepayers’ funds.

The first four years of the LTFP constitute the four-year financial projections that accompany the Corporate Business Plan. Of course, these are adapted and revised as circumstances change but always with regard to maintaining the Shire’s secure financial position.

The rates profile (shown in the table below) is the indicative increase in total rates yield. It is determined each year as part of the Annual Budget. However, it represents best available information within the Shire’s commitment to providing assets and services that meet the community’s needs, at a level that the community can afford.

The following assumptions are critical in determining the Shire’s financial forecasts. The detailed financial forecasts can be seen in the LTFP.

Assumptions

	2023/24	2024/25	2025/26	2026/27
Materials and Contracts – CPI	3.50%	2.50%	2.50%	2.50%
Employee Costs	4.95%	4.95%	4.95%	3.00%
Rates – Annual Increase (yield)	3.50%	2.75%	2.50%	2.50%
Fees and Charges	3.50%	2.50%	2.50%	2.50%
Interest Earnings	5.00%	4.50%	3.50%	3.00%

Information Communication Technology (ICT) Strategy

The Shire’s ICT Strategy sets out the key components that need to be considered in managing the organisation’s information resources. Adequate and appropriate ICT underpins all aspects of the Shire’s work. It is integral to the delivery of the Shire’s services: from the provision of information and advice, to providing better analysis of environmental, demographic, and social change for better land use planning. ICT also supports the Shire in administration, providing data storage, information management, email and mobile communications. The rapid adoption of mobile, on-demand, and social media technologies requires the Shire to keep abreast of new developments in this area to ensure we can provide the best quality services to the community.



Workforce Plan

Workforce planning is undertaken each year as part of the Shire’s Integrated Planning and Reporting process to ensure key workforce issues and risks are identified. The detailed Workforce Plan provides an overview of our workforce-related objectives, strategies, activities, and expected outcomes over the four-year period of the Corporate Business Plan.

Workforce Changes and Challenges

Total employee costs from 2023/24 are expected to increase by 4.95% per annum to deliver the Corporate Business Plan and respond to factors such as government legislation and policy.

The ageing workforce and relatively high staff turnover remain challenging issues to manage. Approximately 15% of the workforce is aged 60+ and a further 26% is aged 50 to 59. Turnover is reducing but is still very high (approximately 20% in 2022/23), as can be seen in the table below.

2018/19	2019/20	2020/21	2021/22	2022/23
11.8%	10.59%	11.11%	36.7%	20.0%

Loss of institutional knowledge associated with increased retirements and turnover is a key risk. Capturing and sharing this knowledge before staff departures remains under-resourced and is not satisfactorily implemented across the organisation.

Labour market competition remains high and is reflected in increased salaries and wages being paid across all sectors, including local government. Salary and wages expectations also reflect high inflation in recent times. These pressures have contributed to a high turnover rate and an increase in reclassification requests and internal transfers.

Diversity and Inclusion Plan Amendments

In recognising the benefits of a diverse and inclusive workforce, the Workforce Plan now reinforces and defines the focus of this strategic objective, as follows:

Vision: The Shire is an inclusive workforce that represents the diversity in our local community.

Associated actions that we will implement to achieve this vision are as follows:

- 1. The Shire will provide opportunities for women to aspire to leadership roles both within the organisation and the local government sector.*
- 2. Remove bias from the recruitment process as much as possible.*
- 3. Provide training opportunities for staff that promote diversity and an inclusive workplace.*
- 4. The establishment of diversity targets and report on progress towards achieving these targets to Council.*

Targets to achieve this objective are:

- 1. Increase Leadership Team roles held by women to 50% (currently 25%)*
- 2. Increase employment of people with disability to 5% of the workforce (currently 2.6%)*

Our Organisational Values

These values drive our behaviours in the delivery of our services.

Our Values

Maintain our positive culture of:



Organisational Structure

The CEO is the only employee appointed by Council. Four directors report to the CEO, as shown in the organisation structure chart below. The current number of FTEs (full-time equivalent) is around 230. This figure includes approximately 42 FTE delivering family and children services that are fully funded through grants and service fees.



MEASURING PERFORMANCE

The Shire is committed to monitoring progress towards achieving the community's vision 'a place for sustainable living'.

High-level success measures are in the Strategic Community Plan. These cover big picture outcomes such as the state of natural areas, CO₂ emissions, household resource efficiency, strength of community, business confidence, sense of belonging and Aboriginal cultural awareness. Many of these are aspirational and influenced by factors beyond the Shire's control.

Monitoring and reporting on the Corporate Business Plan on the other hand, is more focused on the performance of the Shire. Did we do what we said we would do? Are we well managed financially? Is our organisation in good health? Does our community think we are doing a good job?

The Administration reports on a quarterly basis to Council on performance against all major projects and capital works listed in the Corporate Business Plan. The report provides information on achievements and performance against milestones set at the beginning of the year and indicates whether the project or program is on time and on budget.

The CEO reports to Council on specific Key Performance Indicators (KPIs). These KPIs are set annually and typically include:

- Adherence to acceptable financial ratios (eg operating surplus ratio, current ratio, debt service coverage ratio, own source revenue coverage ratio). Note that these ratios are currently under review as part of Local Government Reform.
- Unqualified Financial Audit
- Compliance Audit Return (at least 95% compliance)
- Delivery of CAPEX program on time and on budget (with variances reported/ explained)
- Organisational health indicators (such as diversity targets, turnover, loss time injury)
- Stakeholder relationship management activities
- Lobbying and advocacy activities

As legislated, the Shire's Annual Report documents the number of projects and programs completed within the Corporate Business Plan.

Performance is also monitored through the biennial Community and Business Perception Survey and other customer satisfaction surveys on a range of Shire services and programs.



RISK AND AUDIT

Strategic risks are risks that affect or are created by the Shire’s strategic objectives and strategies. Operational risks are major risks that affect the Shire’s ability to execute its plans.

Managing uncertainty and risk in a structured and formalised manner contributes to good corporate governance by:

- Reducing the impact of adverse outcomes
- Ensuring accountability
- Demonstrating diligence

Roles in the Risk Management process

Council	<ul style="list-style-type: none"> ▪ Review and approve the Shire’s Risk Management Policy, including the Risk Assessment and Acceptance Criteria ▪ Establish and maintain an Audit and Risk Committee in accordance with the Local Government Act 1995 ▪ Regularly review the Strategic Risks
CEO	<ul style="list-style-type: none"> ▪ Implement the Shire’s Risk Management Policy, including the Risk Assessment and Acceptance Criteria ▪ Regularly review the Strategic and Operating Risks and report these to the Audit and Risk Committee

The Shire’s strategic risks are identified below, along with the key controls that manage the risks, and the rating given to those controls. As shown in the table, all the controls have been assessed as effective or adequate.

Strategic Risk Management

Risk description	Key controls	Control rating
Risk Category: Economic/Health		
Core changes to local government e.g. rating powers, boundary changes, Local Government Act and other State Legislation	<ul style="list-style-type: none"> ▪ Long Term Financial Plan (LTFP) ▪ Sector wide Lobbying and Advocacy Strategy e.g. WALGA (Western Australian Local Government Association) ▪ Input into Local Government Act review ▪ Actively monitor legislative changes ▪ Stakeholder relationship management plan 	Effective
Lack of planning for, responding to a pandemic or conflict/war with global impacts	<ul style="list-style-type: none"> ▪ Federal/State Public Health directives implemented with focus on relief and recovery requirements and critical service provision ▪ Relief and Recovery Strategy ▪ Sector-wide Lobbying and Advocacy ▪ OP-30 Pandemic Leave, OP-22 COVID-19 in the Workplace ▪ Business continuity planning 	Effective
Changing global and local economic conditions resulting in increasing costs, supply chain disruptions, decreased availability of contractors/workforce	<ul style="list-style-type: none"> ▪ Annual Integrated Planning and Reporting (IPR) process ▪ Budget setting 	Adequate
Lack of planning for responding to and recovery from major natural disasters e.g. bushfire/flooding	<ul style="list-style-type: none"> ▪ State and Local Emergency Management Arrangements ▪ Business Continuity Plan ▪ Workforce Plan (emergency management skills) ▪ Local Planning Scheme (LPS) 4 and relevant policies ▪ Bushfire mitigation service ▪ Volunteer bushfire brigades memorandum of understanding with DFES (Department of Fire and Emergency Services) ▪ Bushfire Area Access Strategy 	Effective
Risk Category: Political		
Inability to manage community expectations for increased service levels based on capacity to deliver	<ul style="list-style-type: none"> ▪ LTFP/IPR process ▪ Community Engagement Framework ▪ Community/Business Perception Survey ▪ Resident & Ratepayer forums ▪ Ongoing communication around existing capacity and services 	Adequate

Risk description	Key controls	Control rating
Breakdown of relationship with key external stakeholders e.g. WALGA, State Government	<ul style="list-style-type: none"> Stakeholder Relationship Management Plan WALGA Zone Membership 	Adequate
The Strategic Community Plan (SCP) fails to meet community expectations	<ul style="list-style-type: none"> IPR process, including community engagement to develop Strategic Community Plan (SCP) 	Adequate
Risk Category: Financial / Service		
State government changes to fees, levies, rebates, cost shifting, and unfunded service requirements	<ul style="list-style-type: none"> LTFP Sector wide Lobbying and Advocacy Strategy e.g. via WALGA Communicate local impact assessment of state and federal budgets 	Adequate
Increased waste management costs due to changes in world recycling markets and state government waste initiatives	<ul style="list-style-type: none"> LTFP Regional Waste Education Steering Group Waste Plan Participation in EMRC 	Adequate
Reduced external grants e.g. Roads to Recovery, Financial Assistance Grants	<ul style="list-style-type: none"> LTFP/Asset Management Plans/IPR process Lobbying and Advocacy e.g. via ALGA, WALGA Service evaluation/accreditation 	Adequate
Inability to fund Asset Management Plans at appropriate service levels	<ul style="list-style-type: none"> LTFP/IPR process Rigour of Council prioritisation Rigour of project management Asset Management Plans 	Effective
Breakdown of relationship with EMRC	<ul style="list-style-type: none"> Membership of Eastern Metropolitan Regional Council (EMRC) Relationships with Swan and Kalamunda Stakeholder Relationship Management Plan Waste Reserve EMRC establishment agreement 	Adequate
Risk Category: Environment / Health		
Lack of planning for and delivery of protection and conservation of natural areas	<ul style="list-style-type: none"> LPS4 Implementation of Local Biodiversity Strategy Friends Group Strategy Eastern Region Catchment Management Program Landcare and verge control services Watercourse Hierarchy Strategy 	Effective

Risk description	Key controls	Control rating
Inadequate local plans and response to impacts of Climate Change	<ul style="list-style-type: none"> ▪ Local Climate Change Adaptation Action Plan ▪ Regional Climate Change Adaptation Action Plan ▪ LPS4 ▪ Drainage capacity program ▪ Annual reporting on the Energy Emissions Reduction Strategy ▪ Environmental Sustainability Policy ▪ Climate Emergency Declaration 	Effective
Risk Category: Governance		
Breakdown of corporate governance controls including systems, procedures, training and reporting (introduction/ amendment of legislation. Local Govt. Act/WHS Act and Regulations, transition to State Industrial Relations etc.)	<ul style="list-style-type: none"> ▪ Systems, procedures, training, and reporting ▪ Governance Framework ▪ Annual Compliance Audit return, internal and external audits ▪ Audit and Risk Committee (ARC) ▪ External membership on ARC 	Effective
Corporate governance failure - breakdown in relationship between Council/ CEO, Councillors/staff and between Councillors	<ul style="list-style-type: none"> ▪ Governance Framework 2023-2028 Standards for CEO Recruitment, Performance and Termination ▪ Codes of Conduct ▪ Legislative separation of powers ▪ Regular President/CEO liaison ▪ CEO Annual Performance Review process ▪ Induction for Council Members and staff ▪ Communications between Council Members and Employees Policy ▪ Complaints Management Policy ▪ Development of Behaviour Complaints Policy 	Adequate
Harm of unregulated broadcasts (e.g. social media), distorting communications by Shire and increasing the spread of misinformation	<ul style="list-style-type: none"> ▪ Social Media plan and adequate resourcing ▪ Use of Social Media Policy ▪ Code of Conduct ▪ Training of staff and Council Members 	Adequate
Risk Category: Interruption to Services		
Business interruption (systems/people/facilities) e.g. cyber security breaches, loss of building, supply chain	<ul style="list-style-type: none"> ▪ Business Continuity Plan ▪ Insurance ▪ Annual reviews ▪ Asset Management Plan ▪ Local Emergency Management resources ▪ ITC Systems and Controls 	Effective



Risk description	Key controls	Control rating
Risk Category: Workforce		
Workforce not fit for purpose to deliver on organisational outcomes and services	<ul style="list-style-type: none"> ▪ Regular Service Reviews ▪ Workforce Plan/Planning 	Effective
Industrial action/ staff turnover due to failure to negotiate industrial agreements	<ul style="list-style-type: none"> ▪ LTFP ▪ Workforce Plan ▪ Engage Industrial Relations (IR) support 	Effective

APPENDIX 1: UNFUNDED ITEMS

During the development of the CBP 2023/24 – 2026/27, Council considered a number of potential projects and/or initiatives, driven by the community, community groups and Councillors. Listed below are the unfunded items, with the rationale for not including them.

Unfunded items	Reason
Provide dog fence areas \$525K/\$125K pa plus 25K pa maintenance	Not justified by cost/benefit
Extend Bilgoman Aquatic Centre season by four weeks – \$85K pa	Not justified by cost/benefit
Mundaring Toy Library – Business case for Toy Library Officer – \$6K pa	<i>Request withdrawn</i>
Mt Helena Amateur Swimming Club – increase club's access to Aquatic Centre from 6 mths/yr to 12 mths/yr – \$110Kpa +\$250K capital for lighting and heating	Not justified by cost/benefit
Mundaring Chamber, \$16.5K pa – Business Case for part funding Executive Officer and provision of 2 Major Events pa	Not identified as a priority in Economic Development and Tourism Strategy
Defer gravel road sealing program for four years	Saving offset by impact on grants and higher cost of maintaining gravel roads
Volunteer Bushfire Brigade (VBFB) building upgrades	The Shire will vigorously pursue State Government funding
Improving and increasing size of playing facilities	Not justified by cost/benefit
Prioritising all upgrades of Shire-run and leased facilities on equal basis	Will apply to accessibility upgrades only

10.3 Economic Development and Tourism Strategy 2023 - 2028 - Recommended Actions

File Code	CS.INF 2.4.
Author	Michael Pengelly, Strategic Projects Advisor
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Shire of Mundaring - Economic Development and Tourism Strategy 2023 to 2028 ↓

SUMMARY

Council resolved to adopt the Shire of Mundaring Economic Development and Tourism Strategy 2023 – 2028. As part of that decision, Council requested a final review of the proposed action plan for 2023/24 to be undertaken. To complete this task, Shire staff reconvened the Strategy Reference Group (SRG) to determine a consensus decision of the SRG with regard to provision of new prioritised recommendations to Council on the use of existing budgeted resources available for the 2023/24 financial year.

BACKGROUND

An Economic Development and Tourism Strategy (Strategy) was prepared in close consultation with local business, tourism and enterprise representatives who generously shared their time over 18 months as part of the formal SRG convened to assist in development of the Strategy.

Further input was received from the wider community and involved stakeholders through direct contact, social media, advertising and two surveys via Engage Mundaring. This feedback, wherever practicable, was incorporated into the Strategy.

To assist the process, the Shire engaged the services of an Economic Development and Tourism Professional Consultant, SC Lennon and Associates, to prepare the Strategy based on identified strategic requirements of the Shire and input from all involved community members, stakeholders and the SRG.

The requirement for preparation of the Strategy is detailed within both the Strategic Community Plan and Corporate Business Plan.

The Strategy provides a clear vision for economic and tourism development within the Shire of Mundaring and prescribes a delivery framework across three identified themes and a series of recommended actions.

It was recommended that Council gives particular consideration to the recommended actions, noting that the Strategy has a predicted delivery horizon of five years, subject to further resourcing decisions.

At the 13 June 2023 OCM, Council resolved the following (**C10.06.23**):

A. *That Council:*

1. *Adopts the Economic Development and Tourism Strategy 2023 – 2028 as detailed in **Attachment 1**;*
2. *Requests a final review of the action plan be undertaken by the Strategy Reference Group to provide a recommendation to Council on the use of the*

budgeted resources for the implementation of action items in 2023/24 financial year for consideration at the August Ordinary Council meeting;

3. *Notes the recommended actions across three themes within the Economic Development and Tourism Strategy 2023 – 2028 will be required to be listed for consideration at future Integrated Planning and Reporting Workshops to enable implementation as detailed in **Attachment 2**; and*

B. Reason for the Change to the officer recommendation:

To request the Strategy Reference Group reconvene for one more meeting during July to provide their recommendation on the use of the existing budget and the priorities of the action items for consideration at the August Ordinary Council meeting. This will also give the group the opportunity to provide their reasoning for the resources required to be considered in the next Integrated Planning and Reporting process for 2024/25. This alternate motion more closely aligns with the goals established by the Strategy Reference Group for a business led and Shire-enabled strategy and demonstrates to the business community the Shire's commitment to this process.

STATUTORY / LEGAL IMPLICATIONS

Some recommended actions within the Strategy will need to comply with relevant legislation, including but not limited to:

- *Local Government Act 1995*
- *Planning and Development Act 2005*
- *Environmental Protection Act 1986*
- *Bush Fires Act 1954*
- *Telecommunications Act 1996*

POLICY IMPLICATIONS

Some recommended actions within the Strategy will need to comply with relevant policies, including but not limited to:

- Community Engagement Policy (CD-04)
- Environmental Sustainability Policy (OR-23)
- Purchasing Policy (AS-04)
- Committees, Advisory Groups, Representatives Meetings and Working Groups Policy (2.8)

FINANCIAL IMPLICATIONS

There is \$20,000 per annum listed in the long-term financial plan to implement the Strategy. Additional resourcing is subject to the annual Integrated Planning process. There is \$40,000 listed in the draft 2023/24 annual budget for this year only, (noting this included the carry forward of unspent funds of \$20,000 from 2022/2023).

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.2 – Flourishing local businesses

Strategy 1.2.4 - Encourage economic development opportunities in the Shire

SUSTAINABILITY IMPLICATIONS

The Strategy and the manner in which it is implemented will have significant long-term implications across a range of sustainability outcomes in the Shire, in particular economic development outcomes

RISK IMPLICATIONS

Risk: Reputational - Council Members do not adopt the recommendation to commence implementation of the Strategy actions selected by the Strategy Reference Group.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The level of risk associated with Council adopting the actions that have been recommended by the Strategy Reference Group that are already detailed within the adopted Strategy is considered low.		

EXTERNAL CONSULTATION

Strategy Reference Group, which was comprised of:

- Mundaring Chamber of Commerce representative
- Swan Chamber of Commerce representative
- Local business, tourism and enterprise representatives
- Two Shire of Mundaring Council Members

COMMENT

Prioritisation of Strategy actions provided by the Strategy Reference Group

Consistent with Council decision **C10.06.23**, a final meeting of the Strategy Reference Group (SRG) was convened to ascertain consensus on recommended priority actions for 2023/24 to Council.

The SRG was encouraged to focus on those actions within the Strategy that were:

- Ranked as 'High Priority'
- Capable of being implemented within existing adopted budget (this constraint was explained by Shire staff)
- Existing service level and other resource constraints

The SRG were of the view that actions that had a high likelihood of being completed within a one-year time frame would be a focus for prioritisation.

The SRG was requested to list their top-three priorities, which were recorded and ranked through an open prioritisation session. The numbered recommendations below are as detailed within the Strategy (**Attachment 1**, pages 31 – 33) and the results were as follows:

1. **Recommendation 3.4** - Creation of a caravan rest-stop facility (including a dump-point) at a Shire of Mundaring village location, to both provide this service and to enable further activation of that location (e.g. Chidlow Village Green), also noting that it is the industry norm to request a nominal fee for this service to contribute to the maintenance cost.

2. **Recommendation 2.8** - Development and ongoing promotion of Shire of Mundaring as 'Market-Town' concept to encourage a greater level of retail spending by existing residents and visitors to the Shire.
3. **Recommendation 1.2** – Continue to support the development of low-impact home-based business (e.g. ecotourism/homestay etc.) and provide advice on how to navigate the necessary approvals process (e.g. specific and targeted group training programs to be made available).

Although Shire staff requested the top-three recommended actions from the SRG, a notable fourth ranking was Recommendation 2.3 – Revisit the Draft Lake Leschenaultia Masterplan with a view to enhancing this signature nature-based recreational asset for the community and for sustainable visitation.

As such, the top three priorities now form the basis for the recommendation to Council.

Acknowledgement of the Strategy Reference Group

In accordance with the Terms of Reference for this group, completion of the draft Strategy for the consideration and adoption by Council means that the group has completed its role and function.

The group has functioned well over the 18 months and it is recommended that a letter acknowledging the effort and valued input be drafted and sent to each participant.

Future role for an economic and tourism development advisory group

If Council determine that an advisory group is required, it would be established by a council resolution in accordance with the "Committees, Advisory Groups, Representatives Meeting and Working Groups Policy". Additionally, this policy provides characteristics of advisory groups including membership, appointment, conduct, reporting etc.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Adopts the three actions detailed within the Economic Development and Tourism Strategy 2023 – 2028 (Strategy) for implementation with the existing budget for 2023/24 of \$40,000 which were recommended by the Strategy Reference Group, as follows:
 - a. Recommendation 3.4 (Rest stop facility)
 - b. Recommendation 2.8 (Creation and promotion of a Market-town concept)
 - c. Recommendation 1.2 (Group training/facilitation home-based eco-tourism businesses)
2. Notes the adoption of the Economic Development and Tourism Strategy 2023 – 2028 and a prioritised action list for 2023/24 finalises the role of the Strategy Reference Group, and the effort and valued input to preparation of the Strategy by members of that Group will be formally acknowledged with a letter of appreciation.

Economic Development and Tourism Strategy 2023 - 2028



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7. <u>Shire of Mundaring's Role in Economic Development and Tourism</u>	Page 28
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Disclaimer

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Foreword

Shire of Mundaring is situated within close reach of metropolitan Perth and is fortunate to have many points of difference with its local beauty and splendour and sites of historical and cultural significance. The overarching vision for the Shire is to be; 'The place for sustainable living'.

Truly sustainable development integrates social, economic and environmental outcomes to meet the needs of the community without compromising existing natural systems to ensure that the needs of future generations are able to be fulfilled. With the above in mind, I am pleased to present the Shire of Mundaring Economic Development and Tourism Strategy 2023 - 2028.

To assist the Shire in preparation for this important Strategy, the Shire engaged closely with local business, tourism and enterprise including the Mundaring and Swan Chambers of Commerce. In late 2021, a Strategy Reference Group (SRG) was established which was comprised of local businesses, enterprise and tourism representatives. Thank you to the SRG who have provided their feedback throughout the process which has been highly valued and incorporated into this Strategy.

This Strategy will guide the Shire over the next five years towards sustainable population and business growth; enhancement of infrastructure; grow a vibrant and sustainable visitor economy; and grow employment opportunities in a sustainable manner.



Cr James Martin
Shire President





The Shire of Mundaring is a welcoming, connected and sustainable lifestyle destination celebrated for its natural beauty, rich heritage, vibrant culture and prosperous economy.



Rocky Hill Top by Paul Bastian
Greenmount National Park

Acknowledgement of Country



• **Mundadjalina-k ngala kaditj Noongar moort nidja Wadjak boodjar-ak kalyakool moondang-ak kaaradj-midi. Ngala Noongar Moort wer baalabang moorditj kaadidjiny koota-djinanginy. Ngala Noongar wer Torres Strait Moort-al dandjoo koorliny kwaba-djinanginy. Koorra, yeyi wer kalyakool, ngalak Aboriginal wer Torres Strait birdiya wer moort koota-djinanginy.**

• 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.

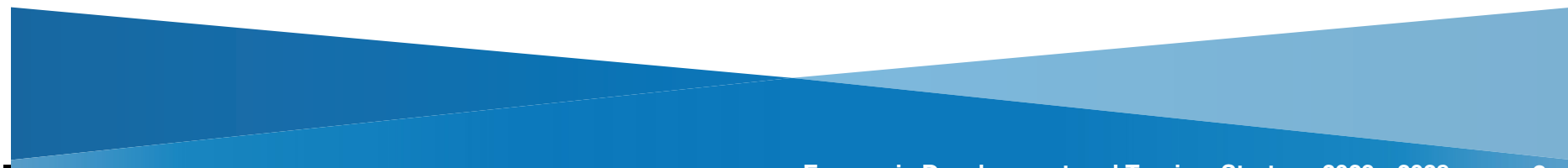
• Image: Mundaring Weir, 2022
by *Rohin Kickett*

Executive Summary

This Shire of Mundaring Economic Development and Tourism Strategy 2023-2028 is a blueprint to support the vibrancy, diversity and sustainability of the communities of the Shire of Mundaring. Defined by a well-considered plan of action, the strategy guides Shire of Mundaring in its capacity as a supporter of economic development and tourism, to encourage economic activity that capitalises on the special character and attractions of the shire, including its distinctive arts, food, culture and natural environment.

Strategy themes and actions are designed to fulfill the vision for the Shire of Mundaring as a **welcoming, connected and sustainable lifestyle destination celebrated for its natural beauty, rich heritage, vibrant culture and prosperous economy**. Consistent with the aspirations and priorities of the community, the strategy guides the Shire towards achieving the vision through the realisation of five key strategy outcomes. These desired outcomes align with the Shire of Mundaring's Strategic Community Plan 2020-2030 and reflect the findings of the research, consultation and analysis undertaken to inform this strategy. They are:

- **Sustainable population growth** which aligns with the community's aspirations for the shire as the place for sustainable living;
- The delivery and / or enhancement of **enabling infrastructure** and services to facilitate economic activity;
- Visitor attraction to grow a **vibrant and sustainable visitor economy**;
- **Sustainable business growth and development** in a diversity of industries including the professional services, the arts and creative industries and businesses operating in the visitor economy; and
- **Employment opportunities** for the Shire of Mundaring's resident workforce.



These strategy outcomes will be delivered through the prioritisation and implementation of a series of actions presented across three key areas, focussed on **Our Businesses; Our Communities;** and **Our Visitors**. Some of the recommended actions seek to build on or continue initiatives already in place, some are already resourced, while others require additional resourcing.

Prepared in the context of the Shire's Corporate Business Plan and its broader program of work and strategic objectives, as well as key local and regional strategies, the Shire of Mundaring Economic Development and Tourism Strategy 2023-2028 will be implemented in line with determined priorities as well as the availability of resources and the capacity of Shire of Mundaring to progress the initiatives identified. Importantly, it will be used by Shire of Mundaring to assess and prioritise funding needs and to inform key advocacy and partnership initiatives to secure funding support for key initiatives from the other levels of government.

Strategy implementation progress will be monitored and evaluated using a combination of output measures related directly to the recommended actions and their implementation as well as some broader outcome targets (metrics). The Shire of Mundaring Economic Development and Tourism Strategy 2023-2028 will be reviewed annually with an update anticipated in five years.



1. Our Vision and Values

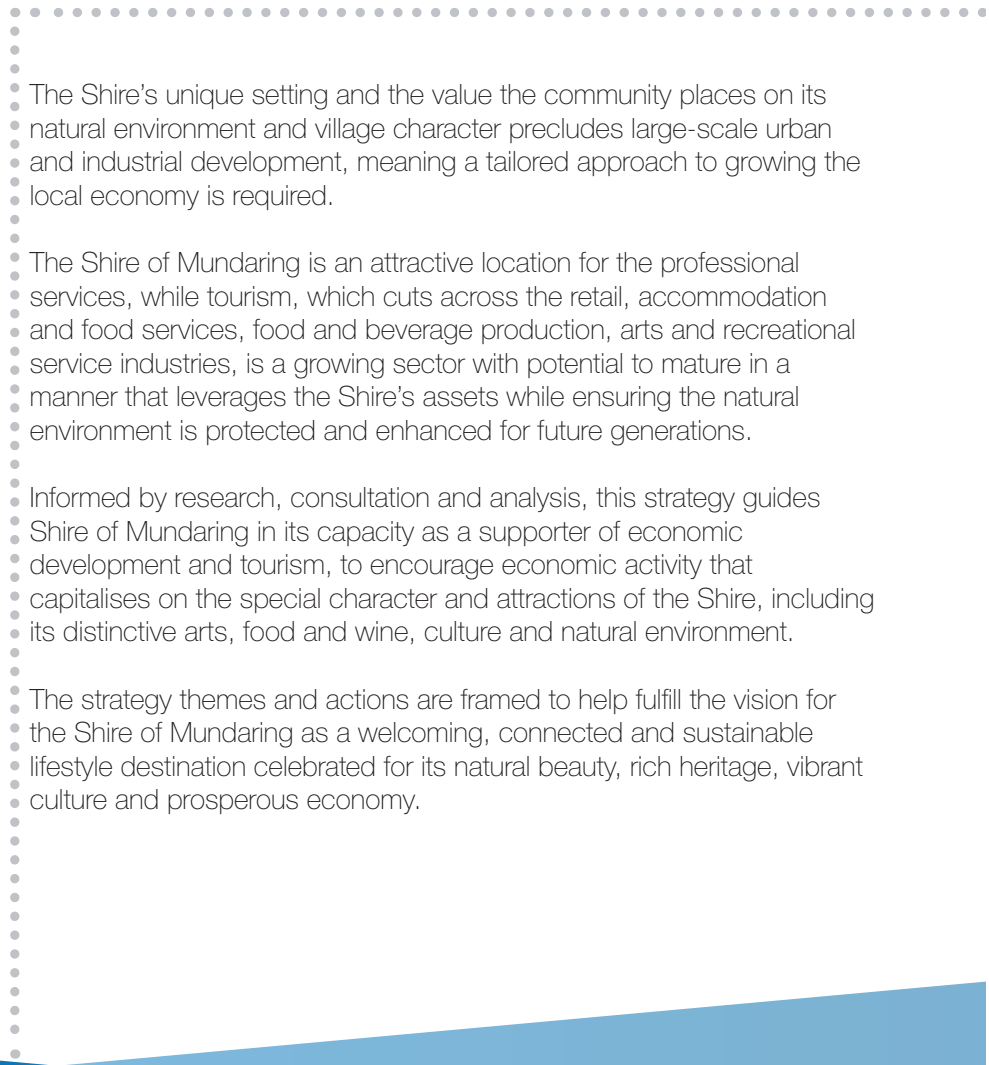
Strategy, Purpose and Context

Shire of Mundaring is committed to coordinating a business-led and Council-supported approach to deliver a vibrant, diverse and sustainable economy in line with the community's aspirations for the Shire as the place for sustainable living.

Located on the eastern edge of metropolitan Perth, the Shire of Mundaring, with a population of 39,166 and comprising 22 unique village-based localities with Mundaring at its core, is characterised by a blend of rural, bush and more urbanised environments. The name 'Mundaring' derives from an Aboriginal word meaning "a high place on a high place" or "the place of the grass tree leaves".

Covering some 644 square kilometres, nearly half of which is National Park, State Forest or water catchments, the Shire of Mundaring's unique natural setting dictates an integrated and balanced consideration of social, environmental, economic and governance issues to deliver improved outcomes for the Shire's businesses and the community, now and into the future.

With a gross regional product (GRP) of \$1.85 billion, the Shire of Mundaring is home to 2,860 businesses and around 8,825 jobs. The Shire's economy is underpinned by employment in the services sector, including education (schools), health care (medical services, residential care and social assistance), retail, hospitality, construction, exploration and mining support services, and public administration.

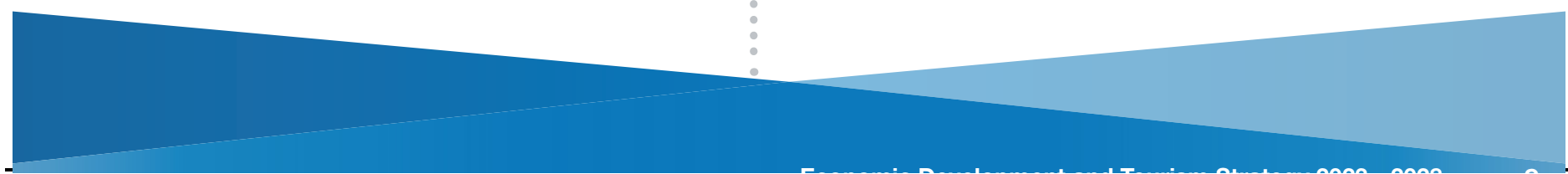


The Shire's unique setting and the value the community places on its natural environment and village character precludes large-scale urban and industrial development, meaning a tailored approach to growing the local economy is required.

The Shire of Mundaring is an attractive location for the professional services, while tourism, which cuts across the retail, accommodation and food services, food and beverage production, arts and recreational service industries, is a growing sector with potential to mature in a manner that leverages the Shire's assets while ensuring the natural environment is protected and enhanced for future generations.

Informed by research, consultation and analysis, this strategy guides Shire of Mundaring in its capacity as a supporter of economic development and tourism, to encourage economic activity that capitalises on the special character and attractions of the Shire, including its distinctive arts, food and wine, culture and natural environment.

The strategy themes and actions are framed to help fulfill the vision for the Shire of Mundaring as a welcoming, connected and sustainable lifestyle destination celebrated for its natural beauty, rich heritage, vibrant culture and prosperous economy.

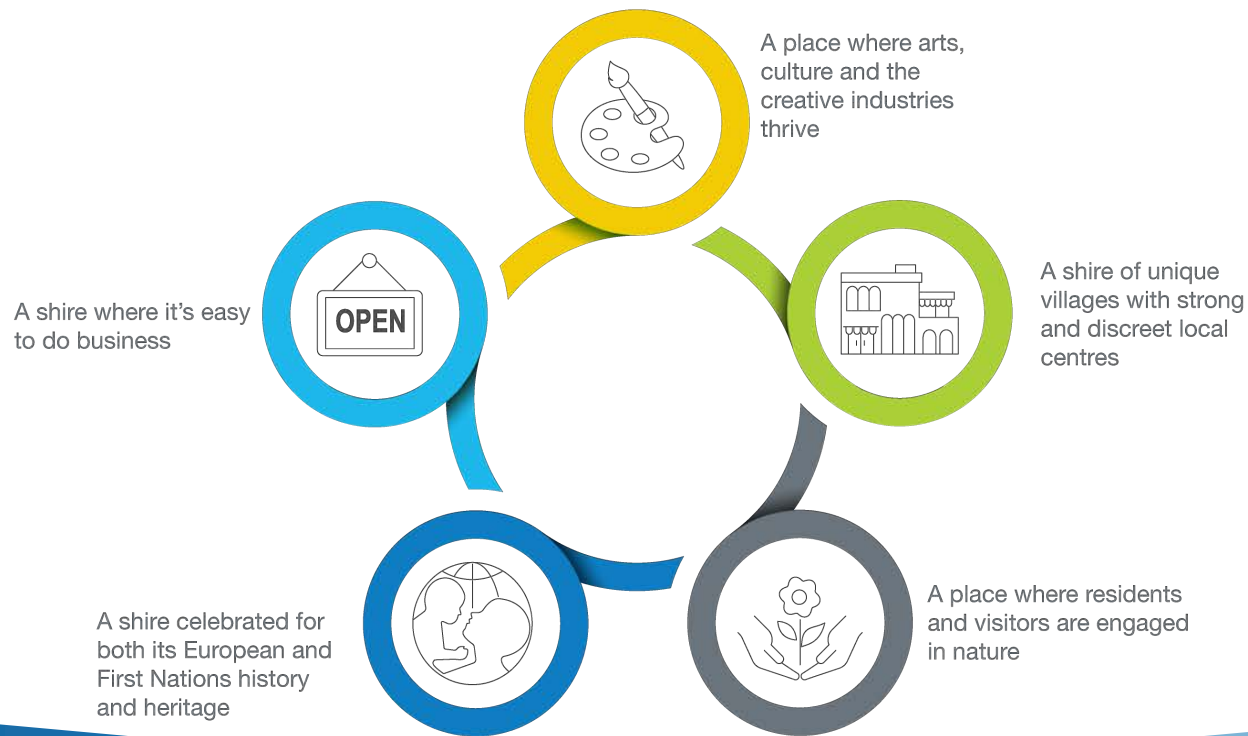


Our Vision

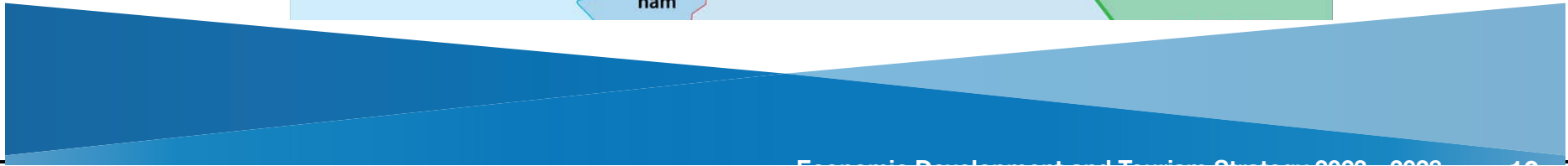
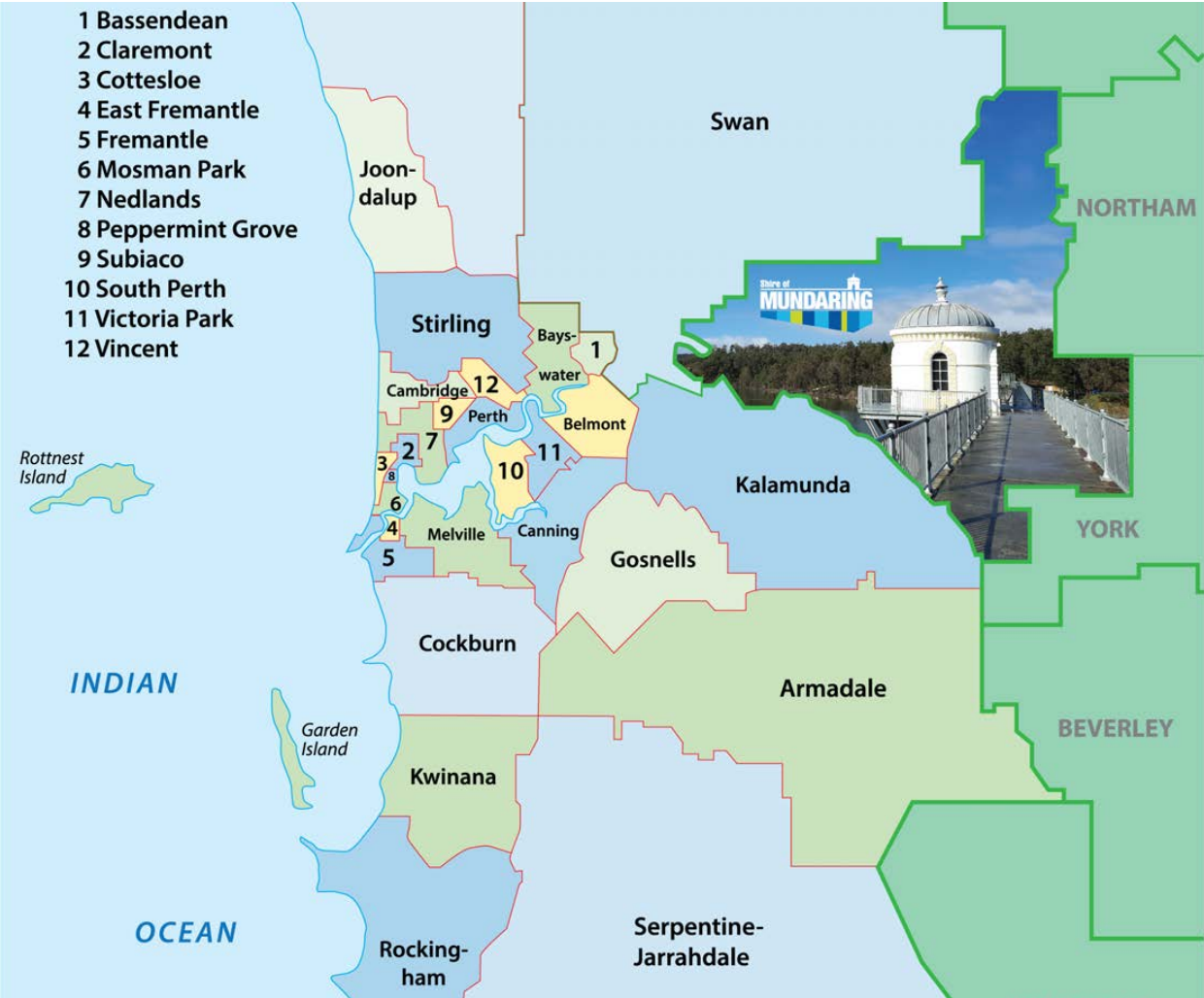
The Shire of Mundaring is a welcoming, connected and sustainable lifestyle destination celebrated for its natural beauty, rich heritage, vibrant culture and prosperous economy.

Our Values

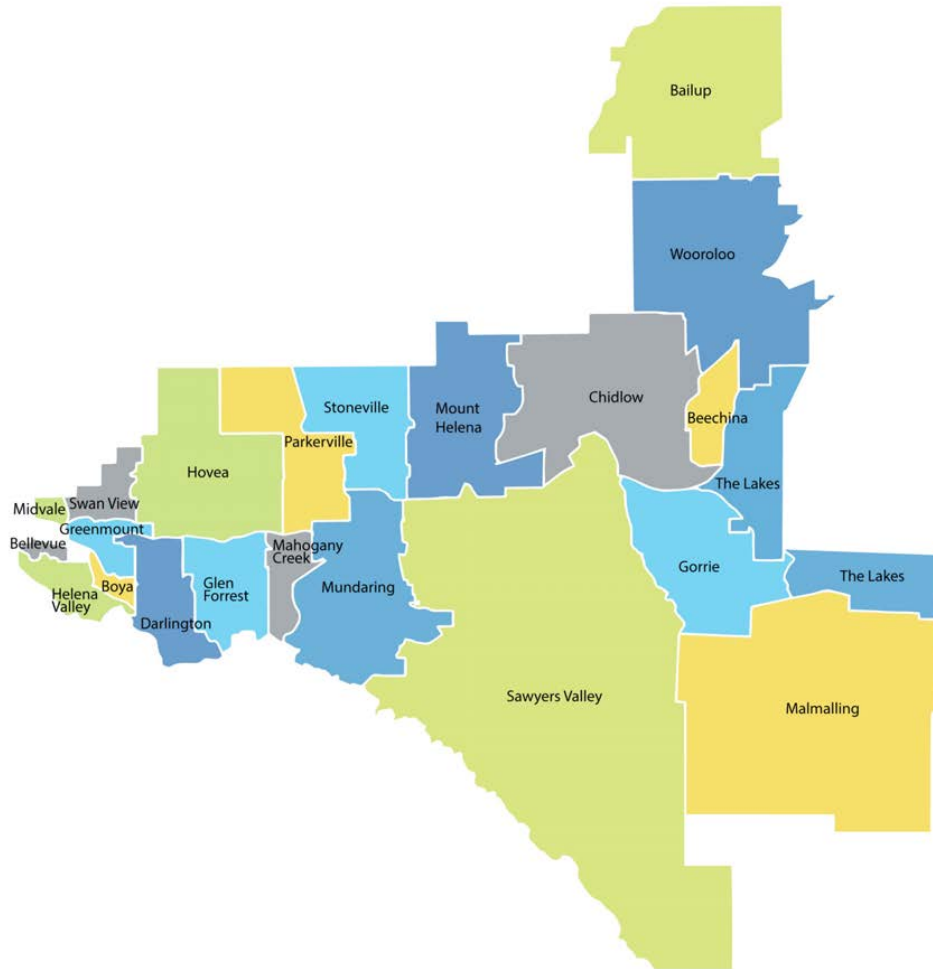
The vision informs Shire of Mundaring's approach to economic development and tourism as one which encourages a sustainable level of investment, income and employment generation that is underpinned by a healthy natural environment, strong cultural expression and a unique and valued sense of place. This approach is informed by the following values, that guide how the vision will be pursued through the actions presented in this strategy.



Shire of Mundaring Context Map



Shire of Mundaring's Towns and Villages Context Map



The Shire of Mundaring, covering 644 square kilometres, nearly half of which is National Park, State Forest or water catchments, comprises 22 distinct villages or town sites across rural, bush and more urbanised environments, each with their own unique charm.

They are Bailup, Beechina, Bellevue, Boya, Chidlow, Darlington, Glen Forrest, Gorrie, Greenmount, Helena Valley, Hovea, Mahogany Creek, Malmalling, Midvale, Mount Helena, Mundaring, Parkerville, Sawyers Valley, Stoneville, Swan View, The Lakes and Wooroloo.

2. Strategy Outcomes

Desired Economic Development and Tourism Strategy Outcomes

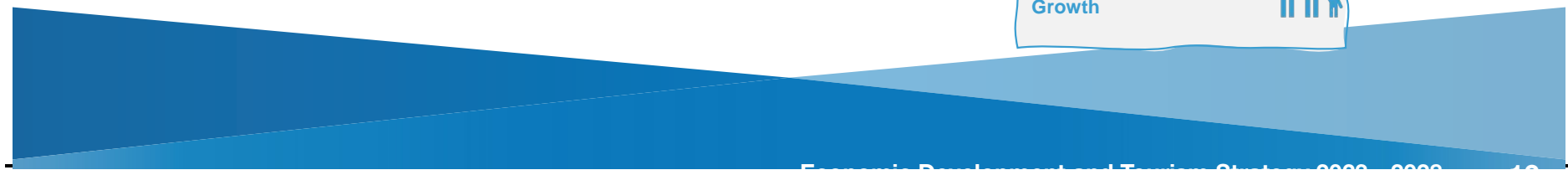
Consistent with the aspirations and priorities of the community, the Shire of Mundaring Economic Development and Tourism Strategy 2023-2028 guides Shire of Mundaring towards achieving the vision through the realisation of five key strategy outcomes.

These desired outcomes align with the Shire of Mundaring Strategic Community Plan 2020-2030 and reflect the findings of the research, consultation and analysis undertaken to inform this strategy. They are:

- **Sustainable population growth**, that is, growth in population and housing of a suitable scale and in appropriate town and village locations to meet the community's aspirations for the Shire as the place for sustainable living, where social, economic and environmental needs are met without compromising the ability of the Shire's future generations to meet their needs;
- The delivery and / or enhancement of **enabling infrastructure** and services to facilitate economic activity of an appropriate scale and nature;
- Visitor attraction to grow a **vibrant and sustainable visitor economy** that capitalises on and enhances the Shire's natural assets without compromising its highly-valued and unique natural environment;
- **Sustainable business growth and development** in a diversity of industries including the professional services, personal and community services including health care and education and businesses operating in the visitor economy, including those in accommodation, food services, arts and culture, recreational services and retail trade; and
- **Employment opportunities** for the Shire of Mundaring's resident workforce.



These desired outcomes will be met through the implementation of initiatives presented under the three Strategy Action Areas.



3. We listened

A Consultative and Informed Approach

In 2022 Shire of Mundaring undertook a formal consultation process with the community and businesses to ascertain the needs, goals, opportunities, and aspirations relating to the growth and sustainability of our local economy.

The consultation findings provide critical input to the strategy findings and recommendations, ensuring its underlying themes and directions reflect stakeholder views regarding the Shire of Mundaring's issues, challenges and opportunities for economic development and tourism.

Throughout the course of the strategy development process, considered input was provided by the Economic Development and Tourism Strategy Reference Group.

This group has representation from Shire of Mundaring at both the operational and political levels as well as a mix of local business and community representation, including people with small business, residents with a lifetime of local knowledge and industry leaders with global experience.

The consultation process also included direct engagement with a diversity of key stakeholders including Mundaring Chamber of Commerce; Swan Chamber of Commerce; Eastern Metropolitan Regional Council; WA Parks and Wildlife Services; WA Department of Primary Industries and Regional Development;

Regional Development Australia (RDA) Perth; Shire of Mundaring Cultural Advisory Group; Mundaring & Hills Historical Society; Mundaring Arts Centre; Perth Hills Tourism Alliance; Perth Hills Events; and Perth Hills Future. Broader business and community consultation input was received via an online survey. The survey received strong interest with a total of 121 completed responses from business-owners and residents of the towns and villages throughout the Shire of Mundaring.

It was clear from the consultations that location, lifestyle and liveability, the natural environment, history and heritage, arts and culture are key drivers in attracting people to live work and play in the Shire of Mundaring.



The key challenges identified through the consultation process included a need to better articulate and support the Shire's tourism offer; road transport and communications infrastructure constraints; housing availability and affordability; sustainable population growth; and the availability of local jobs.

Identified opportunities included further investment in town/village infrastructure and amenity; support for festivals and events; small business support; leveraging the Shire's location and natural assets to boost visitation; and targeted promotion tailored to the local tourism offer.

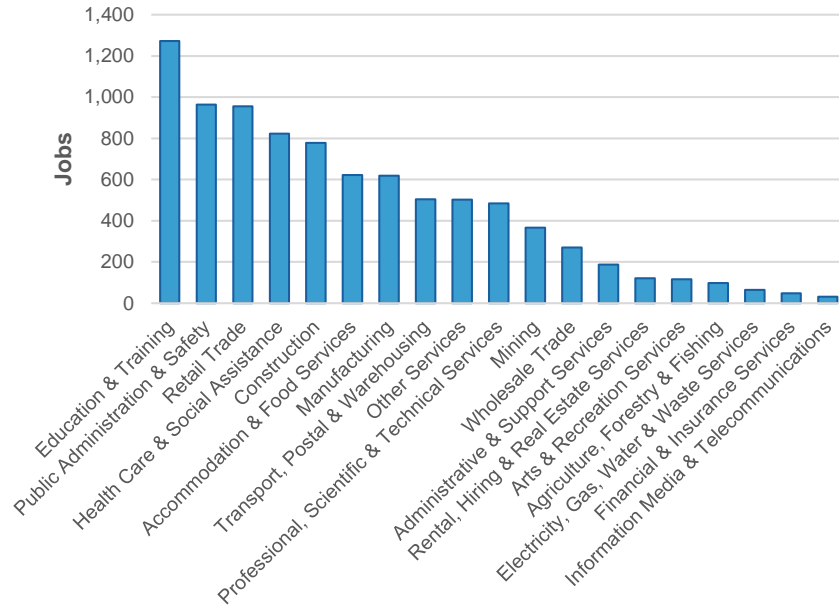
The Strategy Consultation Process



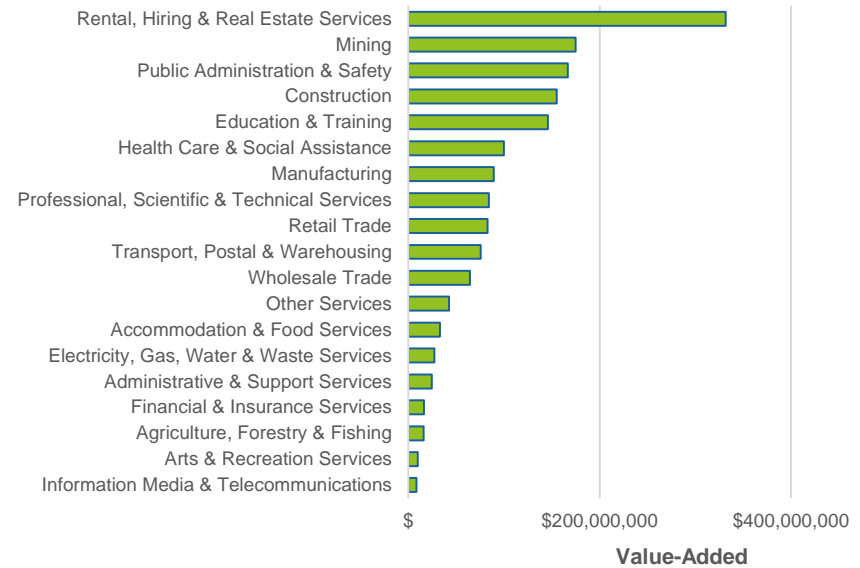
4. Our Economy

Economic Snapshot

Employment by Industry, Shire of Mundaring - 2021



Value-Added by Industry, Shire of Mundaring - 2021

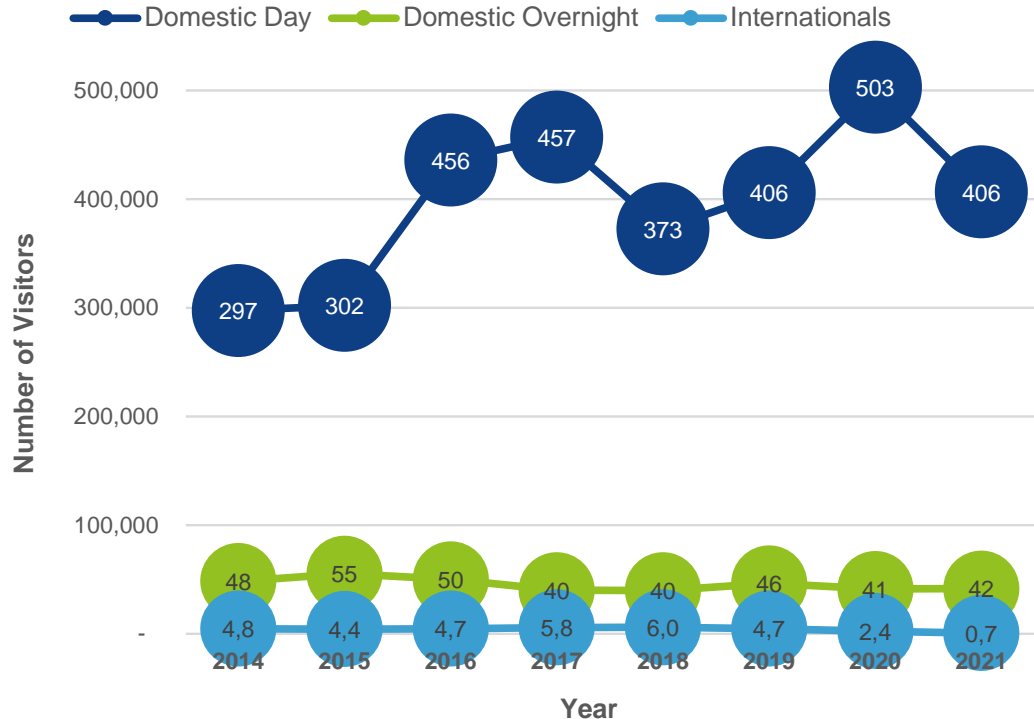


Source: REMPLAN using ABS Census and National Accounts data, 2022

- Population**
39,166
(ABS Census, 2021)
- Local Jobs**
8,824
(ABS Census, 2021)
- Working Residents**
18,400
(ABS Census, 2021)
- Unemployment**
2.6%
(National Skills Commission, Sep 2022)
- Businesses**
2,860
(REMPAN, Dec. 2022)
- Gross Regional Product (GRP)**
\$1.85 billion
(REMPAN, Dec. 2022)

Economic Snapshot

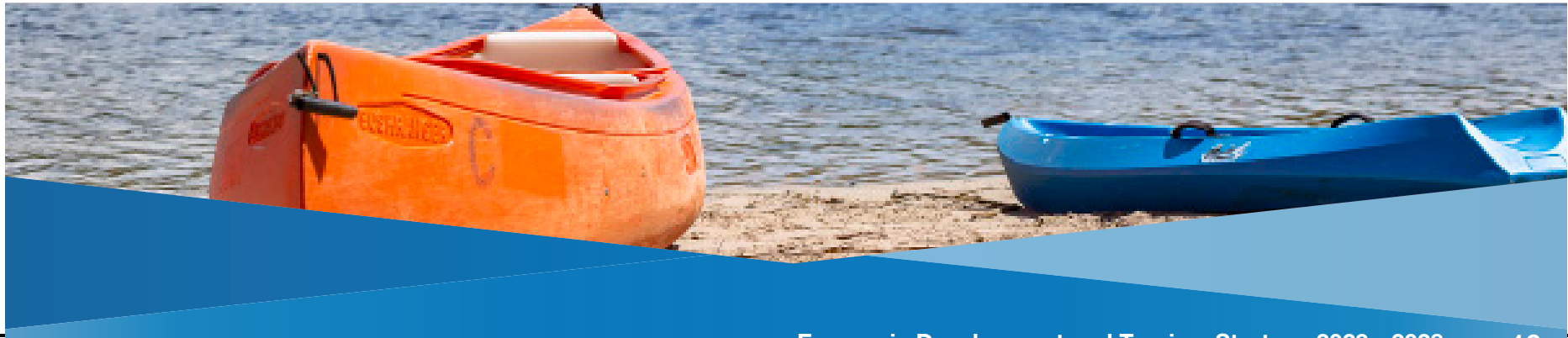
Visitor Profile and Trend, Shire of Mundaring 2014 - 2021



Total Visitors
448,676
(Tourism Research Australia (TRA), 2021)

Growth in Tourism Visitation
5.4%
(TRA, 2017-2021)

Value of Tourism Output
\$46.5 million
(REMPAN, Dec. 2022)



5. Our Competitiveness Profile

People and Place

Strengths and Attributes

- Strong sense of community and sense of place defined by the Shire's well-connected villages, each with their own identity, and with Mundaring at its core.
- Strong environmental focus of the community.
- Natural environment - the Shire of Mundaring is in a global biodiversity hotspot.
- Natural features/the hills landscape and unique flora (wildflowers) and fauna.
- Access to world-class environmental recreational assets (John Forrest National Park, Mundaring Weir, the Bibbulmun Track, the Golden Pipeline Heritage Trail and the Munda Bididi (offroad cycle trail).
- A skilled and capable local workforce.
- Strong arts and culture profile (including renowned artists).
- Strong European and First Nations history and heritage.

Challenges and Constraints

- A relatively older population with a median age of 44 compared to 37 for Greater Perth and 38 for Western Australia.
- Limited opportunities for employment locally (requiring many working residents to commute to Perth).

- Population and land development pressures (threat of inappropriate development) that is in conflict with community aspirations for sustainable living.
- Shortage of a diversity of quality, affordable housing to cater to different demographics (including ageing in place).
- High bushfire risk and impacts of climate change.
- Urban amenity including potential for improved Mundaring town centre functioning and appearance (Great Eastern Highway cuts through the middle of town/heavy traffic).
- Living costs, including food, fuel, power and water.
- Mining encroaching into surrounding forests.



Enabling Infrastructure and Services

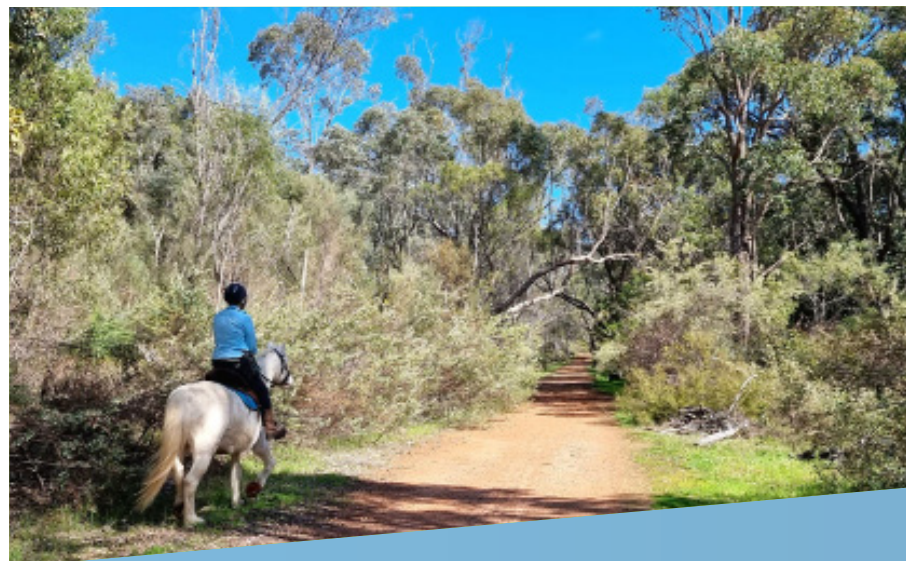
Strengths and Attributes

- Proximity to the Perth CBD by road.
- Location on the Great Eastern Highway as a conduit for promotion of local business and tourism with direct access to Australia's national highway system.
- Proximity to Perth Airport (just 25 minutes' drive).
- Network of recreational and interpretive trails for walking, cycling and horse riding.
- Recreational assets including Lake Leschenaultia, the Mundaring Arena, various sporting facilities, aquatic centres, parks and gardens and Mundaring Weir.
- Quality health care services.
- Quality pre-schools, primary and secondary schools.
- Provision for low-impact industry in commercial nodes in Midvale.

Challenges and Constraints

- Telecommunications (mobile phone and Internet) and power infrastructure/services disruptions and shortfalls.
- Public transport service limitations.

- Access to Mundaring Weir is limited due to government restrictions on recreational use of water catchments.
- Surrounding groundwater protection area limits recreational land use and access.
- Fire mitigation constraints on land with development potential.
- Sewerage/wastewater infrastructure capacity constraints, especially within Mundaring Town Centre.
- Tourism infrastructure shortfalls (visitor accommodation including hotels, signage, rest stop facilities, EV charging stations) and some customer service shortfalls.
- Small business infrastructure support services are limited (e.g. business hub/s).



Business and Industry

Strengths and Attributes

- A services-driven 'lifestyle economy' including health and wellness, trade services, food and hospitality, hobby farming and the arts.
- Innovative and capable small businesses.
- A strong hospitality scene with heritage-listed hotels and quality cafes.
- A small number of high-quality visitor accommodation providers.
- An emerging visitor economy with growing visitor numbers focussed on arts and culture, history and heritage and nature-based activities.
- An export-oriented food and beverages sector including artisan food production and processing as well as viticulture/wineries.
- A diversity of arts-based attractions and events (e.g. Mundaring Arts Centre, Sculpture Park, Mundaring Open Studios, home galleries, Darlington Arts Festival, Hills Billy Cart Festival).
- Growing market scene (including Perth Hills Artisan Markets, Rotary Sunday Markets, Mundaring Garden and Farmers Market and others).
- A strong mix of natural and built tourism attractions (John Forrest National Park, Lake Leschenaultia, Mundaring Weir (and the National Trust-listed No. 1 Pump Station), the Bibbulmun Track (walking track), Golden Pipeline Heritage Trail (drive trail) and Munda Biddi Trail (off-road cycle trail).
- A strong and supportive Mundaring Chamber of Commerce.

Challenges and Constraints

- No Shire of Mundaring position dedicated to business engagement.
- Many micro and small businesses have limited capacity to invest in marketing and business development in order to grow.
- Limited access to natural assets for business and tourism activity.
- Balancing environmental values with economic opportunity.
- Limited retail offer and trading hours/night-time economy.
- Lack of entry statement and directional signage for visitors.
- Scope to improve visitor information dissemination.
- Lack of community understanding of the benefits of tourism.
- Limited tourism product and length of stay.
- Scope to attract more interstate and international visitors.
- Limited resources for tourism marketing and promotion.



6. Our Opportunities

Creating Vibrant Places

The town of Mundaring and the Shire’s unique village communities all have a strong sense of individual identity coupled with a collective vision for sustainable living. This network of vibrant village communities offers a variety of shopping, art, culture, food, recreation, leisure and entertainment.

To realise its vision for a thriving village lifestyle, Shire of Mundaring is investing in the revitalisation of the Mundaring Town Centre through the creation of a new ‘civic and cultural heart’.

This urban renewal investment will serve to position the appeal as a location of choice for businesses and for residents who value the area’s relaxed hills lifestyle in a beautiful natural setting underpinned by a vibrant retail sector, arts and culture, sport and recreation, health care and education and access to jobs and a diversity of housing.

The catalyst for Mundaring’s revitalisation is the proposed Multi-purpose Community Facility with a new library, cultural and art spaces and multi-function spaces, as well as further improvements to the Mundaring Town Centre to ensure that it is an enviable place to recreate, reside and visit.

Investment in the Mundaring Town Centre presents a longer-term opportunity to plan for and invest in the shire’s network of villages to secure and enhance their roles as important business, employment and lifestyle hubs while protecting and enhancing the natural environment within which they are set.

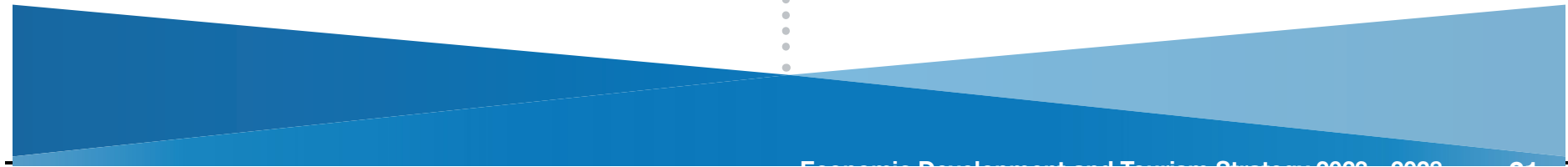
Sustainable Living through Housing Diversity

As the Shire of Mundaring’s population changes, so too does its need for a diversity of housing in appropriate locations. While peri-urban living on large blocks is a feature which defines the lifestyle appeal of the communities of the shire, there is a need to consider how the emerging needs of a changing (and older) demographic can best be accommodated to allow people to age in place.

As population growth pressures across the wider Perth metropolitan area mount and the region’s population continues to evolve, there will be a growing demand for high-end housing to attract professionals, business-people and other higher income earners; mid-range housing to attract those who are starting out; and housing for lower income households. Accommodating these diverse household types will require an assortment of housing densities.

While proposals to address housing needs and opportunities in the Shire of Mundaring have been put forward, it is considered that any ‘standard’ and arguably ‘monocultural’ urban residential developments do not fit with the character and environmental values of the shire, associated challenges of bushfire threat and climate change, the community’s principles for sustainable living and the vision that the Shire of Mundaring be defined by its thriving village lifestyle with a strong town centre.

This provides an opportunity to explore alternative solutions to the shire’s housing needs, to deliver sustainable living which respects and enhances the shire’s natural environment through greater housing diversity.



Investing in Infrastructure to Enable Growth

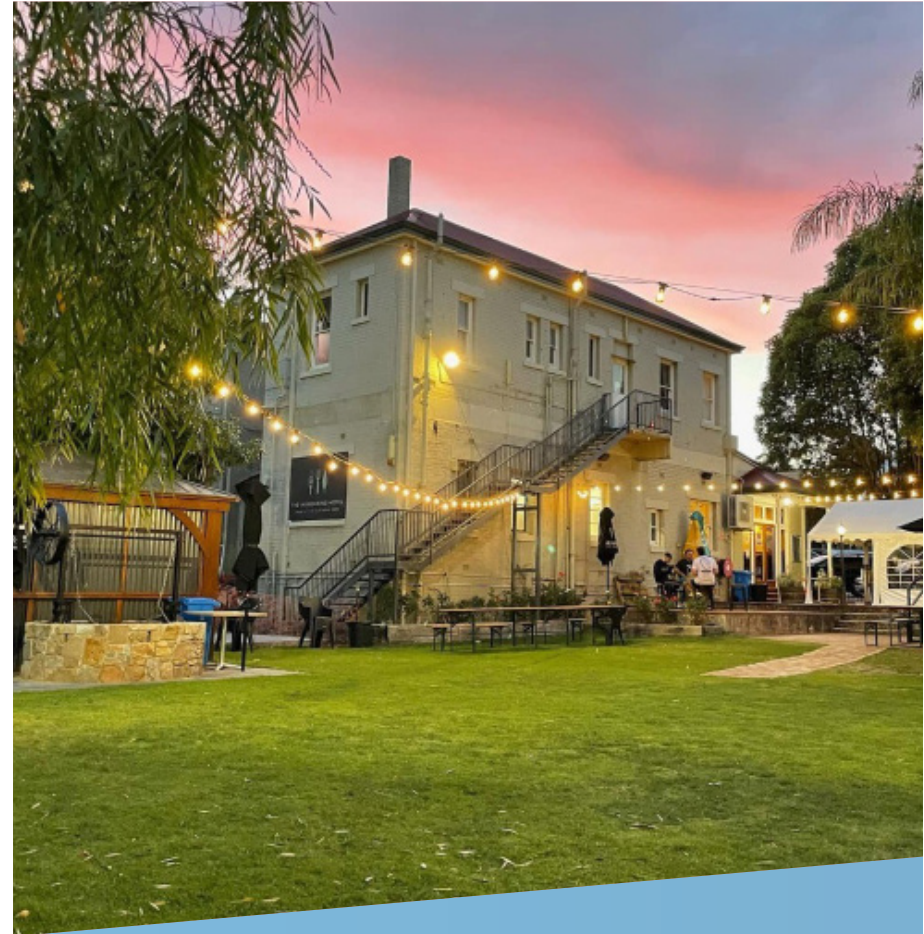
Housing delivery needs to be supported by appropriate infrastructure and service provision. The consultations undertaken to inform this strategy identified a number of critical infrastructure shortfalls throughout the communities of the shire. This includes a lack of transport options beyond the private motor vehicle as well as power and digital connectivity shortfalls (mobile phone and Internet connections).

Ensuring Shire of Mundaring residents and businesses are connected with quality communications infrastructure will build the shire's capacity to house more 'knowledge workers' including creative service providers and other professionals, including those who work in 'green industries' that produce goods or services that contribute directly to preserving and enhancing the quality of the natural environment (e.g. renewable energy, energy-efficient materials design and manufacture; waste management).

Together with quality physical infrastructure, community infrastructure, including the Shire of Mundaring's cultural, recreational, leisure and entertainment facilities and services is a vital enabler of economic development for the role it plays in enhancing the shire's lifestyle and liveability appeal.

The area's area's natural attributes and prominent features such as John Forrest National Park, Lake Leschenaultia and Mundaring Weir, as well as the shire's network of trails - the Railway Reserves Heritage Trail, the Bilgoman Well Heritage Trail, Lake Leschenaultia Trails and heritage walk series - together contribute to the shire's unique lifestyle and liveability advantage.

Continued strategic investment in these assets will ensure that a more diverse and higher quality recreational experience is provided for the benefit of residents as well as protecting the environment and enhancing the appeal of the shire as a destination for day trippers and overnight stays.



Unlocking our Recreational Assets

The natural environment is one of the Shire of Mundaring's greatest economic assets. Approximately half of the shire's land area comprises National Park, State Forest, Regional Parks and other reserves.

The area's prominent features such as John Forrest National Park, Lake Leschenaultia, Mundaring Weir, the Railway Reserves Heritage Trail and network of other local and regional trails, the shire's strong arts and creative industries profile, as well as its European history and First Nations cultural heritage collectively play a key role in defining the Shire of Mundaring's point of difference as a place to live, to work and invest and to visit.

Some of the area's natural assets, such as Mundaring Weir and large parcels of land, are limited in their capacity to accommodate recreational activities for locals and visitors due to State Government water catchment policies.

There is potential to open up the Weir and surrounding land for recreational use and for tourism including non-fuel related water activities such as kayaking and paddleboarding as well as hiking. This requires engagement with Water Corporation WA to support visitation to Mundaring Weir.

There is an opportunity to capitalise on the shire's comparative advantages including its neighbouring location to the head of the Bibbulmun Track (from Kalamunda to Albany), the Golden Pipeline Heritage Trail to Kalgoorlie and the Munda Bididi Trail (which extends from Mundaring to

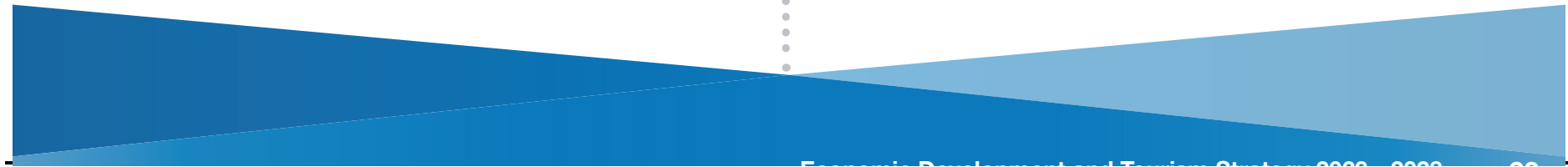
Albany) by articulating, in marketing and branding, these attributes as part of a wider regional tourism offer with a reach that could extend into interstate and international markets.

The area's natural assets and built infrastructure also presents an opportunity to establish the Shire of Mundaring as an accredited WA Trail Town through focussed improvements to the destination across a range of parameters including level of community engagement, strategic governance, trail management processes, availability of attractions and accommodation.

This would allow the Shire of Mundaring, in partnership with others, to develop a comprehensive destination-development guide targeting both existing and potential trail users from throughout Australia and overseas, including the growing hiking market.

Supporting more people to work from home (and in dedicated commercial precincts) will drive new opportunities and demand for services throughout the shire, helping to increase local spend with flow-on benefits for all sectors of the local economy.

The shire's lifestyle attributes can also be leveraged to promote new business investment through a strategic and coordinated approach to business support and investment attraction, beginning with those sectors which have a strong profile such as health and wellbeing, professional and trade services, food and beverage production and retailing.



Building our Lifestyle Economy

One of the most significant workforce trends in recent years has been the pace with which businesses and workers have transitioned to more flexible work-life arrangements. Working from home has become more common, especially for professionals working in knowledge-intensive sectors such as the creative industries. According to the latest ABS Census, the most prominent occupational categories of working residents in the Shire of Mundaring are professionals, technicians and trade workers and community and personal service workers. A large number of these workers commute to Perth every day.

The Shire of Mundaring's appeal as a location for professionals to live, work and play presents an opportunity to support this demographic with appropriately located shared / co-work space which would help improve the balance between those who leave the shire every day to work elsewhere and those who stay in the shire to develop their business and engage with local supply chains.

Supporting more people to work from home (and in dedicated commercial precincts) will drive new opportunities and demand for services throughout the Shire, helping to increase local spend with flow-on benefits for all sectors of the local economy. The Shire's lifestyle attributes can also be leveraged to promote new business investment through a strategic and coordinated approach to business support and investment attraction, beginning with those sectors which have a strong profile such as health and wellbeing, professional and trade services, food and beverage production and retailing.

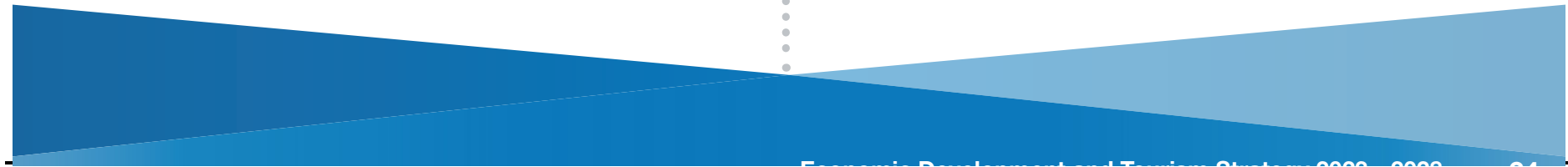
Embracing the Circular Economy

The communities of the Shire of Mundaring are environmentally conscious, presenting an opportunity to explore new 'green' industries like renewable energy, energy-efficient materials design and production and resource recovery, consistent with the principles of a circular economy.

A circular economy reduces material use, redesigns products and services to be less resource intensive, and re-captures 'waste' as a valuable resource to manufacture new materials and products. Moving towards a more circular economy would deliver benefits to the Shire of Mundaring, including reducing pressure on the highly-valued natural environment, stimulating innovation, boosting economic activity and creating local jobs.

At the grass roots level, the Shire can take a lead, working in collaboration with Eastern Metropolitan Regional Council, businesses and others to promote a formalised approach to 'plastic-free' commerce through initiatives such as the Plastic Free Places Program, which is in operation in other areas throughout Australia.

As well as delivering direct environmental benefits, such a program can serve to grow visitation sustainably by attracting the conscious traveller who places a premium on destinations with strong environmental credentials. Formalising the Shire's eco-credentials through appropriate accreditation will also help to grow the local visitor economy.



Tourism Product Development

The Shire of Mundaring’s tourism sector is an emerging area of economic activity with the potential to diversify and grow the local economy. According to Tourism Research Australia, visitation to the Shire of Mundaring grew from 350,732 in 2014 to 457,065 in 2019, a healthy average annual rate of growth of 5.4%. During the same period, visitation to the Perth Hills increased by 5.3% per annum and the Destination Perth region, 4.6%.

Tourism Research Australia data reveals that domestic day trippers overwhelmingly account for the largest share of visitors to the Shire of Mundaring (90% of the total). Domestic overnight visitors account for 9% of all visitors while 1% of visitors come from overseas. Visitor accommodation options, while of a high quality, are limited in breadth and depth, presenting an opportunity to encourage a greater diversity of accommodation to help grow the overnight visitor market.

Of the main activities that domestic day trip visitors to the Shire of Mundaring participate in, 85% engaged in social activities; 42% in outdoor/nature activities, and 17% in active outdoor activities. Only 8% of domestic day trippers visited local attractions / tourist activities. In comparison, 15% of visitors to the surrounding Perth Hills region engaged in visiting local attractions / tourist activities.

- This suggests there is scope to build the profile of the shire’s nature-based attractions through strategic product development and marketing (including to high-value eco-tourists) and through the design, promotion and delivery of a coordinated calendar of events.
- The Shire of Mundaring is home to a number of events built on the area’s strong arts and cultural profile, including the Mundaring Hills Open Studios and Darlington Arts Festival. There are various markets including the Mundaring Garden and Farmers Market, Perth Hills Artisan Markets and others.
- The Shire could combine the strength of its profile and assets to enhance its tourism offer. For example, while some interpretive signage and sculptures are already in place, visitors’ experiences using the Railway Reserves Heritage Trail could be further enhanced by utilising new technologies and drawing on local creative expertise to elevate the trail’s status as a heritage-listed ‘nature trail’.
- The shire’s First Nations culture and heritage could also be illuminated as an integral component of the local tourism offer, and Aboriginal and Torres Strait Islander cultural tourism experiences could be explored in consultation with Traditional Owners (e.g. camping with custodians, bush tucker tours and First Nations art).



Investing in the Enablers of a Vibrant Visitor Economy

Developing the Shire of Mundaring's tourism offer requires a continual focus on the 'enablers of a vibrant visitor economy', which includes a conducive natural, built and social/cultural environment; quality infrastructure; effective, coordinated marketing and information management; and purposeful and collaborative governance.

Some infrastructure shortfalls have been identified as being critical to the Shire's capacity to attract and retain visitors (and visitor spend). For example, there are no rest stop facilities (including dump points for RVs) in the Shire. This means drive tourists travelling to Perth and beyond from the eastern states, who might otherwise stop and stay a while in the Shire, are a missed opportunity. Investment in new technologies, such as electric vehicle charging stations, would also serve to encourage more visitors to stop and stay in the Shire of Mundaring.

The Visitor Information Centre in Mundaring Town Centre, while visible from the highway, is not well-located in terms of accessibility and the building is small. Some stakeholders believe the traditional VIC model is preferred (though an alternative location may be warranted) while others support a more decentralised 'hubs' model including the use of digital information kiosks. Further research is warranted, including into visitors' information needs / preferred methods of sourcing information, to determine which information delivery model will work best moving forward. A modern approach to visitor information delivery which responds to user preferences should be pursued.

Promoting the Shire of Mundaring's 'Personality Brand'

The development of a strong and sustainable visitor economy requires Shire of Mundaring to continue to embrace its connections with the wider Peth Hills region while ensuring the 'Shire of Mundaring brand' is not lost.

This means leveraging the marketing and promotional power of the Shire's location within the Perth Hills, its proximity to key visitor markets and its relationship with its neighbours including the Toodyay and Northam Shires through the Perth Hills Tourism Alliance. If opportunities for tourism product development, destination management, promotion and resourcing are addressed, the Shire of Mundaring's visitor economy is poised to further develop its profile and enhance its contribution to local economic activity and employment.





7. Shire of Mundaring’s Role in Economic Development and Tourism

Shire of Mundaring’s Economic Development and Tourism Support Activities

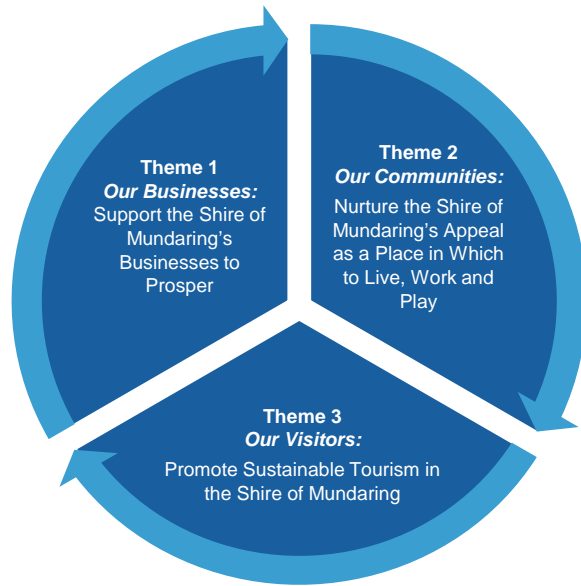
Shire of Mundaring is committed to providing the foundations for sustainable economic development and tourism by working within its remit as a local government authority to strike a balance between lifestyle, natural environmental sustainability and economic opportunity for the shire’s almost 40,000 residents. The Council (Council Members) is responsible for strategy and policy. The Administration (CEO and employees) is responsible for advice, implementation and operations.



8. Strategy Themes

Strategy Action Areas

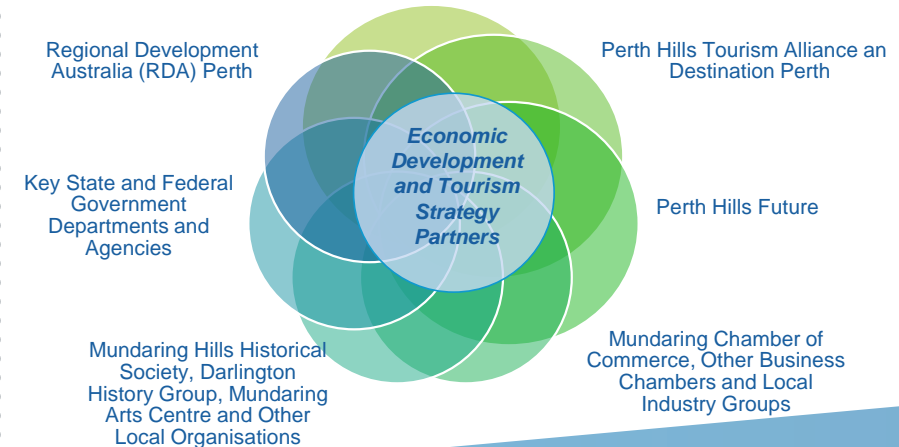
Our community’s aspirations, the vision and values and the Shire of Mundaring’s attributes, challenges and opportunities for economic development and tourism, inform a strategic approach to implementing initiatives to support a prosperous economy. This strategy contains 37 individual actions across three Strategy Action Areas that are designed to deliver prosperity for **Our Businesses; Our Communities; and Our Visitors**. These strategic themes and the actions that sit under them, are presented in detail in Section 9.



Strategic Alignment

Shire of Mundaring’s commitment to supporting economic development and tourism does not occur in isolation, and key to the growth of the local economy is the development of connections across departments within the organisation and partnerships with the other tiers of government, non-government and industry stakeholders and the community to help realise the vision for a prosperous economy and a sustainable future.

Prepared in the context of the Shire of Mundaring’s Strategic Community Plan 2020-2030 and aligned with key planning, advocacy and informing documents including the Eastern Metropolitan Regional Economic Development Strategy, the Perth Hills Tourism Alliance Marketing Plan, the Perth Hills Strategic Visioning document, the Shire of Mundaring Local Biodiversity Strategy and the Shire of Mundaring Reconciliation Action Plan, Shire of Mundaring encourages a partnership approach to addressing the shire’s economic development and tourism priorities.



9. Action Plan

Strategy Delivery Framework

Our community’s aspirations, the vision and values and the Shire of The Shire of Mundaring Economic Development and Tourism Strategy 2023-2028 contains 36 individual actions across three themed Action Areas. Informed by the vision and values, the initiatives are designed to deliver prosperity for **Our Businesses; Our Communities;** and **Our Visitors.**

Each action is categorised according to whether it is focussed on:

- **Planning** a course of initiatives to realise desired outcomes.
- **Enabling** economic activity through infrastructure and service provision, either directly or through engagement with key infrastructure and service providers.
- **Supporting** economic development through engagement with local business and industry and other key agents of change including government agencies, tourism bodies and economic development organisations.

- **Promoting and Advocating** prosperity through investment attraction, promotion and advocacy.

For each action, implementation partners are identified and desired outcomes are highlighted. Each action is also assigned a **level of priority** according to whether it is considered to be a high, medium or low priority.



Theme 1: Our Businesses

Support the Shire of Mundaring's businesses to prosper

Action	SOM's Role	Potential Collaborators	Priority	Outcomes Addressed	
1.1	Investigate options for resourcing an economic development officer role within Shire of Mundaring to pro-actively engage with and support local businesses and to encourage sustainable business investment and re-investment in the Shire.	Plan; Support	State / Federal Government Departments; Mundaring Chamber of Commerce	High	<ul style="list-style-type: none"> Local Business Growth and Development Employment Opportunities for Resident Workers
1.2	Continue to support development of low-impact home-based businesses and provide advice to residents on how to navigate the necessary approval processes.	Support	State Government	High	<ul style="list-style-type: none"> Local Business Growth and Development
1.3	Work with businesses and not-for-profits organising festivals and events to make it easier to do business by assisting them through the regulatory and approval process.	Support; Enable	Mundaring Chamber of Commerce	High	<ul style="list-style-type: none"> Local Business Growth and Development A Vibrant and Sustainable Visitor Economy
1.4	Invest resources in a Shire-wide business data base utilising published data, existing networks and regular business surveys to inform ongoing engagement and support.	Plan	Mundaring Chamber of Commerce	High	<ul style="list-style-type: none"> Local Business Growth and Development
1.5	Hold information sessions on the Shire's Purchasing Policy to inform local businesses (including Aboriginal and Torres Strait Islander enterprises) of opportunities to supply goods and services to the Shire.	Support	Mundaring Chamber of Commerce	Medium	<ul style="list-style-type: none"> Local Business Growth and Development Employment Opportunities for Resident Workers
1.6	Investigate the business case for a Shire of Mundaring Business Hub to support fledgling and home-based businesses requiring a professional work space to develop and expand.	Plan; Support	Mundaring Chamber of Commerce; RDA Perth	Medium	<ul style="list-style-type: none"> Local Business Growth and Development Employment Opportunities for Resident Workers
1.7	Develop a strategy to identify and support emerging 'green industries' including renewable energy, resource recovery and associated professional services.	Plan; Support	State and Federal Governments	Medium	<ul style="list-style-type: none"> Local Business Growth and Development Employment Opportunities for Resident Workers
1.8	Work with Whadjuk Nyungar/Noongar Traditional Owners to connect First Nations businesses with government programs designed to build Aboriginal and Torres Strait Islander business capacity in the Shire of Mundaring.	Support	Whadjuk Nyungar/Noongar Elders; WAITOC; NIAA	Medium	<ul style="list-style-type: none"> Local Business Growth and Development Employment Opportunities for Resident Workers
1.9	Support waste management and economic development by promoting the principles of the 'circular economy' through local business engagement and support (e.g. work with retailers, café owners and others to establish a 'plastics free places' program).	Plan; Support; Enable	EMRC	Medium	<ul style="list-style-type: none"> Local Business Growth and Development Employment Opportunities for Resident Workers
1.10	Work with local traders to participate in available best-practice retail service delivery workshops and programs to support the vitality of the Mundaring town centre and the Shire's village retail precincts.	Support; Enable	Mundaring Chamber of Commerce	Low	<ul style="list-style-type: none"> Local Business Growth and Development A Vibrant and Sustainable Visitor Economy
1.11	Engage with the Shire's food and beverage producers and sellers (including hobby farmers, wineries, cafes and retailers) to develop the Shire-wide market town concept.	Plan; Support	Mundaring Chamber of Commerce	Low	<ul style="list-style-type: none"> Local Business Growth and Development A Vibrant and Sustainable Visitor Economy

Theme 2: Our Communities Nurture the Shire of Mundaring's appeal as a place in which to live, work and play

Action	SOM's Role	Potential Collaborators	Priority	Outcomes Addressed	
2.1	Progress the Mundaring Town Centre Cultural Precinct and Multi-Purpose Community Facility to the next stages of design and development.	Plan	State and Federal Government Departments	High	<ul style="list-style-type: none"> Sustainable Population Growth Strategic Infrastructure to Enable Economic Development
2.2	Prepare the business case and lobby for an upgrade to wastewater capacity in support of the Mundaring Town Centre Cultural Precinct and Multi-Purpose Community Facility.	Plan; Promote and Advocate	State and Federal Government Departments	High	<ul style="list-style-type: none"> Sustainable Population Growth Strategic Infrastructure to Enable Economic Development
2.3	Revisit the Draft Lake Leschenaultia Master Plan with a view to enhancing this signature nature-based recreational asset for the community and for sustainable visitation.	Plan	State Government	High	<ul style="list-style-type: none"> Sustainable Population Growth A Vibrant and Sustainable Visitor Economy
2.4	Investigate digital telecommunications connectivity enhancement opportunities and potential Shire-wide cost-effective solutions, and advocate for telecommunications and related power infrastructure funding support.	Plan; Promote and Advocate	State and Federal Government Departments; Energy Providers; NBN Co.	High	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development
2.5	Review buffers to water course protection zones to inform opportunities for low-impact commercial and residential development that supports the principles of sustainable living.	Plan	State Government	High	<ul style="list-style-type: none"> Sustainable Population Growth Strategic Infrastructure to Enable Economic Development
2.6	To inform the next Planning Scheme Review, commission a Village Centres Business and Employment Land Study to address zoning, regulations and infrastructure requirements to ensure appropriate development is accommodated in designated town/village centres.	Plan	State Government	Medium	<ul style="list-style-type: none"> Sustainable Population Growth Local Business Growth and Development A Vibrant and Sustainable Visitor Economy
2.7	Undertake a housing needs, opportunities, (environmental) constraints and options analysis, to develop the Shire of Mundaring as an 'age friendly' location across all demographics. Use the study findings to inform the next Planning Scheme Review.	Plan; Enable	State Government	Medium	<ul style="list-style-type: none"> Sustainable Population Growth Strategic Infrastructure to Enable Economic Development
2.8	Promote the Shire of Mundaring's profile as a 'market town' to encourage greater retail spend in the Shire, by residents and visitors.	Promote and Advocate	Mundaring Chamber of Commerce	Medium	<ul style="list-style-type: none"> Local Business Growth and Development A Vibrant and Sustainable Visitor Economy
2.9	Engage First Nations expertise to provide the Shire's residents and businesses with awareness training in bushfire management and prevention.	Plan; Enable	Whadjuk Nyungar/Noongar Elders	Low	<ul style="list-style-type: none"> Sustainable Population Growth Employment Opportunities for Resident Workers
2.10	Working in collaboration with community stakeholders, explore funding opportunities to invest in Strategic Village Place Making and Activation Plans to promote and support sustainable business and tourism activity throughout the Shire of Mundaring.	Plan; Support; Enable	Community Representatives; Perth Hills Future	Low	<ul style="list-style-type: none"> Sustainable Population Growth Strategic Infrastructure to Enable Economic Development Employment Opportunities for Resident Workers
2.11	Investigate the feasibility and economic return on investment in 'smart mobility' such as E-bikes (including for use on the Shire's railway reserves) and low-carbon mini-buses to provide environmentally friendly transport options for residents and visitors.	Plan; Enable	State Government	Low	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development Sustainable Population Growth A Vibrant and Sustainable Visitor Economy

Theme 3: Our Visitors

Promote sustainable tourism in the Shire of Mundaring

Action	SOM's Role	Potential Collaborators	Priority	Outcomes Addressed	
3.1	Produce a Mundaring Tourism Marketing Strategy which leverages the Experience Perth Hills brand to highlight the Shire's unique tourism offer.	Plan	Perth Hills Tourism Alliance; Destination Perth	High	<ul style="list-style-type: none"> A Vibrant and Sustainable Visitor Economy
3.2	Implement the town/village entry enhancement and interpretive signage strategy to elevate the presentation of the Shire of Mundaring as a welcoming visitor destination.	Plan; Enable	Mundaring Chamber of Commerce	High	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development A Vibrant and Sustainable Visitor Economy
3.3	Advocate for the Perth Hills to be formally recognised by the State Government as a tourism region distinct from the neighbouring Swan Valley.	Promote and Advocate	Perth Hills Tourism Alliance; Destination Perth	High	<ul style="list-style-type: none"> A Vibrant and Sustainable Visitor Economy
3.4	Investigate rest stop facilities site options and prioritise investment in a suitable location for a facility (including a dump point and EV charging station) to service drive tourists.	Plan; Enable	Caravan Industry Association WA	High	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development A Vibrant and Sustainable Visitor Economy
3.5	Review Shire of Mundaring's visitor information delivery model to ensure resources devoted to visitor information services are being used effectively for maximum benefit.	Plan; Enable	Perth Hills Tourism Alliance	High	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development A Vibrant and Sustainable Visitor Economy
3.6	In collaboration with Whadjuk Nyungar/Noongar Traditional Owners, explore and encourage new opportunities for Aboriginal and Torres Strait Islander cultural tourism and events in the Shire of Mundaring.	Support	Whadjuk Nyungar/Noongar Elders; WAITIOC	High	<ul style="list-style-type: none"> A Vibrant and Sustainable Visitor Economy Employment Opportunities for Resident Workers
3.7	Work with Art Organisations to assess the full value of Open Studios to the local economy and encourage more Open Studios in the Shire of Mundaring.	Support	Mundaring Hills Open Studio	High	<ul style="list-style-type: none"> A Vibrant and Sustainable Visitor Economy
3.8	Undertake a visitor and short-stay accommodation audit and opportunities study to inform options for new accommodation of an appropriate scale in locations throughout the Shire.	Plan; Enable	Perth Hills Tourism Alliance	Medium	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development A Vibrant and Sustainable Visitor Economy
3.9	Identify opportunities for existing and emerging events to become part of a Shire of Mundaring-promoted coordinated calendar of events.	Plan; Enable	Perth Hills Tourism Alliance; Destination Perth	Medium	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development A Vibrant and Sustainable Visitor Economy
3.10	Curate an App-based Shire of Mundaring digital heritage trail (using QR codes) to highlight points of historical significance, local flora and fauna and First Nations culture.	Plan	Destination Perth; Whadjuk Nyungar/Noongar Elders	Low	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development A Vibrant and Sustainable Visitor Economy
3.11	Investigate the steps required and gaps to be addressed (e.g. infrastructure, information, management) for the Shire of Mundaring to achieve accreditation as a WA Trail Town.	Plan	Department of Biodiversity, Conservation and Attractions	Low	<ul style="list-style-type: none"> A Vibrant and Sustainable Visitor Economy
3.12	Collaborate with regional tourism organisations, visitor information centres and other Local Government Authorities to promote the Bibbulmun Track, the Golden Pipeline Heritage Trail and the Munda Biddi Trail as key features of the Shire's tourism offer.	Plan	Tourism WA; tourism organisations; Local Government Authorities	Low	<ul style="list-style-type: none"> Strategic Infrastructure to Enable Economic Development A Vibrant and Sustainable Visitor Economy
3.13	Engage with Water Corporation WA to support eco-visitation to Mundaring Weir for low-impact land and water-based leisure and recreational activities.	Promote and Advocate	Water Corporation WA; Tourism WA	Low	<ul style="list-style-type: none"> Sustainable Population Growth A Vibrant and Sustainable Visitor Economy
3.14	Investigate options to enhance the Shire's eco-tourism status including recognition as a UNESCO Biosphere Reserve or Certified Eco Destination with Eco Tourism Australia.	Plan	UNESCO; Eco Tourism Australia	Low	<ul style="list-style-type: none"> A Vibrant and Sustainable Visitor Economy



10. Strategy Implementation and Resourcing

A practical and achievable plan of action

The Shire of Mundaring Economic Development and Tourism Strategy 2023-2028 has been prepared in the context of the role of economic development and tourism promotion and facilitation in Shire of Mundaring's broader program of work and strategic objectives. The strategy will be implemented in line with determined priorities as well as the availability of resources and the capacity of Shire of Mundaring, in partnership with others, to progress the initiatives identified.

The initiatives presented in this document represent a prioritised plan of action to help support the development of a diverse, resilient, sustainable and prosperous economy. It contains a combination of:

- Catalyst project planning and development initiatives which require action combined with a well-planned course of project implementation for the desired outcomes to be realised over time; and
- Initiatives focussed on strategic program implementation that can be addressed as part of Shire of Mundaring's day-to-day tourism promotion, business support and advocacy functions in a strategic and targeted manner.

Some of the recommended actions seek to build on or continue initiatives already in place. Some are already resourced while others require additional resourcing (depending on implementation priorities).

The majority of actions will be 'Shire of Mundaring-led' in that they involve specific tasks and an allocation of human, physical and financial resources. Other initiatives refer to 'Shire of Mundaring-supported' activities and these are advocacy or support initiatives where implementation relies a partnership approach.

The contents of this strategy will be used to assess and prioritise funding needs and to inform key advocacy and partnership initiatives to secure funding support from all levels of government.



11. Strategy Targets, Monitoring and Evaluation

Measuring and monitoring strategy outcomes

This strategy contains a range of initiatives, which are designed to support economic development and tourism in the Shire of Mundaring through:

- Sustainable population growth;
- Strategic infrastructure to enable economic development;
- A vibrant and sustainable visitor economy;
- Local business growth and development; and
- Employment opportunities for the Shire’s resident workers.

Shire of Mundaring will monitor the strategy’s implementation progress with a view to realising these desired outcomes in line with the vision for the Shire of Mundaring as a welcoming, connected and sustainable lifestyle destination celebrated for its natural beauty, rich heritage, vibrant culture and prosperous economy.

Means of monitoring and evaluating implementation progress will include the use of both ‘**output measures**’ related directly to the recommended actions and their implementation as well as some broader ‘**outcome targets (metrics)**’.

The Shire of Mundaring Economic Development and Tourism Strategy 2023-2028 will be reported on annually with a review anticipated in five years.



Key performance measures

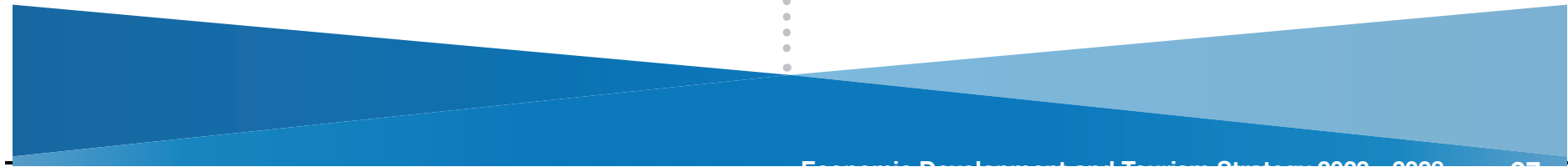
Strategic planning **outcome targets** include the following:

- A sustainable population (as measured by population and housing growth rates).
- Employment creation (an increase in local jobs).
- An increase in employment self-sufficiency (a balanced ratio of local jobs to (for) resident workers).
- New businesses (as measured by net change in local business registrations).
- Construction activity (as measured by building approvals data).
- Greater economic diversity (as measured by industry diversity indices).
- Economic activity and growth (as measured by GRP value).
- Increased tourism activity (and value) (as measured by visitor numbers, expenditure and yield/value).

These desired outcomes will be monitored and measured using data sourced from the Australian Bureau of Statistics and Tourism Research Australia.

Economic Development and Tourism Strategy **output measures** that will be used to monitor progress on set tasks include:

- Tracking progress of prioritised actions – implementation rates (ongoing).
- Local business and investor feedback captured through targeted engagement and discussion (ongoing).
- Success in retaining and assisting local businesses (including home-based businesses) as well as supporting business start-ups, captured through targeted business and industry engagement (ongoing).
- Regular business confidence and community satisfaction surveys on Shire of Mundaring’s approach to promoting and supporting economic development and tourism in line with this strategy and identified priorities.





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10.4 Review of Lobbying and Advocacy Priorities 2023 - 2025

File Code	OR.IGR
Author	Michael Pengelly, Strategic Projects Advisor
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Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Draft Recommended Priorities for Lobbying and Advocacy 2023 - 2025 ↓2. Lobbying and Advocacy Strategy 2018/19 ↓

SUMMARY

In accordance with Council's current Lobbying and Advocacy Strategy (November 2018), Council is requested to adopt a list of lobbying priorities for the coming year. This is normally completed on an annual basis; however, consistent with the presentation to Council Members at the 27 June 2023 Council Forum, it is now recommended to adopt priorities for lobbying and advocacy for a two-year period. The intent of this approach is to provide a higher level of continuity for large projects being planned and considered by Council and takes into account the state and federal elections to be held in 2025.

The draft recommended priorities for Lobbying and Advocacy 2023 – 2025 are detailed within **Attachment 1**. The purpose of identifying these are to raise the profile of the adopted priorities in order to obtain external support, including financial support at the appropriate time.

It is important to note that the tiered ranking system within **Attachment 1** has been modified to a two-tiered approach. Accordingly, the Revitalisation of Mundaring Town Centre and proposed construction of the Multi-purpose Community Facility are the only recommended Tier 1 projects and would be the primary focus of the Shire's lobbying and advocacy effort from 2023 – 2025.

BACKGROUND

Council adopted the Lobbying and Advocacy Strategy 2018/19 (Strategy) (**Attachment 2**) in November 2018 (C8.11.18). This Strategy was adopted to enable a more effective, consistent and targeted delivery of the Shire's key messages to attempt to influence decision-makers to meet the needs and expectations of the local community.

The Strategy defines a process in which measures worthy of lobbying and advocacy are identified and presented to Council through Council Forum for discussion and feedback. Once this has occurred, a prioritised list for the upcoming 12 months is then presented to Council for adoption.

Following on from Council's adoption of the prioritised list, Shire staff finalise a summary document, primarily for external use and communication of the final lobbying and advocacy priorities in order to be able to use these materials to seek funding for the priorities listed.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Some recommended actions within the Strategy will need to comply with relevant policies, including but not limited to:

- Community Engagement Policy (CD-04)
- Purchasing Policy (AS-04)

FINANCIAL IMPLICATIONS

There is \$20,000 per annum listed in the Long Term Financial Plan for lobbying and advocacy. It is likely that a proportion of these funds would be utilised to engage the professional services of a Government Relations Advisor to assist in preparation and delivery of a targeted Lobbying and Advocacy Strategy for the Tier 1 projects.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.2 – The Shire advocates on behalf of its community

Strategy 4.2.1 – The Shire develops partnerships with government and non-government organisations to achieve positive outcomes for the community and wider region

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Council does not adopt the Lobbying and Advocacy Priorities detailed within Attachment 1 .		
Likelihood	Consequence	Rating
Possible	Minor	Low
Action / Strategy		
Feedback was sought from Council Members on the proposed Lobbying and Advocacy Priorities prior to coming to Ordinary Council Meeting for adoption and this has been incorporated into the recommended priorities.		

EXTERNAL CONSULTATION

Nil

COMMENT

Rationale for Town Centre Revitalisation and MPCF as the focus for adoption as Tier 1 priorities. Tier 1 priorities are for transformational projects of district/regional significance.

Council's articulated and long-held vision for the key projects of Revitalisation of the Mundaring Town Centre and creation of a "Civic and cultural heart" through construction of a Multi-purpose Community Facility, are currently reaching significant project milestones. Importantly, both of these projects are likely to require significant external funding in addition to the Shire's existing planned budget.

In order to maintain progress towards implementation of these transformational projects, it is critical to ensure that they become the primary focus of council members and Shire staff for ongoing targeted lobbying and advocacy activities. As detailed within **Attachment 1**,

both of these projects are recommended to be classified as Tier 1 projects, which would result in the following supporting activities being undertaken as a minimum:

- Preparation and delivery of a targeted lobbying and advocacy strategy and supporting engagement plan;
- Targeted regular meetings with State and Federal stakeholders including Local and Federal members, including relevant Ministers and key government departments; and
- Ongoing active monitoring for promotion and securing funding required.

What happens with other priorities already identified by Council?

The majority of the existing priorities that have been previously identified by Council remain on the recommended list as detailed within **Attachment 1**. These have been assigned a Tier 2 ranking and as such, have a lower level of supporting information. Tier 2 priorities are for projects of local significance

Council Members and Shire staff would still lobby and advocate for these projects as required with the proposed activity to support these measures including:

- Correspondence to lobby and advocate for the identified measure; and
- Opportunistic response to promotion and funding opportunities.

Emerging other priorities

In accordance with Council's current Lobbying and Advocacy Strategy (November 2018), "Council may also add to, or otherwise amend the list of priority items at any time".

There are three recent examples of these emerging priorities detailed within **Attachment 1** and these are:

1. Volunteer Bushfire Brigade – Capital Works Requirements; and
2. Strategies that have been recently adopted by Council, which have components within them that are considered likely to require lobbying and advocacy support to implement effectively.

Rationale for Council adopting priorities for two years

It is recommended that Council adopts the priorities detailed within **Attachment 1** for a designated two-year period (2023 – 2025). This will provide a higher level of continuity to both Council Members and Shire staff in pursuit of favourable outcomes for the projects listed as priorities. Further, this approach takes into account the upcoming state and federal elections scheduled for 2025.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Adopts the Recommended Priorities for Lobbying and Advocacy 2023 – 2025 as detailed within **Attachment 1**.
2. Notes, although the recommended focus for lobbying and advocacy effort is targeted at the Mundaring Town Revitalisation and construction of a Multi-purpose Community Facility, other priorities are listed and council members and Shire staff will still actively pursue favourable outcomes for these over the next two-year period.
3. Notes new and/or additional priorities for lobbying and advocacy can be added to the adopted list as council sees fit.

Attachment 1 – (Draft) Lobbying and Advocacy Priorities 2023 – 2025

Tier 1 - Transformational projects of district/regional significance			
<p>It is likely that these projects will have a beneficial impact across the Shire and the broader region. They would be closely associated with job creation, investment, transport, connectivity, sustainability and health.</p> <p>Proposed activity to support these measures would include:</p> <ul style="list-style-type: none"> • Preparation of a targeted lobbying and advocacy strategy and supporting engagement plan; • Targeted regular meetings with Local and Federal members; and • Ongoing active monitoring for promotion and securing funding required. 			
Identified Measure	Strategic Policy Context	Target Audience	Outcome Sought
<p>1. Mundaring Town Centre Revitalisation</p> <ul style="list-style-type: none"> • Council vision for the Mundaring Town Centre • Upgrade of Mundaring Town Centre sewerage capability 	<ul style="list-style-type: none"> • <i>Lobbying and Advocacy Strategy 2018/19</i> • <i>Long Term Financial Plan 2021/22 - 2030/31</i> • <i>Corporate Business Plan 2021/22 - 2024/25</i> • <i>Shire of Mundaring June 2021 Prospectus, Sustainable Growth Through Investment</i> • <i>Mundaring Town Initiative Masterplan March 2017</i> • <i>Mundaring Activity Centre Plan October 2018</i> 	<ul style="list-style-type: none"> • Elected Members – Local, State and Federal • State Government Agencies including, but not restricted to: <ul style="list-style-type: none"> ○ Department of Premier and Cabinet ○ Department of Planning Lands and Heritage & WAPC ○ Water Corporation ○ Lotterywest 	<ul style="list-style-type: none"> • Funding to enable project to continue to next stage (in parallel with the MPCF) as detailed within the respective planning instruments: <ul style="list-style-type: none"> ○ <i>Mundaring Town Initiative Masterplan March 2017</i> ○ <i>Mundaring Activity Centre Plan October 2018</i> • Working towards attainment of the vision to establish a “Thriving village lifestyle with a strong town centre” <ul style="list-style-type: none"> ○ “New civic and cultural heart” (MPCF) ○ Investment ready to enable suitable mixed housing development (multi-storey, ageing in place, retail on ground floor etc.) ○ Overcome servicing and access issues ○ Commitment from Water Corporation to upgrade existing wastewater and effluent disposal system to enable further residential development beyond that of proposed MPCF
<p>2. Mundaring Multi-purpose Community Facility</p> <ul style="list-style-type: none"> • Construction of the Mundaring Multi-Purpose Community Facility (MPCF) (including land assembly and facility rationalisation/repurposing/redevelopment and public realm enhancements) 	<ul style="list-style-type: none"> • <i>Lobbying and Advocacy Strategy 2018/19</i> • <i>Long Term Financial Plan 2021/22 - 2030/31</i> • <i>Corporate Business Plan 2021/22 - 2024/25</i> • <i>Shire of Mundaring June 2021 Prospectus, Sustainable Growth Through Investment</i> • <i>Mundaring Town Initiative Masterplan March 2017</i> • <i>Mundaring Activity Centre Plan October 2018</i> • <i>Mundaring Multipurpose Community Facility, Community Facility Needs Analysis and Land Assembly Options and Constraints October 2022</i> • <i>Mundaring Multi-purpose Community Facility - Property Strategy and Land Assembly Plan July 2021</i> 	<ul style="list-style-type: none"> • Elected Members – Local, State and Federal • State Government Agencies including, but not restricted to: <ul style="list-style-type: none"> ○ Department of Premier and Cabinet ○ Department of Planning Lands and Heritage & WAPC ○ Water Corporation ○ Lotterywest 	<ul style="list-style-type: none"> • Funding is sought to augment existing Shire capital planned for this new facility to enable construction of new facility that effectively becomes the new “Civic and Cultural heart of Mundaring Town Centre” • It is important to realise that the required funding for the MPCF is not just about construction of a single building on the chosen site, rather it incorporates the following as an example of the scope of the wider project: <ul style="list-style-type: none"> ○ Extensive stakeholder and community consultation ○ Planning, design and construction of the MPCF Hub ○ Public realm enhancements such as: <ul style="list-style-type: none"> ▪ Increased and modified parking ▪ Street and landscaping ▪ Lighting ▪ Additional seating ▪ Public art ▪ Market square, etc. ○ Land assembly and existing facility rationalisation including: <ul style="list-style-type: none"> ▪ Relocated and enhanced war memorial ▪ Historical precinct created with a new museum ▪ Further development and linkages of new and existing facilities, in accordance with the ‘Hub-plus’ conceptual design layout ▪ Consolidation, sale, development and/or disposal of lots within the Town Centre • The MPCF Hub building itself is likely to contain the following: <ul style="list-style-type: none"> ○ Library ○ Function Hall/Performance & Exhibition Space ○ Hub of the Hills Community Centre ○ Visitor Centre ○ Maternal/Child Community Health ○ Foyer/Coffee Lounge ○ Mixed use Office/Space for Not for Profit ○ Art Gallery/Workshop Museum ○ Youth Space

Tier 2 - Projects of local significance	
<p>Projects of local significance which would enhance the everyday lives of residents. They would bring social, health and wellbeing benefits and improve local community connections.</p> <p>Proposed activity to support these measures would include:</p> <ul style="list-style-type: none"> • Correspondence to lobby and advocate for the identified measure; and • Opportunistic response to promotion and funding opportunities. 	
Identified Measure	Outcome Sought
<p>1. Community and Recreation Capital Projects as identified in the Long Term Financial Plan and Recreation Facilities Informing Strategy e.g. accessible change rooms, oval upgrades</p>	<ul style="list-style-type: none"> • Funding to enable projects listed to continue to next stage of development
<p>2. Improved Telecommunications and Power Supply</p>	<ul style="list-style-type: none"> • Back-up for power and mobile phone connectivity particularly during times of emergency such as a bushfire or any other disaster • Provision for community battery scheme, potentially powered by solar (similar to that implemented by City of Kalamunda – Pioneer Park)
<p>3. Volunteer Bushfire Brigade – Capital Works Requirements</p>	<ul style="list-style-type: none"> • Funding to enable modification of existing Volunteer Fire Stations to enable the new heavy tankers (4.4 Broad acre Crew Cab) to be housed effectively.
<p>4. State Government to prepare an Integrated Transport Plan</p> <ul style="list-style-type: none"> • Proposed closure of Robinson Road Bellevue • Scott Street congestion • Other local road congestion and safety issues etc. 	<ul style="list-style-type: none"> • Shire is seeking to be actively involved in any consultation regarding this proposal as earlier identified by Department of Planning Lands and Heritage • Requests the Minister for Transport prepare an Integrated Transport Plan that involves an overarching review of the whole area (including Scott St/Gt Eastern Hwy) with input provided from all stakeholders including the Shire of Mundaring, City of Swan, City of Kalamunda, Bellevue Residents and Ratepayers Association, Main Roads WA, other relevant State Government authorities and local ratepayer and business groups
<p>5. Helena River Parkland</p> <ul style="list-style-type: none"> • Creation of large new greenspace & enhancement and connectivity of remnant bushland • Place for active and passive recreation 	<ul style="list-style-type: none"> • Funding to enable project to continue to next stage of development through drafting of a Masterplan • Protective measures for existing environmental values within the location and creation of interactive green space
<p>6. Proposed Eastern Region Incident Control Centre/Forward Control Facility</p>	<ul style="list-style-type: none"> • Funding to construct facility • Collaboration on design to ensure facility is fit for purpose across emergency and community uses for the multi-benefit of the community and visitors alike • Could be readily designed to be utilised for community purposes at non-emergency incident times)
<p>7. Advocacy on behalf of the community for Climate Change</p> <ul style="list-style-type: none"> • Initiatives such as making it easier to reduce vehicle emissions e.g. installation of EV charging points at key locations within the Shire 	<ul style="list-style-type: none"> • Shire demonstrating a leadership role for the community and encouraging improvement in reductions and other climate change related measures, noting that a climate emergency has been declared in many jurisdictions worldwide
<p>8. Economic Development and Tourism Strategy 2023 - 2028</p> <p>Implementation of specific actions</p>	<ul style="list-style-type: none"> • Prepare the business case and lobby for an upgrade to wastewater capacity in support of the Mundaring Town Centre Cultural Precinct and Multi-Purpose Community Facility (EDTS, Action 2.2) (*Note – builds on identified measure of Mundaring Town Centre Revitalisation with a more targeted approach) • Advocate for the Perth Hills to be formally recognised by the State Government as a tourism region distinct from the neighbouring Swan Valley (EDTS Action 3.3).
<p>9. Local Biodiversity Strategy 2023 – 2030</p> <p>Implementation of specific measures</p>	<ul style="list-style-type: none"> • Amendment of the Cat Act 2011, enabling the Shire to amend its Local Law to restrict cats to a property and increase penalties. • Careful implementation of bushfire risk mitigation activities to maintain biodiversity values on State Government managed lands. • More active, coordinated and effective control of weeds and feral animals in national parks, regional parks, and Water Corporation managed lands.
<p>10. Perth-Adelaide National Hwy (Eastlink/Orange Route)</p> <ul style="list-style-type: none"> • Acknowledgement of the predicted environmental impact of the EastLink Project • Identification of potential benefits for Shire of Mundaring • Provide input for the project with neighbouring LGA's <ul style="list-style-type: none"> ○ City of Swan ○ Shire of Northam 	<ul style="list-style-type: none"> • The Shire provides input to MRWA regarding this significant project while it seeks Environmental, Aboriginal engagement and other regulatory approvals. • The Shire advocates to MRWA for a precautionary approach to environmental and biodiversity risk • The Shire advocates for a sustainable freight transport method to be explored • Significant reduction in volume of heavy vehicles utilising Great Eastern Highway • Ongoing role for the Shire through participation on the following established groups: <ul style="list-style-type: none"> ○ Eastlink WA Project Working Group ○ Eastlink WA Sustainability Advisory Group • Up to date input from DPLH and DFES regarding safe development surrounding Eastlink WA

Attachment 2



Shire of Mundaring – Lobbying and Advocacy Strategy 2018/19

Introduction

This strategy creates a framework and process for lobbying and advocacy activities, supporting the Shire's Strategic Community Plan.

It is designed to facilitate effective, consistent, targeted delivery of the Shire's messages, with specific plans developed to address predetermined key priority issues.

Definition

Advocacy can be defined as pleading for, supporting, or recommending. It is an active process in support of a specific outcome - influence. The sole purpose of advocacy is to seek to influence policy-making, investment or service provision.

This definition raises three key questions, the answers to which collectively provide the policy framework for the Lobbying and Advocacy Strategy and its' implementation:

- What influence are we trying to achieve?
- Who are we trying to influence?
- How are we trying to influence them?

In other words, effective advocacy needs to:

- Clearly identify the key issues and desired outcomes
- Have clearly articulated unambiguous messages
- Target the appropriate influencers or decision-makers
- Use appropriate and effective methods to deliver the message

Policy Framework

The key priorities and aspirations of the community are expressed through the Strategic Community Plan.

In the context of the Strategic Community Plan, it is important to recognise that the Shire will not be able to achieve the aspirations articulated by the community alone and that it will require collaboration by all levels of government, as well as the community, to achieve the shared vision.

The Shire's role, which is limited, includes:

- Delivery of facilities and infrastructure
- Regulation
- Enabling and facilitation
- Education
- Civic leadership and advocacy

Aim

The aim of the Lobbying and Advocacy Strategy is to provide the information and tools to facilitate elected representatives and senior staff in exercising influence over policy, service provision, investment, and infrastructure decisions taken by other parties. Sustained engagement in well-designed advocacy program can also assist in building a network of influential contacts that can facilitate easier access to decision makers and influencers. A concerted effort at advocacy can make the process easier.

Process

Each year the Executive Leadership Team will identify and prioritise high-level issues that are considered to be of sufficient import to warrant a formal plan of advocacy to be developed. The Executive Leadership Team will also identify small teams to develop and implement an Advocacy Implementation Plan for each issue.

The list of issues will be discussed at Council Forum. Council will formally adopt a list of priority issues each year. Council may also add to or otherwise amend the list of priority items at any time.

Advocacy Implementation Plans

Each identified issue will have a small team allocated to develop and implement an "Advocacy Implementation Plan." The plan will:

- Summarise the issue for which an Advocacy Implementation Plan is required
- Identify key outcomes required to be achieved for the Mundaring community
- Identify key decision-makers and influencers to be approached
- Identify benefits or reasons supporting the importance of the issue
- Identify supporting partners and stakeholders
- Outline the actions required to be taken to implement the Plan
- Identify requisite resources to effectively implement the Plan, and where those resources are coming from
- Identify background information and supporting resources

Fact Sheets

Where appropriate, Fact Sheets will be produced and updated for use in lobbying and advocacy activities. In general, Fact Sheets will take a form consistent with the attached example and include:

- Project Summary
- Situational analysis
- Risks of delay
- Outcomes
- How you can help us

10.5 Food Organics and Garden Organics (FOGO) Third Kerbside Bin

File Code	WM.SER 02.1
Author	Shane Purdy, Director Infrastructure Services
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	1. Interim FOGO Supply Agreement (confidential)

SUMMARY

Reducing landfilled food and garden organics is a major waste minimisation priority for national and state governments. In response, many local governments nationwide are introducing kerbside food organic and garden organic (FOGO) waste collection, for subsequent processing in a FOGO specific facility. A FOGO service will involve a community wide behavioural change program that will deliver environmental benefits.

In considering the current information on the introduction of a third bin FOGO service, it is recommended that Council approves this new service to be introduced from 1 July 2024 and authorises the Chief Executive Officer to finalise minor changes to the Participant Agreement and associated documents with Eastern Metropolitan Regional Council (EMRC) for an Interim FOGO supply arrangement.

BACKGROUND

Food and garden organics are a key target for increased resource recovery. Organics represent the single largest fraction in a household garbage bin and downstream produce detrimental environmental impacts within the landfill environment. A 2019 audit of EMRC member councils' residual waste stream found organics amounted to 55.1% of total bin weights.

The Western Australian Government, in its *Waste Avoidance and Resource Recovery Strategy 2030*, has set a target that by 2030 only 15% of waste within the Perth and Peel regions will be landfilled. Achieving the 2030 target is largely premised on metropolitan and Peel region local governments having in place a FOGO system.

EMRC, in response to the challenge of this target, adopted a FOGO Waste Strategy at its 19 September 2019 meeting where it was resolved as follows:

"That Council endorses the draft Food Organics and Garden Organics (FOGO) recovery strategy subject to the last dot point under 'principles' on page 9 being amended to state "the funding of bins, caddies and initial education / product marketing for member councils will be funded through the secondary waste reserve."

This EMRC FOGO Strategy has resulted in the following actions:

- A costing model for a three bin collection system being prepared for each member Local Government.
- Payment of funds from the EMRC Secondary Waste Reserve to member Local Governments to assist pay for additional bins and setup costs for a three bin system.
- The commencement of an interim FOGO facility service at Redhill for the Town of Bassendean and City of Bayswater.

- Engaged additional education staff for the important change management program.
- Preparation of a feasibility study for a permanent FOGO facility.
- A tender process to deliver a permanent FOGO facility from a shortlisting of proponents via expressions of interest process.

At the 13 October 2020 Council meeting, when Council considered the introduction of FOGO, Council resolved **(C14.10.20)**:

“That Council approves, in principle, the introduction of a third bin FOGO system consistent with the State’s and EMRC’s FOGO strategies and best practice guidelines, with final confirmation to be considered following the EMRC tender process for a permanent FOGO facility and receipt of a draft participants’ agreement.”

EMRC tender for the design and construction of a permanent facility closed in July 2021. In December 2022, EMRC resolved to halt the tender assessment following advice of the withdrawal of City of Kalamunda as a member of EMRC. The reasons for the lengthy assessment were primarily due to the significant cost of construction and sizing of facility, given the initial withdrawal of City of Belmont. However, the subsequent withdrawal advice by City of Kalamunda made the tender proposal unviable to continue in its original scope.

A permanent FOGO facility is currently under review, with a smaller scale project being considered. The timeline for the permanent facility to be retendered, built and commissioned is unknown.

As an interim arrangement, EMRC have developed a supply arrangement with an external contractor via the EMRC Hazelmere site for this contractor to sort (i.e. to remove contaminants) then take the residual organic waste for processing.

At the 13 June 2023 Council meeting, it was resolved (C1.06.23);

“That Council:

- 1. authorises the Chief Executive Officer to negotiate a Participants Agreement and supporting documentation for the introduction of FOGO via an interim FOGO supply arrangement with EMRC, to commence 1 July 2024 with collection of bins to be undertaken by EMRC as part of the regional waste collection service arrangement; and*
- 2. notes the final draft Interim FOGO Supply Agreement document will be presented to a future Council meeting for endorsement.”*

EMRC has been working with member Council staff for over a year to finalise an Interim FOGO Supply Agreement. The Agreement has been reviewed and worked on by member Council staff and solicitors for EMRC and member Councils. A final draft is presented as **Confidential Attachment 1**.

STATUTORY / LEGAL IMPLICATIONS

Shire of Mundaring, as a member Local Government of the EMRC, may participate in activities of the EMRC as set out within the EMRC establishment agreement.

POLICY IMPLICATIONS

Council adopted in March 2021 **(C2.03.21)** a *Shire of Mundaring Waste Plan*, required under Section 40(4) of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act), which includes the introduction of FOGO to meet the State and Shire’s waste objectives.

FINANCIAL IMPLICATIONS

Cost modelling done in October 2020 regarding the introduction of a third bin FOGO system was based on an estimated gate fee price of \$135 per tonne, and resulted in an anticipated additional \$15 cost increase to the household waste charge.

The proposed gate fee price is based on the draft participant's agreement for an Interim FOGO Supply Agreement, and is the gate rate for fees and charges set by the EMRC in its annual fees and charges pursuant to the *Local Government (Financial Management) Regulations 1996* which states that a Participant must pay per tonne of FOGO Waste delivered to a specified Waste Management Facility.

This rate will be the same for each member Council and will be determined based on recovery of costs from both the interim FOGO facility at Redhill (currently used by City of Bayswater and Town of Bassendean) and the waste transfer station at Hazelmere.

The current gate fee charge for the Redhill facility is \$104.27 per tonne. The costs at the Hazelmere site could be as high as \$135 per tonne. Once these costs are combined the gate fee is expected to be less than \$135 per tonne at July 2024 for all member Councils.

Should FOGO not be introduced in July 2024, it is noted the landfill waste levy will increase by \$15 per tonne, which would result in a gate fee increase for landfill of over \$210 per tonne from that date, noting it is currently \$198.82 (for 2023/24) per tonne. Should FOGO be introduced in July 2024, the cost difference to the standard waste charge is now likely to be negligible given the likely increase in landfill levy.

EMRC paid Shire of Mundaring \$1,455,200 during 2020/21 to assist with the capital costs and introduction costs involved in purchasing third bin, delivering out a third bin, changeover of bin lids for the residual waste bin to a red coloured lid, provision of bin caddies/compostable bin liners and educational promotion. EMRC also provided an additional funding distribution of \$473,761 during 2021/22 which was placed into a Waste Reserve.

The Shire signed a Better Bins Plus grant in November 2021 to receive \$310,800 in funding to help offset the cost of new bin adjustments and acquisition together with delivery to properties. A 50% upfront part payment of \$155,400 has been received. This grant was provided based on commencing in July 2023. Due to the issues with the permanent facility tender and the delay in finalising another option, the Shire has approval to commence in July 2024, without impacting the grant amount.

These funds have been placed into the Waste Reserve, which now totals \$2.1M. There is a further \$155,400 yet to be paid as part of the Better Bins Plus grant.

The expected rollout of FOGO with bins consistent with Better Bins guidelines is estimated to cost between \$1.5M and \$1.8M. The balance or part thereof of the grant can be used to smooth out any cost increases to the standard household waste charge.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 2 - Natural Environment

Objective 2.3 – Waste management that is efficient and sustainable

Strategy 2.3.2 – Increase recycling rates and diversion from landfill

SUSTAINABILITY IMPLICATIONS

The introduction of a third bin FOGO service will have broad environmental benefits by contributing to a 'circular economy' in the form of converting organic waste into compost. This action strongly aligns with the Strategic Community Plan and community vision for Shire of Mundaring to be "*The Place for Sustainable Living.*"

RISK IMPLICATIONS

Risk: Financial impact – final costs may vary from the modelled costs to operate a third bin FOGO service		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Assuming a gate fee of \$135 per tonne for FOGO is at a realistic and high end of a potential range of costs that can be expected. It is, however, likely that a cheaper initial gate fee rate than originally modelled will occur, lessening the cost increase of the service.		

EXTERNAL CONSULTATION

Nil

COMMENT

Environmental benefits and meeting the State landfill waste reduction target will be achieved by undertaking a third bin FOGO service.

The capital costs and introduction costs will be covered from the monies received from EMRC and the State Government's Better Bins Plus grant. Education and promotion will be aided significantly by EMRC waste education officers.

Given the interim FOGO gate fee rate provides a benchmark rate, it can reasonably be assumed the permanent facility costings, once known, would be similar or less than this interim supply gate fee for the permanent facility project to proceed with support of member Councils.

Waste operating costs are recovered via the annual waste charges. Upon the introduction of FOGO, any remaining balances of the Waste Reserve could be used to smooth out or reduce subsequent waste charges.

To progress the large amount of work necessary to introduce FOGO, it is recommended that Council endorses the Interim FOGO Participants Agreement to enable commencement of FOGO from 1 July 2024.

This final draft is also being adopted by the EMRC and various member Councils, which could result in minor changes being proposed. It is therefore recommended that Council authorises the Chief Executive Officer to finalise any minor amendments to enable signing of the Agreement. Any notable departure to the intent expressed in the draft Agreement will be re-presented to Council in the unlikely event that this occurs.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. endorses the Interim FOGO Participants Agreement at **Confidential Attachment 1** with EMRC; and
2. authorises the Chief Executive Officer to finalise any minor amendments to the Agreement to enable the introduction of FOGO from 1 July 2024.

10.6 Food Organics and Garden Organics (FOGO) Third Kerbside Bin Collection Service

File Code	WM.SER 02.1
Author	Shane Purdy, Director Infrastructure Services
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	1. Participants Agreement Regional Collection Services (confidential)

SUMMARY

A key component, apart from a location to take kerbside Food Organic and Garden Organic (FOGO) waste, is the collection of a third bin.

In considering the current information on the introduction of a third bin FOGO service, it is recommended that, if introduced, Council endorses this new service to be undertaken by Eastern Metropolitan Regional Council (EMRC), as part of the Regional Waste Collection Service Agreement, from 1 July 2024.

BACKGROUND

At the 13 October 2020 Council meeting it was resolved **(C14.10.20)**:

“That Council approves, in principle, the introduction of a third bin FOGO system consistent with the State’s and EMRC’s FOGO strategies and best practice guidelines, with final confirmation to be considered following the EMRC tender process for a permanent FOGO facility and receipt of a draft participants’ agreement.”

The participation in FOGO is to be confirmed in an earlier report in the August 2023 Council meeting agenda.

In considering a proposal for a regional waste collection service by EMRC, at the 14 February 2023 Council meeting it was resolved **(C1.02.23)**;

*“That Council authorises the Chief Executive Officer to finalise a Participant Agreement to enable EMRC to provide waste collection services to Shire of Mundaring from 1 July 2023 to 30 June 2033 (**Confidential Attachment 2**)”.*

The Participants Agreement was subsequently finalised **(Attachment 1)** and the commencement of general waste bin collections commenced by EMRC in July 2023.

STATUTORY / LEGAL IMPLICATIONS

Shire of Mundaring, as a member Local Government of the EMRC, may participate in activities of the EMRC as set out within the EMRC establishment agreement.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Eastern Metropolitan Regional Council (EMRC) previously prepared costings that would result from providing services aligned with specifications developed with member Council staffing representatives. These costings aligned well with rates of the previous general waste bin collection contractor and will become cheaper when City of Bayswater and Town of Bassendean join in the collection service.

The lift rates will be the same as those for the general waste bin and when combined will assist in reducing fixed costs to drive the overall lift rate down.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 2 - Natural Environment

Objective 2.3 – Waste management that is efficient and sustainable

Strategy 2.3.2 – Increase recycling rates and diversion from landfill

SUSTAINABILITY IMPLICATIONS

The collection of a third bin FOGO service will continue to offer cost and environmental benefits through the synergies of all the waste collection and disposal methods used by EMRC within the context of a 'circular waste economy' mindset. These actions strongly align with the Strategic Community Plan and community vision for Shire of Mundaring to be "*The Place for Sustainable Living*."

RISK IMPLICATIONS

Risk: Financial impact – utilising alternative contractors to EMRC could dilute the economies of scale of work resulting in a narrowing of fixed cost allocations and greater lift rate costs.		
Likelihood	Consequence	Rating
Likely	Moderate	Moderate
Action / Strategy		
Utilising EMRC for the new FOGO waste bin collection service assists reduce the cost of this and the general waste bin collection service.		

EXTERNAL CONSULTATION

Nil

COMMENT

EMRC is undertaking regional waste bin collection services for member Councils. City of Bayswater, Town of Bassendean and Shire of Mundaring are already utilising these services in part and over coming years it is likely all general waste bins, FOGO bins and bulk verge collection services will be undertaken by the EMRC.

The operations are based out of Hazelmere where the waste transfer station for the general waste and interim FOGO will be received once the waste energy contract starts during 2024. It is also the location of a waste sorting shed for bulk verge collections.

Given the disposal points are where the trucks will be housed significantly reduces travel time and costs making the operations cost effective against private competitors.

EMRC also runs the Shire's two waste recycling centres, City of Bayswater's waste recycling centre, container deposit scheme operations and the Redhill landfill facility. All these operations enable synergies of staff and plant movement, which provide efficiencies. As a member of the EMRC, both staff and the two appointed Shire council members work with the EMRC to ensure waste minimisation and effective and efficient services are provided to all member Councils.

To test the market through a tender process will be a time consuming exercise for both staff and contractors, given the complexities of the contract documentation to be prepared for this new service. The costings previously provided show costs similar to the previous general waste collection contractor who delivered that contract by winning those contracts by a comfortable cost margin. Achieving better rates through a tender process is therefore considered highly unlikely.

As a member of EMRC, it is recommended to utilise the synergies and combined knowledge of the member Councils and EMRC to ensure benefits and cost efficiencies are gained by utilising the EMRC for FOGO collection services.

In consideration of all of the above comments, it is recommended that should Council approve the introduction of FOGO, the FOGO collection services be undertaken by EMRC.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council endorses EMRC undertaking the FOGO waste collection service for the Shire under the Regional Collections Service participant agreement, should an interim FOGO supply arrangement with EMRC commence.

10.7 Lease of Chidlow Professional Rooms - Lot 266 Northcote Street, Chidlow

File Code	CP.LEA 52
Author	Dee Roberts, Property Management Officer
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	1. Chidlow Professional Rooms - Lease ↓

SUMMARY

Following a previous approval to lease the Chidlow Professional Rooms at Lot 266 Northcote Street, Chidlow to Mundaring GP Pty Ltd, the interested party ultimately decided not to proceed.

Another medical group, Spectrum Health Pty Ltd, has since expressed interest in leasing the Chidlow Professional Rooms.

Council is requested to approve entering into a lease with Spectrum Health Pty Ltd (Spectrum Health) and to authorise the CEO to negotiate and execute a lease with Spectrum Health Pty Ltd for the Chidlow Professional Rooms.

BACKGROUND

With the closure of the hospital at the Wooroloo Prison to the general community during 2003, the State Government provided a grant of \$200,000 to the Shire to construct a GP Clinic in Chidlow. An architecturally designed GP clinic was subsequently constructed as an extension to the Chidlow Playgroup and Child Health Centre located at lot 266 Northcote Street Chidlow.

The building comprises of the Playgroup area and Child Health Clinic constructed in 1989 and the GP Clinic, comprising of consulting rooms, a waiting /reception area and staff amenities, which was constructed in 2002.

Since the construction of the GP Clinic, several attempts have been made to attract a GP Service to the premises without success. Although it has been occupied by several casual hirers over the years there has been no long term lease of the GP Clinic. The Child Health Clinic area was occupied by the Child and Adolescent Health Service for a number of years until 2020 when the service was removed from Chidlow. The GP Clinic and the Child Health Clinic combined are now known as the Chidlow Professional Rooms.

The Chidlow Playgroup has a current lease of the playgroup area, with a lease end date of 31 October 2028 and option to renew for a further 10-year term.

A previous submission from Mundaring GP Pty Ltd, which was approved by Council in August 2022 (C11.08.22) did not proceed. The lease was negotiated and made available to Mundaring GP Pty Ltd for signing in December 2022. In May 2023, they advised that they no longer wished to proceed with the lease.

In June 2023, the Shire was contacted by Spectrum Health, expressing interest in establishing a medical centre in Chidlow. Spectrum engaged Phillip Coelho from Medibizz Pty Ltd to liaise with the Shire in regards to the prospective lease agreement. Medibizz is a management company, specialising in managing medical centres. Following an inspection of the premises, Spectrum advised they wished to proceed and submitted an application.

STATUTORY / LEGAL IMPLICATIONS

Section 3.58 of the *Local Government Act 1995* includes provisions for the disposal of property and exemptions.

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(5) *This section does not apply to —*

(d) *any other disposition that is excluded by regulations from the application of this section.*

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides for dispositions of property excluded from section 3.58 of the Act:

(1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*

(2) *A disposition of land is an exempt disposition if —*

(f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice.*

The requirement for advertising, inviting submissions and a market valuation in accordance with section 3.58 of the *Local Government Act 1995* does not apply in this instance due to the exemption as the Director of Spectrum Health, Dr Vishnu Gopalan being a person registered under the *Health Practitioner Regulation National Law (Western Australia)*.

This exemption did not apply to the previous applicant Mundaring GP Pty Ltd as the Director was registered in Queensland.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Additional financial income of \$10,000 per annum to the Shire would result, together with general maintenance costs for the consulting rooms component being undertaken by the lessee instead of the Shire.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 3 - Built environment

Objective 3.1 – Shire assets and facilities that support services and meet community need

Strategy 3.1.4 – Buildings and facilities are appropriately managed according to their need and use

SUSTAINABILITY IMPLICATIONS

The proposal will provide additional health related services to residents of the Shire of Mundaring, in particular to Chidlow and surrounding areas.

RISK IMPLICATIONS

Risk: Financial – by not finalising a lease in a timely manner may result in loss of interest or other sites being pursued by the current interested party.		
Likelihood	Consequence	Rating
Possible	Minor	Low
Action / Strategy		
Pursue a lease agreement in a timely yet thorough manner. Provide delegation to the CEO to approve minor variations only to complete a lease.		

EXTERNAL CONSULTATION

Rental advice was obtained in October 2021 from Certified Practising Valuers, MMJ Real Estate, providing a rental amount of \$10,000 per annum plus GST and outgoings. Subsequent advice from the valuer obtained in August 2022, showed the value had not changed as market demand to lease the premises would be low given the lack of density in Chidlow, the shared nature of the property and the limited surrounding health related premises.

COMMENT

Spectrum Health were referred to the Shire by Mundaring GP, as Spectrum Health were interested in taking on some of the business interests that Mundaring GP could no longer commit to.

Spectrum Health employ nearly 250 general practitioners and 80 nurses. They currently have 44 medical centres from Dawesville in the south, Yanchep in the north and Swan View to the east.

The medical centre to be known as “Chidlow Family Doctor” would operate Monday to Friday, 8am to 5pm, offering medical services including minor procedures. Initial staffing will be one doctor, a full-time registered nurse and a receptionist with plans to open 1 September 2023. There are plans to employ additional staff as needed. Spectrum has a response team able to cover staff during times of annual or sick leave.

The purpose built rooms do not require a fit out. However, Spectrum Health will undertake painting and cabling (communications) prior to opening. It has been agreed Spectrum may undertake these works at the cost of Spectrum Health once Council has agreed to enter the lease and require approval from the Shire before proceeding.

The initial term of the lease will be two years with two options for further terms of four years. The rental amount will be \$10,000 per annum plus GST and outgoings. The standard Shire commercial lease template has been used with changes made to reflect the specific nature of the tenancy. It is proposed that the CEO be authorised to negotiate on behalf of the Shire any minor amendments required to the draft lease document (**Attachment 1**).

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Authorises the CEO to negotiate a lease with Spectrum Health Pty Ltd for the Chidlow Professional Rooms located at Lot 266 Northcote Street Chidlow, together with minor amendments to the draft lease agreement (**Attachment 1**);
2. Subject to any minor amendments, authorises the CEO to execute the lease agreement.

Lease of

Chidlow Professional Rooms
47 Northcote Street
Chidlow

Portion of Reserve 40820

Shire of Mundaring

Spectrum Health Pty Ltd trading as Chidlow
Family Doctor



McLEODS

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Details

Parties

Shire of Mundaring

of 7000 Great Eastern Highway, Mundaring WA 6073
(Lessor)

Spectrum Health Pty Ltd trading as Chidlow Family Doctor

of Level 8, 251 Adelaide Terrace, Perth WA 6000
(Lessee)

Background

- A The Lessor is the management body of the land described in **Item 2** of the Schedule (**Land**) under the Management Order.
- B Under the Management Order the Lessor has the power to lease the Land for any term not exceeding 21 years, subject to the approval of the Minister for Lands first being obtained.
- C The Lessee has requested that the Lessor grant it a lease of that portion of the Land described in **Item 2** of the Schedule (**Premises**), and the Lessor has agreed subject to the Parties entering into this agreement.

Agreed terms

1. Defined terms and interpretation

1.1 Defined terms

In this Lease, unless otherwise required by the context or subject matter -

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means -

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the consent or implied consent of any person mentioned in paragraph (a);

Basic Consideration means all consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Premises and any goods, services or other things provided by the Lessor under this Lease (other than tax payable pursuant to this clause);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics or its equivalent determined in accordance with **clause 4**;

Commencement Date means the date of commencement of the Term specified in **Item 5** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*.

Further Term means each further term specified in **Item 4** of the Schedule;

Good Repair means good and substantial tenable repair and in clean, good working order and condition;

GST has the meaning that it bears in the GST Act;

GST Act means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act;

GST Adjustment Rate means the amount of any increase in the rate of tax imposed by the GST Law;

GST Law has the meaning that it bears in section 195-1 of the GST Act;

GST Rate means 10%, or such other figure equal to the rate of tax imposed by the GST Law;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000, which rate cannot exceed the rate prescribed by, and imposed in accordance with, section 6.13 of the *Local Government Act 1995*;

Land means the land described at **Item 12** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee's Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a).

Lessee's Obligations means the agreements and obligations set out or implied in this Lease or imposed by law to be performed by any person other than the Lessor;

Lessor's Obligations means the agreements and obligations set out or implied in this Lease, or imposed by law to be performed by the Lessor;

Management Order means the Management Order made under section 46 of the *Land Administration Act 1997*, under which the Land was vested in the Lessor to be held for the purpose specified in **Item 12** of the Schedule.

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 2** of the Schedule;

Rent means the rent specified in **Item 6** of the Schedule;

Rent Review Date means a date identified in **Item 9** of the Schedule;

Schedule means the Schedule to this Lease;

Tax Invoice has the meaning which it bears in section 195-1 of the GST Act;

Taxable Supply has the meaning which it bears in section 195-1 of the GST Act.

Term means the term of years specified in **Item 3** of the Schedule and any Further Term; and

Termination means expiry by lapse of time or sooner determination of the Term or any period of holding over.

1.2 Interpretation

In this Lease, unless expressed to the contrary -

- (a) words using -
 - (i) the singular include the plural;
 - (ii) the plural include the singular; and
 - (iii) any gender includes each gender;
- (b) a reference to -
 - (i) a natural person includes a body corporate or local government; and
 - (ii) a body corporate or local government includes a natural person;

- (c) a reference to a professional body includes a successor to or substitute for that body;
- (d) a reference to a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
- (e) a reference to a statute, ordinance, code, regulation, award, town planning scheme or other law includes a regulation, local law, by-law, requisition, order or other statutory instruments under it and any amendments to re-enactments of or replacements of any of them from time to time in force;
- (f) a reference to a right includes a benefit, remedy, discretion, authority or power;
- (g) a reference to an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (h) a reference to this Lease or provisions or terms of this Lease or any other deed, agreement, instrument or contract include a reference to -
 - (i) both express and implied provisions and terms; and
 - (ii) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
- (i) a reference to writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
- (j) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- (k) if a Party comprises two or more persons the obligations and agreements on their part bind and must be observed and performed by them jointly and each of them severally and may be enforced against any one or more of them;
- (l) the agreements and obligations on the part of the Lessee not to do or omit to do any act or thing include -
 - (i) an agreement not to permit that act or thing to be done or omitted to be done by an Authorised Person; and
 - (ii) an agreement to do everything necessary to ensure that that act or thing is not done or omitted to be done;

1.3 Headings

Headings do not affect the interpretation of this Agreement.

1.4 Schedules etc

Each Schedule (and an Annexure or document incorporated by reference, if any) forms part of this Agreement. In the event of any conflict or inconsistency between any part of –

- (a) the terms and conditions contained in the clauses of this Agreement;
- (b) a Schedule;

- (c) an Annexure, if any; and
- (d) a document incorporated by reference, if any,

the material mentioned in any one of paragraph (a)-(d) of this **clause 1.4** has precedence over material mentioned in a subsequent paragraph, to the extent of any conflict or inconsistency.

Lessee’s rights and obligations

2. Quiet enjoyment

Except as provided in the Lease, subject to the performance of the Lessee’s Obligations the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

3. Rent and other payments

The Lessee AGREES with the Lessor -

3.1 Rent

To pay to the Lessor the Rent in the amount and manner set out at **Item 6** of the Schedule from the Commencement Date clear of any deductions whatsoever.

3.2 Outgoings

- (a) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges (if applicable), assessed or incurred in respect of the Premises -
 - (i) local government services and other charges, including but not limited to rubbish collection charges;
 - (ii) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (iii) all costs and charges associated with connection of water and/or power;
 - (iv) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (v) gardening and reticulation costs;
 - (vi) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee’s use and occupation of the Premises.
- (b) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in clause 3.2(a) being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

3.3 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 35 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

3.4 Costs

- (a) To pay to the Lessor on demand -

- (i) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;
 - (ii) half of all registration fees in connection with this Lease; and
 - (iii) half of all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (b) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to -
- (i) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (ii) any breach of an obligation or agreement by the Lessee or an Authorised Person;
 - (iii) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (iv) any work done at the Lessee's request; and
 - (v) any action or proceedings arising out of or incidental to any matters referred to in this **clause 3.4** or any matter arising out of this Lease.

4. Rent review

- (1) The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.
- (2) The review will be based on CPI on the dates specified in **Item 9** of the Schedule.
- (3) The CPI rent review will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the CPI with an equivalent index.
- (4) Notwithstanding the provisions of this clause, the Rent payable from any Rent Review Date will not be less than the Rent payable in the period immediately preceding such Rent Review Date.
- (5) The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

5. Accrual of amounts payable

Amounts Payable accrue on a daily basis.

6. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

7. Insurance

7.1 Insurance required

The Lessee must effect and maintain with insurers (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being -

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) where the Lessor so requires, insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary.

7.2 Details and Receipts

In respect of the insurances required by **clause 7.1** the Lessee must -

- (a) on demand supply to the Lessor details of the insurances and give to the Lessor copies of the certificates of currency in relation to those insurances;
- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (c) notify the Lessor immediately -
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

7.3 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might;

- (a) render any insurance effected under **clause 7.1** and **clause 23** on the Premises, or any adjoining premises, void or voidable;
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

7.4 Reports

Each party must report to the other promptly in writing and in an emergency verbally -

- (a) any damage to the Premises of which they are or might be aware; and

- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person who is lawfully using or may lawfully use the Premises.

7.5 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any insurance required by **clause 7.1**.

7.6 Lessor as attorney

The Lessee appoints the Lessor as the Lessee's attorney during the Term -

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 7.1**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 7.1**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

7.7 Lessee may be required to pay excess on insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 7.1 and clause 24**

7.8 Lessee's equipment and possessions

The Lessee ACKNOWLEDGES it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Lessor does not take any responsibility for the loss or damage of the Lessee's property.

8. Indemnity

8.1 Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

8.2 Indemnity

- (1) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands against any cost, expense, loss or other liability resulting from:

- (a) Any damage to the Premises or other property; or
- (b) the death or illness of, or injury to, any person,

caused or contributed to by:

- (c) any breach of the Lessee;
- (d) the use or occupation of the Premises by the Lessee or the Lessee’s Visitors; or
- (e) any work carried out by or on behalf of the Lessee under this Lease; or
- (f) the Lessee’s activities, operations, business or other use of any kind under the Lease; or
- (g) the presence of Contamination, Pollution or Environmental Harm in on or under the relevant Land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee’s Visitors; or
- (h) any negligent or other unlawful act, or default of the Lessee or the Lessee’s Visitors; or
- (i) any danger created by the Lessee or the Lessee’s Visitors.

8.3 Obligations Continuing

The obligations of the Lessee under this clause:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee’s obligations under **clause 8.2** will be reduced by the extent of such payment.
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

8.4 No indemnity for Lessor’s negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

8.5 Release

- (1) The Lessee:
 - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
 - (b) releases to the full extent permitted by law, the Lessor from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee’s use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

- (2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

9. Limit of Lessor’s liability

9.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

9.2 Limit on liability for breach of Lessor’s covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor’s Covenants due to any cause beyond the Lessor’s control.

10. Use

10.1 Restrictions on use

- (1) Generally

The Lessee must not and must not suffer or permit a person to -

- (a) use the Premises or any part of it for any purpose other than for the purposes for which the Premises are held by the Lessee, as set out at **Item 67** of the Schedule; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

- (2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

- (3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

- (4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions -

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and

(d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements outside the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

The Lessee must not suffer or permit a person to use or allow the Premises to be used for the consumption of alcohol without first obtaining the written consent of the Lessor.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Food Act 2008*, *Food Regulations 2009* and *Liquor Control Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

10.2 No warranty

The Lessor gives no warranty -

(a) as to the use to which the Premises may be put; or

(b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

10.3 Premises subject to restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

10.4 Indemnity for costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, incurred by the Lessor by reason of any claim in relation to any matters set out in this clause.

11. Casual hire of Premises

11.1 Casual hire

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED -
 - (a) such use is consistent at all times with the Permitted Use at **Item 7** of the Schedule;
 - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
 - (c) the hirer is a registered allied health professionals only.
- (2) For the purposes of this Lease, “casual hire” means any hire of the Premises by the Lessee to a third party for a period of not more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

11.2 Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

12. Keys and access

12.1 No additional copies without approval

Unless otherwise approved by the Lessor in writing, the Lessee must not have additional sets of keys copied or cut.

12.2 Notify the Lessor of lost keys

- (1) The Lessee must notify the Lessor of any loss of keys immediately; and
- (2) To ensure all keys conform with the Lessor’s master keys, the Lessor will arrange for replacement keys to be issued to the Lessee at the Lessee’s cost.

12.3 No change of locks without approval

- (1) The Lessee must not change any of the Premises’ locks, without the prior approval of the Lessor.
- (2) If the locks are changed the Lessee must provide the Lessor with keys to access all areas of the Premises.
- (3) Lessee permitted to change locks in case of an emergency where to Lessor cannot be contacted and the building needs to be secured.

12.4 Cost of re-entry

If the Lessor requires access to the Premises pursuant to its powers under this Lease, and is unable to access the Premises due to an unauthorised change in locks, the Lessor may take all such

measures to enter the Premises and to re-secure the Premises, and the Lessee will bear all costs associated with such measures.

13. Maintenance, repair and cleaning

13.1 Generally

(1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's fixtures and fittings) clean and in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation -

- (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any action or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
- (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any action or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.

(2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing or repairing in or on the Premises -

- (a) any electrical fittings and fixtures;
- (b) any plumbing, including pumping out and cleaning septic tanks and leach drain;
- (c) any air-conditioning fittings and fixtures; and
- (d) any gas fittings and fixtures,

use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.

13.2 Painting

Once during the last or second last month of the second option period ending August 2029 to apply in a proper and tradesperson like manner as approved by the Lessor to all internal parts of the Property;

- (a) at least two coats of good quality paint to those parts of the Property which are now or usually painted, in colours approved by the Lessor;
- (b) varnish or other treatment to those parts of the property which are now or usually varnished or treated.

13.3 Maintain surroundings

(1) The parties agree that the Lessor will carry out works at the Lessee's expense to maintain the surroundings including;

- (a) general pruning and weeding of garden;
- (b) repair, maintenance and replacement of the reticulation;

- (2) 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.

13.4 Pest control

The Lessee must keep the Premises free of any vermin or any other recognised pests and the cost of extermination will be borne by the Lessee.

13.5 Responsibility for securing the Premises

- (1) Securing Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

- (2) Installation of Security Systems

Subject to prior written approval from the Lessor, the Lessee may install a security system to the Premises, PROVIDED the Lessee -

- (a) pays for all costs associated with the installation and ongoing monitoring of the security system; and
- (b) provides the Lessor with access keys or alarm codes.

13.6 Comply with all reasonable conditions

The Lessee must comply with all reasonable conditions that may be imposed by the Lessor from time to time in relation to the Lessee's maintenance of the Premises, including the obligations specified in **Annexure 2**.

13.7 Acknowledgement of state of repair of Premises

The Lessee acknowledges that it has inspected the structure of the Premises internally and externally prior to the execution of this Lease and enters into the Lease with full knowledge of the structural state and state of repair of the Premises.

14. Alterations

14.1 Restriction

The Lessee must not without prior written consent from the Lessor or any other person from whom consent is required under this Lease or required under statute in force from time to time, including but not limited to the planning approval of the Lessor under a local or town planning scheme of the Lessor -

- (a) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (b) subject to the performance of the Lessee's obligations in **clause 13**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

14.2 Consent

- (1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 14.1** the Lessor may -

- (a) give such consent subject to conditions; and
 - (b) require that the works be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (c) require that any works be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant.
- (2) If the Lessor consents to any matter referred to in **clause 14.1** -
- (a) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (b) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

14.3 Cost of Works

All works undertaken under this **clause 14** will be carried out at the Lessee's expense.

14.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either -

- (a) carry out those other works at the Lessee's expense; or
- (b) permit the Lessor to carry out those other works at the Lessee's expense, in accordance with the Lessor's requirements.

15. Report to Lessor

The Lessee must immediately report to the Lessor -

(1) Vandalism

Any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware.

(2) Pollution

Any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment.

(3) Notices, etc

All notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

(4) Defects

Any accident to or defect or want of repair in any services or fixtures, fittings, plant or equipment in the Premises and of any circumstances known to the Lessee that may be or may cause a risk or hazard to the Premises or to any person on the Premises.

16. No assignment, subletting and charging

16.1 No assignment or subletting

The rights in this Lease are personal to the Lessee, and the Lessee may not transfer, sublet, assign or otherwise part with possession or any way dispose of any of its rights or obligations under this Lease without the written consent of the Lessor and the Minister for Lands, which consent may be withheld for any reason whatsoever in the Lessor's or Minister for Land's absolute discretion.

16.2 *Property Law Act 1969*

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

16.3 No mortgage or charge

The Lessee must not mortgage nor charge the leasehold interest in the Premises.

17. No caveat or other interest

17.1 No caveat or other interest

The Lessee nor any person on behalf of the Lessee must not lodge any absolute caveat, subject to claim or any other interest including any lease, sublease, mortgage, charge over the Land or Premises or part thereof, without the prior written consent of the Lessor and the Minister for Lands.

17.2 Removal of interest

If any caveat or other interest is lodged without the consent of the Lessor, the Lessee irrevocably appoints the Lessor (or any person authorised by the Lessor for that purpose) jointly and severally -

- (a) for the Term;
- (b) for any holding over under this Lease; and
- (c) for a period of six (6) months after Termination of this Lease,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate -

- (d) a withdrawal of any absolute caveat lodged by or behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by on or behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease.

17.3 Costs of removal, Indemnity and Ratification

- (1) The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.
- (2) The Lessee indemnifies the Lessor against any loss arising from any act done under **clause 17**.

18. Statutory obligations and notices

18.1 Comply with Statutes

The Lessee must -

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 10**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

18.2 Indemnity if fails to comply

The Lessee indemnifies the Lessor against -

- (a) failing to perform, discharge or execute any of the items referred to in **clause 18.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 18.1**.

19. Obligations on expiry or termination of lease

19.1 Restore Premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the performance by the Lessee of the Lessee's Obligations under this Lease fair wear and tear excepted.

19.2 Remove Lessee's property prior to termination

Prior to Termination, the Lessee must remove from the Premises all property of the Lessee including the Lessee's signs, fixtures, fittings, plant, equipment and other articles upon the Premises in the nature of trade or tenant's fixtures brought upon the Premises by the Lessee (other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises) and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

19.3 Lessor can remove Lessee's property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing such property.

19.4 Peacefully Surrender

On Termination the Lessee must -

- (a) peacefully surrender and return to the Lessor the Premises in a condition consistent with the performance of the Lessee's Obligations under this Lease;

- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor;

19.5 Obligations to continue

The Lessee's obligations under this clause will continue, notwithstanding the end or Termination of this Lease.

Lessor's rights and obligations

20. Provide keys

The Lessor will provide the Lessee with at least one (1) set of keys for access to the Premises and all rooms therein upon the signing of the Lease. Additional keys available on request. Lessee responsible for replacement cost of lost or damaged keys.

21. Lessor's right of entry

21.1 Entry on reasonable notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice -

- (a) (i) at all reasonable times;
- (ii) with or without workmen and others; and
- (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes -
 - (i) to undertake property inspections to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
 - (iii) to comply with the Lessor's Obligations or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
 - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this clause is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

21.2 Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 21.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

22. Limit of Lessor's liability

22.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

22.2 Limit on Liability for Breach of Lessor's obligations

- (1) The Lessor is only liable for breaches of the Lessor's Obligations set out in this Lease which occur while the Lessor is registered as the management body for the Land.
- (2) the Lessor will not be liable for any failure to perform and observe any of the Lessor's Obligations due to any cause beyond the Lessor's control.

23. Building insurance

The Lessor shall effect and keep effected policies of insurance in relation to any risk relating to the Lessor's ownership or interest in the Land and the Premises including, without limitation, insurance for fire, Lessor's fixtures and fittings, and the Lessee will reimburse the Lessor any premiums or other costs arising therefrom.

Mutual agreements

24. Damage or destruction of Premises

If the Premises or any part of the Premises are totally or partially destroyed so as to require major rebuilding either party may within 2 months of the destruction or the damage terminate the Term with immediate effect by giving Notice to the other party.

25. Option to renew

25.1 Exercise of option

If the Lessee at least one month, but not earlier than 6 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term as specified in **Item 34** of the Schedule and -

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in -
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Obligations,

the Lessor shall grant to the Lessee a lease for the Further Term as specified in **Item 34** of the Schedule at the Rent and on terms and conditions similar to this Lease other than this **clause 25** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

26. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

27. Default

27.1 Events of Default

A default occurs if -

- (a) the Lessee is in breach of any of the Lessee's Obligations for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) where the Lessee is an association which is incorporated under the *Associations Incorporation Act 2015*, the association is wound up whether voluntarily or otherwise;
- (c) where the Lessee is an association which is incorporated under the *Associations Incorporations Act 2015*, the Lessee passes a special resolution under the *Associations Incorporation Act 2015* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;

- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

27.2 Forfeiture

On the occurrence of any of the events of default specified in **clause 27.1** the Lessor may -

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 26**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Obligations or releasing the Lessee from liability in respect of the Lessee's Obligations.

27.3 Lessor may remedy Lessee's default

If the Lessee -

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Obligations,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

27.4 Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers of the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

27.5 Essential Terms

Each of the Lessee's Obligations in **clauses 3** (Rent and Other Payments), **7 and 23** (Insurance), **8** (Indemnity), **10** (Use), **13** (Maintenance, Repair and Cleaning), **16** (No Assignment, Subletting and Charging) and **31** (Goods and Services Tax) is an essential term of this Lease but this **clause 27** does not mean or imply that there are no other essential terms in this Lease.

27.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor -

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee AGREES with the Lessor that if the Term is determined -
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by lapse of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the obligation set out in this **clause 27.6(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (e) the Lessee may deduct from the amounts referred to at **clause 27.6(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by lapse of time; and
- (f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

28. Damage or destruction

If the Premises or any part of the Premises are totally or partially destroyed so as to require major rebuilding the Lessee -

- (a) may within two (2) months of the destruction or the damage terminate the Term with immediate effect by giving Notice to the Lessor; and
- (b) must pay the insurance excess as specified in **Item 10(4)** of the Schedule upon demand by the Lessor.

29. Disputes

29.1 Appointment of arbitrator

Except as otherwise provided any dispute arising out of this Lease is to be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 2012* and the Lessor and the Lessee may each be represented by a legal practitioner.

29.2 Payment of amounts payable to date of award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid.

30. Consents

30.1 Western Australian Planning Commission's consent

If for any reason whatsoever this Lease requires the consent of the Western Australian Planning Commission or other consent under the *Planning and Development Act 2005*, then this Lease is made expressly subject to and conditional on the granting of that consent in accordance with the provisions of the *Planning and Development Act 2005*.

30.2 Minister for Land's Consent

In the event that the Land is subject to the provisions of the *Land Administration Act 1997* the grant of this Lease is made expressly subject to and is conditional on the consent of the Minister for Lands to this Lease.

31. Goods and services tax

(1) Lessee must Pay

If GST is payable on the Basic Consideration or any part thereof or if the Lessor is liable to pay GST in connection with the lease of the Premises or any goods, services or other Taxable Supply supplied under this Lease then, unless the Lessor is liable for the payment of a given Taxable Supply, as from the date of any such introduction or application -

- (a) the Lessor may increase the Basic Consideration or the relevant part thereof by an amount which is equal to the GST Rate; and
- (b) the Lessee shall pay the increased Basic Consideration on the due date for payment by the Lessee of the Basic Consideration.

(2) Increase in GST

If, at any time, the GST Rate is increased, the Lessor may, in addition to the GST Rate, increase the Basic Consideration by the GST Adjustment Rate and such amount shall be payable in accordance with **clause 31(1)(a)**.

(3) GST invoice

Where the Basic Consideration is to be increased to account for GST pursuant to **clause 31(2)**, the Lessor shall in the month in which the Basic Consideration is to be paid, issue a Tax Invoice which enables the Lessee to submit a claim for a credit or refund of GST.

32. Additional terms and conditions

Each of the terms and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

General provisions

33. Notice

33.1 Form of delivery

A Notice to a person must be in writing and may be given or made -

- (a) by a delivery to the person personally; or
- (b) by addressing it to the person and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by notice to the other.

33.2 Service of Notice

A Notice to a person is deemed to be given or made -

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 33.1**, at the time of leaving the Notice provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 33.1**, on the second business day following the date of posting of the Notice.

33.3 Signing of Notice

A Notice to a person may be signed -

- (a) if given by an individual by the person giving the Notice -
- (b) if given by a corporation by a director, secretary or manager of that corporation; or
- (c) if given by a local government, by the CEO or a person authorised to sign on behalf of the local government; or
- (d) by a solicitor or other agent of the person, corporation or local government giving the Notice.

34. Amendments to lease

Subject to such consents as are required by this Lease or at law, this Lease may be varied by the agreement of the parties in writing.

35. Waiver

35.1 No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

35.2 Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

36. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

37. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

38. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

39. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

40. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

41. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

Schedule

- Item 1 Purpose of management order**
Child Care and Health Care Centre
- Item 2 Land and Premises**
- Land**
Reserve 40820 and being Lot 266 on Deposited Plan 222250 and being the whole of land in Certificate of Crown Land Title Volume LR3030 Folio 180
- Premises**
That part of the land together with all building, structures, alterations, additions and improvements on the Land or erected on the Land during the term is indicated and annexed hereto as **Annexure 1**.

It is agreed between the parties that the carpark does not form part of this lease as indicated and annexed hereto as **Annexure 1**.
- Item 3 Term**
Two (2) years
- Item 4 Further terms**
- First Option Period:**
Four (4) years
- Second Option Period:**
Four (4) years
- Item 5 Commencement date**
21 August 2023
- Item 6 Rent**
\$10,000 (excluding GST) per year, payable monthly in advance.
- Item 7 Use**
Medical Centre
- Item 8 Public liability insurance**
\$20,000,000 (Twenty Million Dollars)

Item 9 Rent review dates

Annually, on the anniversary of the Commencement Date.

Item 10 Additional terms and conditions

1. Excess on Building Insurance

The insurance excess on building insurance payable by the Lessee (**clause 24**)

2. Apportioned Charges

Outgoings (**clause 3.2**) Maintain surroundings (**clause 14.3**) and building insurance (**clause 24**) costs are apportioned to the leased area of the building and will be invoiced as follows:

- a) Emergency Services Levy – 50%
- b) Building insurance – 50%
- c) Front garden maintenance (inc reticulation) – 50%
- d) Works required to maintain surroundings within the leased area (excluding front garden) – 100%
- e) Water usage – 80% (not based on leased area but agreed by both parties)

4. Car Parking

- a) The Lessor grants to the Lessee, during the Term of this Lease and any renewed or extended term, a licence to:
- b) use (on a non-exclusive basis) any vacant car parking bay on the Land; and
- c) in common with all other persons having the same right, use the driveways, entrances and exits necessary for access to and from the car parking bays.
- d) No licence fee is payable by the Lessee for the rights granted by the Lessor under this clause.
- e) The Lessee must comply with any reasonable rules made by the Lessor relating to the reasonable use, safety, care and cleanliness of the car parking bays.

5. Notices

If to the Lessor:

Attention: Chief Executive Officer
Address 7000 Great Eastern Highway Mundaring WA 6073
Email shire@mundaring.wa.gov.au

If to the Lessee:

Attention: Phillip Coelho

Address 33/9 Vision Street

Wangara WA 6065

Email phil@medibizz.com.au

Signing page

EXECUTED

2023

Executed by **Shire of Mundaring** under section 9.49a of the Local Government Act 1995:

Signature

Jonathan Throssell

Print Full Name

Chief Executive Officer

Position

Executed by
Spectrum Health Pty Ltd (ACN 616 789 954)
trading as **Chidlow Family Doctor** in
accordance with Section 127 of the
Corporations Act 2001 by:

Signature

Vishnu Prasad Gopalan

Print Full Name

Sole Director

Position

Minister for Lands Consent

Consent to follow

Annexure 2 – Lessee’s maintenance and cleaning obligations

INTERNAL

The interior of the building is to be maintained in a clean and tidy condition at all times and within the terms of the Lease, is to be kept free of dirty marks, cobwebs and vermin.

Internal	Lessee Responsibilities
Windows	To be kept clean, free from any marks and cobwebs. To be lockable and operable.
Doors	To be kept clean, free from any marks, damage and cobwebs. 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 Lessor’s Key System.
Walls	To be kept clean, free from any marks, damage and cobwebs.
Ceiling	To be kept clean, free of cobwebs and cleaned of any temporary decoration. Penetrations for appliances such as air conditioning vents shall be kept clean and in good working order. NOTE: Any water damage or sagging to be reported to the Lessor.
Floors	To be kept clean and regularly maintained in accordance with the requirements of the type of surface, i.e. Carpets to be vacuumed and steam cleaned annually, hard floors to be swept and mopped. These need to be replaced by Lessee due to abuse or damage. In kitchen areas, relevant Health requirements should be strictly complied with.
Cupboards	To be regularly cleaned with all doors, latches, drawers and shelves being in good working order. To be free from any marks or food residue.
Built in joinery (benches, cabinets)	To be regularly cleaned and free of debris.
Sinks, Basins, Pedestal Pans and Cisterns	To be maintained in a clean and operable condition. Clearing of all blockages and repairs to fittings are the Lessee’s responsibility.
Pest Control	Keep demised premises free of pest with the exemption of white ant treatment.

Painting	Patch painting required for repair purposes. Internal painting of premises
Toilets	To be kept in a clean and operable condition at all times. To clear all blockages. All consumables, ie. Toilet paper, paper towels, are to be supplied by the Lessee. Replacement and repair of fittings such as taps, roll dispensers and coat hangers rest with the Lessee. All walls and floor surfaces to be kept cleaned and undamaged.
Electrical Fittings	All electrical fittings such as power points, light switches and light fittings to be kept clean and in good working order. Replace light globes and fluorescent light tubes which may fail.
Security Systems	The Lessee to pay all costs associated with the installation and ongoing monitoring of a security system. To be maintained in accordance with the supplier's instructions. All Telecommunications and other fees to be met by the Lessee. Lessee to provide Access Keys and alarm codes to the Lessor.
Fire Fighting Equipment and Exit Signs	To ensure Fire Fighting Equipment is not tampered with or removed from designated area. Lessee is responsible for costs incurred for servicing, replacement, misuse, tampered or lost Fire Fighting Equipment. The Lessee is responsible for notifying the Lessor if the Fire Evacuation Exit Signs are not in good working order.
Rubbish Bins	All rubbish is to be placed in the outside Rubbish Bins in the designated bin areas/enclosures.

APPLIANCES:	
Air Conditioning	The Lessee to operate and clean in accordance with the manufacture's standards.
Gas Appliances	To operate and be regularly cleaned in good working order with all Alinta Gas requirements being complied with.
Stove, Fans, Refrigerators, Heaters & Other White Goods	All to be kept clean and operated in accordance with the manufacture's requirements.

EXTERNAL

The whole of the exterior of the building is to be kept in a clean and tidy condition free from cobwebs and debris/litter.

In particular, the following items must be given attention:

External	Lessee Responsibilities
Windows	To be kept clean, operable and lockable at all times.
Doors	To be kept clean, free from any marks, damage and cobwebs. 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 Lessor's Key System.
Security Screens	To be kept clean and firmly fixed. Any cobwebs to be regularly removed.
Walls	To be kept clean, free from any marks, damage and cobwebs.
Verandah	To be kept clean and free from cobwebs.
Eaves	To be kept clean and free from cobwebs.
Pathways	To be kept clear of rubbish and to be swept regularly. Vegetation surrounding the building not to be damaged.
Light Fittings	To be kept clean and free from cobwebs. Replace all light globes which may fail.
Signs	Any signs installed by the Lessee, located on the building, are to be regularly maintained 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.
Outdoor Sponsorship Signs	To be maintained to not less than the standard outlined above. Sponsorship Signs require approval of the Lessor before being erected.
Surrounds	To be kept clean, tidy and free from litter and rubbish.
Rubbish Bins	Rubbish bins are to be kept neat and clean. To be placed in the designated areas. Bin enclosures to be kept clear of all rubbish.
Gutters & Downpipes	To be regularly cleaned and kept clear of leaves and other material.
Grounds – Grassed Areas & Landscaping	To be kept in a presentable condition.

Fencing	To be kept clean and free of any marks/graffiti, and any damage repaired.
Fire Prevention	Maintain fire prevention requirements as per the Shire of Mundaring Firebreak Notice and conduct any other fire management matters as instructed by the Shire of Mundaring Chief Fire Control Officer.

10.8 CSRFF Application for Mundaring Sports Club Inc.

File Code	Co 8 Res.7045
Author	Kirk Kitchin, Manager Recreation & Tourism Services
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

The Community Sport and Recreation Facilities Fund (CSRFF), managed by the Department of Local Government, Sport and Cultural Industries (DLGSCI), will offer up to \$20 million in the upcoming funding round to community groups and local governments to develop basic infrastructure for sport and recreation.

Local governments are required to rank CSRFF applications in their area. The Shire has one CSRFF application for this small grant round, from the Mundaring Sports Club, who wish to replace a bowling green surface.

It is recommended to give the Mundaring Sports Club bowling green surface replacement project a priority ranking of 1 and rate it as “A - Well planned and needed by municipality” and submit this application to the DLGSCI for consideration in the CSRFF 2023/24 small grants round.

BACKGROUND

The CSRFF’s purpose is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

CSRFF can fund new or upgraded facilities, which will maintain or increase physical activity or result in a more rational use of facilities. Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability. The program is not designed to provide facilities to meet a club’s ambitions to compete in a higher grade.

There is \$20 million available for allocation in the upcoming funding round.

There are two small grant rounds annually (February and July) for projects with a project cost up to \$500,000. The small grants program targets projects involving a basic level of planning. The maximum grant offered for small grant applications is 50% of the project cost, capped at \$200,000.

There is no guarantee applicants will receive the full amount of the grant requested or the maximum level of funding. The level of financial assistance offered will be based on the overall significance of the proposed project, including the benefits provided to the community. Receiving financial assistance under this program does not guarantee future stages of a project will be funded.

There is no obligation local government to make a contribution to a community group project, however a contribution from all stakeholders in a project that meets local needs will be viewed more favourably.

All CSRFF small grant applications need to be lodged with the DLGSCI by the last working day in August 2023. Applications go through an assessment process with recommendations provided to the Minister responsible for Sport and Recreation who announces successful applications in late 2023.

The CSRFF application process tasks the local government authority with ranking all project and rating projects using the following structure:

A	Well planned and needed by municipality
B	Well planned and needed by applicant
C	Needed by municipality, more planning required
D	Needed by applicant, more planning required
E	Idea has merit, more planning work needed
F	Not recommended

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no funding requested from the Shire of Mundaring.

The cost of the project is \$145,451 (ex GST) with \$96,968 contributed by the Mundaring Sports Club from their current sinking fund and \$48,484 requested from CSRFF.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.1 – Provision of sport, recreation and community facilities

SUSTAINABILITY IMPLICATIONS

Social

The loss of a bowling green will impact the ability of the Mundaring Sports Club to accommodate the current number of players and limit any future growth of the bowls section. This would in turn have a significant negative effect on the Sports Club ability to maintain membership levels and reduce the financial viability and sustainability of the club.

RISK IMPLICATIONS

Risk: Financial – Funding Strategy Should the CSRFF application not be successful it may have a detrimental effect on the Mundaring Sports Club’s ability to fund this project.		
Likelihood	Consequence	Rating
Likely	Minor	Moderate
Action / Strategy		
The mitigation strategies include deferring the project until successful with a CSRFF grant and raising additional funds to be able to complete the project without CSRFF support.		

EXTERNAL CONSULTATION

Consultants from DLGSCI have been consulted as required by the application process.

COMMENT

The Mundaring Sports Club has two artificial turf bowling greens. A review of both greens was undertaken and found that “A” green surface of woven carpet that is more than 10 years old has lost its elasticity, is worn and there is no way to extend the life of the surface to enable it to continue to be used beyond the next pennant season.

There are over 80 pennant players registered with the club and around 120 community members of various ages and genders play community bowls each and they take part in the game. Local schools also send students to the club for coaching as part of their sports programs.

The loss of the “A” green would greatly limit the club’s ability to accommodate the above players and restrict any future growth of the club.

It is recommended to give the bowling green surface replacement project a priority ranking of 1 and rate it as “A - Well planned and needed by municipality” and submit this application to the Department of Local Government, Sport and Cultural Industries for consideration in the CSRFF Small Grant Program in the current funding round

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Allocates the ‘Mundaring Sports Club bowling green surface replacement’ project a priority ranking of 1;
2. Rates the “Mundaring Sports Club bowling green surface replacement’ proposal as “A - Well planned and needed by municipality”; and
3. Submits this project to the Department of Local Government, Sport and Cultural Industries for consideration for a Community Sport and Recreation Facilities Fund in the current small grant funding round.

10.9 Proposed Road Reserve Closure Unconstructed - Portion of Great Southern Highway, The Lakes

File Code	Ca 2 Res.25033
Author	Dee Roberts, Property Management Officer
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Sketch - Great Southern Highway ↓2. Location Plan of Great Southern Highway Road Reserve Closure ↓

SUMMARY

Main Roads WA has sought Council's approval for the closure of an unconstructed portion of Great Southern Highway, The Lakes.

To facilitate this, in accordance with the requirements of the *Land Administration Act 1997*, advertising has been undertaken and no objections were received.

Council is now requested to approve the permanent closure of a portion of road reserve being an unconstructed area of Great Southern Highway, The Lakes to complete the required action to enable this portion of road reserve to be amalgamated with the adjoining Reserve.

BACKGROUND

Main Roads WA contacted the Shire in September 2022, requesting support for a request to the Department of Planning, Lands and Heritage (DPLH) to implement tenure changes under the *Land Administration Act 1997* for a portion of Great Southern Highway.

STATUTORY / LEGAL IMPLICATIONS

Section 58 of the *Land Administration Act 1997* and regulation 9 of *Land Administration Regulations 1998* provide the enabling legislation to close public roads. Local government is the enabling body under these provisions.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil. Main Roads WA will pay all costs associated with the tenure amendments, including indemnity to the State, survey and registration costs.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Built environment

Objective 4.1 – A place that is connected, safe and easy to move around

Strategy 4.1.1 – Improve safety on road, cycle and footpath networks

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputational – Not assisting Main Roads WA facilitate this action could lead to a deterioration in a currently good working relationship.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
By formalising a resolution as required under the Land Administration Act will facilitate this land rationalisation being co-ordinated by Main Roads WA and maintain good inter government relationships.		

EXTERNAL CONSULTATION

Main Roads WA has sought comment from both the Department of Biodiversity, Conservation and Attractions (responsible for State Forest 7) and the Water Corporation (management body for Reserve 6203).

COMMENT

Main Roads WA has reviewed the existing, constructed position of Great Southern Highway in The Lakes, with regards to the existing dedicated road casement and has identified that the constructed position deviates from the dedicated road casement in part.

With the view to rationalising land tenure, as per the attached, (refer **Attachment 1**), Land Dealings Plan 2260-033, it is proposed to excise the land shaded grey from State Forest 7 and unmanaged Reserve 25033 and close the dedicated road casement, shown hachured. It is further proposed, to include that closed road into adjoining Reserve 6203 and State Forest 7.

To locate the proposed land tenure in question refer to the location plan (**Attachment 2**)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council approves closure of those portions of Great Southern Highway hachured on Main Roads drawing 2260-033 (**Attachment 1**) in accordance with section 58 of the *Land Administration Act 1997(WA)* and for the closed road to be included into SF7 and Reserve 6203.



10.10 Change in Basis of Valuation for Rating Purposes

File Code	Ho 15.(4)
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Where a review has been undertaken in relation to the predominant use of rateable land in the district Council must seek Ministerial approval prior to changing the basis of rating for a property from Unimproved Values (UV) to Gross Rental Value (GRV) (or from GRV to UV).

At the owners' request a review of the predominant land use has been undertaken for one rateable property on Horton Road at The Lakes. The property in question is currently rated as a UV property, however the review concluded that the property should be rated as a GRV property. Whilst the property is zoned General Agriculture under the Shire's Local Planning Scheme, it is apparent that the predominant land use for this property is residential (as opposed to rural i.e. farming and agriculture).

It is recommended that Council resolves to request the Minister for Local Government approve the change to the method of valuation of the land identified in this report; from UV to GRV, in accordance with section 6.28 of the *Local Government Act 1995*. The land that has been reviewed is as follows:

- Lot 4 on Plan 71505, Lot 4 Horton Road THE LAKES WA 6556

BACKGROUND

Under section 6.28 of the *Local Government Act 1995* (the Act) the Minister for Local Government (the Minister) is responsible for determining the method of valuation of land to be used by a Local Government as the basis for a rate and publish a notice of the determination in the Government Gazette.

In determining the method of valuation to be used by a local government, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

- Where the land is used predominantly for rural purposes, the unimproved value of the land; and*
- Where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

This authority has been delegated by the Minister to an officer of the Department of Local Government, Sport and Cultural Industries.

Each Local Government has a role in ensuring that the rating principles of the Act are correctly applied to rateable land within their districts.

STATUTORY / LEGAL IMPLICATIONS

Section 6.28 of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A change in the method of valuation from UV to GRV will impact the Shire's rate revenue, the extent of which is dependent upon the valuation provided by Landgate.

Based on surrounding property values and rates paid (five properties in The Lakes are rated GRV), it is likely that the rates payable for the property will be reduced.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance and Reputational. The basis of valuation for rating purposes does not align with the predominant land use.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Council seeks Ministerial approval to change the valuation basis for the property subject to the predominant land use review.		

EXTERNAL CONSULTATION

The landowner of the property subject to the review requested the review and has been advised in writing that the review is in progress.

COMMENT

Pursuant to section 6.28 of the Act the property listed below, which is currently valued on unimproved value, should be valued on gross rental value based on the internal investigation undertaken by staff.

ID	Lot	Plan	Address
A	Lot 4	Plan 71505	Lot 4 Horton Road, The Lakes WA 6556

The investigations undertaken by staff identified the following:

1. The property subject to the review is zoned as General Agriculture under the Shire's Local Planning Scheme; and

2. A review of aerial photos of the property indicates that the land is not being used for farming or agricultural purposes;

The property owner, subsequent to them making their request for the review, has also completed a land use declaration form stating that the property is not used for rural purposes. Based on the above information the predominant land use of the property is considered to be "non-rural", therefore in order to maintain an equitable rates base and in accordance with section 6.28 of the Act, it is recommended that the method of valuing the property for rating purposes be changed from unimproved value to gross rental value.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council, in accordance with section 6.28 of the *Local Government Act 1995*, requests the Minister for Local Government approve the change to the method of valuation for the property at Lot 4 on Plan 71505, Lot 4 Horton Road, The Lakes WA 6556 from Unimproved Value to Gross Rental Value.

10.11 Material Variance Reporting for 2023/24

File Code	FI BUD2324
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Each financial year Council is required to set a value for reporting material variances.

The purpose of this report is to adopt the percentage or value to be used in the reporting of material variances of the adopted budget. It is proposed that the values for 2023/24 are:

- Revenue – material variances will be identified, where actual varies to budget by an amount of (+) or (-) \$50,000 or 10%, whichever is the greater; and
- Expenses – material variances will be identified, where the actual varies to budget by an amount of (+) or (-) \$100,000 or 10% whichever is the greater.

BACKGROUND

Council is required by the *Local Government (Financial Management) Regulations 1996* to adopt a percentage or value for the purposes of reporting the Shire's material variances in the monthly Financial Activity Statement.

This value or percentage is then used throughout the financial year to identify potential areas in the Shire's actual revenues and expenditures that may not be in keeping with Shire's adopted budget. The early identification of these potential issues can assist in better utilisation and allocation of the Shire's funds and resources.

The Shire adopted the following variance thresholds for the 2022/23 financial year:

- Revenue – material variances will be identified, where actual varies to budget by an amount of (+) or (-) \$50,000 or 10%, whichever is the greater; and
- Expenses – material variances will be identified, where the actual varies to budget by an amount of (+) or (-) \$100,000 or 10% whichever is the greater.

STATUTORY / LEGAL IMPLICATIONS

The *Local Government (Financial Management) Regulations 1996* – Regulation 34 Clause 5 – states:

“Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances”.

AASB 101, Presentation of Financial Statements, defines “material” as:

“Material: Information is material if omitting, misstating or obscuring it could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity. Materiality depends on

the nature or magnitude of information, or both. An entity assesses whether information, either individually or in combination with other information, is material in the context of its financial statements taken as a whole.”

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The adoption of the material variances percentage or value is designed to report on areas within the Shire’s budget against actual revenues and expenditures and identify where potential financial issues may be occurring.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Council is not made aware of significant budget variances during the financial year.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Reporting on material variances each month addresses the risk.		

EXTERNAL CONSULTATION

Nil

COMMENT

It is recommended that Council adopts the same variance thresholds for the 2023/24 financial year that were used for 2022/23 financial year.

These values have proven to be an appropriate indicator of variances that should be identified and assessed to identify if any potential issues exist in terms of budgeted revenue and expenditure and actual revenue and expenditure. A lower variance threshold would result in insignificant variances being reported to Council, whilst a higher variance threshold would result in variances that could be considered as significant not being reported to Council.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council, pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, adopts the following values for reporting material variances in the monthly statement of financial activity during the 2023/24 financial year:

- (+) or (-) \$50,000 or 10%, whichever is the greater for Revenue; and
- (+) or (-) \$100,000 or 10%, whichever is the greater for Expenses.

10.12 Statement of Financial Activity for period ended 30 June 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 June 2023 ↓

SUMMARY

The monthly Statement of Financial Activity discloses the Shire's financial activities for the period ending 30 June 2023.

The actual closing budget position as at 30 June 2023 was a surplus of \$9,647,040 compared to the budgeted year end surplus of \$716,003, as per the original budget adopted by Council (SC6.07.22). The mid-year budget review updated the forecast closing year end budget surplus to \$3,887,230 (C12.03.23). Council should note that the year-end figures in this report are still subject to further year-end adjustments (some of which will be material) and have not been audited.

BACKGROUND

The monthly financial report is presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

STATUTORY / LEGAL IMPLICATIONS

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are in accordance with the approved reporting material variances (C18.08.22) of:

- (+) or (-) \$50,000 or 10%, whichever is the greater for Revenue
- (+) or (-) \$100,000 or 10%, whichever is the greater for Expenses

within the monthly Statement of Financial Activity during the 2022/23 financial year.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Financial performance is not monitored against approved budget.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly financial report tracks the Shire's actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire's financial performance throughout the financial year.		

EXTERNAL CONSULTATION

Nil

COMMENT

The reports that accompany this item are as follows:

- A graphical representation of the year to date comparison to budget for operating revenue, operating expenses and capital expenses.
- Statement of Financial Activity (based on the Rate Setting Statement adopted in the annual budget) for the period ending 30 June 2023.
- An explanation of the material variances in the Statement of Financial Activity.
- The closing budget position for the period ending 30 June 2023 and comparison to the year to date budget and same period last year.
- An explanation of the key terms and definitions used in the Statement of Financial Activity.
- The closing budget position for the period ending 30 June 2023 and comparison to the year to date budget and same period last year.
- A statement of year to date operating expenses by each area of budget responsibility and a graphical comparison of year to date operating expense to the year to date budget.
- Summary of Cash Investments with financial institutions as at 30 June 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 June 2023 was \$9,647,040 compared to the budgeted year end surplus is \$716,003 as per the original budget adopted by Council (SC6.07.22). The mid-year budget review subsequently updated the forecast closing year end budget surplus to \$3,887,230 (C12.03.23). This variation is primarily due to:

1. The Shire’s forecast opening budget surplus in the adopted budget was \$4,024,176 compared to an actual opening surplus position of \$7,692,098. This is primarily due to the net capital expenditure amount forecast for 2021/22 in the 2022/23 budget being \$3.6 million less than the actual result for 2021/22. This relates to incomplete capital works/purchases for 2021/22 that have now been carried forward to 2022/23. As these items had not been included in the 2022/23 budget they were subject to a forecast adjustment in the mid-year budget review.
2. The Shire’s year to date actual operating expenses being \$2,054,921 less than the year to date budget (see explanation of variances).
3. The Shire’s year to date actual operating revenue being \$3,672,191 greater than the year to date budget (see explanation of variances).
4. The Shire’s net expenditure on investing activities (Capital works and funding of) being \$338,332 less than the year to date budget (see explanation of variances).
5. The Shire’s net expenditure on financing activities (Transfers to/from reserves and repayment of loans) being \$1,390,406 greater than the year to date budget (see explanation of variances).

The significant factors contributing to the closing surplus figure of \$9,647,040 are:

- The Shire’s full allocation of the General Purpose Grant and Local Roads Grant for 2023/24 was paid in advance at the end of June 2023. Therefore the \$3,102,087 received is required to be recognised as revenue in 2022/23 and no budget provision will be made for these grants in 2023/24; and
- \$2.2 million in capital works and capital acquisitions were incomplete as at 30 June 2023, these works and acquisitions will be carried over to the budget for 2023/24.

Council should note that the year-end figures in this report are still subject to further year-end adjustments, such as year-end accruals of expenses (some of which will be material) and have not been audited.

The Shire’s total municipal cash (cash available for operations) as at 30 June 2023 was \$13,288,428 in municipal funds compared \$10,767,209 at the same time last year.

Outstanding rates and waste charges as at 30 June 2023 was \$4,710,100 (11.1% of collectable rates and charges) compared to a figure of \$3,093,635 (7.6%) at the same time last year.

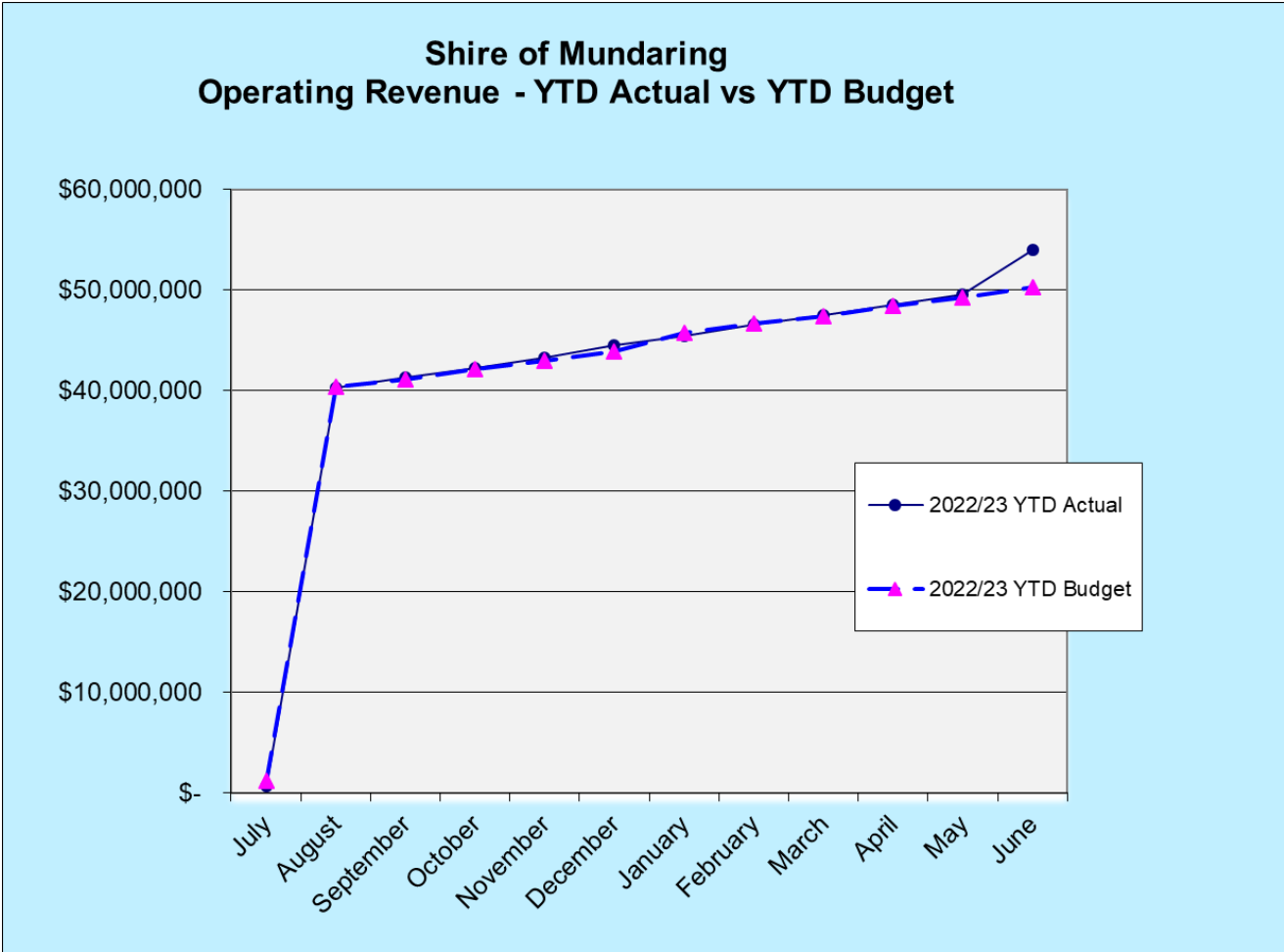
VOTING REQUIREMENT

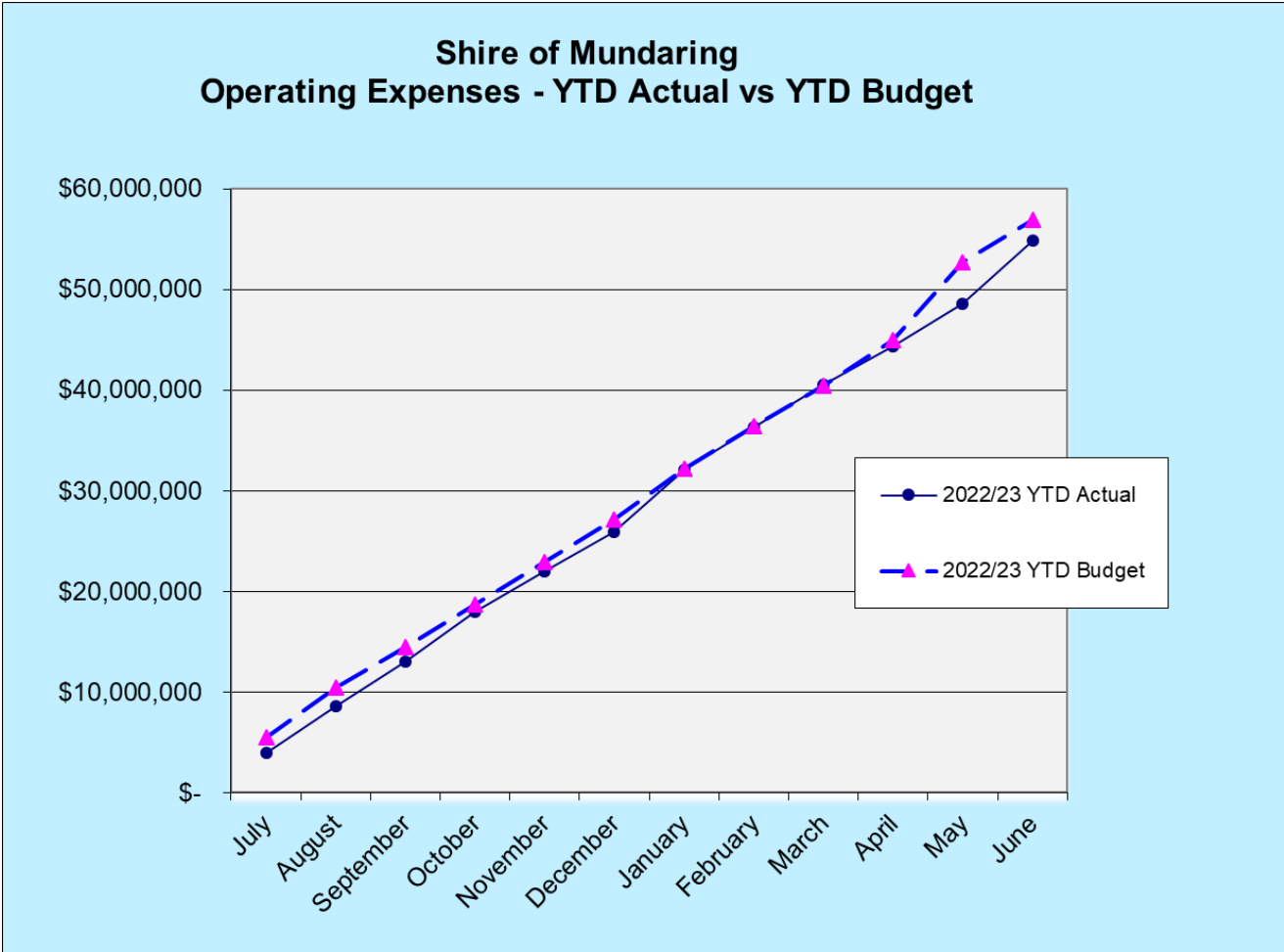
Simple Majority

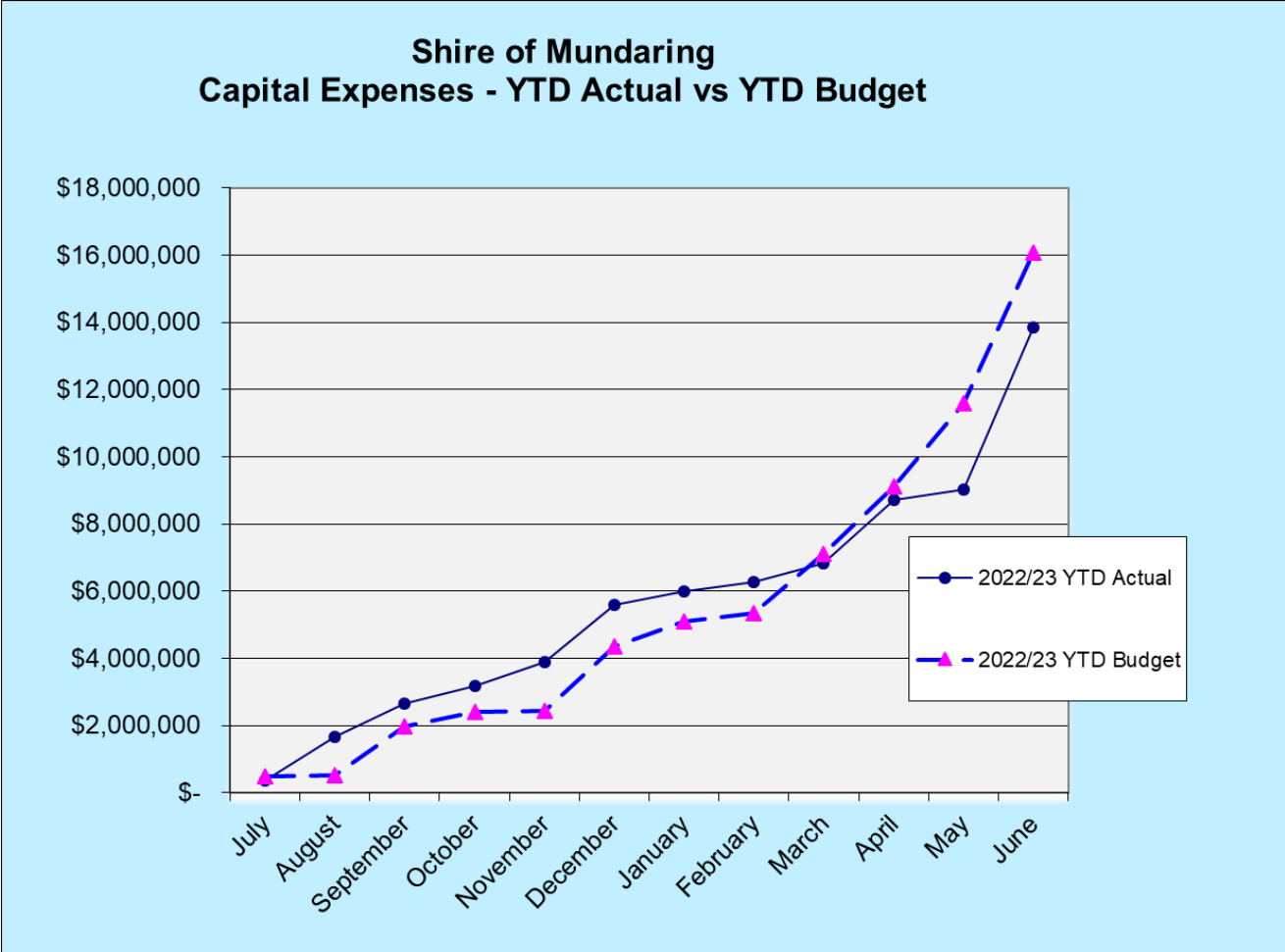
RECOMMENDATION

That Council notes:

1. the closing position of the Shire for the period ending 30 June 2023 is a surplus of \$9,647,040 compared to the year to date budgeted surplus of \$716,003; 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 June 2023**

	2022/23 YTD Budget	2022/23 YTD Actuals	2022/23 BUDGET	2022/23 REVISED FORECAST	YTD Variance	YTD Variance
	\$	\$	\$	\$	\$	%
OPERATING ACTIVITIES						
Net current assets at start of financial year - surplus/(deficit)	4,024,176	7,692,098	4,024,176	7,692,098	3,667,922	91.1%
Revenue from operating activities						
Rates	31,251,611	31,317,877	31,251,611	31,251,611	66,266	0.2%
Operating grants, subsidies and contributions	4,059,267	8,110,837	4,059,267	4,597,551	4,051,570	99.8%
Fees and charges	11,901,137	12,138,298	11,901,137	11,783,637	237,161	2.0%
Interest earnings	1,035,000	887,286	1,035,000	1,035,000	(147,714)	-14.3%
Other revenue	1,373,039	1,516,108	1,373,039	1,392,739	143,069	10.4%
Profit on asset disposals	660,900	(17,261)	660,900	660,900	(678,161)	-102.6%
	50,280,954	53,953,145	50,280,954	50,721,438	3,672,191	7.3%
Expenditure from operating activities						
Employee costs	(21,942,259)	(22,256,108)	(21,942,259)	(21,711,527)	(313,849)	1.4%
Materials and contracts	(23,983,794)	(21,717,260)	(23,983,794)	(23,858,772)	2,266,534	-9.5%
Utility charges	(1,427,097)	(1,386,186)	(1,427,097)	(1,414,097)	40,911	-2.9%
Depreciation on non-current assets	(7,676,042)	(7,717,107)	(7,676,042)	(7,813,239)	(41,065)	0.5%
Interest expenses	(383,818)	(367,173)	(383,818)	(383,818)	16,645	-4.3%
Insurance expenses	(601,071)	(590,186)	(601,071)	(590,187)	10,885	-1.8%
Other expenditure	(881,872)	(856,512)	(881,872)	(828,198)	25,360	-2.9%
Loss on asset disposals	(49,500)	-	(49,500)	(49,500)	49,500	0.0%
Total	(56,945,453)	(54,890,532)	(56,945,453)	(56,649,338)	2,054,921	3.6%
Non-cash amounts excluded from operating activities						
Depreciation on Assets	7,676,042	7,717,107	7,676,042	7,813,239	41,065	-0.5%
(Profit)/Loss on Disposal of Assets	(611,400)	17,261	(611,400)	(611,400)	628,661	102.8%
Deferred Rates Adjustment	-	(105,838)	-	61,714	(105,838)	100.0%
Movement Non-Current Assets	-	-	-	-	-	0.0%
Movement Non-Current Liabilities	-	24,190	-	-	24,190	100.0%
Amount attributable to operating activities	400,143	6,715,332	400,143	1,335,653	6,315,189	1578.2%
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	9,945,277	8,771,932	9,945,277	10,365,224	(1,173,345)	-11.8%
Distributions from Investments in Associates	-	39,300	-	-	39,300	
Payments for property, plant and equipment	(4,320,275)	(3,433,675)	(4,320,275)	(6,215,840)	886,600	-20.5%
Payments for construction of infrastructure	(11,750,349)	(10,410,184)	(11,750,349)	(13,673,230)	1,340,165	-11.4%
Proceeds from disposal of assets	1,526,400	772,012	1,526,400	2,041,398	(754,388)	-49.4%
Amount attributable to investing activities	(4,598,947)	(4,260,615)	(4,598,947)	(7,482,448)	338,332	-7.4%
FINANCING ACTIVITIES						
Repayment of borrowings	(735,494)	(735,493)	(735,494)	(735,494)	1	0.0%
Principal elements of finance lease payments	(145,497)	-	(145,497)	(145,497)	145,497	0.0%
Transfers to cash backed reserves	(3,678,968)	(3,136,472)	(3,678,968)	(3,945,968)	542,496	-14.7%
Transfers from cash backed reserves	5,450,590	3,372,191	5,450,590	7,168,887	(2,078,399)	-38.1%
Amount attributable to financing activities	890,631	(499,775)	890,631	2,341,928	(1,390,406)	156.1%
Net current assets at end of financial period - surplus/(deficit)	716,003	9,647,040	716,003	3,887,230	8,931,037	1247.3%

Explanation of Material Variances				
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.				
The material variance for revenue adopted by Council for the 2022/23 year is \$50,000 or 10% whichever is the greater.				
The material variance for expenses adopted by Council for the 2022/23 year is \$100,000 or 10% whichever is the greater.				
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
Rates	66,266	0.21%		Interim rates levied greater than budget.
Operating grants, subsidies and contributions	4,051,570	100%	Permanent	DFES Fire Mitigation Grant \$500,000 not included in Budget - adjusted in Mid-Year Budget Review. General Purpose and Local Road Grant for 2023/24 \$3,102,087 was received in advance. The advance payment is recognised as revenue in 2022/23 and there will be no payments received in 2023/24.
Fees and charges	237,161	2%	Permanent	Children services income \$365,943 greater than YTD Budget.
Interest earnings	(147,714)	-14%	Timing	Figure will increase once end of year accruals (for interest) postings are finalised. Estimated accrual will be \$400k, which will result in actual interest earned being greater than budget.
Other revenue	143,069	10%	Permanent	Rent income \$118,753 greater than YTD Budget due to COVID Rent Relief (i.e. deferral) from prior years becoming due and payable. This wasn't factored in the budget. Rental income is transferred to the Capital Income Reserve.
Profit on asset disposals	(678,161)	-103%	Timing	Sale of Scott Street Property has not occurred as yet. Timing of replacement of plant and vehicles and disposal of plant being replaced. Both will be carried over to the 2023/24 budget.
Expenditure from operating activities				
Employee costs	(313,849)	1%	Permanent	Impact of the 1st pay period for 2023/24. The span of this pay period was 19 June 2023 to 2 July 2023. Therefore this resulted in a year end accrual of \$736k to recognise the expense in 22/23 (which was paid in 23/24).
Materials and contracts	2,266,534	-9%	Timing	Timing of contractor invoices, most notably; Street Lighting expenditure \$1,043,262 less than YTD Budget (forecast has been reduced from the original budget of \$2.9 million). Figure subject to change and will change once Year End postings complete (accruals for expenses).
Utility charges	40,911	-3%		Within variance threshold.
Depreciation on non-current assets	(41,065)	1%		Within variance threshold.
Interest expenses	16,645	-4%		Within variance threshold. Year-end interest calculation on leases yet to be calculated and processed.
Insurance expenses	10,885	-2%		Within variance threshold.
Other expenditure	25,360	-3%		Within variance threshold.
Loss on asset disposals	49,500	0%		No losses recognised on asset disposals.

Operating activities excluded from rate setting				
Depreciation on Assets	41,065	-1%	Permanent	There has been an adjustment made for depreciation on property, plant and equipment in the Mid-Year Budget Review.
(Profit)/Loss on Disposal of Assets	628,661	103%	Timing	Timing of replacement of plant and vehicles and disposal of plant being replaced. Disposal of Scott Street land has not occurred. Both will be carried over to the 2023/24 budget.
Deferred Rates Adjustment	(105,838)	100%	Permanent	Movement in deferred pensioner rates is not budgeted for.
Investing Activities				
Non-operating grants, subsidies and contributions	(1,173,345)	-12%	Timing	Relates to timing of receipt of capital grants, in particular ESL and LRCI grants.
Payments for property, plant and equipment	886,600	-21%	Timing	Acquisitions and projects to be carried over to 2023/24 budget.
Payments for construction of infrastructure	1,340,165	-11%	Timing	Incomplete projects to be carried over to 2023/24 budget.
Proceeds from disposal of assets	(754,388)	-49%	Timing	Sale of Scott Street Property has not occurred as yet. Timing of replacement of plant and vehicles and disposal of plant being replaced. Both will be carried over to the 2023/24 budget.
Financing Activities				
Repayment of borrowings	1	0%		No variance
Principal elements of finance lease payments	145,497	0%	Timing	Year-end principal calculation on leases yet to be calculated and processed.
Transfers to cash backed reserves	542,496	-15%	Timing	Sale of Scott Street Property has not occurred as yet, therefore no proceeds have been transferred to the Capital Investment Reserve.
Transfers from cash backed reserves	(2,078,399)	-38%	Timing	\$1.8 million from Civic Facilities Reserve not required for upgrade to LED street lighting upgrade.

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

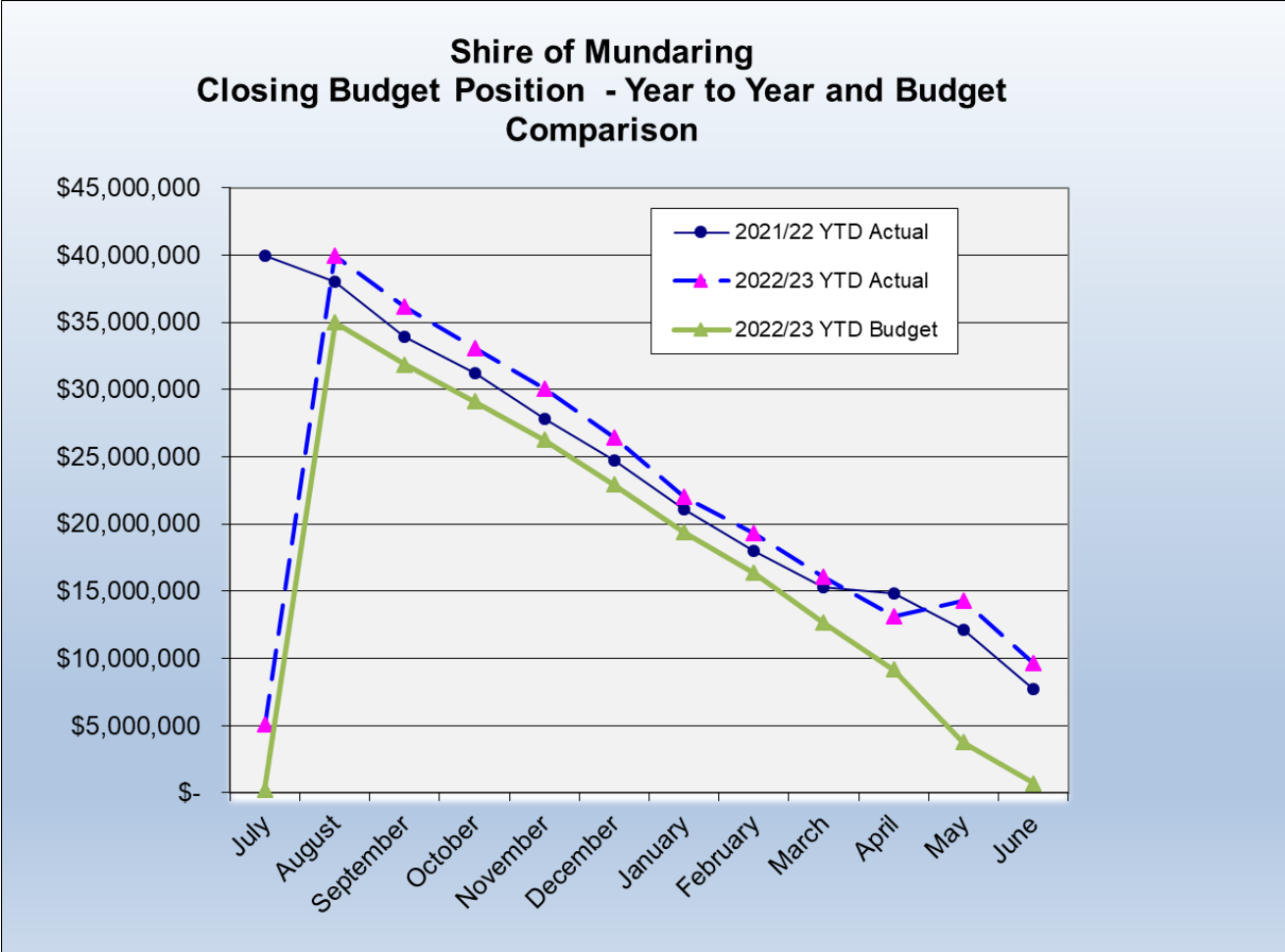
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

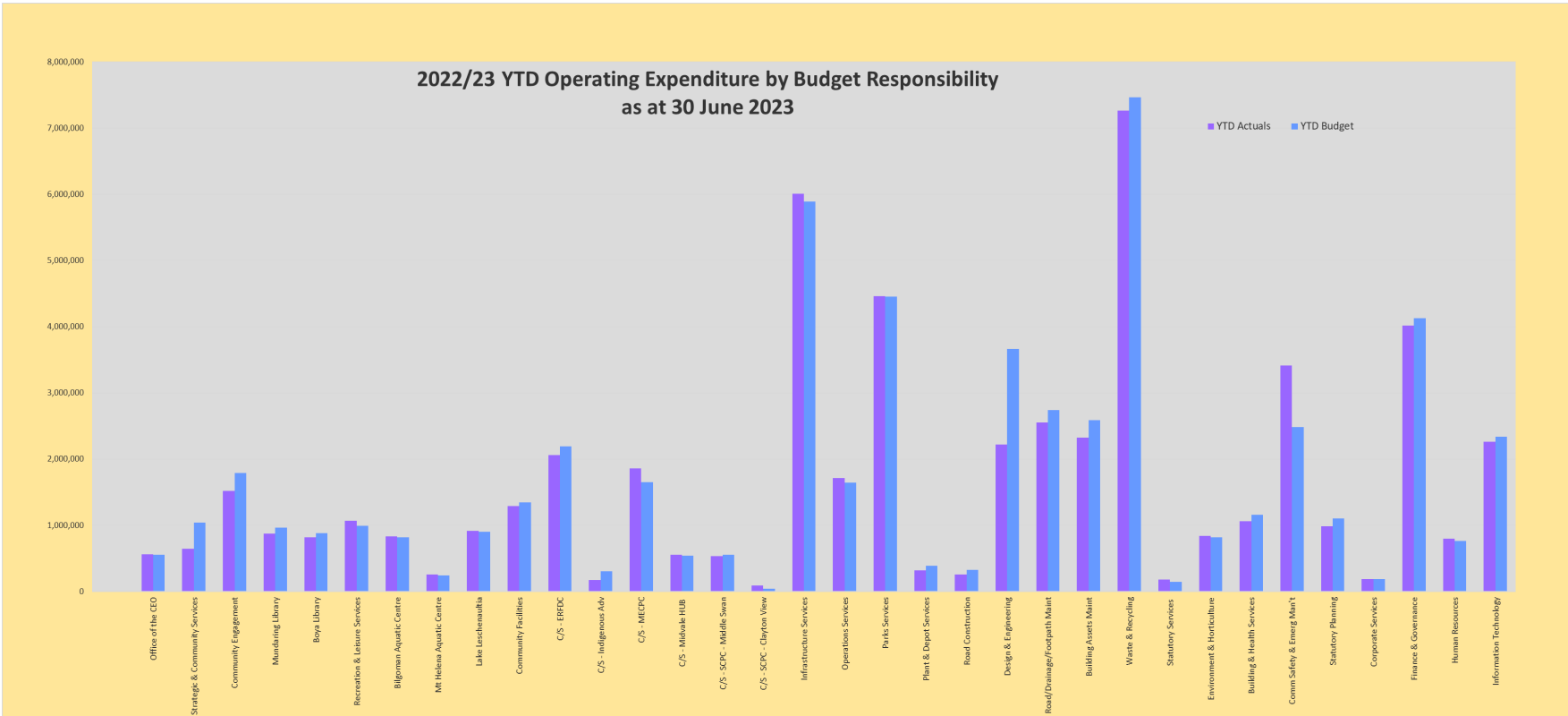
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

NET CURRENT ASSETS - BUDGET SURPLUS/(DEFICIT)

	Actual 30 June 2022	Actual 30 June 2023
CURRENT ASSETS		
Rates & Sanitation Debtors	3,093,635	4,710,100
Debtors	1,781,957	4,439,883
TOTAL RECEIVABLES - CURRENT	4,875,592	9,149,983
STOCK ON HAND	114,678	123,569
CASH ASSETS		
Municipal	10,767,209	13,288,428
Restricted Cash	34,072,800	32,402,095
Total Bank Accounts	44,840,009	45,690,524
TOTAL CURRENT ASSETS	49,830,279	54,964,076
CURRENT LIABILITIES		
Creditors	(8,447,996)	(11,892,848)
Borrowings - Current Portion	(735,493)	(772,872)
Lease Liability - Current Portion	(156,853)	(156,853)
Provisions	(3,535,564)	(3,511,453)
	(12,875,906)	(16,334,025)
NET CURRENT ASSETS	36,954,373	38,630,051
Less Reserve Funds	(30,154,621)	(29,912,735)
Add Current Loan Liability	735,493	772,872
Add Current Lease Liability	156,853	156,853
CLOSING BUDGET SURPLUS/(DEFICIT)	7,692,098	9,647,040



YTD Operating Expenditure by Budget Responsibility for period ending 30 June 2023		
	2022/23 YTD Actuals	2022/23 YTD Budget
Office of the CEO	557,011	551,967
Strategic & Community Services Directorate	646,444	1,036,922
Community Engagement	1,518,360	1,790,379
Mundaring Library	870,031	965,605
Boya Library	818,938	878,450
Recreation & Leisure Services	1,064,013	989,050
Bilgoman Aquatic Centre	829,521	817,695
Mt Helena Aquatic Centre	254,752	241,063
Lake Leschenaultia	915,398	897,501
Community Facilities	1,290,133	1,346,228
Children's Services - Eastern Region Family Day Care Scheme	2,060,552	2,192,330
Children's Services - Indigenous Advancement Strategy	174,792	302,771
Children's Services - Midvale Early Childhood & Parenting Centre	1,860,438	1,647,692
Children's Services - Midvale HUB Parenting Services	554,667	540,832
Children's Services - Swan Child and Parent Centre - Middle Swan	532,636	556,638
Children's Services - Swan Children and Family Centre - Clayton View	90,917	37,200
Infrastructure Services Directorate	6,011,398	5,895,241
Operations Services	1,713,633	1,642,205
Parks Services	4,460,045	4,453,923
Plant & Depot Services	315,401	389,592
Road Construction	258,065	321,000
Design & Engineering	2,216,339	3,661,648
Road/Drainage/Footpath Maintenance	2,555,116	2,736,860
Building Assets Maintenance	2,324,696	2,585,603
Waste & Recycling	7,266,414	7,467,734
Statutory Services Directorate	176,301	140,222
Environment & Horticulture	837,717	816,985
Statutory Building & Health Services	1,057,991	1,157,511
Community Safety & Emergency Management	3,412,293	2,480,035
Statutory Planning	985,112	1,098,833
Corporate Services Directorate	185,400	188,324
Finance & Governance (inc Elected Members Expenses)	4,017,639	4,128,291
Human Resources	794,425	764,795
Information Systems/Technology	2,263,947	2,340,324
Total	54,890,532	57,061,449
Totals from Statement of Financial Activity	(54,890,532)	(57,061,449)



SHIRE OF MUNDARING						
INVESTMENT SUMMARY as at 30 June 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)	6,000,935	3.60%	N/A	N/A	
153	Bendigo	2,081,606	4.20%	61 days	12-May-23	12-Jul-23
158	Suncorp Bank	4,105,534	5.00%	90 days	8-Jun-23	06-Sep-23
Total		12,188,074				
RESTRICTED ASSET FUNDS						
<i>Restricted Use Funds</i>						
4	Bendigo Investment Account (on Call)	2,489,360	3.60%	N/A	N/A	N/A
Total		2,489,360				
TOTAL MUNI INVESTMENTS		14,677,434				
RESERVE FUNDS						
2	Bendigo Investment Account (on Call)	5,733,427	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	4,000,928	4.40%	151 days	6-Apr-23	04-Sep-23
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
147	Westpac	5,000,000	3.35%	365 days	15-Sep-22	15-Sep-23
159	NAB	4,000,000	4.28%	300 days	25-Oct-22	21-Aug-23
TOTAL RESERVE INVESTMENTS		29,912,735				
TOTAL MUNI / RESERVE INVESTMENTS		44,590,169				
TRUST FUNDS						
<i>POS Funds</i>						
3	Bendigo Investment Account (on Call)	2,563,164	3.60%	N/A	N/A	N/A
TOTAL TRUST INVESTMENTS		2,563,164				

10.13 List of Payments for June 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 June 2023 ↓

SUMMARY

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of June 2023 is presented to Council for noting.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust Funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY / LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction*
- (2) *A list prepared under sub regulation (1) or (2) is to be –*
 - (a) *presented to council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting*

POLICY IMPLICATIONS

AS-04 Purchasing Policy

FINANCIAL IMPLICATIONS

All payments have been made in accordance with the approved budget and reflects the effective and timely payment of the Shire's contractors and other creditors.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Expenditure has been incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles.

RISK IMPLICATIONS

Risk: Payments are not monitored against approved budget and delegation.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly list of payments provides an open and transparent record of payments made under the CEO's approved delegation.		

EXTERNAL CONSULTATION

Nil

COMMENT

Payments for the supply of goods and services utilised by the Shire's Family and Children Services programs are fully funded by government grants/subsidies and user fees.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council notes the list of payments made during June 2023 (**Attachment 1**).

PAYMENTS BETWEEN MEETINGS

The schedule of accounts paid for the month of June 2023 totals **\$ 5,888,185.49**

and includes:

- Municipal Cheques 200607 - 200612 and
- Electronic Funds Transfers.

Schedule of Accounts:

	Amounts	Total
	\$	\$
MUNICIPAL ACCOUNT		
MUNICIPAL CHEQUE PAYMENTS	2,468.65	
EFT PAYMENTS	4,673,309.95	
EFT PAYROLL PAYMENTS	1,061,941.89	
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	22,235.94	
FLEETCARE FUEL PAYMENTS	4,393.04	
BENDIGO MERCHANT BANK FEES	2,942.49	
BENDIGO DIRECT DEBIT FEES (incl. FTS)	346.24	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	22,531.94	
COMMONWEALTH BANK – BPOINT FEES	789.85	
KONICA MINOLTA – PRINTER LEASE	4,040.42	
WA TREASURY CORPORATION	91,888.81	
RMS – LAKES MONTHLY LICENCE FEE	188.10	
RMS – MONTHLY SMS FEES	26.18	
QIKKIDS – FEES	73.66	
DEBITSUCCESS	350.30	
WINDCAVE – MERCHANT FEES	55.00	
ICMSFE	332.60	
WEX MOTORPASS	270.43	
TOTAL MUNICIPAL ACCOUNT		5,888,185.49
TRUST ACCOUNT		0.00
TOTAL ALL SCHEDULES		5,888,185.49

**MONTHLY LIST OF ACCOUNTS PAID
JUNE 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Cheque Details					
07/06/2023	00200607	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 531.55
04/06/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - HUB OF THE HILLS	\$ 193.10	
04/06/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - BOYA LIBRARY	\$ 338.45	
19/06/2023	00200608	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 849.80
15/06/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - ADMIN	\$ 612.40	
19/06/2023	PETTY CASH		PETTY CASH REIMBURSEMENT- LAKE LESCHENAUTIA	\$ 237.40	
12/06/2023	00200609	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 220.65
09/06/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - BROWN PARK	\$ 220.65	
12/06/2023	00200610	Alinta Energy	GAS		\$ 506.10
12/06/2023	2559546709		GAS - ALINTA ENERGY	\$ 506.10	
26/06/2023	00200612	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 360.55
23/06/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - BROWN PARK	\$ 212.25	
23/06/2023	PETTY CASH		PETTY CASH REIMBURSEMENT - HUB OF THE HILLS	\$ 148.30	
Total Confirmation Cheques				\$ 2,468.65	\$ 2,468.65
Electronic Funds Transfer					
01/06/2023	3436.11205-01	Mr J S Martin	COUNCILLOR ALLOWANCE		\$ 7,412.92
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 4,712.83	
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 2,408.42	
01/06/2023	3436.11210-01	Mr D A Jeans	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3436.11587-01	Mrs N D Zlatnik	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3436.11784-01	Mrs A E Collins	ENTITLEMENTS FOR JUNE 2023		\$ 2,135.09
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3436.13101-01	Mr M D Corica	ENTITLEMENTS FOR JUNE 2023		\$ 2,135.09
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	3436.14220-01	Ms K Beale	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	3436.14221-01	Mrs P McNeil	COUNCILLOR ALLOWANCE		\$ 3,313.26
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	DSP ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 1,178.17	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3436.14222-01	Mr L W Ellery	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3436.14236-01	Mrs J E Cicchini	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3436.14588-01	Mrs C L Hurst	COUNCILLOR ALLOWANCE		\$ 2,238.41
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	TRAVEL		TRAVEL REIMBURSEMENT 185KM 07/03/23 TO 08/05/2023	\$ 103.32	

**MONTHLY LIST OF ACCOUNTS PAID
JUNE 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
01/06/2023	3436.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3436.8924-01	Ms P A Cook	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/06/2023	MEETING FEE		ENTITLEMENTS FOR JUNE 2023	\$ 1,843.42	
01/06/2023	ICT ALLOWANCE		ENTITLEMENTS FOR JUNE 2023	\$ 291.67	
01/06/2023	3437.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 22,607.25
03/06/2023	310523		CARE GIVER SUBSIDIES	\$ 22,607.25	
06/06/2023	3438.1040-01	Eastern Hills Little Athletics Cent	GIVING BACK MILESTONE EVENT GRANT		\$ 4,500.00
04/06/2023	GRANT		MATCHING GRANT	\$ 2,000.00	
04/06/2023	GRANT		GIVING BACK MILESTONE EVENT GRANT	\$ 2,500.00	
06/06/2023	3438.15078-01	Ms S M Norvill	CROSSOVER CONTRIBUTION		\$ 490.00
04/06/2023	X-OVER		CROSSOVER CONTRIBUTION - OUTLOOK CLOSE	\$ 490.00	
06/06/2023	3438.15079-01	Mater Dei College	REFUND		\$ 363.75
06/06/2023	REFUND		REFUND - LAKE LESCHENAULTIA BOOKING CHANGE	\$ 363.75	
06/06/2023	3438.174-01	Synergy	ELECTRICITY		\$ 2,999.17
26/05/2023	5162819914		ELECTRICITY	\$ 2,222.17	
03/06/2023	8146423529		ELECTRICITY	\$ 287.97	
03/06/2023	5018318610		ELECTRICITY	\$ 286.22	
03/06/2023	9370568529		ELECTRICITY	\$ 202.81	
06/06/2023	3438.217-01	Darling Range Volunteer Bushfire Br	HAZARD REDUCTION BURN		\$ 3,350.44
04/06/2023	00000407		REIMBURSEMENT - SECURITY SYSTEM SUPPLY & INSTALL	\$ 3,350.44	
06/06/2023	3438.306-01	Darlington Volunteer Bushfire Briga	HAZARD REDUCTION BURN		\$ 1,550.00
04/06/2023	0924		HAZARD REDUCTION BURN - BERTRAM ST DARLINGTON	\$ 800.00	
04/06/2023	0918		HAZARD REDUCTION BURN - HUBERT ST DARLINGTON	\$ 750.00	
06/06/2023	3438.318-01	Sawyers Valley Volunteer Bushfire	HAZARD REDUCTION BURN		\$ 703.76
04/06/2023	G33		REIMBURSEMENT OF ESL NOVEMBER 2022 - JANUARY 2023	\$ 703.76	
06/06/2023	3438.361-01	Mount Helena Volunteer Bushfire Bri	REIMBURSEMENT		\$ 564.65
04/06/2023	0055		REIMBURSEMENT ESL EXPENSES 01/01/23 TO 31/03/2023	\$ 564.65	
06/06/2023	3438.5788-01	Mr J P Throssell	REIMBURSEMENT		\$ 380.00
04/06/2023	REIMBURSEMENT		REIMBURSEMENT HOME INTERNET 14/02/2023 -13/06/2023	\$ 380.00	
06/06/2023	3438.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 7,561.00
06/06/2023	310523		FDC PARENT LEVY	\$ 7,561.00	
06/06/2023	3438.7499-01	Mount Helena Residents & Ratepayers	GRANT		\$ 5,500.00
04/06/2023	GRANT		COMMUNITY EVENT GRANT	\$ 5,500.00	
06/06/2023	3439.10704-01	Middendorp Electric Company Pty Ltd	ELECTRICAL PARTS		\$ 143.00
03/06/2023	96A45057		SUPPLY - 2 BOXES STAINLESS STEEL CABLE TIES	\$ 143.00	
06/06/2023	3439.10921-01	Ixom Operations Pty Ltd	GAS		\$ 168.63
02/06/2023	6664231		CHLORINE GAS SERVICE FEES	\$ 168.63	
06/06/2023	3439.11135-01	Frontline Fire & Rescue (Bluesteel	EQUIPMENT PURCHASES		\$ 830.50
02/06/2023	78074		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 830.50	
06/06/2023	3439.11953-01	The Stationery Co (C Willis & D J	STATIONERY		\$ 399.63
11/05/2023	169501		STATIONERY ITEMS	\$ 96.30	
11/05/2023	169512		STATIONERY ITEMS	\$ 303.33	
06/06/2023	3439.12134-01	W.A. Library Supplies	LIBRARY SUPPLIES		\$ 551.00
18/05/2023	00133843		LIBRARY SUPPLIES	\$ 551.00	
06/06/2023	3439.12425-01	Midland Trophies	SIGNAGE		\$ 14.50
03/06/2023	21644		REPLACEMENT NAME BADGE BRIGADE	\$ 14.50	
06/06/2023	3439.12470-01	Mr G Wood	FENCING		\$ 5,093.00
03/06/2023	IV0000001255		REMOVE OLD FENCING & REPLACE - SEABORNE STREET	\$ 5,093.00	

**MONTHLY LIST OF ACCOUNTS PAID
JUNE 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
06/06/2023	3439.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 1,008.00
03/06/2023	2165		LANDSCAPE SERVICES	\$ 288.00	
03/06/2023	2167		LANDSCAPE SERVICES	\$ 336.00	
03/06/2023	2166		LANDSCAPE SERVICES	\$ 384.00	
06/06/2023	3439.12585-01	Ms C Nelson	WELCOME TO COUNTRY		\$ 700.00
03/06/2023	42		WELCOME TO COUNTRY NATIONAL RECONCILIATION MORNING TEA	\$ 700.00	
06/06/2023	3439.12640-01	Officeworks Ltd	STATIONERY ITEMS		\$ 107.85
29/05/2023	607406207		STATIONERY ITEMS	\$ 107.85	
06/06/2023	3439.12679-01	Roy Gripske & Sons Pty Ltd	PARTS		\$ 499.44
03/06/2023	1108195		SUPPLY DIAMOND EDGE TRIMMER LINE	\$ 499.44	
06/06/2023	3439.127-01	Volich Waste Contractors Pty Ltd	REFUSE CONTRACT		\$ 290.75
03/06/2023	00006410		WASTE COLLECTION SERVICES - LAKE LESCHENAULTIA	\$ 290.75	
06/06/2023	3439.12804-01	Mundaring Little Loads (The Trustee	SUPPLY SOIL		\$ 328.00
27/05/2023	7550		SUPPLY SOIL CONDITIONER - CHIDLOW SKATE PARK	\$ 328.00	
06/06/2023	3439.12866-01	From Scratch Small Event Catering	CATERING		\$ 83.00
03/06/2023	2091		CATERING - ACTIVATION EVENT SHARED PATH LAKE LESCH	\$ 83.00	
06/06/2023	3439.12899-01	NAPA (A Division of GPC Asia Pacifi	SUPPLY - CONSUMABLES		\$ 59.86
22/05/2023	1320291932		SUPPLY OF WORKSHOP CONSUMABLES	\$ 29.93	
22/05/2023	1320291985		SUPPLY OF WORKSHOP CONSUMABLES	\$ 29.93	
06/06/2023	3439.13025-01	Brad Hutchinson Hearing (Hutchinson	WORKCOVER EMPLOYEE		\$ 242.00
31/05/2023	00352561		FULL AUDIOLOGICAL ASSESSMENT	\$ 242.00	
06/06/2023	3439.13053-01	Perth Elevators (Perth Building	MAINTENANCE		\$ 522.50
31/05/2023	0131		ELEVATOR MAINTENANCE	\$ 522.50	
06/06/2023	3439.13091-01	Friske Advertising (Fiske Enterpris	ADVERTISING		\$ 1,727.00
03/06/2023	INV-037666		SUPPLY & DELIVER LIBRARY CARDS FOR MUNDARING LIBRARY	\$ 1,727.00	
06/06/2023	3439.13345-01	ABM Landscaping (Mikevie Pty Ltd T/	LANDSCAPING		\$ 16,603.45
02/06/2023	INV-3965		LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRE	\$ 2,178.99	
02/06/2023	INV-3964		LANDSCAPE MAINTENANCE - GREAT EASTERN HIGHWAY	\$ 2,370.05	
02/06/2023	INV-3962		LANDSCAPE MAINTENANCE - ADMIN & MUNDARING TOWN CENTRE	\$ 11,944.41	
02/06/2023	INV-3970		LANDSCAPE MAINTENANCE - MAUNDARING CHILD HEALTH CENTRE	\$ 110.00	
06/06/2023	3439.13367-01	Supafit Seat Covers	SUPPLY SEAT COVER		\$ 298.10
03/06/2023	00098211		SUPPLY & DELIVER SEAT COVER FOR P734	\$ 298.10	
06/06/2023	3439.13490-01	Humanness (MKI Group Pty Ltd T/As:)	DESIGN FEES/COSTS		\$ 3,025.00
01/06/2023	INV-H0523002		WEBSITE CONSULTANCY SERVICES - MAY 2023	\$ 1,375.00	
31/05/2023	INV-H0523003		DESIGN FEES/COSTS - USEABILITY TESTING ACTIVITIES	\$ 1,650.00	
06/06/2023	3439.13627-01	Honey in the Garden Pty Ltd	SUPPLY HONEY		\$ 450.00
02/06/2023	INV23-3294		SUPPLY 50 JARS HONEY - MUNDARING TOWN PROJECT	\$ 450.00	
06/06/2023	3439.13757-01	Superloop (Operations) Pty Ltd	SUBSCRIPTIONS		\$ 74.51
02/06/2023	AINV064147		NETWORK & DATA SERVICES	\$ 74.51	
06/06/2023	3439.13866-01	Booktopia Pty Ltd	BOOKS		\$ 2,600.57
31/05/2023	19465711		BOOK STOCK - KSP LIBRARY	\$ 323.40	
31/05/2023	19470114		BOOK STOCK - AFM LIBRARY	\$ 432.45	
31/05/2023	19470130		BOOK STOCK - KSP LIBRARY	\$ 270.87	
29/05/2023	19466144		BOOK STOCK - AFM LIBRARY	\$ 627.29	
29/05/2023	19471273		BOOK STOCK - AFM LIBRARY	\$ 153.83	
31/05/2023	19433424		BOOK STOCK - KSP LIBRARY	\$ 359.23	
31/05/2023	19441280		BOOK STOCK - KSP LIBRARY	\$ 433.50	
06/06/2023	3439.14013-01	Eastern Hills Chainsaws & Mowers Pt	PPE EQUIPMENT		\$ 511.00
02/06/2023	50388		SERVICE & SHARPEN CHAINSAW CHAIN - FIRE SERVICES	\$ 237.50	
02/06/2023	50374		SERVICE & SHARPEN CHAINSAW CHAIN - FIRE SERVICES	\$ 273.50	

**MONTHLY LIST OF ACCOUNTS PAID
JUNE 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
06/06/2023	3439.14037-01	Mr K B Fitzgerald	DESIGN FEES/COSTS		\$ 500.00
30/05/2023	43		WELCOME TO COUNTRY - COLLABORATIVE DESIGN 28/05/2023	\$ 500.00	
06/06/2023	3439.14073-01	Tony's House of Tender Meats (GK &	FOOD		\$ 321.64
31/05/2023	37329		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 321.64	
06/06/2023	3439.14236-01	Mrs J E Cicchini	COUNCILLOR ALLOWANCE		\$ 882.96
03/06/2023	TRAVEL		TRAVEL/PARKING REIMBURSEMENT 1285.7KM 12/01/2023 - 23/05/2023	\$ 882.96	
06/06/2023	3439.14335-01	Uniplay (Sashelle Abreu T/As:)	FINAL PAYMENT		\$ 3,300.00
03/06/2023	1101		FINAL PAYMENT FOR NEW PLAYGROUND - HARMONY PARK	\$ 3,300.00	
06/06/2023	3439.14394-01	Creative Catering Trust (The Truste	CATERING		\$ 4,108.60
02/06/2023	INV-2043		CATERING - COUNCIL FORUM MEETING ON 23/05/2023	\$ 1,013.60	
03/06/2023	INV-2479		CATERING - COMMUNITY WORKSHOP ON 30/05/2023	\$ 455.00	
03/06/2023	INV-2444		CATERING - COMMUNITY WORKSHOP ON 30/05/2023	\$ 995.00	
03/06/2023	INV-2443		CATERING - COUNCIL WORKSHOP MPCF UPDATE 29/05/2023	\$ 560.00	
03/06/2023	INV-2442		CATERING - COMMUNITY MPCF WORKSHOP ON 28/05/2023	\$ 1,085.00	
06/06/2023	3439.14430-01	Ms A M Carlin	DESIGN FEES/COSTS		\$ 2,125.00
03/06/2023	#687		SOCIAL MEDIA MANAGEMENT - PERTH HILLS MUNDARING MAY 2023	\$ 695.00	
03/06/2023	#691		SOCIAL MEDIA MANAGEMENT - LAKE LESCHENAULTIA MAY 2023	\$ 935.00	
30/05/2023	#685		WEB PAGE COPY FOR TRAILS WA WEBSITE - VISITOR CENTRE	\$ 495.00	
06/06/2023	3439.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		\$ 1,727.00
03/06/2023	116549		SUPPLY & FIT 2 X NEW TYRES ON P 2445	\$ 1,090.00	
31/05/2023	116547		TYRES & REPAIRS ON 864 MDG	\$ 197.00	
18/05/2023	116538		SUPPLY & FIT 1 X NEW TYRE ON 089 MDG	\$ 440.00	
06/06/2023	3439.14583-01	Fleet Network Pty Ltd	NOVATED LEASE		\$ 762.85
03/06/2023	120804		NOVATED LEASE CHARGES 24/05/2023	\$ 762.85	
06/06/2023	3439.14793-01	Award Contracting Pty Ltd	UNDERGROUND SERVICES		\$ 1,650.00
03/06/2023	00029381		LOCATE UNDERGROUND SERVICES - MUNDARING OVAL	\$ 1,650.00	
06/06/2023	3439.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		\$ 2,549.80
03/06/2023	I0001091		TEMP STAFF - MECPC CHILDCARE AGENCY STAFF	\$ 2,549.80	
06/06/2023	3439.15022-01	Kolor Kode (Eric Preston Pty Ltd T/	STATIONERY		\$ 1,448.04
03/06/2023	00001054		STATIONERY ITEMS	\$ 1,448.04	
06/06/2023	3439.15048-01	Hills Fabrication and Welding (Ian	HARDWARE		\$ 2,323.75
02/06/2023	267		MODIFY BIN CAGE LATCHES FOR PADLOCKS - CHIDLOW OVAL	\$ 464.75	
03/06/2023	268		MODIFY BIN CAGE LATCHES FOR PADLOCKS - VARIOUS LOCATIONS	\$ 1,859.00	
06/06/2023	3439.15060-01	Gutter-Vac Midland (TSK Ventures Pt	MAINTENANCE		\$ 395.00
03/06/2023	5926		CLEAN GUTTERS - MUNDARING FIRE SCHOOL	\$ 395.00	
06/06/2023	3439.15062-01	Trail Cameras Australia (Garry Raym	SUPPLY CAMERAS		\$ 3,237.90
03/06/2023	#IN2023/001635		SUPPLY 16 X TRAIL CAMERAS FOR WILDLIFE	\$ 3,237.90	
06/06/2023	3439.1521-01	Dial A Nappy & Busiclean	CLEARING GOODS		\$ 2,205.40
03/06/2023	INV-16228		CLEANING CHEMICALS FOR MECPC	\$ 1,224.90	
02/06/2023	INV-16127		CLEANING CHEMICALS FOR MECPC	\$ 773.80	
12/05/2023	INV-16166		CLEANING CHEMICALS FOR MECPC	\$ 62.10	
18/05/2023	INV-16179		CLEANING CHEMICALS FOR MECPC	\$ 144.60	
06/06/2023	3439.1644-01	Woolworths Group Limited	FOOD & CONSUMABLES		\$ 195.80
02/06/2023	TI-019C7-16164D		FOOD & CONSUMABLES FOR CHILDREN - MIDVALE HUB	\$ 91.00	
27/05/2023	TI-019C7-15DE6D		FOOD & CONSUMABLES FOR CHILDREN - MIDVALE HUB	\$ 104.80	
06/06/2023	3439.1884-01	Agparts Warehouse Pty Ltd	PARTS		\$ 105.60
03/06/2023	280231		SUPPLY SMALL PARTS FOR SHIRE DEPOT WORKSHOP	\$ 105.60	
06/06/2023	3439.2165-01	Country Womens Association of WA In	CATERING		\$ 374.00
03/06/2023	180		CATERING SERVICES - STONEVILLE FIRE SCHOOL	\$ 374.00	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
06/06/2023	3439.234-01	Coles Supermarkets Australia Pty Lt	KIOSK SUPPLIES		\$ 559.88
03/06/2023	168170271		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 559.88	
06/06/2023	3439.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 3,926.87
02/06/2023	SIN-3719277		UNIFORMS - GLEN FORREST VBFB	\$ 18.12	
02/06/2023	SIN-3672332		UNIFORMS - MT HELENA VBFB	\$ 1,078.64	
03/06/2023	SIN-3718265		UNIFORMS - GLEN FORREST VBFB	\$ 74.94	
03/06/2023	SIN-3716854		UNIFORMS - PARKERVILLE VBFB	\$ 2,571.49	
03/06/2023	SIN-3628496		UNIFORMS - GLEN FORREST VBFB	\$ 183.68	
06/06/2023	3439.2977-01	Volunteering WA (Volunteer Centre o	MEMBERSHIP FEES		\$ 290.00
24/04/2023	INV-018640		VOLUNTEERING WA MEMBERSHIP RENEWAL 2023/2024	\$ 290.00	
06/06/2023	3439.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		\$ 1,001.00
03/06/2023	129559		LEGAL MATTER 50355 - BUSH FIRES ACT PROSECUTION	\$ 1,001.00	
06/06/2023	3439.336-01	Fasta Courier Service	COURIER SERVICES		\$ 215.33
03/06/2023	281860		COURIER SERVICES	\$ 215.33	
06/06/2023	3439.3789-01	Department of Premier & Cabinet	SEMINAR		\$ 93.60
16/05/2023	1003373		ADVERT - RATES GAZETTAL NOTICE UV TO GRV DP22055	\$ 93.60	
06/06/2023	3439.385-01	Mundaring News & Lotto	SUBSCRIPTIONS		\$ 648.88
03/06/2023	6520		MAGAZINE SUBSCRIPTIONS	\$ 648.88	
06/06/2023	3439.4117-01	Our Community Pty Ltd	FUNDING		\$ 350.00
11/05/2023	OC179959		FUNDING CENTRE BASIC SINGLE-USER ANNUAL SUBSCRIPTIONS	\$ 350.00	
06/06/2023	3439.4145-01	C & C Locksmiths	SECURITY EXPENSES		\$ 40.00
03/06/2023	INV-0226		CUT KEYS FOR SAWYERS VALLEY OVAL HALL	\$ 40.00	
06/06/2023	3439.4162-01	Advance Press (2013) Pty Ltd	PHOTOCOPIER PRINTING		\$ 852.50
31/05/2023	171615		PRINTING - BROCHURE RAILWAY RESERVES HERITAGE	\$ 852.50	
06/06/2023	3439.452-01	Mahogany Building & Design	MAINTENANCE		\$ 1,914.00
01/06/2023	INV0438		MAINTENANCE - WOOROLOO HALL	\$ 1,199.00	
03/06/2023	INV0463		MAINTENANCE - MECPC	\$ 715.00	
06/06/2023	3439.456-01	KTB Contractors (1982) Pty Ltd	DRAINAGE & FOOTPATH WORKS		\$ 9,901.49
03/06/2023	INV-4606		DRAINAGE & FOOTPATH WORKS - DANNY WIMPERIS RESERVE	\$ 9,901.49	
06/06/2023	3439.509-01	Work Clobber	WORK CLOTHES		\$ 549.40
30/05/2023	MD674150		WORK CLOTHES - MUNDARING ARENA STAFF	\$ 549.40	
06/06/2023	3439.5390-01	WA Naturally Publications	VISITOR CENTRE STOCK		\$ 41.65
18/05/2023	P 1-01-032031		SUPPLY GREETING CARDS FOR VISITOR CENTRE STOCK	\$ 24.97	
18/05/2023	P 1-01-032033		SUPPLY BUSH BOOKS FOR VISITOR CENTRE STOCK	\$ 16.68	
06/06/2023	3439.5414-01	Exteria	STEEL FABRICATION		\$ 92,962.10
03/06/2023	00011119		SUPPLY/INSTALL - 2 METAL SHADE STRUCTURES - SAWYERS OVAL	\$ 20,564.50	
06/06/2023	00011118		SUPPLY/INSTALL METAL SHADE STRUCTURES VARIOUS LOCATIONS	\$ 72,397.60	
06/06/2023	3439.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 2,271.86
31/05/2023	BM53333.D1		WORK CLOTHES - AFM LIBRARY STAFF UNIFORM	\$ 313.96	
31/05/2023	BM53381.D1		WORK CLOTHES - AFM LIBRARY STAFF UNIFORM	\$ 798.21	
31/05/2023	MD116284		WORK CLOTHES	\$ 429.80	
31/05/2023	MD41616.D1		WORK CLOTHES	\$ 156.71	
31/05/2023	BM53610.D1		WORK CLOTHES - KSP LIBRARY STAFF UNIFORM	\$ 8.95	
31/05/2023	BM53346		WORK CLOTHES - KSP LIBRARY FOR STAFF	\$ 420.33	
02/06/2023	MD40451.D1		WORK CLOTHES	\$ 143.90	
06/06/2023	3439.6553-01	Eastern Hills Liquid Waste	RUBBISH FEES		\$ 1,050.00
03/06/2023	7509		SEPTIC TANKS PUMPED - GLEN FORREST FIRE STATION	\$ 1,050.00	
06/06/2023	3439.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 352.00
30/05/2023	00415884		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
30/05/2023	00415748		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
06/06/2023	3439.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 941.38
31/05/2023	10234980		RETICULATION PARTS	\$ 941.38	
06/06/2023	3439.7230-01	Boss Bobcat & Truck Service	REMOVE OF PLAYGROUND		\$ 5,558.25
03/06/2023	12423		REMOVE OF PLAYGROUND - DANNY WIMPERIS	\$ 1,804.95	
03/06/2023	12823		REMOVE OF PLAYGROUND - NORRIS PARK	\$ 1,804.95	
03/06/2023	13023		REMOVE OF PLAYGROUND - BROZ PARK	\$ 1,948.35	
06/06/2023	3439.7293-01	Ulverschroft Australia Pty Ltd	LIBRARY STOCK		\$ 769.85
03/06/2023	1149103AU		STOCK FOR LARGE PRINT COLLECTION AFM & KSP LIBRARY	\$ 769.85	
06/06/2023	3439.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 3,913.80
03/06/2023	2734		FOOTPATH SWEEPING/MAINTENANCE	\$ 3,197.70	
03/06/2023	2733		FOOTPATH SWEEPING/MAINTENANCE	\$ 716.10	
06/06/2023	3439.7541-01	Connect Call Centre Services	CALL CENTRE COSTS		\$ 2,059.92
03/06/2023	00114323		CALL CENTRE COSTS - APRIL 2023	\$ 2,059.92	
06/06/2023	3439.7807-01	Water Installations	QUARTERLY SERVICING		\$ 124.52
03/06/2023	1878		QUARTERLY SERVICING TREATMENT SYSTEM JOHN MORGAN	\$ 124.52	
06/06/2023	3439.80-01	Bunnings Group Limited	HARDWARE		\$ 66.99
29/05/2023	2440/01137205		HARDWARE ITEMS	\$ 66.99	
06/06/2023	3439.8037-01	Electritech Industries	ELECTRICAL SERVICES		\$ 4,895.00
03/06/2023	15460		ELECTRICAL SERVICES - GLEN FORREST TOILETS	\$ 4,895.00	
06/06/2023	3439.8128-01	Fire-Save	INSPECTION/SERVICE		\$ 1,846.08
03/06/2023	TI- 005606		ANNUAL INSPECTION/SERVICE VBFB FIRE EXTINGUISHERS	\$ 1,846.08	
06/06/2023	3439.8149-01	East End Electrical	ELECTRICAL SERVICES		\$ 6,850.80
03/06/2023	EEE100-1145		ELECTRICAL SERVICES - LAKE LESCHENAULTIA	\$ 6,850.80	
06/06/2023	3439.8545-01	Sankey Plumbing Service	PLUMBING		\$ 990.00
02/06/2023	5702		PLUMBING SERVICES - PARKERVILLE OVAL PAVILION	\$ 143.00	
02/06/2023	5703		PLUMBING SERVICES - ADMIN BUILDING	\$ 165.00	
02/06/2023	5704		PLUMBING SERVICES - MT HELENA PUBLIC TOILETS	\$ 132.00	
02/06/2023	5697		PLUMBING SERVICES - SWAN VIEW PLAYGROUP	\$ 143.00	
02/06/2023	5698		PLUMBING SERVICES - BROZ PARK PUBLIC TOILETS	\$ 132.00	
02/06/2023	5699		PLUMBING SERVICES - DARLINGTON OVAL	\$ 143.00	
02/06/2023	5700		PLUMBING SERVICES - CHIDLOW OVAL PAVILION	\$ 132.00	
06/06/2023	3439.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 175.82
03/06/2023	00009556		SUPPLY FACE GRAVEL	\$ 175.82	
06/06/2023	3439.8619-01	Manheim Pty Ltd	SELLER FEES		\$ 385.00
03/06/2023	5509034472		SELLER FEES - HYUNDAI TUCSON AUCTION	\$ 330.00	
03/06/2023	5509042211		RETURN TO SELLER FEE	\$ 55.00	
06/06/2023	3439.9596-01	Brice Pest Management	PEST CONTROL		\$ 2,299.00
02/06/2023	IV05536		INSPECTIONS - VBFB BUILDINGS	\$ 2,299.00	
06/06/2023	3439.9612-01	Data#3 Limited	SUBSCRIPTION		\$ 4,993.79
12/05/2023	SIN000115585		NESSUS PRO ANNUAL SUBSCRIPTION 15/08/2023 - 14/08/2024	\$ 4,993.79	
08/06/2023	3440.589-01	Shire of Mundaring	FBT EXPENSE		\$ 144,717.00
08/06/2023	080623		FBT EXPENSE ALLOCATION 2022/2023	\$ 144,717.00	
08/06/2023	3441.34-01	Water Corporation	WATER RATES & FEES		\$ 6,668.95
04/06/2023	9004686215		WATER RATES & FEES	\$ 178.99	
04/06/2023	9004658644		WATER RATES & FEES	\$ 339.00	
04/06/2023	9004656446		WATER RATES & FEES	\$ 59.81	
04/06/2023	9004658548		WATER RATES & FEES	\$ 4,851.77	
04/06/2023	9004677028		WATER RATES & FEES	\$ 206.11	
04/06/2023	9015437724		WATER RATES & FEES	\$ 1,017.00	
04/06/2023	9004686864		WATER RATES & FEES	\$ 16.27	

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07/06/2023	3442.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 22,453.63
08/06/2023	070623		CARE GIVER SUBSIDIES	\$ 22,453.63	
12/06/2023	3443.15093-01	Mr J A Josey	REFUND		\$ 1,892.78
12/06/2023	REFUND		RATES REFUND	\$ 1,892.78	
12/06/2023	3443.15094-01	Ms N J Ritter	REFUND		\$ 541.98
12/06/2023	REFUND		RATES REFUND	\$ 541.98	
12/06/2023	3444.10416-01	Michael Page International (Austral	TEMP STAFF		\$ 2,139.19
09/06/2023	531832		TEMP STAFF	\$ 2,139.19	
12/06/2023	3444.10654-01	Datacom Systems (AU) Pty Ltd	SUBSCRIPTION		\$ 4,356.20
18/05/2023	INV1364619		ADOBE CREATIVE CLOUD FOR TEAMS ALL APPS RENEWAL	\$ 4,356.20	
12/06/2023	3444.11017-01	Sapio Pty Ltd	SECURITY EXPENSES		\$ 1,320.00
07/06/2023	SP235470		ATTEND SITE TO REPAIR FAULTY ALARM PANEL - BROWN PARK	\$ 722.41	
09/06/2023	MAS525956		ALARM MONITORING FEES	\$ 132.00	
22/05/2023	SP236030		ATTEND SITE TO REPAIR FAULTY ALARM PANEL - LAKE LESCHENAULTIA	\$ 465.59	
12/06/2023	3444.11398-01	JB HI-FI Group Pty Ltd	IT HARDWARE		\$ 64.98
07/06/2023	BD1130944		SUPPLY WIRED HEADSET	\$ 64.98	
12/06/2023	3444.11562-01	Aha! Consulting (The Trustee for	TRAINING		\$ 880.00
09/06/2023	I-715		IAP2 ENGAGEMENT ESSENTIALS TRAINING	\$ 880.00	
12/06/2023	3444.11772-01	Quremed Pty Ltd	PPE EQUIPMENT		\$ 481.84
27/05/2023	QIN40490		SUPPLY DEFIB REPLACEMENT PADS - ADMIN & MUNDARING PAVILION	\$ 481.84	
12/06/2023	3444.12-01	Department of Human Services - Chil	CHILD SUPPORT PAYMENT		\$ 705.82
04/06/2023	PY02-25-CHILD SU		PAYROLL DEDUCTION	\$ 705.82	
12/06/2023	3444.12394-01	Mad Dog Promotions	PROMOTIONAL ITMES		\$ 3,157.00
09/06/2023	INV-4784		SUPPLY 500 SHIRE TOTE SHOPPING BAGS	\$ 1,611.50	
09/06/2023	INV-4783		SUPPLY & DELIVER 500 PENS & 500 NOTE PADS	\$ 1,545.50	
12/06/2023	3444.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 1,440.00
09/06/2023	2169		LANDSCAPE SERVICES	\$ 384.00	
09/06/2023	2170		LANDSCAPE SERVICES	\$ 384.00	
09/06/2023	2171		MAINTENANCE SERVICES	\$ 96.00	
09/06/2023	2172		LANDSCAPE & MAINTENANCE SERVICES	\$ 576.00	
12/06/2023	3444.127-01	Volich Waste Contractors Pty Ltd	REFUSE CONTRACT		\$ 130,999.54
09/06/2023	00006421		REFUSE CONTRACT	\$ 220.00	
09/06/2023	00006422		REFUSE CONTRACT	\$ 99,564.61	
09/06/2023	00006423		REFUSE CONTRACT	\$ 2,422.42	
09/06/2023	00006424		REFUSE CONTRACT	\$ 5,367.52	
09/06/2023	00006425		REFUSE CONTRACT	\$ 8,960.07	
09/06/2023	00006426		REFUSE CONTRACT	\$ 1,430.00	
09/06/2023	00006433		REFUSE CONTRACT	\$ 1,519.87	
09/06/2023	00006427		REFUSE CONTRACT	\$ 188.76	
09/06/2023	00006428		REFUSE CONTRACT	\$ 337.74	
09/06/2023	00006429		REFUSE CONTRACT	\$ 416.72	
09/06/2023	00006430		REFUSE CONTRACT	\$ 578.86	
09/06/2023	00006431		REFUSE CONTRACT	\$ 7,491.91	
09/06/2023	00006432		REFUSE CONTRACT	\$ 2,501.06	
12/06/2023	3444.12939-01	Midland Timber (Big River Group T/A	SUPPLY TIMBER		\$ 1,149.73
18/05/2023	602-747140		SUPPLY & DELIVER TIMBER - BILGOMAN AQUATIC CENTRE	\$ 1,149.73	

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12/06/2023	3444.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 14,231.05
04/06/2023	PY02-25-Private		PAYROLL DEDUCTION	\$ 330.00	
04/06/2023	PY02-25-Buy Addi		PAYROLL DEDUCTION	\$ 757.29	
04/06/2023	PY01-25-Private		PAYROLL DEDUCTION	\$ 990.00	
04/06/2023	PY01-25-Child Ca		PAYROLL DEDUCTION	\$ 1,338.03	
04/06/2023	PY01-25-Buy Addi		PAYROLL DEDUCTION	\$ 729.32	
04/06/2023	PY01-25-Novated		PAYROLL DEDUCTION	\$ 5,028.16	
04/06/2023	PY01-25-Novated		PAYROLL DEDUCTION	\$ 4,671.19	
04/06/2023	PY01-25-Novated		PAYROLL DEDUCTION	\$ 177.76	
04/06/2023	PY01-25-Novated		PAYROLL DEDUCTION	\$ 209.30	
12/06/2023	3444.13345-01	ABM Landscaping (Mikevie Pty Ltd T/	LANDSCAPING		\$ 18,201.99
09/06/2023	INV-3963		LANDSCAPE MAINTENANCE - HELENA VALLEY RD ENTRY	\$ 15,853.49	
02/06/2023	INV-4091		MOWING SERVICES - BILGOMAN AQUATIC CENTRE	\$ 352.00	
09/06/2023	INV-4026		LANDSCAPE MAINTENANCE - STONEVILLE FIRE HALL	\$ 209.00	
09/06/2023	INV-4089		LANDSCAPE MAINTENANCE - MORRISON RD STREET SCAPE	\$ 1,787.50	
12/06/2023	3444.135-01	BOC Ltd	CYLINDER RENTAL		\$ 153.86
11/06/2023	4034012647		CYLINDER RENTAL CHARGES	\$ 153.86	
12/06/2023	3444.13802-01	Construction Forestry Mining Energy	PAYROLL DEDUCTION		\$ 40.00
04/06/2023	PY02-25-CFMEU		PAYROLL DEDUCTION	\$ 40.00	
12/06/2023	3444.13899-01	Preferred Training Networks Pty Ltd	TRAINING		\$ 4,950.00
09/06/2023	00008900		TRAINING - MAD BAD SAD TEARS ABUSE & THREATS	\$ 4,950.00	
12/06/2023	3444.13976-01	National Australia Day Council	UNDERSPEND OF GRANT APPLICATION		\$ 3,836.89
09/06/2023	INV-0818		UNDERSPEND OF GRANT APPLICATION AD00302	\$ 3,836.89	
12/06/2023	3444.14060-01	Focus Coaching & Solutions (Jacquel	COACHING SERVICES		\$ 150.00
08/06/2023	23/2023		LEADERSHIP COACHING - MECPC CHILDCARE	\$ 150.00	
12/06/2023	3444.14435-01	Lou's Kitchen (Knights, Louisa Jayn	PROVISIONS FOR REFLECTIONS CAFE		\$ 128.00
09/06/2023	INV-0250		PROVISIONS FOR REFLECTIONS CAFE	\$ 128.00	
12/06/2023	3444.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		\$ 448.00
08/06/2023	116670		TYRES & REPAIRS	\$ 448.00	
12/06/2023	3444.14504-01	Bolinda Publishing Pty Ltd	ADVERTISING		\$ 1,479.56
27/05/2023	109058		2022/2023 VALUE PLAN - LARGE PRINT FOR LIBRARIES	\$ 600.00	
27/05/2023	173852		SUPPLY AUDIOBOOKS FOR KSP & AFM LIBRARY	\$ 879.56	
12/06/2023	3444.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		\$ 3,960.00
08/06/2023	I0001151A		TEMP STAFF - MECPC CHILDCARE AGENCY STAFF	\$ 1,980.00	
08/06/2023	I0001151B		TEMP STAFF - MECPC CHILDCARE AGENCY STAFF	\$ 1,980.00	
12/06/2023	3444.15009-01	Hoseforce Pty Ltd	PARTS		\$ 118.38
07/06/2023	550318		PARTSTRUCK AIR BRAKE SUZI COIL KIT867 MDG	\$ 118.38	
12/06/2023	3444.15-01	Australia Post	POSTAGE		\$ 4,491.15
08/06/2023	1012452363		RATES COLLECTION FEES 2022/2023	\$ 2,257.38	
08/06/2023	1012459612		POSTAGE CHARGES FOR MUNDARING LIBRARY	\$ 145.03	
08/06/2023	1012460015		DAILY OUTGOING MAIL	\$ 2,088.74	
12/06/2023	3444.15029-01	Signarama Midland & Joondalup (RARA	SIGNS		\$ 323.80
12/06/2023	10509		SIGNS	\$ 323.80	
12/06/2023	3444.15071-01	Binar Futures (Binar Futures Ltd T/	CULTURAL PERFORMANCE		\$ 1,650.00
09/06/2023	INV-4094		CULTURAL PERFORMANCE	\$ 1,650.00	
12/06/2023	3444.1521-01	Dial A Nappy & Busiclean	CLEANING GOODS		\$ 239.40
08/06/2023	INV-15955		CLEANING CHEMICALS FOR MECPC	\$ 239.40	
12/06/2023	3444.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 220.00
09/06/2023	00021438		SECURITY EXPENSES	\$ 110.00	
09/06/2023	00021439		SECURITY EXPENSES	\$ 110.00	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
12/06/2023	3444.2009-01	E & M J Rosher Pty Ltd	EQUIPMENT PURCHASES		\$ 1,633.42
07/06/2023	1458383		SUPPLY ROLLER END PIECE AND SPACER	\$ 1,633.42	
12/06/2023	3444.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 41,239.26
09/06/2023	EMRC50911		LANDFILL DISPOSAL GATE FEE AND BINS	\$ 41,239.26	
12/06/2023	3444.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 157,792.00
04/06/2023	PY01-25-Deputy C		PAYROLL DEDUCTION	\$ 132,238.00	
04/06/2023	PY02-25-Deputy C		PAYROLL DEDUCTION	\$ 25,554.00	
12/06/2023	3444.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 659.92
03/06/2023	168375737		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 93.31	
09/06/2023	168500488		KIOSK SUPPLIES	\$ 566.61	
12/06/2023	3444.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 26.64
07/06/2023	SIN-3722064		UNIFORMS - PARKERVILLE VBFB	\$ 26.64	
12/06/2023	3444.300-01	Civica Pty Ltd	CONSULTANCY FEES		\$ 18,374.40
09/06/2023	C/LG031561		SUPPORT FOR CHART OF ACCOUNTS PROJECT	\$ 18,374.40	
12/06/2023	3444.3088-01	Local Government Professionals	JOB ADVERTISEMENT		\$ 165.00
09/06/2023	35527		JOB ADVERTISEMENT - MANAGER DESIGN SERVICES	\$ 165.00	
12/06/2023	3444.314-01	Landgate	TITLE SEARCHES		\$ 218.50
09/06/2023	383908		INTERIM RATES VALUATIONS - RATES	\$ 218.50	
12/06/2023	3444.33-01	Boral Construction Materials Group	ASPHALT		\$ 948.83
07/06/2023	WA17466337		ASPHALT	\$ 172.51	
07/06/2023	WA17468132		ASPHALT	\$ 258.78	
07/06/2023	WA17477406		ASPHALT	\$ 172.51	
07/06/2023	WA17480022		ASPHALT	\$ 345.03	
12/06/2023	3444.336-01	Fasta Courier Service	COURIER SERVICES		\$ 224.40
03/06/2023	282553		COURIER SERVICES	\$ 224.40	
12/06/2023	3444.386-01	Educational Art Supplies	ART SUPPLIES		\$ 208.18
27/05/2023	3551188		ART SUPPLIES - KSP LIBRARY	\$ 208.18	
12/06/2023	3444.393-01	Western Australian Local Government	TRAINING		\$ 450.00
12/06/2023	SI-004293		CHILD CARE RESTRAINS TRAINING	\$ 450.00	
12/06/2023	3444.396-01	Modern Teaching Aids Pty Ltd	TOYS		\$ 3,580.17
27/05/2023	45437071		RESOURCES FOR ROOMS - SCFC CLAYTON VIEW	\$ 55.88	
27/05/2023	45435733		RESOURCES FOR ROOMS - SCFC CLAYTON VIEW	\$ 1,996.17	
27/05/2023	45435419		RESOURCES FOR ROOMS - SCFC CLAYTON VIEW	\$ 1,528.12	
12/06/2023	3444.3996-01	Bobcat-Attach	PARTS		\$ 1,067.00
18/05/2023	23831		REPAIR BUCKET & FIT NEW BLADE 011MDG	\$ 1,067.00	
12/06/2023	3444.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 697.25
04/06/2023	PY01-25-HIF		PAYROLL DEDUCTION	\$ 697.25	
12/06/2023	3444.4453-01	Technifire 2000	PARTS		\$ 100.65
07/06/2023	25023		SUPPLY OF PARTS AND REPAIR	\$ 100.65	
12/06/2023	3444.4535-01	Parks & Leisure Australia	MEMBERSHIP FEES		\$ 2,200.00
18/05/2023	W20214		REGISTRATION - WA LEISURE FACILITY MANAGERS COURSE	\$ 2,200.00	
12/06/2023	3444.456-01	KTB Contractors (1982) Pty Ltd	DRAINAGE & FOOTPATH WORKS		\$ 38,594.37
09/06/2023	INV-4607		DRAINAGE & FOOTPATH WORKS - DANNY WIMPERIS RESERVE	\$ 38,594.37	
12/06/2023	3444.4749-01	Pure Air Filters	PARTS		\$ 233.20
07/06/2023	00014580		AIR FILTER CLEAN	\$ 233.20	
12/06/2023	3444.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		\$ 317.90
09/06/2023	00027406		SECURITY EXPENSES	\$ 317.90	
12/06/2023	3444.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 584.19
01/06/2023	BM53555.D1		WORK CLOTHES - AFM LIBRARY STAFF UNIFORM	\$ 357.15	
07/06/2023	MD41605.D1		WORK CLOTHES - SAFETY VESTS	\$ 227.04	

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12/06/2023	3444.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
04/06/2023	PY01-25-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
04/06/2023	PY02-25-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
12/06/2023	3444.5906-01	Gresley Abas Pty Ltd	DESIGN FEES/COSTS		\$ 6,008.75
01/06/2023	2305-01		DESIGN FEES/COSTS	\$ 6,008.75	
12/06/2023	3444.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 34.44
07/06/2023	2708709		WATER BOTTLES FOR KSP LIBRARY	\$ 34.44	
12/06/2023	3444.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 261.00
04/06/2023	PY01-25-MUNDARIN		PAYROLL DEDUCTION	\$ 258.00	
04/06/2023	PY02-25-MUNDARIN		PAYROLL DEDUCTION	\$ 3.00	
12/06/2023	3444.6050-01	Fuel Distributors of Western Austra	FUEL & OILS		\$ 23,580.20
11/06/2023	39103287		DIESEL FUEL	\$ 23,580.20	
12/06/2023	3444.61-01	Baileys Fertilisers	SUPPLY FERTILISERS		\$ 1,870.00
09/06/2023	38398		SUPPLY 50 X 20KG BAGS OF ENERGY TURF FERTILISER	\$ 1,870.00	
12/06/2023	3444.6355-01	Murdoch University	FEES		\$ 7,359.55
09/06/2023	CI-0001019		NATIVE FISH RESTORATION - BROZ PARK HELENA VALLEY	\$ 7,359.55	
12/06/2023	3444.6419-01	Hills Fresh (WA) Pty Ltd	MILK SUPPLY		\$ 353.58
09/06/2023	MILK MAY 2023		MILK SUPPLY FOR MUNDARING SHIRE	\$ 353.58	
12/06/2023	3444.6423-01	Australian Training Management	STAFF TRAINING		\$ 1,050.00
31/05/2023	25509		STAFF TRAINING - DOGGING COURSE	\$ 1,050.00	
12/06/2023	3444.6634-01	Department of Justice	EQUIPMENT PURCHASES		\$ 1,515.00
03/06/2023	1922307		CONTACT OFFICER/GRIEVANCE TRAINING - 3 PARTICIPANTS	\$ 1,515.00	
12/06/2023	3444.6657-01	Western Power	ELECTRICAL SERVICES		\$ 400,601.00
09/06/2023	CORPB0661855		LED STREET LIGHT CONVERSION SALISBURY RD SWAN VIEW	\$ 400,601.00	
12/06/2023	3444.6792-01	Host Corporation Pty Ltd T/A Host D	EQUIPMENT FOR THE HUB OF THE HILLS		\$ 298.10
19/05/2023	I325217		EQUIPMENT FOR THE HUB OF THE HILLS	\$ 298.10	
12/06/2023	3444.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 138.60
07/06/2023	10235066		SUPPLY OF RETICULATION PARTS FOR PARKS CREW	\$ 138.60	
12/06/2023	3444.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 270.90
04/06/2023	PY02-25-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
04/06/2023	PY01-25-AUSTRALI		PAYROLL DEDUCTION	\$ 141.40	
12/06/2023	3444.7083-01	Mount Helena Deli & Takeaway	CATERING		\$ 436.80
03/06/2023	374568		CATERING - HAZARD REDUCTION BURN	\$ 211.00	
03/06/2023	293435		CATERING - HAZARD REDUCTION BURN	\$ 225.80	
12/06/2023	3444.7293-01	Ulverscroft Australia Pty Ltd	STOCK BOOKS		\$ 55.43
09/06/2023	I149149AU		STOCK BOOKS FOR KSP LIBRARY	\$ 55.43	
12/06/2023	3444.7318-01	Pirtek Midland	PARTS		\$ 458.97
07/06/2023	MD-T00050519		SUPPLY OF ASSORTED HYDRAULIC HOSES	\$ 14.00	
07/06/2023	MD-T00050613		SUPPLY JETWASH HOSE	\$ 444.97	
12/06/2023	3444.7388-01	Doors Doors Doors Pty Ltd	BUILDING SUPPLIES & MATERIALS		\$ 6,511.50
23/05/2023	00058205		SUPPLY/INSTALL ROLLER DOOR - PARKERVILLE OVAL SHELTER	\$ 6,511.50	
12/06/2023	3444.7590-01	PFD Food Services Pty Ltd	KIOSK SUPPLIES		\$ 719.95
09/06/2023	LH233329		PROVISIONS FOR REFLECTIONS CAFE	\$ 650.65	
09/06/2023	LH233327		PROVISIONS FOR REFLECTIONS CAFE	\$ 69.30	
12/06/2023	3444.7727-01	Marshall Beattie Pty Ltd	SERVICING AUTOMATED DOORS		\$ 832.70
07/06/2023	10130207		SERVICING AUTOMATED DOORS - BOYA LIBRARY	\$ 832.70	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
12/06/2023	3444.80-01	Bunnings Group Limited	HARDWARE		\$ 1,140.70
31/05/2023	2240/01045072		HARDWARE ITEMS	\$ 250.78	
31/05/2023	2440/01045070		HARDWARE ITEMS	\$ 299.00	
07/06/2023	2440/01140992		HARDWARE ITEMS	\$ 77.14	
08/06/2023	2440/01045074		HARDWARE ITEMS	\$ 513.78	
12/06/2023	3444.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 44.00
04/06/2023	PY02-25-LGRCEU		PAYROLL DEDUCTION	\$ 44.00	
12/06/2023	3444.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 574.20
19/05/2023	00009592		SUPPLY BALLAST	\$ 385.70	
09/06/2023	00009558		SUPPLY 25 FERRICRETE	\$ 188.50	
12/06/2023	3444.8881-01	Quality Publishing Australia	VISITOR CENTRE STOCK		\$ 60.32
27/05/2023	00049112		MAPS FOR VISITOR CENTRE STOCK	\$ 60.32	
12/06/2023	3444.969-01	Slater Gartrell Sports	SPORTS EQUIPMENT		\$ 77.00
03/06/2023	SG58725/01		SUPPLY 10 X BASKETBALL NETS FOR BASKETBALL RINGS	\$ 77.00	
12/06/2023	3444.9769-01	Japanese Truck & Bus Spares	PARTS		\$ 2,217.40
09/06/2023	487289		SUPPLY AUDIO HEAD UNIT FOR 089MDG	\$ 2,217.40	
12/06/2023	3445.12599-01	Department of Mines, Industry	BUILDING SERVICES LEVY		\$ 11,480.91
12/06/2023	BSL DECEMBER22		BUILDING SERVICES LEVY - DECEMBER 2022	\$ 11,480.91	
12/06/2023	3445.12665-01	Building and Construction Industry	BCITF LEVY		\$ 7,164.61
12/06/2023	INV-164559F8L1M6		BCITF LEVY NOVEMBER 2022	\$ 7,164.61	
12/06/2023	3445.14910-01	Telstra Limited	TELEPHONE		\$ 9,054.35
12/06/2023	2085566000		TELEPHONE CHARGE MAY 2023	\$ 9,054.35	
12/06/2023	3445.15081-01	Fast Fit ROAR Program	GRANT		\$ 19,098.10
12/06/2023	GRANT		YOUTH ENGAGEMENT PARTNERSHIP FUND GRANT	\$ 19,098.10	
12/06/2023	3445.174-01	Synergy	ELECTRICITY		\$ 15,079.18
07/06/2023	2869138323		ELECTRICITY	\$ 337.96	
07/06/2023	5358804327		ELECTRICITY	\$ 119.58	
07/06/2023	2548038725		ELECTRICITY	\$ 394.88	
07/06/2023	9099006524		ELECTRICITY	\$ 290.58	
07/06/2023	5166165229		ELECTRICITY	\$ 336.69	
07/06/2023	1244788225		ELECTRICITY	\$ 306.14	
12/06/2023	6172559523		ELECTRICITY	\$ 508.07	
12/06/2023	2686554727		ELECTRICITY	\$ 926.06	
09/06/2023	1877395520		ELECTRICITY	\$ 1,424.42	
12/06/2023	6775766728		ELECTRICITY	\$ 379.69	
12/06/2023	0941380327		ELECTRICITY	\$ 185.32	
12/06/2023	5183606212		ELECTRICITY	\$ 586.96	
12/06/2023	5100198416		ELECTRICITY	\$ 395.70	
07/06/2023	5603941927		ELECTRICITY	\$ 1,223.45	
07/06/2023	4504944122		ELECTRICITY	\$ 222.01	
07/06/2023	4079099529		ELECTRICITY	\$ 183.36	
07/06/2023	3671966720		ELECTRICITY	\$ 4,635.96	
09/06/2023	5145475816		ELECTRICITY	\$ 2,109.93	
09/06/2023	5039289513		ELECTRICITY	\$ 512.42	
12/06/2023	3445.4600-01	Darlington Theatre Players Inc	GRANT		\$ 15,020.72
12/06/2023	GRANT		YOUTH ENGAGEMENT PARTNERSHIP FUND GRANT	\$ 15,020.72	
12/06/2023	3445.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 7,397.50
08/06/2023	070623		FDC PARENT LEVY	\$ 7,397.50	
12/06/2023	3445.589-01	Shire of Mundaring	BCITF LEVY		\$ 74.25
12/06/2023	NOVEMBER 2022		BCITF LEVY NOVEMBER 2022	\$ 74.25	

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12/06/2023	3445.589-01	Shire of Mundaring	BSL LEVY		\$ 270.00
12/06/2023	BSL - DECEMBER22		BUILDING SERVICES LEVY - PERMIT COLLECTION FEES	\$ 270.00	
12/06/2023	3445.5918-01	Mr J R Lucas	REIMBURSMENT		\$ 44.00
08/06/2023	REIMBURSMENT		REIMBURSMENT - RENEW HIGH RISK LICENCE	\$ 44.00	
13/06/2023	3446.34-01	Water Corporation	WATER RATES & FEES		\$ 8,721.23
13/06/2023	9004565691		WATER RATES & FEES	\$ 922.08	
13/06/2023	9010772929		WATER RATES & FEES	\$ 699.70	
13/06/2023	9004688851		WATER RATES & FEES	\$ 2,920.97	
13/06/2023	9019055096		WATER RATES & FEES	\$ 1,807.66	
13/06/2023	9004668084		WATER RATES & FEES	\$ 8.13	
13/06/2023	9004662272		WATER RATES & FEES	\$ 5.42	
13/06/2023	9004656438		WATER RATES & FEES	\$ 13.56	
13/06/2023	9004566600		WATER RATES & FEES	\$ 2,026.30	
13/06/2023	9004566571		WATER RATES & FEES	\$ 317.41	
14/06/2023	3447.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 24,362.84
14/06/2023	140623		CARE GIVER SUBSIDIES	\$ 24,362.84	
16/06/2023	3448.14129-01	Ms M Ballantyne-McKay	REFUND		\$ 110.00
16/06/2023	1451086		HALL BOND REFUND	\$ 110.00	
16/06/2023	3448.14710-01	Parkerville Steiner College - A cam	REFUND		\$ 175.00
16/06/2023	1389074		KEY BOND REFUND	\$ 65.00	
16/06/2023	1458618		HALL BOND REFUND	\$ 110.00	
16/06/2023	3448.15096-01	Ms H McEwan	REFUND		\$ 330.00
16/06/2023	1460496		HALL BOND REFUND	\$ 330.00	
16/06/2023	3448.15097-01	M Barnard	REFUND		\$ 330.00
16/06/2023	1459223		HALL BOND REFUND	\$ 330.00	
16/06/2023	3448.15098-01	Ms L Wharrad	REFUND		\$ 110.00
16/06/2023	1462225		HALL BOND REFUND	\$ 110.00	
16/06/2023	3448.15099-01	I Edwards	REFUND		\$ 65.00
16/06/2023	1457943		HALL BOND REFUND	\$ 65.00	
16/06/2023	3448.15100-01	H Askari	REFUND		\$ 109.00
16/06/2023	1458332		KEY BOND REFUND	\$ 65.00	
16/06/2023	1458332		KEY BOND REFUND	\$ 44.00	
16/06/2023	3448.15101-01	S Plews	REFUND		\$ 330.00
16/06/2023	1460290		HALL BOND REFUND	\$ 330.00	
16/06/2023	3448.15102-01	Mr L Prior	REFUND		\$ 65.00
16/06/2023	1419497		KEY BOND REFUND	\$ 65.00	
16/06/2023	3448.709-01	Mundaring & Hills Historical Societ	REFUND		\$ 195.00
16/06/2023	1373011		KEY BOND REFUND	\$ 65.00	
16/06/2023	1460286		KEY BOND REFUND	\$ 65.00	
16/06/2023	1192099		KEY BOND REFUND	\$ 65.00	
16/06/2023	3448.729-01	Treetops Montessori School	REFUND		\$ 165.00
16/06/2023	1460288		HALL BOND REFUND	\$ 110.00	
16/06/2023	713649		KEY BOND REFUND	\$ 55.00	
19/06/2023	3449.1040-01	Eastern Hills Little Athletics Cent	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.1049-01	Glen Forrest Community Kindergarten	GRANT		\$ 550.00
19/06/2023	GRANT		QUICK GRANT	\$ 550.00	
19/06/2023	3449.12044-01	Ms G H Robinson	REFUND		\$ 25.00
16/06/2023	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL #37333	\$ 25.00	

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19/06/2023	3449.12599-01	Department of Mines, Industry	MUNDARING BSL		\$ 44,499.24
15/06/2023	MAY 2023		MUNDARING BSL - MAY 2023	\$ 10,926.73	
15/06/2023	APRIL 2023		MUNDARING BSL - APRIL 2023	\$ 7,779.57	
15/06/2023	MARCH 2023		MUNDARING BSL - MARCH 2023	\$ 5,868.11	
15/06/2023	FEBRUARY 2023		MUNDARING BSL - FEBRUARY 2023	\$ 11,221.94	
15/06/2023	JANUARY 2023		MUNDARING BSL - JANUARY 2023	\$ 8,646.24	
15/06/2023	OCTOBER 2022		MUNDARING BSL - OCTOBER 2022	\$ 56.65	
19/06/2023	3449.12665-01	Building and Construction Industry	BCITF LEVY		\$ 6,031.70
15/06/2023	INV-183891V4C9H5		BCITF LEVY - MARCH 2023	\$ 2,595.46	
15/06/2023	INV-183452M0D5D9		BCITF LEVY - DECEMBER 2022	\$ 2,078.44	
15/06/2023	INV-183748Y2P9T8		BCITF LEVY - JANUARY 2023	\$ 1,357.80	
19/06/2023	3449.13495-01	Ms S Harlow	REIMBURSEMENT		\$ 143.00
16/06/2023	REIMBURSEMENT		REIMBURSEMENT - EXPENSES FOR MECPC	\$ 143.00	
19/06/2023	3449.13649-01	Mahogany Creek Tennis Club Inc	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.13972-01	Hills Billy Carts Inc	GRANT		\$ 465.00
19/06/2023	GRANT		QUICK GRANT	\$ 465.00	
19/06/2023	3449.14077-01	Save Perth Hills Inc.	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.14235-01	Miss M Regalaro	REIMBURSEMENT		\$ 115.53
16/06/2023	REIMBURSEMENT		REIMBURSEMENT - EXPENSES RESOURCES FOR CHILDREN	\$ 115.53	
19/06/2023	3449.1430-01	Mundaring Toy Library Inc	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.14535-01	Bellevue Residents & Ratepayers	GRANT		\$ 300.00
19/06/2023	GRANT		QUICK GRANT	\$ 300.00	
19/06/2023	3449.15068-01	Mount Helena Badminton Club	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.15084-01	Hillbilly Derby Crew	GRANT		\$ 481.10
19/06/2023	GRANT		QUICK GRANT	\$ 481.10	
19/06/2023	3449.15085-01	Eastern Hills Community Pantry	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.15089-01	Eastern Hills Community Kindergarte	GRANT		\$ 447.00
19/06/2023	GRANT		QUICK GRANT	\$ 447.00	
19/06/2023	3449.15103-01	JDE Developments Pty Ltd	REFUND		\$ 1,173.79
19/06/2023	REFUND		REFUND - SETTLEMENT FOR WATER CHARGES AND LEAGL FEE	\$ 1,173.79	
19/06/2023	3449.15104-01	Mr G R Taylor	CROSSOVER CONTRIBUTION		\$ 590.00
19/06/2023	X-OVER		CROSSOVER CONTRIBUTION - BROOKING RD MAHOGANY CREEK	\$ 590.00	
19/06/2023	3449.15105-01	Ms E J Kitchin	REFUND		\$ 99.00
19/06/2023	REFUND		REFUND - CRC ENTRY FEE	\$ 99.00	

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19/06/2023	3449.174-01	Synergy	ELECTRICITY		\$ 81,708.99
14/06/2023	7556391528		ELECTRICITY	\$ 256.15	
14/06/2023	5085045110		ELECTRICITY	\$ 1,418.41	
14/06/2023	3021647529		STREET LIGHTING AND MINOR LIGHTING //IRRIGATION	\$ 70,913.32	
15/06/2023	3625641925		ELECTRICITY	\$ 434.24	
14/06/2023	5085138314		ELECTRICITY	\$ 122.65	
14/06/2023	8852675527		ELECTRICITY	\$ 503.11	
14/06/2023	6945660323		ELECTRICITY	\$ 933.37	
14/06/2023	1635825121		ELECTRICITY	\$ 170.01	
14/06/2023	9159298220		ELECTRICITY	\$ 860.11	
14/06/2023	1808368323		ELECTRICITY	\$ 2,405.13	
07/06/2023	5831532322		ELECTRICITY	\$ 518.67	
08/06/2023	2475997123		ELECTRICITY	\$ 188.61	
13/06/2023	5416370728		ELECTRICITY	\$ 495.07	
13/06/2023	5192608710		ELECTRICITY	\$ 466.60	
07/06/2023	4294733928		ELECTRICITY	\$ 144.60	
07/06/2023	3666408227		ELECTRICITY	\$ 558.40	
07/06/2023	5008526913		ELECTRICITY	\$ 405.42	
07/06/2023	4743483524		ELECTRICITY	\$ 108.34	
07/06/2023	5026791717		ELECTRICITY	\$ 299.52	
07/06/2023	3051745929		ELECTRICITY	\$ 296.44	
07/06/2023	1021165328		ELECTRICITY	\$ 210.82	
19/06/2023	3449.2029-01	Chidlow Primary School P & C	GRANT		\$ 500.00
19/06/2023	GRANT		GRANT - QUICK GRANT	\$ 500.00	
19/06/2023	3449.326-01	Stoneville Volunteer Bushfire Briga	GRANT		\$ 2,000.00
14/06/2023	GRANT		GRANT - MATCHING	\$ 2,000.00	
19/06/2023	3449.3639-01	Glen Forrest Residents & Rate Payer	GRANT		\$ 495.68
19/06/2023	GRANT		QUICK GRANT	\$ 495.68	
19/06/2023	3449.4129-01	Parkerville Junior Cricket Club	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.4665-01	Mundaring Sporting Club Inc	GRANT		\$ 550.00
19/06/2023	GRANT		QUICK GRANT	\$ 550.00	
19/06/2023	3449.5074-01	Swan View Football Club	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.589-01	Shire of Mundaring	BUILDING SERVICES LEVY		\$ 1,815.00
15/06/2023	APRIL 2023		BUILDING SERVICES LEVY - APRIL 2023	\$ 275.00	
15/06/2023	MARCH 2023		BUILDING SERVICES LEVY - MARCH 2023	\$ 335.00	
15/06/2023	FEBRUARY 2023		BUILDING SERVICES LEVY - FEBRUARY 2023	\$ 405.00	
15/06/2023	OCTOBER 2022		BUILDING SERVICES LEVY - OCTOBER 2022	\$ 5.00	
15/06/2023	JANUARY 2023		BUILDING SERVICES LEVY - JANUARY 2023	\$ 380.00	
15/06/2023	MAY 2023		BUILDING SERVICES LEVY - MAY 2023	\$ 415.00	
19/06/2023	3449.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 15,151.50
19/06/2023	050423		FDC PARENT LEVY	\$ 7,299.00	
14/06/2023	140623		FDC PARENT LEVY	\$ 7,852.50	
19/06/2023	3449.589-01	Shire of Mundaring	BCITF LEVY		\$ 198.00
15/06/2023	MARCH 2023		BCITF LEVY - MARCH 2023	\$ 74.25	
15/06/2023	JANUARY 2023		BCITF LEVY - JANUARY 2023	\$ 74.25	
15/06/2023	DECEMBER 2022		BCITF LEVY - DECEMBER 2022	\$ 49.50	
19/06/2023	3449.5895-01	Parkerville Playgroup Inc	GRANT		\$ 496.84
19/06/2023	GRANT		QUICK GRANT	\$ 496.84	

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
19/06/2023	3449.6529-01	Chidlow Family Playgroup & Communit	GRANT		\$ 478.60
19/06/2023	GRANT		QUICK GRANT	\$ 478.60	
19/06/2023	3449.7456-01	Australian Breastfeeding Associatio	GRANT		\$ 550.00
19/06/2023	GRANT		QUICK GRANT	\$ 550.00	
19/06/2023	3449.858-01	Eastern Hills Netball Association	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.8808-01	Perth Hills and Wheatbelt Band Inc	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.8922-01	Department of Planning & Developmen	DAP FEE - CHILDCARE		\$ 5,815.00
14/06/2023	MA 9.40 (DEV)		DAP FEE - CHILDCARE - MARLBORO ROAD SWAN VIEW	\$ 5,815.00	
19/06/2023	3449.9125-01	Eastern Hills Pony Club	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3449.9338-01	Girl Guides Western Australia Inc	KIDSPORT FUNDING		\$ 550.00
19/06/2023	GRANT		QUICK GRANT	\$ 550.00	
19/06/2023	3449.9691-01	First Friends Playgroup Inc	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
19/06/2023	3450.1020-01	Rudd Industrial & Farm Supplies	SAFETY EQUIPMENT		\$ 58.54
08/05/2023	1120313		SUPPLY WORKSHOP CONSUMABLES	\$ 58.54	
19/06/2023	3450.10416-01	Michael Page International (Austral	TEMP STAFF		\$ 1,734.46
15/06/2023	532242		TEMP STAFF	\$ 1,734.46	
19/06/2023	3450.10807-01	Total Green Recycling Pty Ltd	E-WASTE COLLECTION		\$ 1,280.26
13/06/2023	INV13586		COPPIN RD TRANSFER STATION - E-WASTE COLLECTION	\$ 1,280.26	
19/06/2023	3450.10881-01	Alsco Pty Ltd	FIRST AID REPLENISHMENT		\$ 465.95
07/06/2023	CPER2322105		FIRST AID REPLENISHMENT - LAKE LESCHENAULTIA	\$ 121.83	
07/06/2023	CPER2322104		FIRST AID REPLENISHMENT - BOYA COMMUNITY CENTRE	\$ 31.85	
07/06/2023	CPER2322102		FIRST AID REPLENISHMENT - ADMIN BUILDING	\$ 53.35	
07/06/2023	CPER2322103		FIRST AID REPLENISHMENT - AFM LIBRARY	\$ 32.92	
07/06/2023	CPER2322106		FIRST AID REPLENISHMENT - MUNDARING ARENA	\$ 113.00	
07/06/2023	CPER2322101		FIRST AID REPLENISHMENT - OPERATION CENTRE	\$ 113.00	
19/06/2023	3450.10904-01	Split Horizon Pty Ltd	IT TECHNICAL SUPPORT		\$ 3,152.16
25/05/2023	INV-0634		2 X CISCO IP CORDLESS PHONES MIDDLE SWAN/CLAYTON VIEW	\$ 3,152.16	
19/06/2023	3450.11112-01	Supercivil Pty Ltd	EARTHWORKS		\$ 17,904.35
16/06/2023	INV-1293		KERBING WORKS - THE CRESCENT HELENA VALLEY	\$ 17,904.35	
19/06/2023	3450.11398-01	JB HI-FI Group Pty Ltd	IT HARDWARE		\$ 2,421.01
15/06/2023	BD1146357		SUPPLY - IPHONE, CASE AND CARGER	\$ 2,421.01	
19/06/2023	3450.11562-01	Aha! Consulting (The Trustee for	PROFESSIONAL SERVICES		\$ 550.00
09/06/2023	I-771		CREATE 2 ONLINE SURVERYRS FOR INTERCEPT AND PUBLIC	\$ 550.00	
19/06/2023	3450.11578-01	Corsign WA Pty Ltd	SIGNS		\$ 341.00
15/06/2023	00075800		SUPPLY & DELIVER STREET SIGNS	\$ 341.00	
19/06/2023	3450.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 9,093.48
13/06/2023	C INV 586733		TEMP STAFF	\$ 268.80	
13/06/2023	C INV 586737		TEMP STAFF	\$ 1,226.38	
13/06/2023	C INV 586851		TEMP STAFF	\$ 514.66	
13/06/2023	C INV 586738		TEMP STAFF	\$ 915.75	
13/06/2023	C INV 586855		TEMP STAFF	\$ 732.60	
13/06/2023	C INV 586912		TEMP STAFF	\$ 915.75	
13/06/2023	C INV 586732		TEMP STAFF	\$ 2,058.61	
15/06/2023	C INV 586678		TEMP STAFF	\$ 514.66	
15/06/2023	C INV 586672		TEMP STAFF	\$ 1,030.52	
15/06/2023	C INV 586798		TEMP STAFF	\$ 915.75	

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19/06/2023	3450.12143-01	Turf Care WA Pty Ltd	TURF RENOVATION SERVICES		\$ 6,600.00
13/06/2023	INV-6494		TURF RENOVATION SERVICES - PARKERVILLE OVAL	\$ 6,600.00	
19/06/2023	3450.12336-01	Mitchell Byrne's Contracting	FIRE MITIGATION WORKS		\$ 82,599.00
13/06/2023	1169-2023		FIRE MITIGATION WORKS - RILEY RD RAILWAY	\$ 40,326.00	
15/06/2023	1170-2023		FIRE MITIGATION WORKS - RAILWAY RESERVE STONEVILLE	\$ 11,594.00	
13/06/2023	1168-2023		FIRE MITIGATION WORKS - RILEY RD RAILWAY	\$ 30,679.00	
19/06/2023	3450.12415-01	Advance Scanning Services	SCANNING SERVICES		\$ 1,089.00
15/06/2023	#20168411		SERVICE LOCATION - BUNINYONG RD GREENMOUNT	\$ 1,089.00	
19/06/2023	3450.12451-01	Rainchaser Pumps and Reticulation	PARTS		\$ 19.35
14/06/2023	INV-3318		RETICULATION PARTS	\$ 19.35	
19/06/2023	3450.12470-01	Mr G Wood	FENCING		\$ 968.00
13/06/2023	IV00000001266		REPAIR FENCING - COPPIN RD TRANSFER STATION	\$ 308.00	
14/06/2023	IV00000001238		FENCING	\$ 352.00	
14/06/2023	IV00000001246		FENCING	\$ 308.00	
19/06/2023	3450.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 1,056.00
16/06/2023	2173		LANDSCAPE SERVICES	\$ 288.00	
16/06/2023	2174		LANDSCAPE SERVICES	\$ 288.00	
16/06/2023	2175		LANDSCAPE SERVICES AND MAINTENANCE - MECPC	\$ 480.00	
19/06/2023	3450.12640-01	Officeworks Ltd	STATIONERY		\$ 62.66
31/05/2023	607641345		STATIONERY ITEMS	\$ 62.66	
19/06/2023	3450.12880-01	Interfire Agencies Pty Ltd (The Tru	PPE EQUIPMENT		\$ 209.00
13/06/2023	INV-14259		PPE EQUIPMENT	\$ 209.00	
19/06/2023	3450.12899-01	NAPA (A Division of GPC Asia Pacifi	SUPPLY OF WORKSHOP CONSUMABLES		\$ 2,001.27
15/06/2023	1320291552		SUPPLY OF WORKSHOP CONSUMABLES	\$ 59.40	
15/06/2023	1320291846		SUPPLY OF WORKSHOP CONSUMABLES	\$ 52.80	
15/06/2023	1320291758		SUPPLY OF WORKSHOP CONSUMABLES	\$ 104.83	
15/06/2023	1320290603		SUPPLY OF WORKSHOP CONSUMABLES	\$ 145.20	
15/06/2023	1320292631		SUPPLY OF WORKSHOP CONSUMABLES	\$ 148.50	
15/06/2023	1320288621		SUPPLY OF WORKSHOP CONSUMABLES	\$ 56.65	
15/06/2023	1320288760		SUPPLY OF WORKSHOP CONSUMABLES	\$ 94.60	
15/06/2023	1320290193		SUPPLY OF WORKSHOP CONSUMABLES	\$ 150.70	
15/06/2023	1320290862		SUPPLY OF WORKSHOP CONSUMABLES	\$ 16.50	
15/06/2023	1320291437		SUPPLY OF WORKSHOP CONSUMABLES	\$ 54.71	
13/06/2023	1320293882		SUPPLY OF WORKSHOP CONSUMABLES	\$ 73.70	
13/06/2023	1320295542		SUPPLY OF WORKSHOP CONSUMABLES	\$ 122.10	
13/06/2023	1320295706		SUPPLY OF WORKSHOP CONSUMABLES	\$ 293.70	
13/06/2023	1320296525		SUPPLY OF WORKSHOP CONSUMABLES	\$ 96.86	
15/06/2023	1320292077		SUPPLY OF WORKSHOP CONSUMABLES	\$ 26.40	
15/06/2023	1320292215		SUPPLY OF WORKSHOP CONSUMABLES	\$ 102.30	
13/06/2023	1320294113		SUPPLY OF WORKSHOP CONSUMABLES	\$ 51.43	
13/06/2023	1320294755		SUPPLY OF WORKSHOP CONSUMABLES	\$ 50.44	
13/06/2023	1320295144		SUPPLY OF WORKSHOP CONSUMABLES	\$ 59.50	
13/06/2023	1320293954		SUPPLY OF WORKSHOP CONSUMABLES	\$ 123.71	
13/06/2023	1320293956		SUPPLY OF WORKSHOP CONSUMABLES	\$ 91.30	
13/06/2023	1320293883		SUPPLY OF WORKSHOP CONSUMABLES	\$ 25.94	
19/06/2023	3450.12944-01	Avon Tree Management (Kajanni Pty L	FIRE MITIGATION WORKS		\$ 21,882.42
14/06/2023	542		TREE MANAGEMENT SERVICES	\$ 1,547.63	
14/06/2023	539		TREE MANAGEMENT SERVICE	\$ 2,445.49	
16/06/2023	538		FIRE MITIGATION WORKS - ALPS STREET RESERVE MOUNT HELENA	\$ 17,889.30	

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19/06/2023	3450.13345-01	ABM Landscaping (Mikevie Pty Ltd T/	LANDSCAPING		\$ 24,252.53
14/06/2023	INV-4023		LANDSCAPING	\$ 2,370.05	
14/06/2023	INV-4024		LANDSCAPING	\$ 2,178.99	
14/06/2023	INV-4025		LANDSCAPING	\$ 110.00	
14/06/2023	INV-4085		LANDSCAPING	\$ 209.00	
14/06/2023	INV-4022		LANDSCAPING	\$ 15,853.49	
15/06/2023	INV-4086		LANDSCAPING	\$ 3,531.00	
19/06/2023	3450.13578-01	Grillex Pty Ltd	FURNITURE		\$ 12,259.50
14/06/2023	116513		SUPPLY AND INSTALL SEATS ROSEDALE ROAD	\$ 12,259.50	
19/06/2023	3450.13698-01	Cafe Mojo Mundaring (A Space to Gro	CATERING		\$ 390.00
14/06/2023	1673		CATERING	\$ 390.00	
19/06/2023	3450.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 240.90
31/05/2023	2940286		PRE EMPLOYMENT MEDICAL	\$ 240.90	
19/06/2023	3450.13866-01	Booktopia Pty Ltd	BOOKS STOCK		\$ 3,729.93
31/05/2023	19504092		BOOKS STOCK - KSP LIBRARY	\$ 495.89	
31/05/2023	19543622		BOOKS STOCK - KSP LIBRARY	\$ 383.04	
31/05/2023	19508556		BOOKS STOCK - KSP LIBRARY	\$ 340.15	
31/05/2023	19543865		BOOKS STOCK - AFM LIBRARY	\$ 488.26	
31/05/2023	19508862		BOOKS STOCK - AFM LIBRARY	\$ 448.44	
31/05/2023	19545421		BOOKS STOCK - AFM LIBRARY	\$ 118.37	
31/05/2023	19542521		BOOKS STOCK - AFM LIBRARY	\$ 893.80	
31/05/2023	19539169		BOOKS STOCKS- KSP LIBRARY	\$ 561.98	
19/06/2023	3450.14013-01	Eastern Hills Chainsaws & Mowers Pt	EQUIPMENT REPAIRS		\$ 1,825.35
31/05/2023	50435#5		EQUIPMENT REPAIRS - VARIOUS SMALL PARTS	\$ 18.00	
07/06/2023	50452##4		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 125.10	
07/06/2023	50444		EQUIPMENT REPAIRS	\$ 153.10	
13/06/2023	50281#4		EQUIPMENT REPAIRS	\$ 1,529.15	
19/06/2023	3450.14016-01	Western Educting Service (Western M	HIRE OF PLANT		\$ 4,764.38
13/06/2023	1210		HIRE OF PLANT	\$ 1,588.13	
13/06/2023	1211		HIRE OF PLANT	\$ 1,542.75	
13/06/2023	1212		HIRE OF PLANT	\$ 1,633.50	
19/06/2023	3450.14051-01	Sweeping Services Australia Pty Ltd	SWEEPING SERVICES		\$ 8,734.97
15/06/2023	INV-0337		SUPPLY OF STREET SWEEPING SERVICES	\$ 8,734.97	
19/06/2023	3450.14073-01	Tony's House of Tender Meats (GK &	FOOD		\$ 311.94
15/06/2023	38063		CATERING	\$ 311.94	
19/06/2023	3450.14188-01	Complete Office Supplies Pty Ltd	STATIONERY		\$ 58.67
31/05/2023	12064132		STATIONERY ITEMS	\$ 58.67	
19/06/2023	3450.14275-01	Ironbark Sustainability (Ironbark G	PROFESSIONAL SERVICES		\$ 5,445.00
13/06/2023	2768		SNAPSHOT PRO AND KEY EMITTER DATA	\$ 5,445.00	
19/06/2023	3450.14431-01	Blacklist Coffee Roasters Trading T	CONSUMABLES		\$ 280.00
14/06/2023	OMI11412A		CAFE BAR CONSUMABLES	\$ 280.00	
19/06/2023	3450.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		\$ 392.50
31/05/2023	116709		TYRES & REPAIRS	\$ 197.00	
14/06/2023	116453		TYRES & REPAIRS	\$ 60.00	
14/06/2023	116442		TYRES & REPAIRS	\$ 45.00	
14/06/2023	116335		TYRES & REPAIRS	\$ 60.00	
14/06/2023	116329		TYRES & REPAIRS	\$ 30.50	
19/06/2023	3450.14505-01	1300Tempfence (Ready Industries Pty	FENCING		\$ 862.40
15/06/2023	588493		FENCING	\$ 862.40	

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19/06/2023	3450.14516-01	AGM Automation (AKI Enterprises Pty	ELECTRIC REPAIR		\$ 1,108.58
16/06/2023	INV-19898		REPAIR ELECTRIC AUTOMATIC GATE - LAKE LESCHENAULTIA	\$ 1,108.58	
19/06/2023	3450.14577-01	Swan Valley Carpets (The Trustee fo	CARPET/VINYL LAYING		\$ 4,049.38
13/06/2023	INV-2779		CARPET/VINYL LAYING	\$ 4,049.38	
19/06/2023	3450.14611-01	Ohura Consulting (Ohura Group Pty L	CONSULTANCY SERVICES		\$ 3,292.80
07/06/2023	INV-0379		CONSULTANCY SERVICES - EA NEGOTIATIONS 2022-2023	\$ 3,292.80	
19/06/2023	3450.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		\$ 2,504.98
16/06/2023	I0001206		TEMP STAFF	\$ 2,504.98	
19/06/2023	3450.1495-01	Woodwest	FURNITURE		\$ 3,385.00
19/06/2023	2306-01		SUPPLY/INSTALL KITCHEN TOPS - LITTLE POSSUMS CHILD CARE	\$ 3,385.00	
19/06/2023	3450.15025-01	Aqua Research & Monitoring Services	FEES		\$ 300.00
07/06/2023	194		AUTHOR TALK AND PRESENTATION	\$ 300.00	
19/06/2023	3450.15032-01	TRCB (Taylor Robinson Unit Trust T/	DESIGN FEES/COSTS		\$ 38,659.50
13/06/2023	23023/02		DESIGN FEES/COSTS	\$ 38,659.50	
19/06/2023	3450.15060-01	Gutter-Vac Midland (TSK Ventures Pt	MAINTENANCE		\$ 1,320.00
13/06/2023	6046		MAINTENANCE	\$ 110.00	
13/06/2023	6043		MAINTENANCE	\$ 275.00	
13/06/2023	6047		MAINTENANCE	\$ 275.00	
13/06/2023	6040		MAINTENANCE	\$ 110.00	
13/06/2023	6041		MAINTENANCE	\$ 275.00	
13/06/2023	6045		MAINTENANCE	\$ 275.00	
19/06/2023	3450.15063-01	Morphing (Natalia Ann Morpeth T/As:	CHILDRENS RESOURCES		\$ 465.12
19/06/2023	1898		CHILDRENS RESOURCES - MECPC	\$ 465.12	
19/06/2023	3450.15075-01	Pinnacle Height Safety Pty Ltd	STAFF TRAINING		\$ 3,445.00
08/06/2023	P361202X		STAFF TRAINING	\$ 700.00	
19/06/2023	P361188X		STAFF TRAINING	\$ 915.00	
19/06/2023	P361191X		STAFF TRAINING	\$ 915.00	
19/06/2023	P361185X		STAFF TRAINING	\$ 915.00	
19/06/2023	3450.15082-01	Tuck In Mate Pty Ltd	CATERING		\$ 619.30
13/06/2023	20230526		CATERING - PANEL MEETING	\$ 619.30	
19/06/2023	3450.1674-01	Midland Cement Materials	CONCRETE PRODUCTS		\$ 5,379.00
15/06/2023	6180972		SUPPLY - 375 DIA BLACK MAX STORM WATER PIPE	\$ 5,379.00	
19/06/2023	3450.21-01	Eastern Metropolitan Regional Counc	TRANSFER STATION FEES		\$ 141,632.27
13/06/2023	EMRC51097		LANDFILL DISPOSAL GATE FEES	\$ 1,512.50	
13/06/2023	EMRC50426		COPPIN ROAD WASTE TRANSFER STATION LANDFILL	\$ 1,542.75	
13/06/2023	EMRC51039		LANDFILL DISPOSAL GATE FEES, WASTE TRANSFER	\$ 47,969.11	
14/06/2023	EMRC51265		WASTE TRANSFER STATION LANDFILL	\$ 1,089.00	
15/06/2023	EMRC51178		LANDFILL DISPOSAL GATE FEES	\$ 53,096.26	
15/06/2023	EMRC51287		MANAGEMENT OF CDS OPERATIONS AT COPPIN ROAD	\$ 34,426.15	
16/06/2023	EMRC50776		LANDFILL WASTE TRANSFER STATION COPPIN RD	\$ 1,996.50	
19/06/2023	3450.2165-01	Country Womens Association of WA In	CATERING		\$ 884.00
15/06/2023	181		CATERING	\$ 510.00	
15/06/2023	182		CATERING	\$ 374.00	
19/06/2023	3450.234-01	Coles Supermarkets Australia Pty Lt	KIOSK SUPPLIES		\$ 587.34
15/06/2023	168876363		KIOSK SUPPLIES	\$ 587.34	
19/06/2023	3450.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 492.80
07/06/2023	SIN-3727952		UNIFORMS - PARKERVILLE VBFB	\$ 492.80	
19/06/2023	3450.314-01	Landgate	TITLE SEARCHES		\$ 654.52
31/05/2023	384382		INTERIM RATES VALUATIONS - RATES	\$ 654.52	

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19/06/2023	3450.3180-01	Battery World Midland	BATTERIES		\$ 498.00
14/06/2023	IN6031762903		BATTERIES	\$ 498.00	
19/06/2023	3450.320-01	Department of Fire & Emergency Serv	CONTRIBUTION		\$ 372,174.39
27/05/2023	155620		2022/2023 ESL QUARTER 4 CONTRIBUTION	\$ 372,174.39	
19/06/2023	3450.33-01	Boral Construction Materials Group	ASPHALT		\$ 862.55
14/06/2023	WA17506464		ASPHALT	\$ 172.51	
14/06/2023	WA17490000		ASPHALT	\$ 172.51	
15/06/2023	WA17477407		ASPHALT	\$ 172.51	
15/06/2023	WA17480023		ASPHALT	\$ 172.51	
15/06/2023	WA17496599		ASPHALT	\$ 172.51	
19/06/2023	3450.381-01	Mundaring Electrical Contracting Se	ELECTRICAL SERVICES		\$ 493.90
13/06/2023	7552		ELECTRICAL SERVICES	\$ 240.90	
16/06/2023	7554		ELECTRICAL SERVICES - MIDVALE CHILD CARE	\$ 253.00	
19/06/2023	3450.388-01	Bunzl Ltd	CLEANING SUPPLIES		\$ 2,554.33
08/06/2023	X529104		PAPER TOWEL - CONSUMABLE	\$ 339.64	
14/06/2023	X515171		CONSUMABLE - PAPER TPAPER TOWEL	\$ 2,214.69	
19/06/2023	3450.393-01	Western Australian Local Government	TRAINING		\$ 1,221.00
16/06/2023	SI-004920		CEO RECRUITMENT COURSE 18/04/2023	\$ 583.00	
16/06/2023	SI-004928		COURSE - PLANNING PRACTICES	\$ 638.00	
19/06/2023	3450.396-01	Modern Teaching Aids Pty Ltd	TOYS		\$ 46.64
07/06/2023	45444733		RESOURCES FOR ROOMS - SCFC CLAYTON VIEW	\$ 46.64	
19/06/2023	3450.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 788.96
15/06/2023	TRAVEL		TRAVEL REIMBURSEMENT 1165 KM 18/03/2023 TO 08/06/2023	\$ 788.96	
19/06/2023	3450.4749-01	Pure Air Filters	PARTS		\$ 154.00
15/06/2023	00014604		PARTS	\$ 154.00	
19/06/2023	3450.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 751.86
14/06/2023	MD116280		WORK CLOTHES	\$ 229.42	
15/06/2023	MD41966.D1		WORK CLOTHES	\$ 522.44	
19/06/2023	3450.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 8.61
13/06/2023	2704990		WATER BOTTLES FOR DEPOT	\$ 8.61	
19/06/2023	3450.6419-01	Hills Fresh (WA) Pty Ltd	CATERING		\$ 85.00
14/06/2023	00009031		CATERING - ACTIVATION EVENT	\$ 30.00	
16/06/2023	00008893		FRUIT PLATTERS FOR COUNCIL WORKSHOP 08/05/2023	\$ 55.00	
19/06/2023	3450.6421-01	Vermeer Equipment of WA & NT	PARTS		\$ 137,061.71
14/06/2023	123647		SUPPLY, DELIVERY AND REGISTRATION OF A NEW WOODCHIPPER	\$ 137,061.71	
19/06/2023	3450.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 110.65
14/06/2023	10234810		SUPPLY - RETICULATION PARTS	\$ 16.50	
14/06/2023	10234806		SUPPLY - RETICULATION PARTS	\$ 57.69	
14/06/2023	10234728		SUPPLY - RETICULATION PARTS	\$ 36.46	
19/06/2023	3450.7053-01	Darlington Review	ADVERTISING		\$ 132.00
14/06/2023	2944		ADVERTISING	\$ 132.00	
19/06/2023	3450.7318-01	Pirtek Midland	PARTS		\$ 523.01
07/06/2023	MD-T00050655		SUPPLY OF ASSORTED HYDRAULIC HOSES AND FITTING	\$ 523.01	
19/06/2023	3450.7332-01	Plantrite (Plant Force Investments)	PARTS		\$ 18,297.40
15/06/2023	00045204		SUPPLY ASSORTED TUBE STOCK	\$ 3,245.55	
16/06/2023	00044976		SUPPLY ASSORTED TUBE STOCK	\$ 15,051.85	
19/06/2023	3450.7347-01	Humes Wembley Cement (Holcim Austr	CONCRETE PRODUCTS		\$ 314.60
14/06/2023	9408658917		SUPPLY AND DELIVERY - CONCRETE PRODUCTS	\$ 314.60	
19/06/2023	3450.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 1,222.65
15/06/2023	2738		FOOTPATH SWEEPING/MAINTENANCE	\$ 1,222.65	

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19/06/2023	3450.7738-01	WA Safety Products (Montyanne Trust	PPE EQUIPMENT		\$ 326.34
08/06/2023	B5018		SUPPLY GLOVES & SAFETY GLASSES	\$ 326.34	
19/06/2023	3450.80-01	Bunnings Group Limited	HARDWARE		\$ 1,639.21
27/05/2023	2440/01056888		HARDWARE ITEMS	\$ 412.08	
13/06/2023	2440/01286430		HARDWARE ITEMS	\$ 109.70	
13/06/2023	2440/01145052		HARDWARE ITEMS	\$ 1,117.43	
19/06/2023	3450.8037-01	Electritech Industries	ELECTRICAL SERVICES		\$ 470.53
07/06/2023	15546		ELECTRICAL SERVICES - SAWYERS VALLEY HALL	\$ 204.40	
07/06/2023	15545		ELECTRICAL SERVICES - GLEN FORREST STATION MASTERS HOUSE	\$ 266.13	
19/06/2023	3450.8275-01	E Fire & Safety	TRAINING		\$ 1,113.20
31/05/2023	586603		FIRE WARDEN TRAINING COURSE	\$ 1,067.00	
13/06/2023	586968		SERVICING OF FIRE EQUIPMENT	\$ 46.20	
19/06/2023	3450.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 4,115.17
14/06/2023	00009625		SUPPLY - 25 MM FERRICRETE	\$ 1,832.61	
15/06/2023	00009591		SUPPLY - 25 MM FERRICRETE	\$ 1,722.39	
15/06/2023	00009557		SUPPLY - 60MM BALLAST	\$ 357.98	
13/06/2023	00009593		SUPPLY - 25 MM FERRICRETE	\$ 202.19	
19/06/2023	3450.938-01	West Australian Newspapers Ltd	SUBSCRIPTIONS		\$ 181.20
03/06/2023	02172005		NEWSPAPER SUBSCRIPTIONS - MUNDARING SHIRE ADMIN	\$ 181.20	
19/06/2023	3450.9596-01	Brice Pest Management	PEST CONTROL		\$ 1,012.00
15/06/2023	IV05535		PEST CONTROL - CRAIGIE HOUSE MUNDARING	\$ 154.00	
16/06/2023	IN05547		PEST CONTROL - MUNDARING ARENA	\$ 858.00	
19/06/2023	3450.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 8,870.40
14/06/2023	6425		STREET TREE MAINTENANCE	\$ 3,044.80	
14/06/2023	6448		STREET TREE MAINTENANCE	\$ 2,780.80	
14/06/2023	6486		STREET TREE MAINTENANCE	\$ 3,044.80	
19/06/2023	3450.969-01	Slater Gartrell Sports	SPORTS EQUIPMENT		\$ 498.30
13/06/2023	SG58020/01		SUPPLY - TENNIS NET STANDARD SINGLE MESH	\$ 191.40	
14/06/2023	SG58020/02		SUPPLY - TENNIS NET WINDER	\$ 170.50	
14/06/2023	SG58864/01		SUPPLY - NETBALL BALLS	\$ 136.40	
19/06/2023	3450.9935-01	All Fence U Rent Pty Ltd	HIRE TEMPORARY FENCING		\$ 2,700.50
13/06/2023	00046510		HIRE TEMPORARY FENCING - MUNDARING OVAL	\$ 550.00	
13/06/2023	00046511		HIRE TEMPORARY FENCING - BROWN PARK OVAL	\$ 550.00	
14/06/2023	00046887		HIRE TEMPORARY FENCING - BROZ PARK	\$ 1,600.50	
20/06/2023	3451.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 22,712.58
20/06/2023	050423		CARE GIVER SUBSIDIES	\$ 22,712.58	
21/06/2023	3452.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 23,276.40
21/06/2023	210623		CARE GIVER SUBSIDIES	\$ 23,276.40	
21/06/2023	3453.12516-01	PayClear Services Pty Ltd (Supercho	SUPERANNUATION JUNE 2023		\$ 221,336.24
21/06/2023	Jun2023-1		SUPERANNUATION - JUNE 2023	\$ 221,336.24	

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22/06/2023	3454.34-01	Water Corporation	WATER RATES & FEES		
21/06/2023	9004277008		WATER RATES & FEES	\$ 928.26	\$ 9,423.68
21/06/2023	9020409381		WATER RATES & FEES	\$ 89.50	
21/06/2023	9020758629		WATER RATES & FEES	\$ 40.68	
21/06/2023	9014111730		WATER RATES & FEES	\$ 86.78	
21/06/2023	9004610501		WATER RATES & FEES	\$ 84.07	
21/06/2023	9004607388		WATER RATES & FEES	\$ 46.10	
21/06/2023	9004690265		WATER RATES & FEES	\$ 5.36	
21/06/2023	901969081		WATER RATES & FEES	\$ 530.20	
21/06/2023	9004600055		WATER RATES & FEES	\$ 6,503.52	
21/06/2023	9022572692		WATER RATES & FEES	\$ 203.40	
21/06/2023	9019991669		WATER RATES & FEES	\$ 905.81	
23/06/2023	3455.15116-01	Mr R Sorgiovanni	REFUND		
23/06/2023	REFUND		RATES REFUND	\$ 678.51	\$ 678.51
26/06/2023	3456.10416-01	Michael Page International (Austral	TEMP STAFF		
22/06/2023	533804		TEMP STAFF	\$ 2,528.48	\$ 2,528.48
26/06/2023	3456.10494-01	Tim Eva's Nursery	TREES		
07/06/2023	INV-2853		TREES	\$ 1,265.00	\$ 7,117.00
22/06/2023	INV-2882		TREES	\$ 3,190.00	
22/06/2023	INV-2884		TREES	\$ 2,662.00	
26/06/2023	3456.10570-01	Perrott Painting Maintenance Contra	PAINTING SERVICES		
07/06/2023	SINV18385		PAINTING SERVICES - CHILDOW OVAL	\$ 827.20	\$ 3,621.20
21/06/2023	SINV18344		PAINTING SERVICES - DARLINGTON HALL	\$ 2,794.00	
26/06/2023	3456.10881-01	Alsco Pty Ltd	FIRST AID REPLENISHMENT		
22/06/2023	CPER2324028		SERVICING SANITARY & NAPPY UNITS	\$ 719.49	\$ 2,300.73
23/06/2023	CPER2316335		SERVICING SANITARY & NAPPY UNITS	\$ 790.62	
23/06/2023	CPER2303423		SERVICING SANITARY & NAPPY UNITS	\$ 790.62	
26/06/2023	3456.10904-01	Split Horizon Pty Ltd	IT TECHNICAL SUPPORT		
23/06/2023	INV-0642		SUPPLY - 8 X HP E24 MONITORS TO DEPLOY NEW LAPTOP	\$ 2,624.16	\$ 2,624.16
26/06/2023	3456.11017-01	Sapio Pty Ltd	SECURITY EXPENSES		
15/06/2023	SP237004		ATTEND SITE TO REPAIR SENSOR - MUNDARING PAVILLION	\$ 585.43	\$ 585.43
26/06/2023	3456.11135-01	Frontline Fire & Rescue (Bluesteel	EQUIPMENT PURCHASES		
22/06/2023	78083		EQUIPMENT PURCHASES - DARLING RANGE	\$ 513.37	\$ 1,064.48
22/06/2023	78085		EQUIPMENT PURCHASES - STONEVILLE VBFB	\$ 551.11	
26/06/2023	3456.11137-01	Chefmaster Australia	PPE EQUIPMENT		
14/06/2023	00062881		SUPPLY BIN LINERS - MUNDARING ARENA	\$ 1,038.15	\$ 1,038.15
26/06/2023	3456.11234-01	The Trustee for Lynch Family Trust	SOLAR WATER SYSTEM		
21/06/2023	230608		SUPPLY & INSTALL SOLAR WATER SYSTEM/PANELS - DEPOT	\$ 5,590.00	\$ 5,590.00
26/06/2023	3456.11359-01	FE TECHNOLOGIES PTY LTD	IT TECHNICAL SUPPORT		
22/06/2023	1012395		LOW PROFILE SHIELDED CIRC ASSISTANT - KSP LIBRARY	\$ 1,129.70	\$ 1,129.70
26/06/2023	3456.11398-01	JB HI-FI Group Pty Ltd	IT HARDWARE		
15/06/2023	BD1144252		SUPPLY - PHONE CASE AND CHARGER	\$ 74.65	\$ 762.50
15/06/2023	BD1138479		SUPPLY - 5 X WIRELESS HEADSETS	\$ 687.85	
26/06/2023	3456.11562-01	Aha! Consulting (The Trustee for	DESIGN AND SUPPORT		
14/06/2023	I-787		DESIGN AND SUPPORT	\$ 3,300.00	\$ 3,784.00
14/06/2023	I-789		CONSULTING SUPPORT - COMMUNITY ENGAGEMENT	\$ 484.00	
26/06/2023	3456.11940-01	Playmaster Pty Ltd	PLAYGROUND		
20/06/2023	INV-1613		SUPPLY AND INSTALL NEW PLAYGROUND - NORRIS PARK	\$ 45,104.20	\$ 48,074.20
22/06/2023	INV-1627		ROCK BREAKING - NORRIS PARK	\$ 2,970.00	

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26/06/2023	3456.11953-01	The Stationery Co (C Willis & D J	STATIONERY		\$ 669.19
07/06/2023	169680		STATIONERY ITEMS	\$ 220.32	
08/06/2023	169731		STATIONERY ITEMS	\$ 415.62	
22/06/2023	169545		STATIONERY ITEMS	\$ 33.25	
26/06/2023	3456.12-01	Department of Human Services - Chil	CHILD SUPPORT PAYMENT		\$ 705.82
18/06/2023	PY02-26-CHILD SU		CHILD SUPPORT PAYMENT	\$ 705.82	
26/06/2023	3456.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 10,866.39
20/06/2023	C INV 586797		TEMP STAFF - PURCHASING OFFICER	\$ 839.99	
22/06/2023	C INV 587026		TEMP STAFF	\$ 1,936.51	
22/06/2023	C INV 586963		TEMP STAFF	\$ 1,543.96	
22/06/2023	C INV 586967		TEMP STAFF	\$ 915.75	
22/06/2023	C INV 587031		TEMP STAFF	\$ 688.79	
22/06/2023	C INV 587032		TEMP STAFF	\$ 915.75	
20/06/2023	C INV 586908		TEMP STAFF - DEPOT	\$ 2,028.08	
20/06/2023	C INV 586793		TEMP STAFF - DEPOT	\$ 1,997.56	
26/06/2023	3456.12149-01	TenderLink.com	ADVERTISING		\$ 570.90
31/05/2023	MUNDAR-556257		PUBLIC TENDER ADVERTISING	\$ 190.30	
31/05/2023	MUNDAR-556256		PUBLIC TENDER ADVERTISING	\$ 190.30	
31/05/2023	MUNDAR-556082		PUBLIC TENDER ADVERTISING	\$ 190.30	
26/06/2023	3456.12353-01	WCP Civil Pty Ltd	ROAD IMPROVEMENTS		\$ 344,537.29
20/06/2023	29085		ROAD IMPROVEMENTS - KATHERINE ST HELENA VALLEY	\$ 34,681.20	
22/06/2023	29157		SUPPLY ASPHALT, PROFILING & SWEEPING - BAILUP ROAD	\$ 45,900.45	
22/06/2023	29156		SUPPLY ASPHALT, PROFILING & SWEEPING - BAILUP ROAD	\$ 230,702.86	
22/06/2023	29155		ROAD IMPROVEMENTS - KATHERINE ST HELENA VALLEY	\$ 33,252.78	
26/06/2023	3456.12394-01	Mad Dog Promotions	PRINTING		\$ 640.20
22/06/2023	INV-4800		PRINTING CALICO BAGS	\$ 640.20	
26/06/2023	3456.12402-01	Grace Information & Records Managem	OFFSITE RECORDS STORAGE		\$ 2,050.11
07/06/2023	RP01386656		OFFSITE RECORDS STORAGE	\$ 2,050.11	
26/06/2023	3456.12415-01	Advance Scanning Services	SCANNING SERVICE		\$ 3,106.40
09/06/2023	#20168392		SCANNING SERVICE - CARAWATHA ROAD AND WERRIBEE ROAD	\$ 1,683.00	
15/06/2023	#20168434		SCANNING SERVICE - MARNIE ROAD GLEN FORREST	\$ 1,423.40	
26/06/2023	3456.12470-01	Mr G Wood	FENCING		\$ 4,345.00
20/06/2023	IV0000001244		FENCE REPAIR - SWAN VIEW TENNIS COURT	\$ 1,760.00	
20/06/2023	IV0000001253		SUPPLY AND INSTALL PASS THROUGH/GATES RESERVE 40691	\$ 1,771.00	
21/06/2023	IV0000001267		SUPPLY AND REPAIR BLACK PVC CHAIN MESH	\$ 308.00	
23/06/2023	IV0000001271		FENCING	\$ 506.00	
26/06/2023	3456.12640-01	Officeworks Ltd	STATIONERY		\$ 156.84
08/06/2023	607817720		STATIONERY ITEMS	\$ 52.95	
22/06/2023	607802229		STATIONERY ITEMS	\$ 103.89	
26/06/2023	3456.12703-01	Bartco Traffic Equipment Pty Ltd	EQUIPMENT REPAIRS		\$ 12,738.00
22/06/2023	24526		EQUIPMENT REPAIRS AND SERVICES	\$ 12,738.00	
26/06/2023	3456.12794-01	Mount Helena Hardware	HARDWARE ITEMS		\$ 465.68
29/05/2023	102015563		SUPPLY - ASSORTED HARDWARE ITEMS	\$ 23.27	
31/05/2023	101094868		SUPPLY - ASSORTED HARDWARE ITEMS FOR PARKS	\$ 40.93	
07/06/2023	101094982		SUPPLY - ASSORTED HARDWARE ITEMS FOR WORKSHOP USE	\$ 22.28	
08/06/2023	101095074		SUPPLY - 8 X DYNAMIC LIFTER ORGANIC 12KG BAGS	\$ 349.20	
21/06/2023	101095506		SUPPLY - ASSORTED HARDWARE ITEMS FOR PARKS	\$ 30.00	
26/06/2023	3456.12808-01	Work Health Professionals Pty Ltd	HEALTH & SAFETY SERVICES		\$ 3,041.50
20/06/2023	420402958		ONSITE AUDIOMETRIC TESTING MAY 2023	\$ 3,041.50	

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26/06/2023	3456.12859-01	Insight Enterprises Australia Pty L	IT TECHNICAL SUPPORT		\$ 125,334.51
22/06/2023	100406509		MICROSOFT ENTERPRISE AGREEMENT 01/06/2023 - 31/05/2025	\$ 125,334.51	
26/06/2023	3456.12899-01	NAPA (A Division of GPC Asia Pacifi	SUPPLY OF WORKSHOP CONSUMABLES		\$ 1,816.28
13/06/2023	1320298738		SUPPLY OF WORKSHOP CONSUMABLES	\$ 167.20	
13/06/2023	1320299377		SUPPLY OF WORKSHOP CONSUMABLES	\$ 89.68	
15/06/2023	1320297662		SUPPLY OF WORKSHOP CONSUMABLES	\$ 72.60	
15/06/2023	1320297712		SUPPLY OF WORKSHOP CONSUMABLES	\$ 165.00	
15/06/2023	1320297966		SUPPLY OF WORKSHOP CONSUMABLES	\$ 31.90	
15/06/2023	1320297733		SUPPLY OF WORKSHOP CONSUMABLES	\$ 379.50	
20/06/2023	1320298674		SUPPLY OF WORKSHOP CONSUMABLES	\$ 129.80	
22/06/2023	1320299290		SUPPLY HYDRAULIC FILTERS - P285 & P294	\$ 239.40	
22/06/2023	1320299446		SUPPLY LED AMBER BEACON - P2485	\$ 375.10	
22/06/2023	1320299513		SUPPLY AIR FILTERS - P267 & P2488	\$ 166.10	
26/06/2023	3456.12902-01	Holcim Australia Pty Ltd	SAND		\$ 3,352.01
20/06/2023	9408691991		SUPPLY & DELIVER WHITE WASHED SAND	\$ 3,352.01	
26/06/2023	3456.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CH		\$ 8,687.52
09/06/2023	26034950		WOOROLOO FB NBN FIXED WIRELESS UPGRADE SERVICE	\$ 44.60	
09/06/2023	25965132		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 3,812.11	
22/06/2023	25688476		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 4,830.81	
26/06/2023	3456.12944-01	Avon Tree Management (Kajanni Pty L	TREE MANAGEMENT		\$ 2,445.49
21/06/2023	536		VERGE MULCHING - VARIOUS LOCATIONS	\$ 2,445.49	
26/06/2023	3456.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		\$ 79,284.51
26/05/2023	00033277		TRAFFIC MANAGEMENT SERVICES - KERB MAINTENANCE	\$ 6,548.43	
26/05/2023	00033279		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 5,012.88	
29/05/2023	00033354		TRAFFIC MANAGEMENT SERVICES - WORKS CREW	\$ 6,023.42	
08/06/2023	00033276		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 6,683.83	
08/06/2023	00033352		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 4,605.33	
15/06/2023	00033425		TRAFFIC MANAGEMENT SERVICES - SUPPLY VMS TRAILER	\$ 1,127.74	
21/06/2023	00033534		TRAFFIC MANAGEMENT SERVICES - WORKS CREW	\$ 1,392.57	
22/06/2023	00033517		TRAFFIC MANAGEMENT SERVICES - VMS TRAILER	\$ 1,127.74	
22/06/2023	00033531		TRAFFIC MANAGEMENT SERVICES - WORKS CREW	\$ 2,191.78	
22/06/2023	00033532		TRAFFIC MANAGEMENT SERVICES - WORKS CREW	\$ 2,638.27	
22/06/2023	00033535		TRAFFIC MANAGEMENT SERVICES - WORKS CREW	\$ 640.27	
15/06/2023	00033423		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 4,884.10	
15/06/2023	00033357		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 1,123.58	
15/06/2023	00033499		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 7,576.27	
15/06/2023	00033500		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 4,324.76	
15/06/2023	00033353		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 6,033.56	
20/06/2023	00033519		TRAFFIC MANAGEMENT SERVICES - VMS TRAILER	\$ 483.32	
15/06/2023	00033427		TRAFFIC MANAGEMENT SERVICES - CREW AND VEHICLES	\$ 3,482.78	
15/06/2023	00033422		TRAFFIC MANAGEMENT SERVICES - DRAINAGE STRUCTUR	\$ 5,930.44	
15/06/2023	00033426		TRAFFIC MANAGEMENT SERVICES - SUPPLY VMB TRAILER	\$ 1,127.74	
15/06/2023	00033278		TRAFFIC MANAGEMENT SERVICES - CREWS AND VEHICLES	\$ 4,157.01	
15/06/2023	00033518		TRAFFIC MANAGEMENT SERVICES - VMS TRAILER	\$ 1,045.11	
15/06/2023	00033356		TRAFFIC MANAGEMENT SERVICES - VMB TRAILER AND CREW	\$ 1,123.58	
26/06/2023	3456.12984-01	AJL Plumbing and Gas Pty Ltd (ATF T	PLUMBING SERVICES		\$ 374.00
14/06/2023	AJL12089		PLUMBING SERVICES - MUNDARING ARENA	\$ 110.00	
21/06/2023	AJL11862		PLUMBING SERVICES - MUNDARING ARENA	\$ 264.00	

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26/06/2023	3456.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 32,720.43
18/06/2023	PY02-26-Buy Addi		PAYROLL DEDUCTION	\$ 757.29	
18/06/2023	PY01-26-Buy Addi		PAYROLL DEDUCTION	\$ 727.11	
18/06/2023	PY01-26-Novated		PAYROLL DEDUCTION	\$ 5,028.16	
18/06/2023	PY01-26-Novated		PAYROLL DEDUCTION	\$ 4,671.19	
18/06/2023	PY01-26-Novated		PAYROLL DEDUCTION	\$ 177.76	
18/06/2023	PY01-26-Novated		PAYROLL DEDUCTION	\$ 209.30	
18/06/2023	PY02-26-Private		PAYROLL DEDUCTION	\$ 330.00	
18/06/2023	PY01-26-PURCHASE		PAYROLL DEDUCTION	\$ 18,582.50	
18/06/2023	PY01-26-Private		PAYROLL DEDUCTION	\$ 990.00	
18/06/2023	PY01-26-Child Ca		PAYROLL DEDUCTION	\$ 1,247.12	
26/06/2023	3456.13025-01	Brad Hutchinson Hearing (Hutchinson)	WORKCOVER ASSESSMENT		\$ 242.00
23/06/2023	00352710		WORKCOVER EMPLOYEE FULL AUDIO ASSESSMENT	\$ 242.00	
26/06/2023	3456.13056-01	Tarkett Australia Pty Ltd	CARPET TILES		\$ 4,694.80
12/05/2023	4300267352		SUPPLY & DELIVER CARPET TILES - MUNDARING ARENA	\$ 3,850.00	
12/05/2023	4300267736		SUPPLY & DELIVER CARPET TILES - MUNDARING ARENA	\$ 844.80	
26/06/2023	3456.13097-01	Survey Civil	DRAINAGE WORKS		\$ 2,959.00
23/06/2023	234		DRAINAGE WORKS - MUNDARING OVAL & GLEN FORREST OVAL	\$ 2,959.00	
26/06/2023	3456.13124-01	Rebecca De Vries Photography	PHOTOGRAPHY SERVICES		\$ 500.00
22/06/2023	20230619		PHOTOGRAPHY - WATERFALLS & JOHN FORREST NATIONAL PARK	\$ 500.00	
26/06/2023	3456.13208-01	Fire Protection Services WA Pty Ltd	FIRE & EMERGENCY SERVICES MAINTENANCE		\$ 1,773.24
21/06/2023	10024		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 231.00	
21/06/2023	10005		FIRE & EMERGENCY SERVICES MAINTENANCE - BOYA COMMUNITY	\$ 478.96	
21/06/2023	10006		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 518.87	
21/06/2023	10013		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ADMIN	\$ 129.71	
21/06/2023	9968		FIRE & EMERGENCY SERVICES MAINTENANCE - BOYA LIBRARY	\$ 125.40	
21/06/2023	9966		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 289.30	
26/06/2023	3456.13240-01	ClimateClever	FEE		\$ 935.00
14/06/2023	INV-0147		CLIMATE CLEVER PARTNERSHIP PROGRAM	\$ 935.00	
26/06/2023	3456.13335-01	Midland Hyundai and Kia (Idom Midla	VEHICLE SERVICE		\$ 2,316.99
03/06/2023	62238408		30,000KM VEHICLE SERVICE ON 831MDG	\$ 428.00	
07/06/2023	62238413		VEHICLE SERVICE ON 827MDG	\$ 1,888.99	
26/06/2023	3456.13345-01	ABM Landscaping (Mikevie Pty Ltd T/	LANDSCAPING		\$ 9,405.00
20/06/2023	INV-4135		LANDSCAPING - CHIDLOW SKATE PARK	\$ 3,289.00	
21/06/2023	INV-4136		LANDSCAPING - DANNY WIMPERIS PLAYGROUND	\$ 3,036.00	
22/06/2023	INV-4092		LANDSCAPING	\$ 3,080.00	
26/06/2023	3456.13540-01	ELM (WA) Pty Ltd	MOWING SERVICES		\$ 11,553.11
13/06/2023	INV-4587		MOWING SERVICES	\$ 11,553.11	
26/06/2023	3456.13594-01	Bitumen Surfacing	ASPHALT		\$ 6,074.86
20/06/2023	00007653		ASPHALT - ORCHARD RD WOOROLOO	\$ 6,074.86	
26/06/2023	3456.13641-01	Slimline Warehouse Display Shop (Th	DISPLAY AND SIGNAGE SERVICE		\$ 4,769.93
22/06/2023	446497		SUPPLY EXHIBITON COUNTER DISPLAY	\$ 2,290.29	
22/06/2023	446498		SUPPLY ONE SHOW KITS WITH TABLE	\$ 2,479.64	
26/06/2023	3456.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 316.80
14/06/2023	2950575		PRE EMPLOYMENT MEDICAL	\$ 316.80	
26/06/2023	3456.13802-01	Construction Forestry Mining Energy	PAYROLL DEDUCTION		\$ 40.00
18/06/2023	PY02-26-CFMEU		PAYROLL DEDUCTION	\$ 40.00	
26/06/2023	3456.13854-01	Visimax (Bucci Holdings Pty Ltd T/A	SIGNAGE		\$ 1,499.77
21/06/2023	INV-0752		SUPPLY & DELIVER DANGEROUS DOG SUPPLIES & SIGNAGE	\$ 1,499.77	

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26/06/2023	3456.13866-01	Booktopia Pty Ltd	BOOKS		\$ 3,462.33
22/06/2023	19586853		BOOK STOCK - KSP LIBRARY	\$ 182.60	
22/06/2023	19586992		BOOK STOCK - AFM LIBRARY	\$ 811.65	
22/06/2023	19586911		BOOK STOCK - AFM LIBRARY	\$ 386.18	
22/06/2023	19592523		BOOK STOCK - AFM LIBRARY	\$ 426.78	
22/06/2023	19592535		BOOK STOCK - KSP LIBRARY	\$ 240.79	
01/06/2023	19578894		BOOK STOCK - KSP LIBRARY	\$ 120.18	
01/06/2023	19580121		BOOK STOCK - KSP LIBRARY	\$ 234.56	
01/06/2023	19575960		BOOK STOCK - KSP LIBRARY	\$ 241.44	
07/06/2023	19579080		BOOK STOCK - AFM LIBRARY	\$ 319.45	
22/06/2023	19584989		BOOK STOCK - KSP LIBRARY	\$ 498.70	
26/06/2023	3456.13879-01	One Tree Community Services Inc	STAFF TRAINING		\$ 39.60
22/06/2023	3222		STAFF TRAINING	\$ 39.60	
26/06/2023	3456.14013-01	Eastern Hills Chainsaws & Mowers Pt	PARTS		\$ 494.10
22/06/2023	50501 #4		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 494.10	
26/06/2023	3456.14016-01	Western Educating Service (Western M	HIRE OF PLANT		\$ 6,534.00
15/06/2023	1245		HIRE OF PLANT	\$ 1,633.50	
15/06/2023	1240		HIRE OF PLANT	\$ 1,633.50	
15/06/2023	1235		HIRE OF PLANT	\$ 1,633.50	
22/06/2023	1272		HIRE OF PLANT	\$ 1,633.50	
26/06/2023	3456.14017-01	Dolphin Lighting Pty Ltd	LIGHT FITTINGS		\$ 550.00
20/06/2023	00010373		LED SPORTS LIGHTING - GLEN FORREST TENNIS CLUB	\$ 550.00	
26/06/2023	3456.14051-01	Sweeping Services Australia Pty Ltd	SWEEPING SERVICES		\$ 8,655.08
21/06/2023	INV-0344		STREET SWEEPING SERVICES	\$ 8,655.08	
26/06/2023	3456.14188-01	Complete Office Supplies Pty Ltd	STATIONERY		\$ 34.24
08/06/2023	12097298		STATIONERY ITEMS	\$ 7.87	
08/06/2023	12097312		STATIONERY ITEMS	\$ 26.37	
26/06/2023	3456.14207-01	Solution 4 Building Pty Ltd	CONSTRUCTION WORKS		\$ 106,810.84
20/06/2023	INV-02079		CONSTRUCTION WORKS STONEVILLE VFBB	\$ 106,810.84	
26/06/2023	3456.14396-01	REmida Perth Inc	MEMBERSHIP FEE		\$ 185.00
22/06/2023	1439		ANNUAL MEMBERSHIP FOR MECPC CHILDREN	\$ 185.00	
26/06/2023	3456.14496-01	Tyrepower Mundaring (The Trustee fo	TYRES & REPAIRS		\$ 1,110.00
15/06/2023	116865		TYRES & REPAIRS	\$ 80.00	
20/06/2023	116678		SUPPLY AND FIT 2 X AMOUR TYRES P297	\$ 1,030.00	
26/06/2023	3456.14529-01	Smartsheet Inc	SUBSCRIPTION		\$ 1,548.00
13/06/2023	INV1352473		SUBSCRIPTION	\$ 1,548.00	
26/06/2023	3456.14644-01	Uniting Global Pty Ltd	CLEANING SERVICES		\$ 72,003.80
22/06/2023	INV-0638		CLEANING	\$ 72,003.80	
26/06/2023	3456.14723-01	Auto Tow Services (Auto Tow Nominee	TOWING		\$ 550.00
22/06/2023	8244/2		TOWING SERVICES	\$ 550.00	
26/06/2023	3456.14807-01	Quantum Library Supplies (Queenslan	FURNITURE		\$ 473.00
29/05/2023	00111767		SUPPLY & DELIVER REPAIR PRESS - KSP LIBRARY	\$ 473.00	
26/06/2023	3456.14870-01	Eastern Hills Bakery (Q.N Lowings &	CATERING		\$ 157.00
22/06/2023	18		CATERING FOR WHS MEETING	\$ 157.00	
26/06/2023	3456.14882-01	BB Recruitment & Consulting Service	TEMP STAFF		\$ 1,006.50
22/06/2023	I0001254		TEMP STAFF	\$ 1,006.50	
26/06/2023	3456.1495-01	Woodwest	FURNITURE		\$ 825.00
22/06/2023	2305-16		KITCHEN CABINET DOORS REPLACEMENT - GLEN FORREST HALL	\$ 825.00	
26/06/2023	3456.14984-01	Stylecraft Australia (Anthony Colli	FURNITURE		\$ 2,895.75
22/06/2023	SI049308		FURNITURE - BOYA LIBRARY	\$ 2,895.75	

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26/06/2023	3456.14997-01	EV Textile Art (Emily Constance The	WORKSHOP		\$ 310.00
22/06/2023	#002		WORKSHOP FACILITATION BOYA LIBRARY ON 16/06/2023	\$ 310.00	
26/06/2023	3456.15029-01	Signarama Midland & Joondalup (RARA	SIGNS		\$ 4,848.49
21/06/2023	10871		SIGNS	\$ 2,649.24	
21/06/2023	10870		SIGNS	\$ 2,199.25	
26/06/2023	3456.15042-01	Zenith Corporation Australia Pty Lt	FURNITURE		\$ 1,689.00
22/06/2023	#55448		SUPPLY FURNITURE - AFM LIBRARY	\$ 1,689.00	
26/06/2023	3456.15048-01	Hills Fabrication and Welding (Ian	REPAIR HANDRAIL		\$ 1,548.80
19/06/2023	271		REPAIR HANDRAIL - DARLINGTON HALL	\$ 1,548.80	
26/06/2023	3456.15076-01	Roaming Technologies Pty Ltd	IT HARDWARE		\$ 1,340.00
22/06/2023	00013841		INSTALLATION - DOC, CASE ON NEW VEHICLE	\$ 1,340.00	
26/06/2023	3456.15091-01	OCP Sales (Six Axis Nominees Pty Lt	COMMUNICATION EQUIPMENT		\$ 4,028.55
21/06/2023	00065171		SUPPLY - COMMUNICATION RADIO	\$ 3,299.25	
22/06/2023	00065312		SUPPLY - COMMUNICATION RADIO	\$ 729.30	
26/06/2023	3456.15114-01	AFAC Conference Pty Ltd	CONFERENCE		\$ 2,035.00
22/06/2023	AFAC23-197		CONFERENCE REGISTRATION	\$ 2,035.00	
26/06/2023	3456.189-01	LGISWA	INSURANCE		\$ 2,299.00
22/06/2023	100-153584		INSURANCE - WORKERS COMPENSATION	\$ 1,750.10	
22/06/2023	100-153585		INSURANCE - WORKERS COMPENSATION	\$ 548.90	
26/06/2023	3456.1955-01	Cleanaway	RECYCLING FEES		\$ 87,999.45
22/06/2023	21739200		RECYCLING FEES	\$ 85,167.21	
22/06/2023	21737637		RECYCLING FEES	\$ 878.35	
23/06/2023	19085718		RECYCLING FEES	\$ 834.32	
23/06/2023	19100718		RECYCLING FEES	\$ 363.19	
23/06/2023	19106296		RECYCLING FEES	\$ 393.19	
23/06/2023	19118467		RECYCLING FEES	\$ 363.19	
26/06/2023	3456.197-01	Konica Minolta Business Solutions A	PHOTOCOPIER PRINTING		\$ 3,745.65
09/06/2023	0401000062000523		PHOTOCOPIER PRINTING	\$ 3,745.65	
26/06/2023	3456.21-01	Eastern Metropolitan Regional Counc	TRANSFER STATION FEES		\$ 93,543.77
21/06/2023	EMRC51288		COPPIN RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$ 32,637.01	
21/06/2023	EMRC51289		MATHIESON RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$ 24,561.00	
22/06/2023	EMRC51331		LANDFILL DISPOSAL GATE FEES	\$ 36,345.76	
26/06/2023	3456.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 179,333.00
18/06/2023	PY01-26-Deputy C		PAYROLL DEDUCTION	\$ 153,583.00	
18/06/2023	PY02-26-Deputy C		PAYROLL DEDUCTION	\$ 25,750.00	
26/06/2023	3456.2163-01	Asphaltech Pty Ltd	ASPHALT		\$ 1,518.00
22/06/2023	17838		ASPHALT	\$ 1,518.00	
26/06/2023	3456.2165-01	Country Womens Association of WA In	CATERING		\$ 510.00
22/06/2023	183		CATERING SERVICE	\$ 510.00	
26/06/2023	3456.218-01	Security & Key Distributors	SECURITY EXPENSES		\$ 3,375.12
31/05/2023	93590		SUPPLY & DELIVERY - NEW KNOBSETS AND BLOKER PLATE	\$ 391.03	
31/05/2023	93611		REPLACEMENT - FAULTY LOCKS MUNDARING ARENA	\$ 819.17	
01/06/2023	93732		SUPPLY & DELIVERY - BILOCK CUT KEYS AND DELIVERY	\$ 247.38	
07/06/2023	93733		SUPPLY & DELIVER - 1 X BILOCK KEYS	\$ 32.48	
07/06/2023	93579		SUPPLY & DELIVER - 1 X BILOCK KEY	\$ 52.48	
08/06/2023	93548		INSTALL/REPAIR - MUNDARING ARENA	\$ 275.00	
21/06/2023	93260		SUPPLY & DELIVER - 4X PADLOCK	\$ 731.61	
21/06/2023	93377		SUPPLY & DELIVER - NEW DOOR - CHIDLOW OVAL	\$ 825.97	
26/06/2023	3456.223-01	Jason Signmakers	SIGNS		\$ 1,625.81
07/06/2023	29223		SUPPLY SIGN AND STAND - DFES	\$ 1,625.81	

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26/06/2023	3456.234-01	Coles Supermarkets Australia Pty Lt	KIOSK SUPPLIES		
22/06/2023	169232009		KIOSK SUPPLIES - MECPC	\$ 665.78	\$ 665.78
26/06/2023	3456.254-01	Mundaring Arts Centre Inc	ART COLLECTION MAINTENANCE		
21/06/2023	1431		2023 MUNDARING CAMERA CLUB COMPETITION EXHIBITION	\$ 2,750.00	\$ 5,775.00
21/06/2023	1430		ART COLLECTION MAINTENANCE	\$ 3,025.00	
26/06/2023	3456.26-01	Revival Signs	SIGNS		
22/06/2023	0379		SIGNS FOR VISTOR CENTRE	\$ 137.59	\$ 137.59
26/06/2023	3456.280-01	Winc Australia Pty Limited	STATIONERY		
31/05/2023	9042377746		STATIONERY ITEMS	\$ 122.50	\$ 1,195.46
31/05/2023	9042382434		STATIONERY ITEMS	\$ 145.89	
31/05/2023	9042356531		STATIONERY ITEMS	\$ 187.11	
31/05/2023	9042364009		STATIONERY ITEMS	\$ 23.76	
31/05/2023	9042497854		STATIONERY ITEMS	\$ 716.20	
26/06/2023	3456.300-01	Civica Pty Ltd	FEES		
21/06/2023	C/LA031866		SPYDUS SERVICE LIBRARY AGREEMENT 01/08/2023 - 31/10/2023	\$ 10,312.50	\$ 11,247.50
22/06/2023	C/LG031819		SERVICES - PAYROLL USER TRAINING EVENT	\$ 935.00	
26/06/2023	3456.3033-01	Kelyn Training Services (LNL Pty L	STAFF TRAINING		
21/06/2023	00032150		STAFF TRAINING - WORK SAFETY COURSE	\$ 1,240.00	\$ 1,240.00
26/06/2023	3456.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		
09/06/2023	130045		LEGAL MATTER 51067 - DOG ACT PROSECUTIONS	\$ 539.55	\$ 9,526.00
15/06/2023	130042		LEGAL MATTER 50610 - FENCING AND POULTRY	\$ 1,062.20	
16/06/2023	129858		LEGAL MATTER 51065 - RESPONDING ALLEGATION	\$ 4,950.00	
16/06/2023	130043		LEGAL MATTER 50673 - PLANNING COMPLIANCE	\$ 2,562.45	
16/06/2023	129850		LEGAL MATTER 44780 - STRUCTURE PLAN	\$ 411.80	
26/06/2023	3456.3123-01	Office Line	EQUIPMENT PURCHASES		
22/06/2023	81545		SUPPLY EURO LINKING CHAIRS X 90 - MUNDARING ARENA	\$ 15,345.00	\$ 15,345.00
26/06/2023	3456.314-01	Landgate	TITLE SEARCHES		
22/06/2023	1288409		TITLE SEARCHES - RATES	\$ 5,048.00	\$ 5,048.00
26/06/2023	3456.3180-01	Battery World Midland	BATTERIES		
31/05/2023	IN6031762970		SUPPLY BATTERIES	\$ 738.00	\$ 1,336.00
07/06/2023	#IN6031762963		SUPPLY BATTERIES	\$ 262.00	
07/06/2023	#IN6031762963		SUPPLY BATTERIES	\$ 336.00	
26/06/2023	3456.33-01	Boral Construction Materials Group	ASPHALT		
22/06/2023	WA17516617		ASPHALT	\$ 690.05	\$ 1,725.12
15/06/2023	WA17526078		ASPHALT	\$ 172.51	
15/06/2023	WA17531017		ASPHALT	\$ 172.51	
22/06/2023	WA17516618		ASPHALT	\$ 690.05	
26/06/2023	3456.336-01	Fasta Courier Service	COURIER SERVICES		
22/06/2023	283191		COURIER SERVICES	\$ 304.32	\$ 304.32
26/06/2023	3456.3780-01	Kleenit Pty Ltd	MAINTENANCE OF BUILDINGS		
21/06/2023	160930		REMOVE GRAFFITI - BRUCE DOUGLAS PAVILION	\$ 440.00	\$ 440.00
26/06/2023	3456.381-01	Mundaring Electrical Contracting Se	ELECTRICAL SERVICES		
22/06/2023	7555		ELECTRICAL SERVICES - VISITORS CENTRE	\$ 179.30	\$ 179.30
26/06/2023	3456.388-01	Bunzl Ltd	CLEANING SUPPLIES		
11/05/2023	X503093		CLEANING SUPPLIES - LAKE LESCHENAUTIA	\$ 1,344.78	\$ 1,344.78

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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
26/06/2023	3456.397-01	J. Blackwood & Son Pty Ltd	CONCRETE		\$ 685.81
09/06/2023	SI04698385		SUPPLY RAPID SET CONCRETE	\$ 434.13	
09/06/2023	SI04703654		SUPPLY SUPASORB GRANULES	\$ 249.48	
09/06/2023	SI04592896		SUPPLY UNEDIT ZIPLOCK BAGS	\$ 2.20	
26/06/2023	3456.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 697.25
18/06/2023	PY01-26-HIF		PAYROLL DEDUCTION	\$ 697.25	
26/06/2023	3456.4433-01	Marketforce Pty Ltd	ADVERTISING		\$ 2,286.98
08/06/2023	47916		ADVERTISING	\$ 737.01	
08/06/2023	47915		ADVERTISING	\$ 786.57	
15/06/2023	47914		ADVERTISING	\$ 763.40	
26/06/2023	3456.4453-01	Technifire 2000	PARTS		\$ 859.95
22/06/2023	25048		SUPPLY REEL HOSE - 081 MDG & 071 MDG	\$ 807.74	
22/06/2023	25055		PARTS - HOSE SWIVEL	\$ 52.21	
26/06/2023	3456.456-01	KTB Contractors (1982) Pty Ltd	DRAINAGE & FOOTPATH WORKS		\$ 109,479.57
20/06/2023	INV-4610		FOOTPATH DRAINAGE WORKS - DANNY WIMPERIS RESERVE	\$ 99,741.97	
22/06/2023	INV-4611		DRAINAGE & FOOTPATH WORKS - DANNY WIMPERIS RESERVE	\$ 9,737.60	
26/06/2023	3456.4749-01	Pure Air Filters	PARTS		\$ 114.40
22/06/2023	00014631		SERVICES - AIR FILTER CLEANING - P264 003 MDG	\$ 114.40	
26/06/2023	3456.480-01	Echo Newspaper	ADVERTISING		\$ 6,006.00
29/05/2023	00031670		ADVERTISING	\$ 1,452.00	
29/05/2023	00031469		ADVERTISING	\$ 1,617.00	
09/06/2023	00031581		ADVERTISING	\$ 1,870.00	
22/06/2023	00031964		ADVERTISING	\$ 1,067.00	
26/06/2023	3456.4888-01	Kennards Hire	HIRE		\$ 122.40
14/06/2023	25052464		HIRE EQUIPMENT - LAWN CORER	\$ 122.40	
26/06/2023	3456.5414-01	Exteria	STEEL FABRICATION		\$ 4,319.70
22/06/2023	00011256		STEEL FABRICATION - VASSE COMPOSITE SEAT	\$ 1,032.90	
23/06/2023	00011274		STEEL FABRICATION	\$ 3,286.80	
26/06/2023	3456.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 1,529.60
07/06/2023	MD42026.D1		WORK CLOTHES - RANGER	\$ 195.10	
14/06/2023	BM53613.D1		WORK CLOTHES	\$ 328.28	
22/06/2023	MD41902.D2		WORK CLOTHES	\$ 95.83	
22/06/2023	BM53657.D1		MUNDARING LIBRARY - STAFF UNIFORMS	\$ 574.31	
22/06/2023	BM54000.D1		WORK CLOTHES - KSP LIBRARY STAFF UNIFORM	\$ 72.91	
07/06/2023	BM53676.D1		WORK CLOTHES - KSP LIBRARY STAFF UNIFORM	\$ 263.17	
26/06/2023	3456.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
18/06/2023	PY01-26-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
18/06/2023	PY02-26-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
26/06/2023	3456.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 17.22
22/06/2023	2724122		WATER BOTTLES FOR KSP LIBRARY	\$ 17.22	
26/06/2023	3456.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 261.00
18/06/2023	PY01-26-MUNDARIN		PAYROLL DEDUCTION	\$ 258.00	
18/06/2023	PY02-26-MUNDARIN		PAYROLL DEDUCTION	\$ 3.00	
26/06/2023	3456.6282-01	Strata Corporation Pty Ltd T/A	PPE EQUIPMENT		\$ 2,592.87
08/06/2023	154901		SUPPLY TREE POPPERS, HAND SAWS AND BUCKETS	\$ 2,592.87	
26/06/2023	3456.6367-01	Mrs R J Watters	REIMBURSEMENT OF EXPENSES		\$ 200.00
22/06/2023	#008		REIMBURSEMENT OF EXPENSES	\$ 200.00	
26/06/2023	3456.641-01	Midland Rubber Stamps	STATIONERY		\$ 116.27
07/06/2023	00041824		STATIONERY	\$ 116.27	

**MONTHLY LIST OF ACCOUNTS PAID
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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
26/06/2023	3456.6423-01	Australian Training Management	STAFF TRAINING		\$ 695.00
15/06/2023	25697		STAFF TRAINING	\$ 190.00	
15/06/2023	25835		STAFF TRAINING	\$ 505.00	
26/06/2023	3456.6585-01	Clan Midland Inc	KIDS PROGRAM		\$ 800.28
22/06/2023	00000582		TUNING IN TO KIDS PROGRAM	\$ 800.28	
26/06/2023	3456.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 1,551.00
14/06/2023	00417391		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
21/06/2023	00417883		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
22/06/2023	00417981		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
22/06/2023	00417970		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
22/06/2023	00417644		EMPLOYEE ASSISTANCE PROGRAM	\$ 847.00	
26/06/2023	3456.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 133.08
07/06/2023	10235291		SUPPLY OF RETICULATION PARTS FOR PARKS CREW	\$ 133.08	
26/06/2023	3456.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 270.90
18/06/2023	PY01-26-AUSTRALI		PAYROLL DEDUCTION	\$ 141.40	
18/06/2023	PY02-26-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
26/06/2023	3456.7230-01	Boss Bobcat & Truck Service	REMOVAL OF PLAYGROUND		\$ 4,324.22
20/06/2023	13123		CARTAGE - MATERIALS SCULPTURE PARK	\$ 717.22	
20/06/2023	13223		SITE WORKS - NORRIS PARK PLAYGROUND	\$ 3,607.00	
26/06/2023	3456.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 6,679.20
21/06/2023	2741		FOOTPATH SWEEPING/CARPARKS	\$ 3,950.10	
23/06/2023	2739		FOOTPATH SWEEPING/MAINTENANCE	\$ 2,352.90	
23/06/2023	2740		SWEEPING/MAINTENANCE - GLEN FORREST TENNIS COURT	\$ 376.20	
26/06/2023	3456.7489-01	Sparks Refrigeration & Aircondition	PLUMBING SERVICES		\$ 1,532.03
14/06/2023	INV-2819		REPLACEMENT FILTER	\$ 448.53	
21/06/2023	INV-2822		REPLACEMENT TAP - ADMIN KITCHEN	\$ 885.50	
22/06/2023	INV-2585		REPLACEMENT FAN COIL - RECEPTION PUBLIC AREA	\$ 198.00	
26/06/2023	3456.7738-01	WA Safety Products (Montyanne Trust)	PPE EQUIPMENT		\$ 159.14
14/06/2023	B5149		SUPPLY GLOVES	\$ 159.14	
26/06/2023	3456.7806-01	Weston Road Systems	REMOVE CENTRELINE MARKINGS		\$ 1,925.00
21/06/2023	Mund 149		SPOTTING & TEMP LINEMARKING - THOMAS ST CHIDLOW	\$ 1,925.00	
26/06/2023	3456.80-01	Bunnings Group Limited	HARDWARE		\$ 268.75
22/06/2023	2440/01149174		HARDWARE ITEMS	\$ 26.50	
23/06/2023	2440/01070404		HARDWARE ITEMS	\$ 242.25	
26/06/2023	3456.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 44.00
18/06/2023	PY02-26-LGRCEU		PAYROLL DEDUCTION	\$ 44.00	
26/06/2023	3456.8037-01	Electritech Industries	ELECTRICAL SERVICES		\$ 1,044.62
21/06/2023	15559		ELECTRICAL SERVICES - MUNDARING VISTOR CENTRE	\$ 1,044.62	
26/06/2023	3456.8057-01	QK Technologies Pty Ltd	SUBSCRIPTION		\$ 2,290.20
22/06/2023	IN1094746		SUBSCRIPTION - YEARLY QIKKIDS LICENCE	\$ 2,290.20	
26/06/2023	3456.8374-01	Natural Area Holdings P/L T/A Natur	WEED CONTROL		\$ 22,637.67
14/06/2023	00020243		WEED CONTROL - MATHIESON RD TRANSFER STATION	\$ 4,527.27	
14/06/2023	00020244		WEED CONTROL - GOODWIN PLACE MAHOGANY CREEK	\$ 4,527.27	
22/06/2023	00020057		NATIVE SEEDLINGS FOR LANDCARE	\$ 12,744.05	
22/06/2023	00020285		SUPPLY PLANTS	\$ 839.08	
26/06/2023	3456.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 1,628.23
22/06/2023	00009705		SUPPLY - FACE GRAVEL	\$ 685.71	
22/06/2023	00009691		SUPPLY - GRAVEL	\$ 942.52	
26/06/2023	3456.8652-01	Quality Press	PRINTED MATERIAL		\$ 258.50
22/06/2023	INV069104		DFES PRINTED MATERIAL	\$ 258.50	

**MONTHLY LIST OF ACCOUNTS PAID
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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
26/06/2023	3456.8976-01	Kool Line Electrical & Refrigeratio	ELECTRICAL SERVICES		\$ 12,624.70
21/06/2023	001257801		ELECTRICAL SERVICES - BOYA LIBRARY	\$ 1,298.00	
22/06/2023	00127832		ELECTRICAL SERVICES - MARLOO THEATRE	\$ 11,326.70	
26/06/2023	3456.9185-01	NRP Electrical Services	ELECTRICAL SERVICES		\$ 1,320.00
07/06/2023	97693		QUARTERLY SERVICE SHIRE ADMIN BUILDING	\$ 1,320.00	
26/06/2023	3456.9596-01	Brice Pest Management	PEST MANAGEMENT		\$ 187.00
22/06/2023	IV05553		PEST MANAGEMENT- COPPIN RD TRANSFER STATION	\$ 187.00	
26/06/2023	3456.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 4,500.32
14/06/2023	6525		STREET TREE MAINTENANCE	\$ 4,500.32	
26/06/2023	3456.9935-01	All Fence U Rent Pty Ltd	HIRE TEMPORARY FENCING		\$ 701.25
20/06/2023	00046867		SUPPLY AND INSTALL TEMP FENCE - NORRIS PARK	\$ 701.25	
26/06/2023	3457.12511-01	Helena River Catchment Group Inc	GRANT		\$ 497.07
23/06/2023	GRANT		QUICK GRANT	\$ 497.07	
26/06/2023	3457.12665-01	Building and Construction Industry	BCITF LEVY		\$ 7,885.09
23/06/2023	INV-184082Q6N3Q4		BCITF MAY 2023	\$ 4,322.59	
26/06/2023	INV-185189M1R7G2		BCITF APRIL 2023	\$ 938.00	
26/06/2023	INV-185185N4V8C1		BCITF FEBRUARY 2023	\$ 2,624.50	
26/06/2023	3457.13100-01	Mahogany Creek Progress Association	GRANT		\$ 500.00
23/06/2023	GRANT		QUICK GRANT	\$ 500.00	
26/06/2023	3457.15081-01	Fast Fit ROAR Program	GRANT		\$ 500.00
19/06/2023	GRANT		QUICK GRANT	\$ 500.00	
26/06/2023	3457.15109-01	Perth Hills Climate Change Interest	QUICK GRANT		\$ 422.95
23/06/2023	GRANT		QUICK GRANT	\$ 422.95	
26/06/2023	3457.15117-01	Mrs C Smith	REFUND		\$ 100.00
26/06/2023	REFUND		REFUND - MULTI CAT APPLICATION FEE	\$ 100.00	
26/06/2023	3457.15118-01	Ms K L Eksteins	REFUND		\$ 222.00
26/06/2023	REFUND		REFUND - PLANNING APPLICATION FEE	\$ 222.00	
26/06/2023	3457.174-01	Synergy	ELECTRICITY		\$ 10,745.28
23/06/2023	5147790712		ELECTRICITY	\$ 205.84	
23/06/2023	5045204415		ELECTRICITY	\$ 257.39	
23/06/2023	8876289221		ELECTRICITY	\$ 175.23	
23/06/2023	2172465520		ELECTRICITY	\$ 109.66	
26/06/2023	0239507529		ELECTRICITY	\$ 123.73	
23/06/2023	5125442514		ELECTRICITY	\$ 166.98	
23/06/2023	5068955212		ELECTRICITY	\$ 181.48	
23/06/2023	5639936321		ELECTRICITY	\$ 183.30	
23/06/2023	5176146311		ELECTRICITY	\$ 619.96	
23/06/2023	5142730716		ELECTRICITY	\$ 112.35	
23/06/2023	8749180328		ELECTRICITY	\$ 140.49	
14/06/2023	7436114725		ELECTRICITY	\$ 221.72	
14/06/2023	5285263111		ELECTRICITY	\$ 62.50	
14/06/2023	5213386810		ELECTRICITY	\$ 984.06	
15/06/2023	1059211527		ELECTRICITY	\$ 502.89	
15/06/2023	5185501927		ELECTRICITY	\$ 810.45	
23/06/2023	5233911527		ELECTRICITY	\$ 239.20	
13/06/2023	3509628321		ELECTRICITY	\$ 995.57	
14/06/2023	5162819914		ELECTRICITY	\$ 3,600.66	
14/06/2023	0998549922		ELECTRICITY	\$ 587.42	
14/06/2023	4806915126		ELECTRICITY	\$ 464.40	

MONTHLY LIST OF ACCOUNTS PAID
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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
26/06/2023	3457.196-01	Glen Forrest Volunteer Bushfire Bri	HAZARD REDUCTION BURN		\$ 650.00
19/06/2023	HR BURNS		HAZARD REDUCTION BURN - DARLINGTON	\$ 300.00	
19/06/2023	HR BURNS		HAZARD REDUCTION BURN - WITLAM ST MOUNT HELENA	\$ 350.00	
26/06/2023	3457.217-01	Darling Range Volunteer Bushfire Br	HAZARD REDUCTION BURN		\$ 300.00
19/06/2023	HR BURNS		HAZARD REDUCTION BURN - DARLINGTON	\$ 300.00	
26/06/2023	3457.306-01	Darlington Volunteer Bushfire Briga	HAZARD REDUCTION BURN		\$ 1,975.00
19/06/2023	HR BURNS		HAZARD REDUCTION BURN - DARLINGTON	\$ 750.00	
19/06/2023	HR BURNS		HAZARD REDUCTION BURN - WHITLAM ST MOUNT HELENA	\$ 1,225.00	
26/06/2023	3457.318-01	Sawyers Valley Volunteer Bushfire	HAZARD REDUCTION BURN		\$ 650.00
19/06/2023	HR BURNS		HAZARD REDUCTION BURN - DARLINGTON	\$ 300.00	
19/06/2023	HR BURNS		HAZARD REDUCTION BURN - WITLAM ST MOUNT HELENA	\$ 350.00	
26/06/2023	3457.355-01	Wesfarmers Kleenheat Gas Pty Ltd	GAS		\$ 209.55
19/05/2023	22101917		GAS SERVICES - LAKE LESCHENAULTIA ABLUTION BLOCK	\$ 209.55	
26/06/2023	3457.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 7,594.50
21/06/2023	210623		FDC PARENT LEVY	\$ 7,594.50	
26/06/2023	3457.589-01	Shire of Mundaring	BCITF LEVY		\$ 181.50
23/06/2023	MAY 2022		BCITF LEVY MAY 2022	\$ 82.50	
23/06/2023	APRIL 2023		BCITF APRIL 2023	\$ 24.75	
23/06/2023	FEBRUARY 2023		BCITF FEBRUARY 2023	\$ 74.25	
26/06/2023	3457.9052-01	Darlington Netball Club	KIDSPORT FUNDING		\$ 495.00
19/06/2023	GRANT		QUICK GRANT	\$ 495.00	
26/06/2023	3458.589-01	Shire of Mundaring	POS RECOUP 2022/23		\$ 44,382.48
26/06/2023	999999		POS RECOUP 2022/23	\$ 44,382.48	
29/06/2023	3459.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 24,569.88
28/06/2023	280623		CARE GIVER SUBSIDIES	\$ 24,569.88	
29/06/2023	3460.34-01	Water Corporation	WATER RATES & FEES		\$ 2,205.36
29/06/2023	9012388904		WATER RATES & FEES - HYDRANT STANDPIPE	\$ 905.18	
29/06/2023	9010381397		WATER RATES & FEES	\$ 10.85	
29/06/2023	9004693298		WATER RATES & FEES	\$ 10.85	
29/06/2023	9004679824		WATER RATES & FEES	\$ 89.50	
29/06/2023	9004615978		WATER RATES & FEES	\$ 169.27	
21/06/2023	9004687154		WATER RATES & FEES	\$ 439.34	
29/06/2023	9004678303		WATER RATES & FEES	\$ 580.37	
Total Electronic Funds Transfers From Municipal Account				\$ 4,673,309.95	\$ 4,673,309.95

**MONTHLY LIST OF ACCOUNTS PAID
JUNE 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Payments By Electronic Funds Transfer (Payroll)					
7/06/2023	PP25/23 cycle 1	Pay Summary		\$ 93,377.62	
7/06/2023	PP25/23 cycle 2	Pay Summary		\$ 430,111.69	
21/06/2023	PP26/23 cycle 1	Pay Summary		\$ 445,940.87	
21/06/2023	PP26/23 cycle 2	Pay Summary		\$ 92,511.71	
Total Payroll Payments Direct From Municipal Account				\$ 1,061,941.89	
Payment By Direct Debit From Municipal Account					
		Bendigo - Merch Bank Fees		\$ 2,942.49	
		Bendigo - Direct Debit Fees (incl FTS)		\$ 346.24	
		Commonwealth Bank - Bpoint Fees		\$ 789.85	
		NAB - Purchase Cards		\$ 22,235.94	
		Fleetcare - Fuel Payments		\$ 4,393.04	
		WEX Motorpass		\$ 270.43	
		ICMSFE		\$ 332.60	
		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		\$ 188.10	
		RMS - Monthly SMS Fees		\$ 26.18	
		Qikkids - Fees		\$ 73.66	
		Debitsuccess		\$ 350.30	
		Windcave - Merchant Fees		\$ 55.00	
Total Electronic Fund Payments Direct From Municipal Account				\$ 150,465.00	

NAB Purchase Card Payments List for June 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
28-May-23	Campaign Monitor	Bulk Newsletter - Library temporary closure dates	\$ 143.00	Ms B M Beale
28-May-23	Campaign Monitor	What's On June e-newsletter - Visitor Centre	\$ 22.45	Ms B M Beale
29-May-23	Pinnacle Safety & Training	Health & Safety Representative Refresher Training - Supervisor Mundaring Arena	\$ 700.00	Ms M Beley
29-May-23	Kmart	Resources for MECPC	\$ 107.50	Ms S Harlow
29-May-23	Trybooking Brigid Rawling	WALGA People & Culture Seminar - HR Officer and PC Coordinator	\$ 931.50	Ms A E Douglas
29-May-23	Gilbert's Fresh Midland	Catering - Ministerial Visit - MECPC Childcare	\$ 143.79	Mrs S E Broad
29-May-23	Swan Valley Gourmet Deli Midland	Catering - Ministerial Visit - MECPC	\$ 2.00	Mrs S E Broad
29-May-23	Black Swan Bakehouse	Catering - Ministerial Visit - MECPC Childcare	\$ 4.20	Mrs S E Broad
29-May-23	DOT - Licensing	Plate Change Fee	\$ 30.50	Mrs R L McLaughlin
30-May-23	The Cheesecake Shop	Catering - CPC LAC meeting	\$ 55.90	Ms R B McAllister
30-May-23	Coles	Catering - PHTA Meeting on 31/05/2023	\$ 22.40	Ms B M Beale
30-May-23	Woolworths Mundaring	Consumables for workshop	\$ 51.85	Mrs D W Wells
30-May-23	Dominos Estore Mundaring	BFAC meeting refreshments	\$ 201.87	Ms C J Jones
30-May-23	Lesmurdie IGA	Milk for workshop	\$ 3.42	Mrs D W Wells
31-May-23	Cleverbridge	Paint Shop Pro 2023 licence - refunded	\$ 119.00	Mr R J Grieves
31-May-23	Pinnacle Height Safety	Cert IV WHS - Coordinator Community Safety	\$ 775.00	Mr C M Cuthbert
31-May-23	SP AIATSI	AIATSI Map of Indigenous Australia - HR Officer	\$ 25.90	Ms A E Douglas
31-May-23	Cleverbridge	Paint Shop Pro 2023 licence	\$ 108.18	Mr R J Grieves
31-May-23	Australia Post Mundaring	Recognition of Departing Employee - Manager Design Services	\$ 380.95	Ms A M Italiano
31-May-23	Local Government Professionals	Central Animal Registration update/seminar	\$ 50.00	Mr C M Cuthbert
01-Jun-23	Woolworths Mundaring	Farewell card - Lake Supervisor	\$ 7.99	Mrs P Heath
01-Jun-23	Seek	Seek advertisement - Service Desk Officer	\$ 335.50	Ms A E Douglas
01-Jun-23	JB HI-FI	KSP new stock AV adult	\$ 473.57	Ms A L Rowe
01-Jun-23	Dept of Justice	Court hearing Carrano	\$ 166.30	Mr M R Luzi
01-Jun-23	Red Dot stores	Farewell function Manager Design Services	\$ 22.98	Ms M Beley
01-Jun-23	Mt Helena Hardware	Graffiti removal bus shelters	\$ 146.99	Mr J M Neale
01-Jun-23	Adairs Midland Homemaker	Library events stage props	\$ 99.46	Ms G Evans
01-Jun-23	Adairs Midland Homemaker	Library events stage props	\$ 99.99	Ms G Evans
02-Jun-23	Childcare Centre D	MECPC - Quarterly professional subscription	\$ 147.00	Ms S Harlow
05-Jun-23	Crowne Plaza Hotel Canberra	Accommodation - NGA Canberra Cr McNeil 12-16 June 23	\$ 1,603.70	Ms A M Italiano
06-Jun-23	Woolworths Mundaring	Catering - Farewell Manager Design Services	\$ 5.90	Ms M Beley
06-Jun-23	Collins Craft	MECPC - Art and craft	\$ 798.05	Ms S Harlow
06-Jun-23	Vistaprint Australia Pty	Vistaprint business cards - Community Safety Ranger	\$ 48.98	Ms A E Douglas
06-Jun-23	News Limited	AFM Library - Newspaper annual subscription	\$ 728.00	Ms A L Rowe
06-Jun-23	Aldi Stores Mundaring	Catering - Manager Design Services farewell	\$ 322.63	Ms M Beley
07-Jun-23	Q N Lowings & S M Lowings	Catering - Manager Design Services farewell	\$ 90.00	Ms M Beley
07-Jun-23	Woolworths Midland Gate	Food MECPC Childcare	\$ 11.00	Mrs S E Broad
07-Jun-23	Breadwinner Bakehouse Mundaring	Catering - Manager Design Services farewell	\$ 51.84	Ms M Beley
07-Jun-23	Parkerville Tavern	Lunch for Volunteers/Staff Training day	\$ 202.09	Ms B M Beale
07-Jun-23	Local Government Professionals	Procurement Fundamentals course - Purchasing Officer	\$ 495.00	Mrs R L McLaughlin
08-Jun-23	Stationery Co Midvale	Seed Library packaging	\$ 58.50	Ms H McKissock
08-Jun-23	Facebook	National Volunteer Week Facebook boost	\$ 34.60	Mrs K D White
08-Jun-23	Bunnings Group	Community engagement trolley and storage	\$ 387.00	Mrs K D White
09-Jun-23	Cleverbridge	Refund - Paint Shop Pro licence	REFUND \$ 119.00	Mr R J Grieves
09-Jun-23	Midland Supa IGA	Food for training - MECPC Childcare	\$ 26.34	Mrs S E Broad
09-Jun-23	Virgin Australia	Airfares AFAC conference - Coordinator Community Safety	\$ 708.01	Mr C M Cuthbert
09-Jun-23	Virgin Australia	Credit card charge fees - airfares	\$ 6.87	Mr C M Cuthbert

NAB Purchase Card Payments List for June 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
09-Jun-23	Awe and Wonder	Books for environmental services	\$ 141.00	Mrs C M Batty
09-Jun-23	Clever Patch	School holiday activity resources	\$ 195.87	Miss S Mullally
09-Jun-23	DMIRS East Perth	Dangerous Goods licence	\$ 246.00	Ms S H Crawford
12-Jun-23	Tangibility	Community engagement drink bottles	\$ 1,313.83	Mrs K D White
12-Jun-23	CSIRO Publishing	Books for environmental services	\$ 478.84	Mrs C M Batty
12-Jun-23	WARRRL	Containers for Change bags Pk50	\$ 186.00	Mrs R L McLaughlin
12-Jun-23	MHA Products	Community engagement trolley	\$ 596.95	Mrs K D White
12-Jun-23	Department of the Premier and Cabinet	Government Gazette Amt 16	\$ 93.60	Ms K L de Gracie
13-Jun-23	Mundaring Tech	iPhone screen protector	\$ 39.95	Mr M R Luzi
13-Jun-23	City of Perth Parking	SAT Parking 13/06/2023	\$ 15.14	Mr C M Cuthbert
13-Jun-23	LGIS - WA Local Government	LGIS Getting Back to Work Workshop - WHS officer	\$ 150.50	Ms A E Douglas
13-Jun-23	Kounta	Monthly subscription	\$ 220.00	Mr S D Winfield
13-Jun-23	Lolly Warehouse	Immunisation clinics parent and child	\$ 132.25	Ms R B McAllister
14-Jun-23	Taylor Hill Scarves & Co	Visitor Centre stock	\$ 211.75	Mrs P Heath
14-Jun-23	Jaycar	UPS backup battery	\$ 39.95	Mr A J Dyson
14-Jun-23	Woolworths Mundaring	Consumables	\$ 13.55	Ms H McKissock
14-Jun-23	JB HI-FI	Dishwasher - MECPC Childcare	\$ 824.00	Mrs S E Broad
14-Jun-23	DWER	Clearing permit application	\$ 400.00	Mrs J N Dutton
15-Jun-23	JB HI-FI	KSP Library - New stock adult	\$ 248.81	Ms A L Rowe
15-Jun-23	JB HI-FI	AFM Library - New stock adult	\$ 280.77	Ms A L Rowe
16-Jun-23	Crowne Plaza Hotel Canberra	Card fee - NGA Canberra Accommodation Cr McNeil	\$ 58.87	Ms A M Italiano
16-Jun-23	Woolworths Midvale	Food and consumables - MECPC Childcare	\$ 65.36	Mrs S E Broad
17-Jun-23	Coles	Community event refreshments and kitchen supplies	\$ 88.20	Ms G Evans
17-Jun-23	Campaign Monitor	Library bulk e-newsletter marketing	\$ 143.77	Ms G Evans
19-Jun-23	Swan Communities for Children	Networking breakfast	\$ 70.00	Mrs J A Pearce
19-Jun-23	Kmart	MECPC - Resources for rooms	\$ 118.00	Ms S Harlow
19-Jun-23	PromoColour Pty Ltd	Visitor Centre display material	\$ 372.70	Mrs P Heath
19-Jun-23	Australia Post Glen Forrest	Postage bags & stamps	\$ 144.80	Mrs J A Pearce
19-Jun-23	JB HI FI Midland Gate	MECPC - Speakers for rooms	\$ 396.00	Ms S Harlow
19-Jun-23	Red Dot Stores	MECPC - Childrens craft	\$ 23.00	Ms S Harlow
19-Jun-23	Harvey Norman Superstore Midland	MECPC - Kitchen minor equipment	\$ 118.00	Ms S Harlow
19-Jun-23	Eclipse Education	White Card - Purchasing Officer	\$ 38.00	Mrs R L McLaughlin
20-Jun-23	The Lazy Corner	Lunch for volunteer	\$ 14.40	Ms B M Beale
20-Jun-23	Coles	Flowers for volunteer	\$ 20.00	Ms B M Beale
20-Jun-23	Starlink	Starlink Lake Leschenaultia	\$ 139.00	Mr R J Grieves
20-Jun-23	Altronic Distributors Pty Ltd	HDMI splitter for Council Chambers	\$ 239.00	Mr R J Grieves
20-Jun-23	Institute of Public Works Engineering Australasia	Registration for The Circular Economy Seminar	\$ 176.00	Ms M Beley
21-Jun-23	Woolworths Mundaring	Catering for CEO recruitment committee interviews	\$ 30.20	Ms A E Douglas
21-Jun-23	Woolworths Mundaring	Supplies for projects	\$ 110.15	Mrs C M Batty
21-Jun-23	Booktopia Pty Ltd	Magazine subscription renewal	\$ 139.00	Ms A L Rowe
21-Jun-23	Bunnings Group	Hand trolley and velcro	\$ 74.18	Ms B M Beale
21-Jun-23	Vale IGA Liquor	ERFDC Educator training	\$ 38.43	Mrs G L Crosse
22-Jun-23	Woolworths Mundaring	Team building exercise	\$ 92.40	Mrs J N Dutton
22-Jun-23	Vistaprint Australia Pty	Business cards for Environmental Health Officer	\$ 48.98	Ms A E Douglas
22-Jun-23	Seek	Job Advertisement - Coordinator WHS	\$ 335.50	Ms A E Douglas
22-Jun-23	St John Ambulance	Child defibrillator key	\$ 214.50	Mr S D Winfield
22-Jun-23	Express Online Training	White Card - Waste Operations Supervisor	\$ 39.54	Mrs R L McLaughlin

NAB Purchase Card Payments List for June 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
22-Jun-23	Veolia Recycling and Recovery	Collection of sharps containers from Operations Centre	\$ 68.00	Mrs R L McLaughlin
22-Jun-23	Love You Papa Pty Ltd	Team building exercise	\$ 240.94	Mrs J N Dutton
22-Jun-23	Mt Helena Hardware	Graffiti removal	\$ 27.65	Mr J M Neale
22-Jun-23	Campaign Monitor	Library bulk e-newsletter marketing	\$ 143.67	Ms G Evans
23-Jun-23	Coles	Team building exercise	\$ 18.80	Mrs J N Dutton
23-Jun-23	Coles	Team building exercise	\$ 4.40	Mrs J N Dutton
23-Jun-23	Puma Energy Mundaring	Team building exercise	\$ 14.00	Mrs J N Dutton
23-Jun-23	Global Institute of Training and Presenting	Registration for Presentation Skills - Cr Beale	\$ 695.00	Ms A C Fernandez
23-Jun-23	LGPA	LGPA Breakfast	\$ 255.00	Ms K L de Gracie
24-Jun-23	Woolworths Midvale	Event morning tea	\$ 34.85	Mr D L O'Brien
24-Jun-23	Coles	Library community event refreshments	\$ 71.10	Ms G Evans
26-Jun-23	Tip Top Varieties	MECPC - Kitchen consumables	\$ 34.00	Ms S Harlow
26-Jun-23	Officeworks	KSP Library - Perspex sign holders and laundering bags	\$ 73.50	Ms G Evans
27-Jun-23	Foodbank of Western Australia	Foodbank boxes for imms clinic, will be reimbursed	\$ 500.00	Ms R B McAllister
27-Jun-23	City of Perth Parking	Parking for WA Aquatic Recreation Industry Awards	\$ 9.59	Ms S H Crawford
29-Jun-23	NAB	Cardholder fee	\$ 30.00	
Total Purchase Card Payments			\$ 22,235.94	

10.14 Appointment of Acting Chief Executive Officer

File Code	HR.EMP 01
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Council is requested to approve the appointment of an Acting Chief Executive Officer (CEO) for the period following the current CEO, Mr Jonathan Throssell, finishing his employment and Mr Jason Whiteaker commencing his employment with the Shire as CEO.

BACKGROUND

Mr Throssell finishes his employment with the Shire on 15 September 2023. Mr Whiteaker commences employment on Monday 2 October 2023.

STATUTORY / LEGAL IMPLICATIONS

The *Local Government Act 1995* provides the below in regards to contracts for the CEO:

5.39. Contracts for CEO and senior employees

(1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*

(1a) *Despite subsection (1) —*

- (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
- (b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*

(2) *A contract under this section —*

- (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
- (b) *in every other case, cannot be for a term exceeding 5 years.*

As the appointment of the Acting CEO is for a period of two weeks, a written contract is not required.

POLICY IMPLICATIONS

The stated purpose of Council policy AS-03 “Acting Chief Executive Officer” is ‘to allow the proper appointment of an Acting CEO in the absence of the CEO during leave absences’.

Relevantly, the policy statement:

- Identifies those persons appointed as the permanent incumbent to the position of Director as being suitably qualified to perform the role of Acting CEO; and
-

- provides for the CEO to appoint a Director as Acting CEO at their discretion for a period not exceeding three months.

Despite it not being detailed in the policy statement itself, as the stated purpose of the policy is for it to guide the appointment of an Acting CEO when the CEO is on leave, it is considered appropriate that Council appoints an Acting CEO in circumstances where the need for an Acting CEO is for reasons other than the absence of the CEO on periods of leave.

FINANCIAL IMPLICATIONS

The Acting CEO is paid at the equivalent rate of pay as the current CEO for the period they are appointed.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: The appointment of an acting CEO is not made in accordance with the Act.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Low
Action / Strategy		
Council appoints an Acting CEO for the period from 16 September until 1 October 2023.		

EXTERNAL CONSULTATION

Nil

COMMENT

Due to Mr Throssell ceasing his employment as CEO on 15 September 2023 there is a need to appoint an Acting CEO from this time until the commencement of Mr Whiteaker on 2 October 2023.

As Council has already determined in policy AS-03 that those persons appointed as the permanent incumbent to the position of Director are suitably qualified to perform the role of Acting CEO, it is recommended that a Director be appointed as Acting CEO until the commencement of Mr Whiteaker’s employment.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Appoints _____ as Acting Chief Executive Officer for the period Saturday 16 September 2023 to Sunday 1 October 2023; and
2. Notes the rate of pay for the Acting Chief Executive Officer is equivalent to the rate of pay the current Chief Executive Officer receives.

11.0 COUNCIL MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Notice of Motion - Creation of New Policy - Disaster Relief Donations Policy - Cr Trish Cook

File Code	GV.OPP 1
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Cr Cook has advised her intention to move the following notice of motion:

MOTION

That:

1. Council refers the item to the Governance Committee to develop a Disaster Relief Donations Policy, to be scheduled in the Governance Committee Work Plan during the 2023/24 financial year.
2. The purpose and scope of the proposed Disaster Relief Donations Policy includes, but is not limited to, as follows:

Purpose:

- a. To provide criteria for the equitable assessment for donations,
- b. Incorporates options and flexibility in the amount to be donated, based on the circumstances of the event conditions and processes,
- c. To ensure accountability for the funds expended.

Scope:

- a. The policy applies to all Council donations for disaster relief in respect of disasters affecting countries, regions or community groups, and excludes events covered by the Shire's Emergency Management Plan.
- b. Provides options for CEO delegation on behalf of Council.

Cr Cook has provided the information below in support of her motion:

"A policy is beneficial to provide guidance to Councillors regarding future donations to support Disaster Relief.

SOM have supported previous allocations of money, most recently to

- *Cyclone Seroja \$5,000*
- *Kimberley Floods \$10,000*

A policy may include:

- *Definition of Disaster*
- *Recommended amounts of money, or donations of other kinds eg office secondment.*
- *Recommended streams of donations eg Lord Mayor Disaster Relief Program*
- *Recommended supporting or not particular locations of disaster : Local, State, Federal, International. (Clear direction)*
- *Recommend an ongoing annual budgetary allowance*
- *Recommend CEO or Council authorisation requirements.*

The policy should have a degree of flexibility to allow the Council of the day to adapt for individual circumstances.”

BACKGROUND

Council has previously resolved to provide donations:

- Notice of Motion - Kimberley Floods - Donation to Lord Mayors Distress Relief Fund - Cr Trish Cook (C12.01.23)
That Council, by absolute majority, approves a budget amendment of \$10,000 to the donations expenditure account in order to fund a donation to the City of Perth Lord Mayors Distress Relief Fund to assist individuals with recovery from the impacts of the recent Kimberley Flood.
- Cyclone Seroja - Donation to Lord Mayors Distress Relief Fund (C19.05.21)
That Council, by absolute majority, approves a budget amendment of \$5000 increase to the donations expenditure account in order to fund a donation to the Lord Mayor’s Distress Relief Fund to assist with recovery from the impacts of Cyclone Seroja.

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 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.*

Where a donation has not been included in an annual budget, pursuant to section 6.8 (1)(b) a Council decision is required to authorise the donation by absolute majority.

POLICY IMPLICATIONS

The “Policy Development and Review Policy” provides guiding principles as follows:

Each policy developed or reviewed is to be assessed against the below guiding principles.

A policy may be developed where there is either complexity or lack of clarity in one or a combination of the following circumstances:

- a. legislative requirement*
- b. new or changing industry and organisational standards*
- c. to meet the Shire’s strategic objectives*
- d. community need or expectation*
- e. advocacy on issues that Council considers to be significant*
- f. as a result of a Council resolution.*

Policies should result in:

- clarity and consistency in decision making*
- improved efficiency and effectiveness*
- improved customer and community outcomes.*

A policy is not to be initiated if it does not address the listed circumstances or will not achieve the listed results. Alternative document formats may be considered.

It is likely that the policy as proposed by the Notice of Motion would result in clarity and consistency in decision making. Additionally, a policy with provisions for how donations will be given may reduce the number of items to be presented to Council and would ensure that a donation is able to be made in a short period of time to maximise its effectiveness in an emergency recovery situation.

The “Policy Development and Review Policy” also provides the process for the development of a new policy:

The development of a new policy may be initiated where due consideration has been given to item 3.1 Guiding Principles:

- by Council resolution (including the draft purpose and scope)*
- if recommended by the Governance Committee and resolved by Council (including the draft purpose and scope)*

Where it is resolved to develop a new policy or review an existing policy not included in the adopted Policy Workplan, a report will be presented to the Governance Committee including details of items which may need to be postponed and resourcing implications to schedule the policy in the Policy Workplan.

FINANCIAL IMPLICATIONS

As noted under ‘Statutory / Legal Implications’, section 6.8 (1)(b) provides that where expenditure has not been included in an annual budget, an absolute majority is required.

The financial implications will be further considered in the development of the policy.

Should the proposed policy be adopted, a budget allocation would be required to be included in the annual budget.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance: That expenditure is provided in accordance with the <i>Local Government Act 1995</i> .		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
An allocation would be included in the annual budget so an item is not required to be presented to Council to endorse the expenditure (donation) by absolute majority with expenditure in accordance with the proposed Disaster Relief Donations Policy.		

Risk: Reputational: The Shire has been the recipient of donations for disaster relief and not making a donation to assist in similar circumstances may reflect negatively on the Shire or alternatively may be the subject of criticism from ratepayers as an inappropriate use of ratepayer funds.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
That the proposed Disaster Relief Donations Policy be scheduled for development and these issues be addressed or mitigated where possible.		

EXTERNAL CONSULTATION

Nil

COMMENT

It is common for local governments to make donations to assist communities recover from emergencies and/or disaster events. The Shire has been the recipient of donations for disaster relief following the Wooroloo Bushfire in 2021 and Parkerville Stoneville Mt Helena bushfire in 2014.

Cr Cook's Notice of Motion provides for the creation of a policy or guidelines. If it was determined that Council wanted a document that would provide relevant definitions, criteria and approved donation recipients, it is suggested that a formal position be established in a policy.

The “Policy Development and Review Policy” provides the process for initiation the development of a new policy. The proposed Disaster Relief Donations Policy meets the guiding principles.

VOTING REQUIREMENT

Simple Majority

MOTION

That:

1. Council refers the item to the Governance Committee to develop a Disaster Relief Donations Policy, to be scheduled in the Governance Committee Work Plan during the 2023/24 financial year.
2. The purpose and scope of the proposed Disaster Relief Donations Policy includes, but is not limited to, as follows:

Purpose:

- a. To provide criteria for the equitable assessment for donations,
- b. Incorporates options and flexibility in the amount to be donated, based on the circumstances of the event conditions and processes,
- c. To ensure accountability for the funds expended.

Scope:

- a. The policy applies to all Council donations for disaster relief in respect of disasters affecting countries, regions or community groups, and excludes events covered by the Shire’s Emergency Management Plan.
- b. Provides options for CEO delegation on behalf of Council.

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 25 July 2023

Item 13.1 is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (b) as it contains information relating to the personal affairs of any person.

13.1 Reports of CEO Performance Review Committee 25 July 2023

13.1.1 CEO Performance Evaluation Framework 2022/2023 - Final Report

File Code	GV.MTG 6/2/2
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Interest affecting Impartiality - CEO and DCS
Attachments	1. 2022-23 CEO Performance Criteria - KFA as at 30 June 2023 (confidential) 2. CEO KPIs 2022-23 as at 30 June 2023 (confidential)

COMMITTEE RECOMMENDATION

CEOPRC4.07.23

That Council:

1. Notes the progress made against the CEOs Performance Criteria, (as detailed in the Chief Executive Officer's Performance Evaluation Framework 2022/2023) as at 30 June 2023, as per **Confidential Attachments 1 and 2**;
2. Endorses the amended end dates of the following projects:
 - Signage Strategy - end date moved from July to September 2023;
 - Heritage Strategy - end date moved from August to September 2023;
 - Accelerating Emission Reductions (LED Street Lighting) - end date moved from June 2023 to June 2024;
 - Investment Property Strategy Review – project deferred 12 months, end date moved from July 2023 to July 2024;
 - Mt Helena Oval Changerooms – Upgrades internals – end date moved from June 2024 to June 2026;
 - Scott Street Bridge Upgrade – end date moved from June to September 2023; and
 - Works to achieve Disability Access Program – end date moved from June to October 2023; and
3. **Notes it is agreed with Mr Throssell there is insufficient time to undertake the usual annual performance review process due to the date of effect of his resignation from the role of Chief Executive Officer on 15 September 2023.**

Meeting Opened to Public

RECOMMENDATION

That the meeting again be opened to the public.

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 September 2023 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting