



28 April 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, 9 May 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**  
**9 MAY 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**

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**1.0 OPENING PROCEDURES**

Acknowledgement of Country

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

Recording of Meeting

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

**1.1 Record of Attendance**

**Elected  
Members**

**Apologies**

**Leave of  
Absence**            Nil

**Absent**

**Staff**

**Guests**

**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**

Nil

### **5.0 PUBLIC QUESTION TIME**

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

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

### **6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

### **7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

<b>RECOMMENDATION</b>
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That:

1. the Minutes of the Ordinary Council Meeting held 11 April 2023 be confirmed; and
2. the Minutes of the Special Council Meeting held 2 May 2023 be confirmed.

### **8.0 PRESENTATIONS**

#### **8.1 Deputations**

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

## **8.2 Petitions**

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

## **8.3 Presentations**

## 9.0 REPORTS OF COMMITTEES

### 9.1 Reports of Governance Committee 17 April 2023

#### 9.1.1 Review - Governance Framework 2023-2028

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<b>File Code</b>	OR.CMA 3
<b>Author</b>	Elizabeth Nicholls, Governance Co-ordinator
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Draft Updated Governance Framework <a href="#">↓</a></li><li>2. Governance Framework - adopted February 2019 <a href="#">↓</a></li><li>3. Draft Governance Framework - with track changes <a href="#">↓</a></li></ol>

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#### SUMMARY

The Governance Framework has been reviewed and updated to reflect current practice and to provide greater clarity to council members, employees and members of the public.

The draft updated Governance Framework 2023-2028 (**Attachment 1**) is presented to the Committee for consideration and recommendation to Council for adoption.

#### BACKGROUND

The Governance Framework was last reviewed in February 2019 (**Attachment 2**). The previous Governance Framework was based on the “Excellence in Governance for Local Government” document prepared in 2005 by CPA Australia and Local Government Professionals Australia (LGPA).

The Governance Framework has been reviewed, updated to reflect current practice and expanded in some areas for greater clarity. Some content has been moved to have a better ‘flow’ to the document and where information is operational in nature, it has been removed. The reviewed draft Governance Framework with track changes has been provided as **Attachment 3**.

Other local government Governance Frameworks were utilised to inform changes including the City of Joondalup, City of Stirling and City of Vincent.

At the 20 March 2023 Governance Committee informal meeting, a review cover note was presented to the committee to seek feedback on the inclusion of visual representations and the additional sub headings and content, specifically the role of individual council members in external and Shire led engagement or consultation processes.

#### STATUTORY / LEGAL IMPLICATIONS

There is no legal requirement for local governments to adopt a Governance Framework, however, it is considered best practice.

#### POLICY IMPLICATIONS

The Governance Framework references a number of policies.



## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

## SUSTAINABILITY IMPLICATIONS

### Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Sustain and enhance organisational knowledge, capability and leadership

## RISK IMPLICATIONS

<b>Risk:</b> Reputational – not having a Governance Framework may be seen by the community as not supporting accountability, transparency and integrity.		
Likelihood	Consequence	Rating
Unlikely	Major	Moderate
<b>Action / Strategy</b>		
Council adopts the Governance Framework and implements its principles.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

There are some sections within the updated Governance Framework that may require further amendment following the introduction of the local government reforms, however, the document provides for current practices.

Visual representations have been added including :

- Governance Framework Overview
- Integrated Planning Framework Diagram
- Roles, Responsibilities and Separation of Duties Overview
- Document Hierarchy

A number of subheadings have been removed, amended or placed in a different order. Subheadings that have been added include:

- Under Principle 1 – Vision and Culture
  - Vision
  - Integrated Planning Framework

- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Annual Budget
- Confidentiality
- Under Principle 2 – Roles and Relationships
  - Council
  - Employees
- Under Principle 3 – Decision-making and Management
  - Role of Community in Decision Making
  - Role of Individual Council Members in Decision Making
    - Individual Council Member Involvement in External Engagement or Consultation
    - Individual Council Member Involvement in Shire led Engagement or Consultation
  - Meeting Schedule – Council Meetings and Council Forums
  - Electronic Meetings
  - External Committees, Boards and Groups
  - Council Members’ Attendance at Meetings
  - Lobbying and meetings with external parties
  - State Administrative Tribunal
  - Planning Delegations
  - Development Assessment Panels
  - Informing Documents
  - Local Laws
  - Council Adopted Strategies, Frameworks and Plans
  - Council Adopted Policies
  - CEO Approved Documents
  - Primary Returns and Annual Returns
  - Related Party Disclosures
  - Decision Making Powers Assigned to Others
  - Acting Through
  - Authorised Persons
  - Other management plans

Once adopted, the Governance Framework will be updated on the Shire’s website. Additionally, content on website pages will be updated to include relevant information from the Governance Framework.

## VOTING REQUIREMENT

Simple Majority

– Review - Governance Framework 2023-2028

<b>COMMITTEE RECOMMENDATION</b>
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<b>GC2.04.23</b>
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That Council adopts the updated Governance Framework 2023-2028 (**Attachment 1**), subject to the following amendment:

- a. That item 8.4.8, paragraph 3 be amended to state “Council agendas are available on the Shire’s website **two weekends prior to** an Ordinary Council Meeting and as soon as practicable prior to a Special Council Meeting. Committee agendas for meetings that are open to the public are available on the Shire’s website prior to the meeting in accordance with the Act.”



# Governance Framework

2023 to 2028



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Draft

## 1. Introduction

**While good governance doesn't guarantee success, poor governance guarantees failure.**

John McKechnie QC, CCC Commissioner

Good governance is about the processes for making and implementing decisions. It is not about making "correct" decisions, but about the best possible process for making those decisions.

Good decision-making processes have a positive effect on various aspects of local government including consultation policies and practices, meeting procedures, service quality processes, council member and employee conduct, role clarification and good working relationships.

This Governance Framework examines the principles and practices of good governance at the Shire of Mundaring which all council members and employees are encouraged to adhere to. This document functions as an overarching framework for good governance. The Governance Framework is endorsed by Council and reinforces and provides context on legislative requirements, Council adopted policies and established practices.

## 2. Definitions

Term	Meaning
Act	the <i>Local Government Act 1995</i> .
Administration	the operational aspect of the Shire which includes the employees and is headed by the CEO.
audit	the inspection or examination of a Shire activity or facility to evaluate or improve its appropriateness, efficiency or compliance.
CCC	Western Australia's Corruption and Crime Commission
CEO	the Chief Executive Officer, who is the most senior employee in the organisation. The CEO is appointed by and directly accountable to the Council.
community	the entire population within the Shire of Mundaring district. It includes those who work or invest in the district or visit the area for recreational or similar reasons.
committee	a formal committee of the Council established under the Act or any other applicable legislation.
committee member	a member of a committee appointed by the Council. Council members may be appointed as a committee member.
Council	the body constituting of all council members sitting formally as a Council under the Act.



Term	Meaning
<b>council member</b>	a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
<b>Councillor</b>	title given to an individual elected representative of the local government as defined by the Act.
<b>Corporate Business Plan</b>	a four year plan (which is reviewed on an annual basis) detailing how the Shire will deliver on the commitments set out in the Strategic Community Plan.
<b>council meeting</b>	a meeting of Council conducted in accordance with the Act.
<b>Director</b>	a senior position in the organisation engaged by and directly responsible to the CEO. Classified as a senior employee under the Act.
<b>district</b>	the area of the State prescribed by legislation that a local government is required to control.
<b>employee</b>	an employee of the Shire including casual or contract employees.
<b>Executive Leadership Team</b>	the CEO and Directors. Abbreviated as ELT.
<b>Integrated Planning and Reporting Framework</b>	a framework for establishing community priorities and linking this information into operational functions. Provides the basis for improving the practice of strategic planning in local government.
<b>local government</b>	a body corporate established under the Act.
<b>Long Term Financial Plan</b>	long-term financial plan summarising the financial impacts of the objectives and strategies in the Strategic Community Plan.
<b>policy</b>	a formal statement or directive, strategic in nature that gives effect to the Shire's legislation and external regulatory requirements. Policies guide decision making and govern the Shire's activities.
<b>Regulations</b>	the <i>Local Government (Administration) Regulations 1996</i> .
<b>Code of Conduct</b>	the Shire's adopted Code of Conduct for Council Members, Committee Members and Candidates as required by the <i>Local Government (Model Code of Conduct) Regulations 2021</i> .
<b>Shire</b>	the local government of Shire of Mundaring. Includes the Council and the Administration.
<b>Shire President</b>	the President of the Shire of Mundaring.
<b>Strategic Community Plan</b>	Strategic Community Plan 2020-2030, the overarching plan that provides strategic direction for all activities and guides the development and provision of the Shire's services and programs
<b>ward</b>	a part of the Shire's district that delineates an electoral boundary.

### 3. Local Government Defined

Local government in Western Australia is established under the Act and on the national level is the third sphere of government: ie federal government, state or territory government and local government. Local governments in Western Australia have a great deal of autonomy, but they can be dissolved, suspended or amalgamated with other councils if the state government regards such measures as appropriate. The state government may also override council decisions.

Local government has legislative responsibility for many functions and activities that are relevant to a local community. As the level of government often seen as the closest to the community, local government activities relate to matters that are fundamental to people's lives and impact strongly on their quality of life.

Under the Act each local government throughout the State is established as a body corporate with perpetual succession and a common seal. It has the legal capacity of a natural person, which means that it can sue and be sued.

A local government consists of a Council, comprised of council members, and the Administration, comprising a CEO and employees.

The Shire President and council members are the Shire's elected representatives that form the Council.

The following principles apply:

- Council members are able to exercise decision-making authority as a member of Council after they are elected and formally sworn in and when they meet as a Council.
- All lawful decisions are made at Council meetings or through formal delegations from Council to the CEO (or a committee). The CEO can sub-delegate their decision-making powers to other employees.

The CEO is the only employee appointed by Council and is accountable to Council. The role of the CEO is detailed in section 5.41 of the Act and includes, but is not limited to:

- advising Council in relation to the functions of the local government;
- implementing Council decisions;
- managing the day-to-day operations of the local government and the services that the local government provides for its community;
- liaising with the Shire President on the local government's affairs and its performance; and
- being responsible for the employment of local government employees.

The Shire employs four Directors who are designated as senior employees for the purpose of section 5.37 of the Act. All employees are accountable to the CEO.

#### 3.1. Functions of Local Government

The general function of local government is prescribed under section 3.1 of the Act as the good government of persons in its district. Other functions of local government include the following:

- Strategic Planning
- Lawmaking and enforcement
- Stewardship of public assets
- Policy development
- Representation
- Advocacy
- Service delivery

### 3.2. Community Defined

When discussed in connection with good governance “community” is often used as if it is a homogenous entity and assumes that there is a single community interest, community demand or community need.

The population of the Shire of Mundaring district consists of a diverse range of communities: the resident community, the business community, the visitor community, the seniors community etc. Often these various communities do not share the same aspirations, goals and interests. One of the challenges for local government is how to govern so that different and often competing interests are recognised, addressed and managed.

When “community” is referred to in this Framework, it means the many groups, individuals and interests represented within the Shire of Mundaring district.

### 4. Governance in Local Government

There is not one conclusive definition of governance. The Governance Institute of Australia defines it as:

*Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance.*

Shire of Mundaring plays a key role in leading its community as well as ensuring the delivery of high quality services to its community. Good governance is important for several reasons: it not only gives the local community confidence in its Council, it also improves the faith that council members and employees have in their own local government and its decision-making processes.

### 5. Governance Principles

The CPA Australia publication “Excellence in Governance in Local Government” includes four principles that provide a clear foundation for good governance:

- Culture and vision
- Roles and relationships
- Decision-making and management
- Accountability

These principles provide the foundation for good governance and a means for assessing the extent to which good governance is applied at the Shire. All decisions, policies, plans and strategies should have consideration to the principles. Adherence to the principles is the responsibility of Council, individual council members, the CEO and all employees.

The Governance Framework Overview (Figure 1) demonstrates the connection between the legislative framework all local governments must operate in accordance with, the role of the community in informing and holding the Shire to account and the governance principles.

Figure 1 – Governance Framework Overview



**Governance Principles**

<b>Culture and Vision (Principle 1)</b>	<b>Roles and Relationships (Principle 2)</b>	<b>Decision Making and Management (Principle 3)</b>	<b>Accountability (Principle 4)</b>
<ul style="list-style-type: none"> <li>• There is a positive <b>culture</b> that promotes respect, integrity, team spirit, openness, honesty and accountability.</li> <li>• There are transparent, responsive and engaged processes for decision making.</li> <li>• There is a clear <b>vision</b> and strategic plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.</li> </ul>	<ul style="list-style-type: none"> <li>• There is clarity about the <b>role</b> of local government.</li> <li>• There is a sophisticated approach to defining and implementing these roles.</li> <li>• There are effective working <b>relationships</b> that are promoted and supported within and between the Shire President, council members, CEO and the Administration.</li> </ul>	<ul style="list-style-type: none"> <li>• There are effective <b>decision-making</b> processes in place that reflect the transparency and accountability which underpin excellence in governance.</li> <li>• There is robust and transparent financial <b>management</b> established and maintained to meet accountability to its stakeholders.</li> <li>• Effective delegations are implemented and maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Systems and processes support <b>accountability</b> of council members and the Administration.</li> <li>• Internal structures provide for independent review of processes and decision-making.</li> <li>• Consultation is undertaken appropriate to the scope and potential impact of the matter.</li> </ul>

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**6. PRINCIPLE 1 – VISION AND CULTURE**

There is a clear vision and strategic plan that is produced through a comprehensive and inclusive process.

There is a positive culture that promotes respect, integrity, team spirit, openness, honesty and accountability and where there are transparent, responsive and engaged processes for decision making.

**6.1. Vision**

The Strategic Community Plan articulates the Shire’s community vision as “*the place for sustainable living*” and outlines the strategic direction and priorities for action until 2030.

**6.1.1. Integrated Planning Framework**

To ensure that the Shire’s vision is embedded throughout the organisation, the Shire has developed an Integrated Planning Framework as required under the Regulations. The Integrated Planning Framework Diagram (figure 2) details the process, time frames and documents.

This approach ensures that the Shire’s planned activities and resourcing requirements over an extended period of time align with the Shire’s vision and strategic priorities.

**6.1.2. Strategic Community Plan**

Section 5.56 of the Act requires every local government to “*plan for the future*”. Regulation 19C of the Regulations provides that the purpose of the Strategic Community Plan is to clearly define the local governments strategic priorities, actions and initiatives for the next ten years.

There are three major parties to the development of an integrated strategic plan:

<b>Community</b>	<ul style="list-style-type: none"> <li>• participates in a community planning process to determine major vision or intended strategic priorities.</li> <li>• participates in regular reviews of those directions</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>• approves the process and structure of the community engagement model</li> <li>• understands community aspirations and desired outcomes</li> <li>• understands the interdependencies between community planning, services, assets and land use</li> <li>• adopts the Strategic Community Plan</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• facilitates the Strategic Community Plan process by providing the necessary information, plans and strategies</li> <li>• undertakes the required community engagement processes</li> <li>• integrates community aspirations and desired outcomes with community planning, services, assets and land use to develop achievable operational plans, services and issue specific strategies</li> <li>• publishes and distributes the completed document</li> <li>• steers two-yearly desktop reviews and a four-yearly full review of the Plan</li> </ul>

### **6.1.3. Corporate Business Plan**

The Shire's Corporate Business Plan is an internal business planning tool that translates Council's priorities into operations within the resources available. The Plan details the services, operations and projects the Shire will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

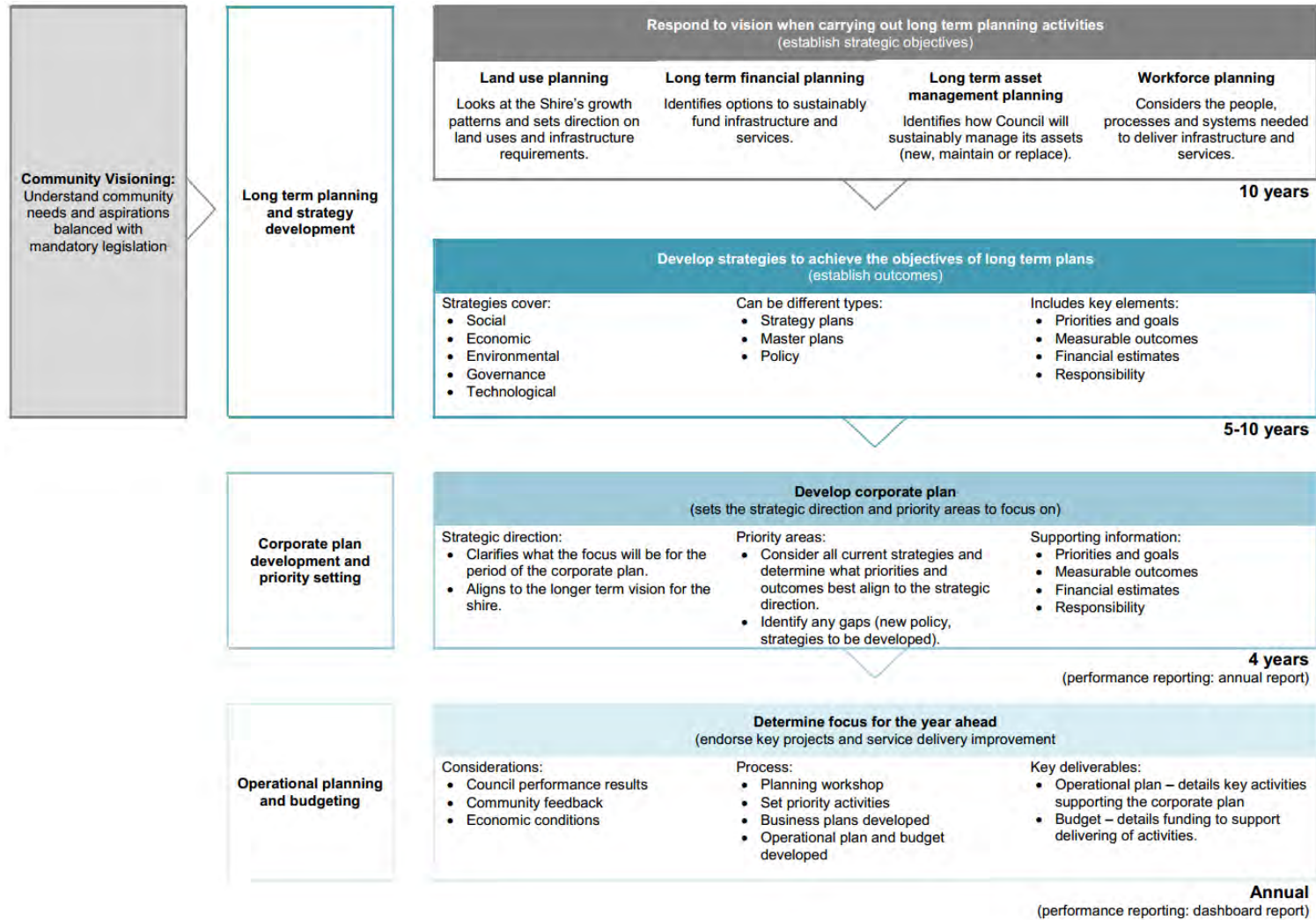
### **6.1.4. Long Term Financial Plan**

The ten-year long-term financial plan is the high-level strategic document that helps align the community aspirations, strategic intent and organisational capacity. The financial modelling provides the Shire with appropriate information to assess the capacity to maintain overall financial sustainability into the long term and ensure that there are necessary funding arrangements in place to support proposed capital replacement programs and new capital projects.

### **6.1.5. Annual Budget**

The Annual Budget is the financial representation of the annual plan (and reflects the financial implications of the first year of the Corporate Business Plan), including detailed statutory financial requirements. The budget addresses all of the local government's operations for the financial year - including services, projects, assets (capital works and ongoing operational) and is supported by detailed financial revenue, expenditure and processes that are informed by the long-term financial plan.

Figure 2 – Integrated Planning Framework Diagram



## 6.2. Culture

A positive culture promotes openness and honesty, makes accountability and responsibility clear and encourages debate on important issues. It assists the organisation in retaining high calibre employees who want to work and participate in the activities of the Shire.

### 6.2.1. Values

The Shire's culture is captured in its shared values. Good governance is achieved when council members and employees show leadership and reflect the values.

The Strategic Community Plan provides what is valued the most by the community:

- Protection of the natural environment
- Peaceful lifestyle
- Safe and inclusive community.

The organisational values of the Shire are:

<b>Respect</b>	Respect yourself and others whilst supporting diversity of skills, backgrounds and perspectives.
<b>Integrity</b>	Be who you say you are, tell the truth and be consistent and reliable.
<b>Team spirit</b>	Help others, share knowledge, celebrate milestones and work towards a common goal.
<b>Continuous improvement</b>	Display a continuous openness to learning, sharing, reflecting and improving the way things are done.
<b>Innovation</b>	Be willing to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and making time to reflect to allow new solutions to surface.
<b>Excellence in customer service</b>	Commit totally to informing, educating, consulting and responding to customer needs in a respectful and professional way.

### 6.2.2. Ethical Standards and Conduct

For people to have confidence in those who govern and participate in the governance process, they must have trust that governments are acting for the common good. People need to believe that governance is characterised by honesty and integrity and that those in government will behave accordingly.

The Act requires that every local government adopts a "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct) to set out acceptable standards of ethical and professional behaviour

The Code of Conduct is based on the *Local Government (Model Code of Conduct) Regulations 2021* and includes:

- general principles to guide behaviour
- certain requirements relating to behaviour (which if breached are investigated by the Shire in accordance with the *Local Government (Model Code of Conduct) Regulations 2021*, Code of Conduct and any relevant Shire of Mundaring document adopted by Council)
- provisions specified to be rules of conduct (which if breached are to be reported to the Department of Local Government).

The Act also requires that every local government prepares a Code of Conduct for employees (Employee Code of Conduct) including the CEO that outlines the



principles, values and behaviours that the community is entitled to expect of all employees. Its intent is to document expected standards of conduct, not to control or prohibit any behaviour.

The Employee Code of Conduct features the following guiding principles:

- the behaviours expected of employees in relation, but not limited to:
  - the performance of an employee's duties
  - dealings with other employees and the broader community
  - the use and disclosure of information
  - the use of Shire resources and Shire finances
- how records are to be kept
- gifts and other disclosures
- reporting mechanisms and management of suspected breaches of the code and suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour

In addition to adhering to the Employee Code of Conduct, the CEO is to have their performance review conducted in accordance with "Standards for CEO Recruitment, Performance and Termination Policy" with performance criteria set and agreed upon in writing by the CEO and Council. The Act prescribes that standards are to be adopted for CEO recruitment, performance and termination.

### **6.2.3. Fraud, Misconduct and Corruption**

The Shire expects council members, committee members and employees to act in accordance with the applicable codes of conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire.

The Shire has adopted a "Fraud and Corruption Control Policy" that articulates the Shire's commitment to a zero tolerance attitude to fraud and corrupt conduct in the performance of its functions

### **6.2.4. Confidentiality**

Local government business involves significant amounts of confidential information being supplied or maintained. This information could be about commercial matters, individuals or businesses or legal issues. The Act, Regulations, Code of Conduct and Employee Code of Conduct details how general information and confidential information is to be treated, accessed and used by council members and employees.

Council members, committee members and employees must not make improper use of information in the performance of their duties to gain directly or indirectly an advantage for themselves or another person, or to cause detriment to the Shire. Confidential information, or information that is deemed confidential by the CEO must not be disclosed, unless authorised by law or the respective Code of Conduct.

### **6.2.5. Council Member Inductions and Learning and Training Opportunities**

The Act provides that policies be adopted relating to council member continuing professional development and the attendance at conferences and events. In addition, the Act requires that all council members undertake compulsory training.

The "Council Member Continuing Professional Development, Training and Professional Membership Policy" (CPD Policy) provides that the Shire is committed to supporting council members to fulfil their role as leaders and enable them to comply with relevant legislation that prescribes training requirements.

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

The CPD Policy provides a structured approach to continuing professional development, compulsory training and professional memberships whilst maintaining the flexibility to enable council members to tailor to their individual needs.

## 7. PRINCIPLE 2 – ROLES AND RELATIONSHIPS

The Act provides details of the various roles within local government. Effective working relationships are promoted and supported within and between the Shire President, council members, CEO and the Administration.

### 7.1. Roles

An understanding and acceptance of the different roles of Council, the Shire President, council members, the CEO and employees, together with strong cooperation between all parties, underpins good governance at the Shire.

The relationship between council members and the CEO respects diversity of opinion and the right that all points of view be heard with courtesy and respect.

While council members are responsible for strategy and policy, the Administration (CEO and employees) is responsible for advice, implementation and operations. This separation of roles is essential for local governments to govern effectively.

While each element of local government has its own role, each may also have a legitimate interest in the role of the others. For instance, while the management structure is the responsibility of the CEO, council members will have an interest in the management structure and whether it achieves the Council's goals. While the CEO makes the ultimate decision, an astute CEO will always consult the Council before establishing or making significant changes to the management structure.

Similarly, while policy and strategy are council members' roles, the CEO and employees should be consulted and offer advice when policy or strategy is being developed.

The Roles, Responsibilities and Separation of Duties Overview (figure 3) provides details of the role Council, council members, the Shire President and the CEO in accordance with the Act and indicates the separation of roles between Council and the Administration.

#### 7.1.1. Council

Under the Act the Council is to:

- govern the Shire's affairs
- be responsible for the performance of the Shire's functions
- oversee the allocation of finances and resources
- determine the Shire's policies

While these powers include responsibility for defining the policy and setting the overall strategic direction of the Shire, Council is not responsible for the day-to-day running of the business of the Shire. Such operational matters are the responsibility of the CEO.

### **7.1.2. Shire President**

While there are a number of provisions in the Act outlining the role and functions of the Shire President it should be understood that the Shire President is the key civic leader of the community and performs an important function in the pursuit of good governance.

The Shire President is elected to represent and advocate the views and decisions of Council and speak on behalf of the Shire. When doing so, the Shire President should set aside personal views and articulate the views and decisions of Council.

Although the Shire President has no statutory authority over other council members in such areas as behaviour or adherence to Council policy, the Shire President is to ensure that all council members are part of the decision-making process and are well and equally informed. The Shire President must reinforce the need for council members to represent the interests of the whole community, not just their ward constituents.

The Act states that the Deputy Shire President may perform the functions of the Shire President if that office is vacant or the Shire President is not available or unable or unwilling to perform the functions of Shire President.

### **7.1.3. Council Members**

It is necessary to understand the legislative framework within which council members operate and from where they derive specific details of their roles and responsibilities. Council members have duty to act with fidelity, trust and in the interests of the Shire and the overall community, not for themselves or other third parties.

An individual council member has no authority to make decisions or to participate in the day to day management or operations of the Shire or from undertaking tasks that contribute to the Administration. This includes making any form or representation on behalf of the Council or Shire unless specifically authorised by Council to do so.

### **7.1.4. Chief Executive Officer (CEO)**

The CEO has a statutory responsibility to manage the organisation through the implementation of the goals and strategies that have been endorsed by Council.

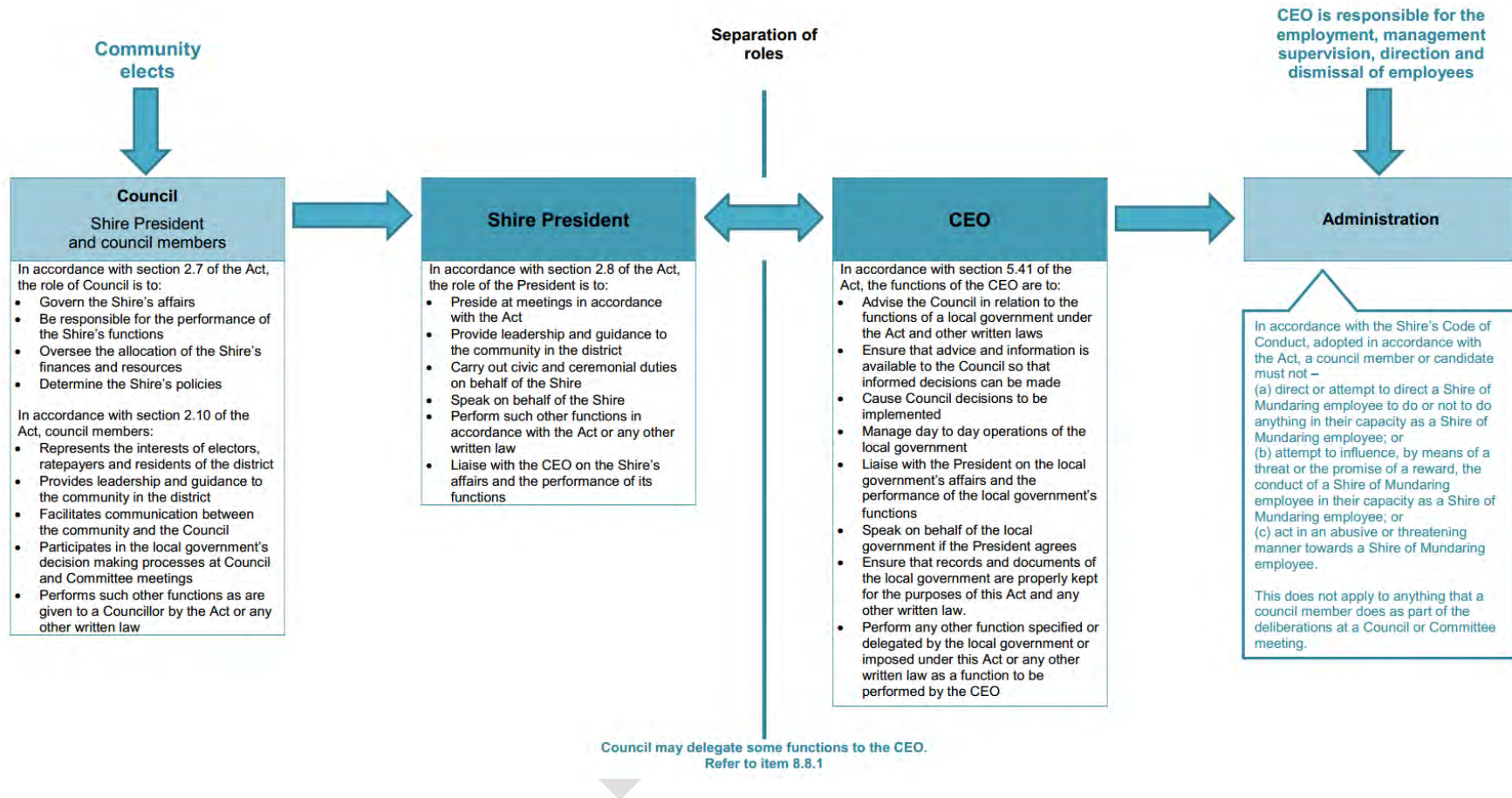
The CEO plays a critical role in promoting good governance through the development of a culture that sees Council as the peak decision-making body, supported and advised by the Administration. The CEO's promotion and personal adoption of the Shire's culture and vision set the standards which permeate the whole organisation. A key accountability of the CEO is financial management: ensuring that the Shire is soundly managed from a financial perspective and regularly reporting the results and performance to Council.

The functions of the CEO are further outlined in the Act:

### **7.1.5. Employees**

Good governance requires all employees to carefully consider their decisions and actions, to be interested and to be active participants in the Shire's management and outcomes. Every element that forms part of the Shire is responsible for good governance, not just Council and the CEO. The quality of the Shire's governance heavily relies on each employee taking individual responsibility as well as being part of a collective team effort.

Figure 3 – Roles, Responsibilities and Separation of Duties Overview



## 7.2. Working Relationships

### 7.2.1. Working Relationship between Shire President and Council Members

The working relationships between the Shire President and council members is critical to good governance and effective relationships will help achieve the outcomes of the Strategic Community Plan. It is important that the working relationship between the Shire President and council members is based on mutual respect. Other aspects of an effective working relationship include:

- The Shire President should facilitate an inclusive approach to decision-making and involvement in Council activities, ensuring that each council member has access to the same information prior to making their decision.
- The Shire President should assist council members to have their issues considered by Council.
- The Shire President should take some responsibility for council member training and development and should work with the CEO to ensure that council members receive appropriate training opportunities.
- The Shire President is responsible for facilitating resolution of conflicts between council members.

### 7.2.2. Working Relationship between Shire President and CEO

The essential principles for an effective working relationship between the Shire President and the CEO are communication and role clarity.

The Shire President and CEO work closely together and the relationship should be characterised by openness and good communication, with each keeping the other informed about important and relevant issues. The Shire President and CEO communicate on a regular basis, at least weekly or more frequently depending on emerging issues, either in person, by phone or email.

Both the Shire President and the CEO have a role in liaising with each other on the Shire's affairs and the performance of the Shire's functions. However this liaison is qualified in that any liaison between the Shire President and the CEO is only relevant to those matters that enable each party to perform their statutory role.

Both parties have a crossover of responsibilities in speaking on behalf of the Shire. While this right rests with the Shire President there are occasions when it is considered prudent and more applicable for this function to be undertaken by the CEO. As such these matters involve the development of a clear relationship and an understanding of the limits of each other's authority.

While the Act does not detail how the liaison is to occur, this liaison function should be seen in the context of the separation of powers described in the Act, between the governing role of Council and the managing role of the CEO. The Shire President and the CEO are to adopt an approach that suits their particular circumstances and needs.

Other aspects of an effective working relationship between the Shire President and the CEO that results in good governance include:

- Both parties brief and inform the other about information each is privy to and which would assist the other in their job. Agreement about what information is important and what should be passed on to each other is well understood and constantly negotiated.

- Regular meetings and electronic communications, as well as meetings called to progress unexpected and important matters, will enhance planning and communication.
- The “no surprises” principle ensures that neither the Shire President nor the CEO is caught off guard in any circumstance.
- The Shire President and CEO understand and respect one another’s role.
- The Shire President and CEO work within the bounds of their authority. The Shire President has status and leadership capacity at Council and in the District. The CEO has statutory authority under the Act and leadership of the Shire workforce.
- The relationship is symbiotic. The Shire President and the CEO put conscientious effort into making the relationship successful for the good of the Council, Shire and District.
- The relationship between the Shire President and the CEO aims to facilitate involvement and inclusion amongst council members and Administration rather than concentrating power in the relationship.

### **7.2.3. Working Relationship between Council Members**

Council members are part of a team (Council), elected by constituents to work collectively in the interests of the community. Good governance is dependent on a mature and constructive working relationship between council members.

Council members should behave in a manner that generates community trust and confidence in them as individual council members and enhances the role and image of both the Council and the Shire.

Council members need each other to achieve their individual and collective goals. Effective relationships between council members help to promote a successful Council, a pleasant working environment and a Council with public credibility.

Other aspects of effective working relationships between council members include:

- Council members treat each other with respect and courtesy, even if there are differing views.
- Disagreements are expressed in ways that are not personal attacks and do not cause detriment to individual council members or Council as a whole.
- Council members are not to undermine each other, either within the Shire or in public.
- Council members are to have effective working relationships in order to succeed individually and collectively.

### **7.2.4. Working Relationship between Council Members and CEO**

The relationship between council members and CEO is critical to good governance.

Council members need support to manage pressures in such a way that their constituents feel their issues or concerns are being heard, but also need to appreciate that their demands cannot always be met. Advice and support on consultation and engagement, good systems that refer complaints and queries to the relevant area for resolution, and responsive services and processes all assist in furthering good governance.

Council members must have a clear understanding that the role of the CEO is to implement Council’s goals, policies, strategies and services and to advise and support Council. There may be some functions delegated to the CEO. The CEO is

accountable to council members when they sit as Council. Council members, sitting as Council, are responsible for the performance management of the CEO.

The CEO and council members are likely to be in regular contact about issues, concerns and information. As with the working relationship between the Shire President and the CEO, a level of trust needs to be fostered which in turn, is based on good communication and understanding of each other's role and function.

A number of factors contribute to an effective working relationship between council members and the CEO including:

- goodwill and trust
- a clear understanding of each other's role
- good communication
- agreed processes and protocols
- an appreciation of legislative requirements
- clear delegations.

#### **7.2.5. Working Relationship between Council Members and Employees**

The fundamental role difference between Council and the Administration underpins this relationship. Council members should focus on strategy, policy and outcomes, while the administration's role is to focus on advice, implementation and operations. Some issues to consider for an effective working relationships between council members and employees include:

- Council members need to understand that advice needs to be sought through the appropriate process.
- Employees are accountable to the CEO. They are not accountable to council members and are not required to take direction from them, nor should council members attempt to give direction to employees.

### **8. PRINCIPLE 3 – DECISION-MAKING AND MANAGEMENT**

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.

Effective delegations should be implemented, reviewed and maintained.

#### **8.1. Effective Decision-making**

Decision-making is the most important activity undertaken by the Shire, both by Council and by employees. Effective decision-making processes increase the likelihood that the decisions themselves will be in the best interest of the entire community.

Council can only make decisions by resolution considered at a formal meeting and passed by the required majority vote. Resolutions are binding on Council until they are formally amended or repealed. Upon the conclusion of the meeting, resolutions, once recorded, will take effect midday the following day consistent with the *Meeting Procedures Local Law 2015*. Good processes mean that decisions are 'owned' by all council members. Even if the council member doesn't

agree with a decision made regarding an issue, fault should not be found with the way in which the decision was made.

## **8.2. Role of Community in Decision Making**

Community members are encouraged to make their views known to inform decision making. The Shire engages with the community in keeping with the principles of the International Association for Public Participation (IAP2) as outlined in the “Community Engagement Policy”. There are also means of public participation at council meetings.

It is important to understand that while council members wish to hear from a wide variety of people to inform decision making; council members are representatives elected by the community who are required to exercise their vote after debate according to their own judgment about an issue. In reaching that judgment they appropriately weigh up all the information available to them. This includes, but is not limited to, the views expressed by individuals or community groups.

## **8.3. Role of Individual Council Members in Decision Making**

Council members must act in accordance with legislation, have due consideration of Shire policies, including the Code of Conduct, and not bring the Shire into disrepute. However, as individuals active in the community, there may be instances in which council members wish to participate in community engagement processes or provide a submission in response to a consultation process.

### **8.3.1. Individual Council Member Involvement in External Engagement or Consultation**

Organisations and bodies external to the Shire may undertake engagement or consultation processes on specific matters which may impact residents in the Shire or council members individually. This may include the Western Australia Planning Commission, Department of Local Government and neighbouring local governments.

Individual council members may provide submissions in their capacity as a community member. However, if an item is presented to Council on a matter that an individual council member has provided a submission to, they should declare an interest (this may be a financial, proximity or impartiality interest depending on the circumstances, refer to item 8.7). Additionally, when being considered by Council (or an external body that the council member is a member of, e.g. Joint Development Assessment Panel), individual council members should be impartial, objective, free from bias and act in the public interest of all residents.

Where individual council members have been appointed to external committees, boards and groups, their involvement should be considered in conjunction with item 8.4.7.

This information is to be used as a guide only. Circumstances should be considered on a case by case basis and in conjunction with provisions regarding disclosure of interest (refer to item 8.7).

### **8.3.2. Individual Council Member Involvement in Shire led Engagement or Consultation**

The Shire undertakes engagement or consultation processes on specific matters in accordance with the “Community Engagement Policy”.

Individual council members should not provide submissions in their capacity as a community member. Individual council members may attend community meetings, focus groups or engagement forums as an observer but should not actively participate in the engagement or consultation processes.



The exception to this may be where an individual council member has been appointed to a committee, advisory group or representatives meeting for the purpose of a Shire led engagement process.

This information is to be used as a guide only. Circumstances should be considered on a case by case basis.

#### 8.4. Decision Making Meetings and Processes

Council has authority or discretion to make decisions relating to:

<b>Advocacy</b>	when Council advocates on its own behalf or on behalf of our community to another level of government/body/ agency.
<b>Executive</b>	when Council sets direction and includes oversight e.g. adopting plans and reports, accepting tenders, determining service levels, setting and amending budgets.
<b>Legislative</b>	when Council adopts local laws, local planning schemes and policies. The Council is required to review each local law within eight years from the time of its creation but may do so sooner.
<b>Quasi-Judicial</b> (see also 8.5.1)	when Council determines an application/matter that directly affects a person's rights or interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial decisions include development applications, building permits, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

##### 8.4.1. Council Meetings

The Council meeting is the formal debating and decision making forum of Council. Under the *Local Government Act 1995* Council meetings are required to be open to the public. However, when any of the matters listed in section 5.23(2) of the Act are to be considered, Council may resolve to close the meeting and proceed behind closed doors. In order to promote the transparency and accountability required for good governance, the closure of meetings should be applied prudently and as infrequently as possible.

Examples of matters that may require the meeting to be closed to the public include, but are not limited to:

- CEO annual performance reviews, contract renewals, remuneration reviews (section 5.23(2)(a) "*a matter affecting an employee or employees*");
- Reports discussing legal advice obtained or to be obtained in relation to the subject of the report (section 5.23(2)(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*");
- Nomination of an individual for a Celebrating Community or Citizen award (section. 5.23(2)(b) "*the personal affairs of any person*");
- Planning reports that could affect the value of neighbouring properties (section. 5.23(2) (e)(ii) "*a matter that if disclosed would reveal information that has a commercial value to a person*").

Good decision making at a Council meeting is enhanced when the meeting is well run. This requires a clear and informative agenda, good chairing and facilitation

and adherence to meeting procedures and to statutory requirements. It is the fundamental statutory obligation and duty of a council member to vote on every item of business discussed at a Council meeting.

Council has adopted the *Meeting Procedures Local Law 2015* which provides enforceable meeting procedures and rules including the conduct of members and preserving order.

The Code of Conduct sets out the standards of ethical and professional behaviour expected of Shire of Mundaring council members, committee members and election candidates including expected standards of behaviours at Council meetings.

Council meetings are video recorded and streamed live in accordance with the "Live Streaming and Recording of Minutes Policy".

Council members, CEO and Directors attend all Council meetings.

#### **8.4.2. Council Forum**

Council Forums provide an opportunity for two-way communication between council members and the CEO on strategic or complex issues. Council Forums are open to all council members, the CEO, Directors and other employees designated by the CEO as required. No decisions are made at Council Forums, which are relatively informal and are not open to the public.

At Council Forums council members and employees can propose, discuss and formulate philosophies, ideas, strategies and concepts. Council Forums often involve projects that are in the early planning stage and are sometime away from being presented to Council for decision. Presentations may also be made by external parties.

In discussing such issues, employees are looking for guidance from council members to assist in researching matters, or present ideas and concepts which may be presented in future reports or deliberations.

#### **8.4.3. Meeting Schedule – Council Meetings and Council Forums**

Council has adopted the "Ordinary Council Meetings and Forums Schedule Policy".

This policy provides that ordinary meetings councils are scheduled every second Tuesday of the month (with the exception of January when the ordinary meeting of council is held on the fourth Tuesday of the month).

Council Forums are scheduled for the third Monday of the month (with the exception of December and January and October in an election year).

#### **8.4.4. Electronic Meetings**

In certain circumstances, it may be necessary for Council and committee meetings to be conducted by electronic means. Electronic meetings pose a range of challenges in terms of public participation and governance arrangements. Meeting procedures may be amended to support all aspects of decision-making in this environment and to ensure overall good governance is implemented and maintained.

Further information is included in the "Conducting Electronic Meetings and Attendance by Electronic Means Policy".

#### **8.4.5. Committee Meetings**

To assist with its decision making responsibilities, Council has established committees in accordance with the Act.

Further information on committees will be included in the “Committees and Advisory Groups/Representatives Meetings Policy”, expected to be adopted in August 2023.

#### **8.4.6. Advisory Groups and Representatives Meetings**

Council has established a number of advisory groups and representatives meetings as a mechanism for facilitating and improving community participation in the Shire’s decision-making processes.

While not formally established under legislation, these groups provide an opportunity for the Shire to obtain the views of community representatives as well as enabling networking opportunities for council members on issues of common interest. This may assist council members and Council to address strategic issues and priorities.

Further information on advisory groups and representatives meetings will be included in the “Committees and Advisory Groups/Representatives Meetings Policy”, expected to be adopted in August 2023.

#### **8.4.7. External Committees, Boards and Groups**

Council members are often appointed to represent the Shire on various external committees, boards and groups. Their role is generally to provide advice, identify strategic opportunities and act as a conduit with the Shire and the community.

Although representative of the Shire, and therefore, the Shire’s or Council’s position should be taken into account, their appointment often requires them to act independently and to represent the interests of the committee, board or group which they are appointed to.

External committees, boards and groups will often have constitutions, terms of reference or charters which outline their purpose.

Members are appointed to committees by Council resolution (by absolute majority) following the local government ordinary election. The process for appointment of a council member to an external committee or board may also require a nomination process.

#### **8.4.8. Agendas and Minutes**

The most important records produced by a local government are the agendas that drive council meetings and the minutes that record the decision making process and the actual decisions (resolutions).

Matters to be considered at meetings of Council or committees are presented in a formal agenda prepared by the CEO. Agendas comprise of reports prepared by the administration. Reports are structured to include information on the background, financial, sustainability and risk implications of the proposal under consideration. All reports include the professional advice of the employee who has authored the report and contain recommendations as to the most appropriate course of action to take, based on the information presented.

Council agendas are available on the Shire’s website ten business days prior to an Ordinary Council Meeting and as soon as practicable prior to a Special Council Meeting.. Committee agendas for meetings that are open to the public are available on the Shire’s website prior to the meeting in accordance with the Act.

The minutes of a meeting comprise all reports considered at the meeting and also include attendance, all motions, movers and seconders, the results of the motions, the decisions that have been made and reasons that a decision is different to what was recommended.

Unconfirmed Council and committee minutes are made available for public inspection in accordance with the Act. At the next meeting of Council or a committee these minutes will be confirmed as a correct and accurate record of the proceedings.

#### **8.4.9. Council Members' Meeting Preparation**

Preparation before attending a meeting is critical: all reports should be read thoroughly and the main points well understood. If anything is not clear, the council member may seek further clarification and raise any concerns with the CEO or the responsible Director, preferably well in advance of a meeting. Asking questions of a complex or technical nature at a Council meeting is to be avoided, as employees present may not be able to respond adequately without prior notice, as there is a risk of a factually incorrect answer being given or the question may have to be taken on notice.

Reports affecting Shire planning, finance or legal matters can be quite complex and clarification of points prior to the meeting is essential. The CEO or relevant Director should be emailed at the earliest opportunity to enable a written reply to be provided in advance of the meeting. Where deemed appropriate, this reply will be provided to all council members, not just to the enquiring council member.

A decision to defer a matter should be seen as a last resort and occur only where it is clear that additional information is required or where circumstances have come to light after the agenda was distributed. A failure to consult with the community or key stakeholders may also give cause to defer a matter.

#### **8.4.10. Council Members' Attendance at Meetings**

An important function of a council member is to attend and participate in the decision-making processes at meetings. There are provisions regarding the attendance of Council meetings under the Act.

Council members who are going to be absent from a meeting of Council or a committee should submit an apology to the Shire President and CEO. For extended periods of absence, council members should submit the request to the Shire President and CEO to then be considered by Council to grant a leave of absence.

As outlined in the Act, a council member who is absent, without first obtaining leave of the Council, throughout three consecutive ordinary meetings of the Council is disqualified from continuing on Council.

#### **8.4.11. Lobbying and meetings with external parties**

Lobbying provides an opportunity for stakeholders to communicate with council members and employees as part of society's democratic and accessible system of government. However, problems can arise when a council member or employee is lobbied to consider factors, other than the relevant facts, they should appropriately consider when determining any matter as a decision-maker.

Council members and employees are to recognise the difference between appropriate and inappropriate lobbying and the risks associated if they fail to resist inappropriate lobbying. Council members may offer understanding but must not, when lobbied, commit or indicate (or give the impression of) their vote on a matter that is before Council, or intended to be considered by Council. As decision makers council members are obliged to consider all relevant facts detailed in a report within an agenda, including the debate at the meeting, prior to making their decision. Similarly, employees are not to indicate their approval or otherwise on a proposal or application put forward to the Shire, until such time as an assessment

and/or consideration of a proposal or application is formally undertaken by the Shire.

Council members, who commit their vote outside of the Council meeting process, may be faced with claims of perceived or prejudicial bias and could compromise the final decision of Council. Ultimately the community must have trust in the elected body and in the ability of Council to make decisions free of influence or the perception of influence.

If a council member attends any meetings outside the formal decision-making processes of Council, they must make clear their role at the meeting and outline the boundaries of their attendance. Stakeholders at these meetings should accept this and should there be discomfort in discussion, council members should excuse themselves from the proceedings or preferably politely decline the invitation in the first instance if they are uncomfortable in attending the meeting.

## **8.5. Decisions on Land Use Planning and Development**

### **8.5.1. Quasi-judicial role**

Quasi-judicial functions are those which involve the making of a decision by Council in the exercise of a discretionary power. Council members (and employees when acting under delegated authority) perform quasi-judicial functions when deciding to approve or refuse applications for planning or development approval and for other approvals, licences, consents and permits. They must therefore act in a judicial manner ("judge-like").

To act in a quasi-judicial manner, council members must apply the principles of natural justice and without bias or conflict of interest make decisions in a judicial manner based on:

- The law and the relevant Shire policies as they exist, specifically the Shire's Local Planning Scheme No. 4 and Planning Policies; and
- The facts and merits of the case.

Applicants submitting documents for approval may attempt to persuade individual council members in favour of their proposals; however council members must remain objective and deal impartially with applicants or affected persons.

Determining applications must be based on sound legislative rationale and not on specific public perception. The role of a council member in the decision making process is to determine the application on the information and recommendation provided by the Shire's employees. The role of the employee is to assess the application and provide an impartial, professional opinion and recommendation to council members. To avoid prejudicing the eventual decision, council members must not make up their minds about a development application until they have read the employee's report, clearly understood the relevant facts and law, and heard all the meeting debate.

Council members must not lose sight of the fact that when making decisions on development applications they have to apply the rules and discretions as they exist, not as they might want them to be.

Council members must be aware of the Shire's adopted procedures for dealing with a development application to ensure a clear distinction between the role of the employee assessing the application and the role of Council determining the application. There should be no opportunity for the two roles to be confused and no opportunity for those determining applications to unduly influence those carrying out the assessment and vice versa.

A council member acting when biased and without disclosing an interest affecting impartiality may breach the Code of Conduct. Non-compliance with quasi-judicial principles could result in Council decisions being invalidated.

#### **8.5.2. State Administrative Tribunal**

In certain circumstances applicants have rights of appeal to challenge a planning related decision of Council or an employee. It is therefore important for council members to gain a full understanding of the issues and follow proper process before reaching a decision. The State Administrative Tribunal (SAT) reviews decisions made by local governments regarding a range of matters including town planning and building approvals. Applications can be made to the SAT for a review of decisions made by local governments under a range of enabling laws.

#### **8.5.3. Planning Delegations**

The Shire's planning scheme and State planning legislation permits Council to delegate its decision making powers to certain qualified persons, subject to conditions. This is important in terms of allowing those applications that meet certain criteria to be determined by employees. The criteria used for determining the types of development that can be decided by employees is set out in a Delegation, which is regularly reviewed. All decisions made under delegated authority are binding and represent a 'Council decision'.

Delegations are necessary for good governance in order to permit:

- Council to focus on strategic matters and major developments that are beyond the Notice of Delegation
- The large volume of development applications received by the Shire to be dealt with in an efficient and effective manner.

#### **8.5.4. Development Assessment Panels**

Development Assessment Panels are the decision making body for a certain type, class and/or value of planning applications the Shire receives from time to time. Development Assessment Panels consist of three specialist members, one of which is the presiding member, and two local members (council members), nominated by the local government.

Development Assessment Panels are not managed by the Shire but by the State Government's Department of Planning, Lands and Heritage, with certain resources being provided by the City. Development Assessment Panels have their own meeting procedures and a Code of Conduct and all members of the panel are to abide by that Code of Conduct. Only the Presiding Member of the panel is able to speak on decisions or matters that concern the panel.

The Shire's planning officers provide technical reports to the Department of Planning, Lands and Heritage, who in turn refer this report and any other information to the Development Assessment Panel, which will make a determination on the planning matter.

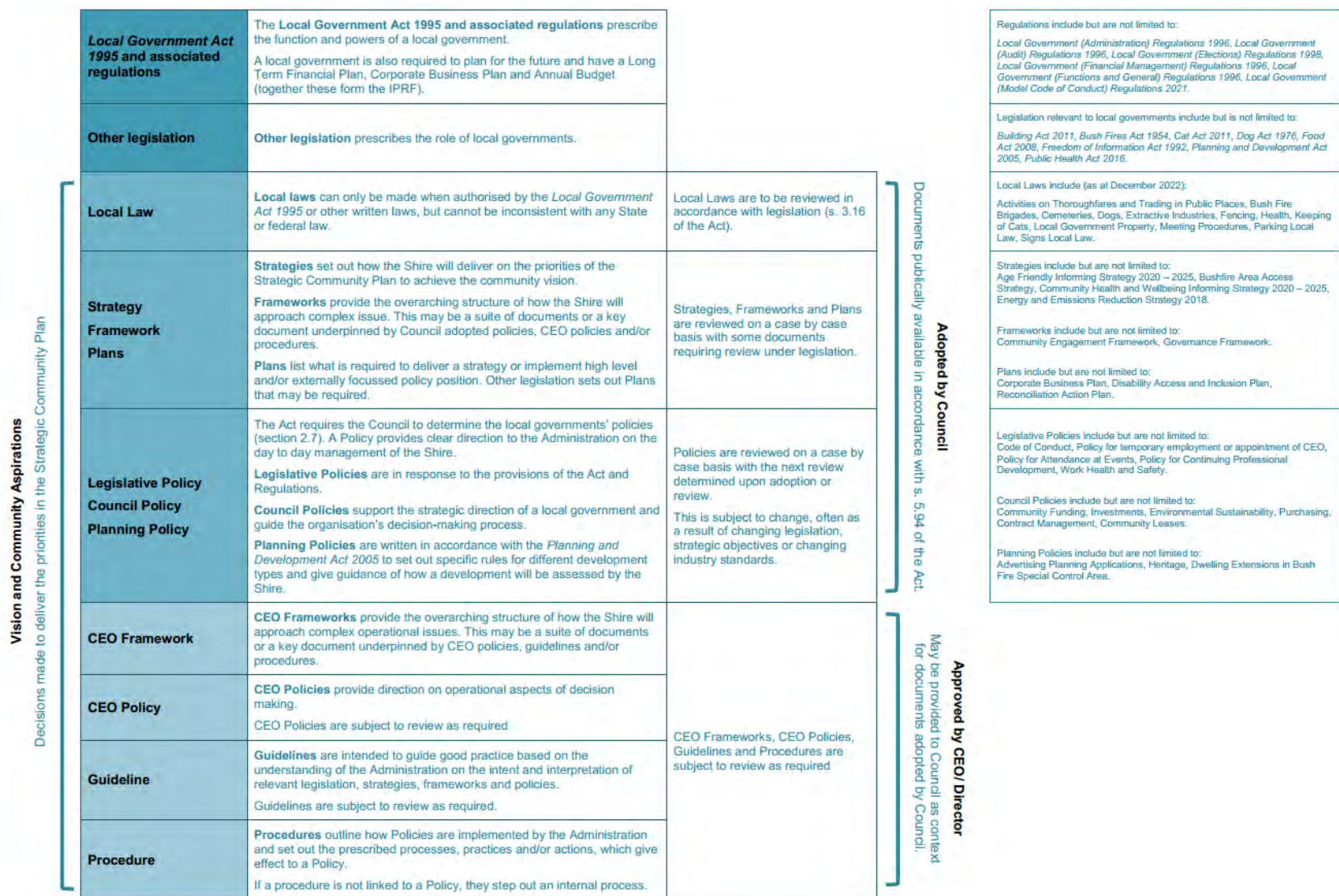
Shire of Mundaring forms part of the Metro Outer Joint Development Assessment Panel.

### **8.6. Informing Documents**

There are a number of documents utilised by council members and employees to inform decision making.

The Document Hierarchy (figure 4) details the purpose, hierarchy and adoption or approval process of these documents.

Figure 4 – Document Hierarchy



### **8.6.1. Local Laws**

Local laws can only be made when authorised by the Act or other written laws, but cannot be inconsistent with any State or federal law.

Local laws are to be drafted or reviewed in accordance with the Act which includes consultation with relevant stakeholders seeking submissions on the draft local law. A recommendation that the local law be adopted along with any submissions are to be presented to Council for endorsement and gazettal.

Once a local law is gazetted, it is referred to the Joint Standing Committee on Delegated Legislation to consider under its terms of reference. The Joint Standing Committee on Delegated Legislation is a committee of the Western Australian Parliament consisting of eight members, with equal representation from the Legislative Council and Legislative Assembly.

### **8.6.2. Council Adopted Strategies, Frameworks and Plans**

Strategies set out how the Shire will deliver on the priorities of the Strategic Community Plan to achieve the community vision.

Frameworks provide the overarching structure of how the Shire will approach complex issue. This may be a suite of documents or a key document underpinned by Council adopted policies, CEO policies and/or procedures.

Plans list what is required to deliver a strategy or implement high level and/or externally focussed policy position. Other legislation sets out Plans that may be required.

When drafted or reviewed, these documents are presented to Council to seek feedback. Relevant statutory and regulatory agencies, and any other key stakeholders that may be impacted by the proposed document will be consulted.

Any feedback received will be considered prior to being presented to Council for adoption or endorsement.

### **8.6.3. Council Adopted Policies**

Section 2.7(2)(b) of the Act states that the Council is to “*determine the local government’s policies*”.

Council adopted policies establish the Shire’s objectives or agenda on strategic issues or provide guidance in respect to a legislative requirement. Policies should result in clarity, consistency and impartiality in decision making, improved efficiency and effectiveness and/or improved customer and community outcomes.

Policies may result from the Shire forming and documenting an objective or agenda position due to:

- legislative requirement;
- new or changing industry standards;
- to meet the Shire’s strategic objectives;
- a community need or expectation; or
- a Council resolution.

Further information on council adopted policies and the process used to develop and review is included in the “Policy Development and Review Policy”.

### **8.6.4. CEO Approved Documents**

CEO approved documents include frameworks, policies, guidelines and procedures. These documents often underpin Council adopted documents and provide information and direction for consistency of operational decisions.



## 8.7. Disclosure of Interest

Disclosing interests is about being transparent. Understanding what this means in the context of local government is essential to good governance.

The Act defines the specific circumstances that lead to a conflict of interest and describes what council members and employees must do if they believe there is a conflict and how these interests are disclosed.

Interests can be categorised as being:

- financial interests;
- proximity interests; or
- interests that may affect impartiality.

It is the responsibility of the council member or employee to decide whether or not to declare an interest.

### 8.7.1. Conflict and Disclosure of Interest in Local Government

Council members and employees should always be aware of the potential for conflict of interest. They have been entrusted to govern on behalf of the community and as such they must ensure that they do not gain personal benefit from their position with the Shire.

If they have personal interests in any of the decisions that they are part of, they must disclose their interests and withdraw from the decision making process. It is very important for council members and employees to understand and adhere to the legislative requirements (sections 5.59 to 5.73 of the Act).

	Council Members	Employees
<b>Financial Interest</b>	Must disclose the nature of their financial interest in matters to be discussed at the meeting (Part 5 Division 6 of the Act)	Must disclose the nature of their financial interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the Act).
<b>Proximity Interest</b>	Must disclose the nature of their proximity interest in matters to be discussed at the meeting (Part 5 Division 6 of the Act)	Must disclose the nature of their proximity interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the Act).
<b>Impartiality Interest</b>	Must disclose the nature of their impartiality interest in matters to be discussed at the meeting (Regulation 34C, of the Regulations, Code of Conduct).	Must disclose the nature of their impartiality interest in matters to be discussed at the meeting (Regulation 34C, of the Regulations, Code of Conduct).

### **8.7.2. Good Governance and Conflict of Interest**

The following points are important for good governance.

#### **Individuals must make their own decisions**

Council members and employees must individually take responsibility for assessing whether they have conflicts of interest in any matter relating to their formal roles. If the answer is yes, then they must act appropriately. This includes making a proper disclosure and not participating in the relevant decision-making process.

#### **Seeking advice is appropriate**

Council members and employees should seek assistance or advice from the CEO, Shire President or fellow council members when they think they may have a conflict of interest and the requirements to disclose. In some circumstances council members may need to obtain their own independent legal advice.

#### **Individuals are accountable**

As noted above, council members or employees must ultimately assess whether they have a conflict of interest. Each council member or employee is accountable for that assessment and the obligation to make the relevant disclosure. This is regardless of any assistance or advice they may have received.

#### **Conflict of interest is not a political weapon**

Council members should not use conflict of interest as a weapon against one another. No council member can determine that another council member has a conflict of interest. That is for the individual alone to decide. Using conflict of interest as a political weapon compromises its importance as a principle of good conduct and natural justice.

### **8.7.3. Conflict of interest and community representation**

Sometimes council members will be in a position where they are required to declare a conflict of interest even though their community expects them to participate in a decision. For example, a council member may have a conflict of interest in a local planning decision which the community feels strongly about.

Because conflict of interest can impact on governance and perceptions of governance, it is important that:

- council members ensure they thoroughly analyse the situation (and seek appropriate advice) to determine what is required by the legislation;
- council members clearly explain the situation to their community; and
- Council and the Administration provide support to council members, when required, to explain conflict of interest requirements to the community.
- Council members should not, however, hide behind conflict of interest as a way of avoiding a vote on difficult issues in which they don't have a conflict.

### **8.7.4. Primary Returns and Annual Returns**

Section 5.75 of the Act requires council members and certain employees (relevant persons) complete a Primary Return within three months of commencing in Office or being employed at the Shire.

A Primary Return can best be described as a snapshot of personal information and certain financial interests a person has at a particular point in time.

At the end of each respective financial year, relevant persons must complete an Annual Return, which discloses any changes to the information previously

disclosed in their Primary Return or new interests that have accumulated since completing their Primary Return or last Annual Return.

Primary Returns and Annual Returns assist with the decision-making process as they highlight an individual's interests at a particular point in time, thereby clarifying whether a conflict of interest may arise.

#### **8.7.5. Related Party Disclosures**

The Shire is committed to complying with the disclosure requirements for related party transactions under the Australian Accounting Standards. Disclosure of relevant related party information will provide greater transparency and improve the quality of the financial reporting process. A system has been implemented to identify, monitor and disclose related party transactions to manage the risk of non-compliance with the related party disclosure objectives of the Australian Accounting Standards which is captured in the "Related Party Disclosures Policy".

#### **8.7.6. Protection from Liability**

Council members, unlike state and federal members of parliament, do not operate under the provisions of parliamentary privilege. A council member can be subject to civil action by a person who considers that the council member has defamed them or has acted in a way that improperly harms them, whether this occurs in the council chamber or not.

Section 9.56 of the Act protects council members, committee members and employees for any actions that they have, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. This however does not relieve the Shire of liability for the actions of council members, committee members and employees.

Council members should be careful, especially in the heat of a council debate, not to make defamatory statements which could give rise to a civil action.

If a council member is subject to civil action, they will have to deal with the matter as an individual, even if the Shire is paying the legal costs. In some cases the Shire's insurers may refuse to provide indemnity for the council member's actions or statement. This is because the council member's action or statement was considered not to have occurred in the course of performing a council duty or to be done in good faith.

The "Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy" provides the circumstances in which the Shire will provide financial assistance who require legal services in the course of or arising out of the performance of their official functions and the procedure for making and dealing with applications.

### **8.8. Decision Making Powers Assigned to Others**

#### **8.8.1. Delegations**

Delegations form part of the Shire's decision making approach. Delegations entrust certain types of decisions to the CEO, employees or committees. Delegates exercise the delegated decision making function in their own right, in other words they have discretionary decision making powers.

The use of delegated authority means that a large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community. Delegated authority allows Council to concentrate on policy development, representation, strategic planning and community leadership.

The Shire's delegations register contains all current delegations from Council to the CEO and committees and from the CEO to employees. It sets out unequivocally which statutory power and function are delegated, which part of the legislation allows such delegation and what the conditions and policy compliance requirements are.

The Shire's delegations register is reviewed by Council on an annual basis. This is a requirement of the Act (section 5.46).

#### **8.8.2. Acting Through**

The delegation powers under the Act do not prevent the Council or the CEO from performing any of their functions by 'acting through' another person. Generally, this enables the Council or the CEO to authorise another person to take administrative actions on their behalf; such as communicating to a third party a decision made by the Council or CEO.

The key difference between a delegation and the concept of 'acting through' is that a delegate exercises the delegated decision-making function in their own right. Where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

#### **8.8.3. Authorised Persons**

Under legislation, Council or the CEO (with delegated authority) can 'appoint' persons or classes of persons to perform particular functions. These persons are generally termed 'authorised persons'. Legislation or local laws may specify that an authorised person can perform a particular function and those functions or duties are normally specified in the applicable provision.

An appointment is made, as the case requires, by either a formal resolution of the Council, or a written appointment by the CEO (with delegated authority or other employee with delegated authority), or as detailed in the specific legislation. Authorised persons are not necessarily employees with delegated authority.

Employees appointed as authorised persons are required to have a certificate of appointment or some other form of identification to confirm their appointment and to demonstrate their ability to perform that function.

### **8.9. Financial management**

#### **8.9.1. Role of the CEO**

The CEO is accountable to Council for the financial performance of the Shire and must ensure that certain fundamentals are in place, including but not limited to:

- appropriate financial systems, plans strategies and protocols;
- adequate resources to support the Shire's activities and financial monitoring and performance;
- suitable internal review and audit mechanisms;
- an organisational culture where responsibility and accountability are clearly delineated and understood; and
- adherence to and compliance with legislative provisions.

#### **8.9.2. Financial management planning and principles**

Council is ultimately responsible for the financial management of the Shire. Good financial management requires both Council and the administration to play their role.

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

As part of the Integrated Planning Framework, the Shire develops and reviews (annually) its Long Term Financial Plan. The Long Term Financial Plan is consistent with the strategic initiatives in the Strategic Community Plan and includes:

- projected income and expenditure, balance sheet and cash flow statements;
- planning assumptions underlying the plan;
- an analysis of the factors and/or assumptions that are most likely to affect the plan;
- modelling for alternative financial scenarios; and
- methods of monitoring financial performance.

The Long Term Financial Plan outlines the Shire's approach to delivering infrastructure and services to the community in a financially sustainable way that minimises the financial impact on the Shire's ratepayers. It is the primary planning tool for future Shire budgets.

### **8.9.3. Annual budget**

One of the responsibilities of Council under the Act is to prepare, set and adopt the Shire's annual budget. Based on the leadership of Council, it determines the Shire's priorities for the year ahead and the allocation of resources to achieve those priorities.

The annual budget must be reviewed before 31 March each year, taking into account changes in the operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the year.

### **8.10. Other management plans**

There are a number of management plans utilised to inform decision making which are regularly reviewed to capture the current state of the Shire.

Some of the plans utilised by the Shire includes (this is not an exhaustive list):

- Disability Access and Inclusion Plan
- Information and Communication Technology Plan
- Recordkeeping Plan
- Reconciliation Action Plan

## **9. PRINCIPLE 4 - ACCOUNTABILITY**

Local government must account for its activities and have systems that support this accountability.

There should be active performance management systems in place that enables elected members and the administration to be openly accountable for their performance.

Local governments should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The

outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

### 9.1. Accountability

Excellence in governance is based on the principle that those who are involved in governance, both council members and employees, are held to account for what they do, the decisions they make and their performance in undertaking their role. The public trust that Council, council members and the Administration act in the public interest.

Accountability systems that provide disclosure and review of decision-making processes are integral to good governance and are reflected through –

- Open and transparent government, so that the community can follow decision making processes and outcomes;
- Consultation and engagement, so that the community has confidence that it is being heard; and
- Good communication processes so that the community is kept informed.

The fundamental importance of accountability though comes from the fact that the Shire exists to govern for and on behalf of its community. Systems and values must reflect this accountability. Key systems are outlined in the following sections.

The standard of good governance at the Shire may be judged by reference to a number of independent outside authorities and to whom the Council is accountable.

<b>Electors</b>	The community will judge the performance of the Council and individual council members at each election.
<b>State Government</b>	The Director General of the Department of Local Government may undertake an Authorised Inquiry into local governments and aspects of their operations and affairs, usually in response to a specific matter. If the findings warrant this, the Minister may suspend a Council and order that further inquiry is initiated. The Minister may dismiss a Council for not providing good government and install a Commissioner until new elections can be held.
<b>State Administrative Tribunal</b>	Decisions made by a local government may be subject to review by the State Administrative Tribunal (SAT) for example where applicants are aggrieved by a decision that is covered by SAT jurisdiction (e.g. Development Applications). The SAT may hear complaints against individual Councillors when referred by the Director General of the Department of Local Government.
<b>Ombudsman</b>	The Ombudsman is an independent officer of Parliament with responsibility to investigate decisions, actions or inaction and the decision making practices of public authorities providing services to the public within the Ombudsman's jurisdiction including local governments.
<b>Disabilities Services Commissioner</b>	People with disabilities have the same right as other members of society to services and to participate in decisions affecting their lives. A complaint can be lodged under the <i>Disability Services Act 1993</i> about public service providers, including local governments.

<p><b>Equal Opportunity Commissioner and Tribunal</b></p>	<p>Most commonly thought of as relating to discrimination in the workplace, the Act also covers access to public places and provision of goods and services. The Commissioner has extensive powers to pursue a complaint. In addition the Tribunal has the power to award damages for compensation to a complainant if a complaint is substantiated.</p>
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**9.1.1. Performance management**

Council is accountable for monitoring the Shire’s performance in the achievement of its strategic direction, goals and financial outcomes, which are set through the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Managing and reporting the Shire’s performance is achieved in several ways:

**Strategic reporting**

Key performance indicators, derived from the Strategic Community Plan, help drive the Corporate Business Plan. The Shire’s Corporate Planning System captures all Corporate Business Plan projects.

**Financial reporting**

The Shire undertakes its financial reporting as follows:

- The monthly Financial Activity Statement and List of Payments are prepared and presented to Council; and
- The audited Annual Financial Report is considered by the Audit and Risk Committee before being submitted to Council for adoption and inclusion in the Annual Report.

**Annual Report**

The Shire’s Annual Report provides detailed information to the community and the Shire’s stakeholders about how the Shire intends to operate in a sustainable manner whilst addressing the many challenges it faces. The report reviews the Shire’s key achievements and progress made against the many initiatives outlined in the Strategic Community Plan.

The Annual Report is presented to electors of the Shire at the annual Electors’ Meeting.

**CEO performance review**

Council is accountable for managing the CEO’s performance and is responsible for setting the CEO’s performance plan and monitoring the CEO’s performance. Council is to communicate its expectations to the CEO and is required to seek independent professional advice when undertaking the performance evaluation of the CEO.

The CEO Performance Review Committee has been established to assist Council with the review of the CEO’s performance. It conducts the annual performance review as required by the Act.

**Employee performance review**

In accordance with the Act the performance of all employees must be reviewed at least once a year.

During each performance review, recommendations for training and development programs to either complement existing skills or to develop new skills will be

made. In addition employees have performance indicators set during the first few months of employment to monitor progress against goals and objectives.

#### **9.1.2. Compliance Audit Return**

It is a requirement of the Act that the Shire conducts an annual audit of its compliance with statutory requirements and responsibilities placed on it under the Act.

The Department of Local Government's Compliance Audit Return (CAR) comprises a checklist of the Shire's statutory obligations in areas such as local laws, tenders, meeting procedures, disclosures of financial interests and financial management. The completed return is reviewed by the Audit and Risk Committee and presented for adoption by Council. A certified copy must be forwarded to the Department no later than 31 March of each year.

#### **9.1.3. Audit and Risk Committee**

The Act requires Council to establish an Audit Committee to guide and assist Council on matters of internal and external audit, risk management and the Shire's compliance functions.

The objective of the Audit and Risk Committee is to assist Council in providing a transparent and independent process in its audit, risk and governance management, to ensure accountability to the community in the governance and compliance framework and its financial and risk management responsibilities.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies and overseeing the allocation of the Shire's finances and resources.

The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems, risk management framework, and compliance with legislation.

#### **9.1.4. Community Consultation and Engagement**

In 2022 Council adopted an updated "Community Engagement Framework" which formalises the Shire's approach to engagement and affirms its commitment to delivering meaningful, best practice community engagement as an integral part of its strategic priorities. It articulates the Shire's commitment to building the capacity of council members, employees and the community to undertake and participate in engagement projects.

#### **9.1.5. Customer Service Charter**

The Shire has adopted a "Complaint Management Policy" which has an accompanying "Customer Service Charter" and "Customer Guide". These documents outline the customer service standards the community can expect from the Shire.

#### **9.1.6. Access to Information**

##### **Freedom of Information**

Under section 5.94 of the Act any member of the public can access certain information held by the Shire. The Shire has published an Information Statement as required by the *Freedom of Information Act 1992* which outlines what documents may be obtained that are held by the Shire.

All council members and employees should be aware of the implications of the *Freedom of Information Act 1992* when creating internal or external documents.



As a general rule any written material generated by council members or employees may become public knowledge and may become the subject of a Freedom of Information request.

#### Requests for Property Owner Details

Members of the community can request details of another person who owns property in the Shire (generally requests for neighbour details). Details will not be provided for commercial purposes.

Only the name and postal address linked to the rates database will be provided. Mobile numbers and email addresses will not be provided. A completed "Application for Property Owner Details" form can be requested and submitted to the Shire. As a statutory declaration, an authorised witness must sign the form.

Draft



# Governance Framework



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# 1. Introduction

**While good governance doesn't guarantee success,  
poor governance guarantees failure.**

**John McKechnie QC, CCC Commissioner**

Good governance is about the processes for making and implementing decisions. It is not about making "correct" decisions, but about the best possible process for making those decisions.

Good decision-making processes have a positive effect on various aspects of local government including consultation policies and practices, meeting procedures, service quality processes, elected member and employee conduct, role clarification and good working relationships.

Good governance leads to good management, good performance, good stewardship of public money, good public engagement and ultimately good outcomes for residents and service users. Good governance enables Shire of Mundaring to pursue its vision effectively as well as underpinning that vision with mechanisms for control and the management of risk.

This Governance Framework examines the principles and practices of good governance at the Shire of Mundaring.

## 2. Definitions

Term	Meaning
Act	The <i>Local Government Act 1995</i> .
Audit	The inspection or examination of a Shire activity or facility to evaluate or improve its appropriateness, efficiency or compliance.
CCC	Western Australia's Corruption and Crime Commission
CEO	The Chief Executive Officer, who is the most senior employee in the organisation. The CEO is appointed by and directly accountable to the Council.
Community	The entire population within the Shire of Mundaring district. It includes those who work or invest in the district or visit the area for recreational or similar reasons.
Committee member	A member of a committee appointed by the Council, but does not include an elected member.
Council	The elected members meeting as a Council under the Act.
Councillor	An individual elected member.
Committee	A Committee of Council established by the Council under the Act and constituted of elected members, employees and/or members of the public.
Council meeting	A meeting of Council conducted in accordance with the Act.
Director	A senior position in the organisation engaged by and directly responsible to the CEO. Classified as a senior employee under the Act.
District	The area of the State prescribed by legislation that a local government is required to control.
Elected member	The Shire President and Councillors of the Shire.
Executive Leadership Team	The CEO and Directors. Abbreviated as ELT.
Local government	A body corporate established under the Act.
Regulations	The <i>Local Government (Administration) Regulations 1996</i> .
Rules of Conduct	The <i>Local Government (Rules of Conduct) Regulations 2007</i> .
Shire	The local government of the Shire of Mundaring. Includes the Council and the administration.
Shire President	Elected member elected by the Council from amongst elected members.
Strategic Community Plan	The overarching plan that provides strategic direction for all activities and guides the development and provision of the Shire's services and programs.
Ward	A part of the Shire's district that delineates an electoral boundary.

### 3. Local government defined

All local governments in Australia are created by state/territory legislation, which stipulates the activities which the state or territory requires the local government to perform, as well as the functions it is allowed to perform if it chooses. In practice, local governments have a great deal of autonomy, but they can be dissolved, suspended or amalgamated with other councils if their state/territory government regards such measures as appropriate. The state/territory government may also override council decisions.

Local government in Western Australia is established under the Act and on the national level is the third sphere of government. Local government has legislative responsibility for many functions and activities that are relevant to a local community. As the level of government often seen as the closest to the community, local government activities relate to matters that are fundamental to people's lives and impact strongly on their quality of life.

Under the Act each local government throughout the State is established as a body corporate with perpetual succession and a common seal. It has the legal capacity of a natural person, which means that it can sue and be sued.

A local government consists of a Council, comprised of elected members, and the administration, consisting of the CEO and employees.

The Shire President and Councillors are the Shire's elected members and form the Council.

In accordance with section 2.7 of the Act Council's role is to govern the local government's affairs and be responsible for the performance of the local government's functions. It must oversee the allocation of the local government's finances and resources and determine the local government's policies.

Section 2.8 of the Act describes the role of the Shire President:

- presides at meetings in accordance with this Act; and
- provides leadership and guidance to the community in the district; and
- carries out civic and ceremonial duties on behalf of the local government; and
- speaks on behalf of the local government; and
- performs such other functions as are given to the mayor or president by this Act or any other written law; and
- liaises with the CEO on the local government's affairs and the performance of its functions.

Section 2.10 of the Act describes the role of a councillor:



- represents the interests of electors, ratepayers and residents of the district; and
- provides leadership and guidance to the community in the district; and
- facilitates communication between the community and the council; and
- participates in the local government's decision making processes at council and committee meetings; and
- performs such other functions as are given to a councillor by this Act or any other written law.

The following principles apply:

- Elected members are able to exercise decision-making authority as a member of Council after they are elected and formally sworn in and when they meet as a Council.
- All lawful decisions are made at Council meetings or through formal delegations from Council to the CEO (or a committee). The CEO can sub-delegate his decision-making powers to other employees.

The CEO is the only employee appointed by Council and is accountable to Council. The role of the CEO is detailed in section 5.41 of the Act and includes, but is not limited to:

- advising Council in relation to the functions of the local government;
- implementing Council decisions;
- managing the day-to-day operations of the local government and the services that the local government provides for its community;
- liaising with the Shire President on the local government's affairs and its performance; and
- being responsible for the employment of local government employees.

The Shire's four Directors are designated as senior employees for the purpose of section 5.37 of the Act. All employees are accountable to the CEO.

### 3.1 Functions of local government

In order to understand good governance in the context of local government, it is necessary to understand the functions of local government, including the following:

#### **Strategic Planning**

Planning for the development and wellbeing of the community is a critical role for a local government. The Act requires local governments to develop and adopt a “plan for the future”, consisting of two key documents - Strategic Community Plan and Corporate Business Plan – supported and informed by resourcing and delivery strategies such as the Long-Term Financial Plan, the Workforce Plan and Asset Management Plan. These plans drive the development of the local government’s annual budget and provide the direction for the ongoing management of Shire activities.

#### **Lawmaking and enforcement**

Local government makes decisions in areas over which it has legislative authority, but cannot duplicate or contradict state or federal law. Laws made by local governments are called local laws and cover such issues as the activities permitted on public land, animal management and use of local government infrastructure. Local laws are enforced by Shire employees.

Local government is also responsible for administering and enforcing state legislation under which it has authority, such as the *Local Government Act 1995*, *Building Act 2011*, *Planning and Development Act 2005*, *Dog Act 1976*, *Cemeteries Act 1986*, *Bush Fires Act 1954*, *Cat Act 2011*, *Caravan Parks and Camping Grounds Act 1995* etc.

Decisions made by local government must be based on relevant considerations and facts, be procedurally fair and follow the principles of natural justice.

#### **Stewardship of public assets**

Effective stewardship of public assets is a key element in ensuring that local government optimises the use of its financial, physical and intellectual resources for the benefit of its residents and ratepayers.

#### **Policy development**

An important role of Council is to make policy decisions on behalf of the community, in accordance with its role of providing strategic direction. An essential element of policy making is identifying community needs, setting objectives to meet those needs, establishing priorities between competing needs and allocating appropriate

resources. A policy is a decision of Council and sets out agreed views and direction concerning a particular area of responsibility.

### **Representation**

Elected members represent the interests of electors, ratepayers and residents of the community as a whole. This effectively means that an elected member is accountable to all ratepayers and residents of the Shire, not just to those from the ward from which the elected member is elected. Whilst it is recognised that elected members must represent the interests of their respective wards, the interests of the whole Shire and its community must always come first.

### **Advocacy**

Local governments have a role advocating on behalf of their community to state and federal levels of government, statutory authorities and private interests whose activities may have an impact on the community.

### **Service delivery**

Local governments must ensure that services are delivered in the most efficient and effective manner. The Act provides a degree of autonomy to local governments to determine policies, in consultation with their community, about the nature and level of services provided. A local government should ensure the delivery of quality services for which it has responsibility.

## **3.2 Community defined**

When discussed in connection with good governance “community” is often used as if it is a homogenous entity and assumes that there is a single community interest, community demand or community need.

The population of the Shire of Mundaring district consists of a diverse range of communities: the resident community, the business community, the visitor community, the seniors community etc. Often these various communities do not share the same aspirations, goals and interests. One of the challenges for local government is how to govern so that different and often competing interests are recognised, addressed and managed.

When “community” is referred to in this Framework, it means the many groups, individuals and interests represented within the Shire of Mundaring district.

## 4. Governance in local government

### 4.1 Definition of governance

Whilst the definitions of governance can vary between the public and private sector, CPA Australia in its publication *“Excellence in Governance for Local Government”* defines governance as follows:

**“Governance is the process by which decisions are made and implemented; the process by which organisations go about achieving their goals and producing their outputs and the process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, ethics, values and culture within the organisation.**

**Excellence in governance occurs when it is underpinned by accountability, integrity and openness. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision-making and information” (CPA 2005).**

### 4.2 Good governance in local government

Shire of Mundaring plays a key role in leading its community as well as ensuring the delivery of high quality services to its community. Good governance is important for several reasons: it not only gives the local community confidence in its Council, it also improves the faith that elected members and employees have in their own local government and its decision-making processes.


#### Characteristics of good governance

**Good governance is accountable.** Local government has an obligation to report, explain and be answerable for the consequences of decisions it makes on behalf of the community it represents.

**Good governance is transparent.** The community should be able to follow and understand the decision-making process. This means that they will be able to clearly see how and why a decision was made, what information, advice and consultation Council considered, and which legislative requirements Council considered.

**Good governance follows the rule of law.** This means that decisions are consistent with relevant legislation and are within the powers of the Council.

**Good governance is responsive.** Local government should always try to serve the needs of the entire community, while balancing competing interests in a timely, appropriate and responsive manner.



**Good governance is equitable and inclusive.** Community members should be satisfied that their interests have been considered in Council's decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

**Good governance is effective and efficient.** This includes developing the capacity and capability of elected members to be effective whilst ensuring that employees have the capacity and capability to deliver effectively.

**Good governance is participatory.** Anyone affected by or interested in a decision should have the opportunity to participate in the process for making that decision.

**Benefits of good governance:**

- promotes community trust and confidence
- encourages elected members and Shire staff to be confident
- leads to better decisions
- helps the Shire to meet its legislative responsibilities
- supports ethical decision-making.

*(Good Governance Guide 2012 – Municipal Association of Victoria)*

## 5. Governance principles

Shire of Mundaring has adopted for its Governance Framework the principles contained in the CPA Australia publication “*Excellence in Governance in Local Government*”. These principles provide the foundation for good governance and a means for assessing the extent to which good governance is applied at the Shire.

In the following chapters each principle and its application at the Shire of Mundaring will be reviewed in detail.

### 5.1 Principle 1 - Culture and vision

There is a positive **culture** that promotes respect, integrity, team spirit, openness, honesty and accountability and where there are transparent, responsive and engaged processes for decision making.

There is a clear **vision** and strategic plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.

### 5.2 Principle 2 - Roles and relationships

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

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

### 5.3 Principle 3 - Decision-making and management

There are effective **decision-making processes** in place that reflect the transparency and accountability which underpin excellence in governance.

There should be robust and transparent **financial management** established and maintained to meet local government’s accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

An effective approach to the identification, assessment, monitoring and **management of risks** should be established and maintained.

Effective **delegations** should be implemented and maintained.

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#### 5.4 Principle 4 - Accountability

Local government must account for its activities and have systems that support this **accountability**.

There should be an active **performance management** system in place that enables elected members and the administration to be openly accountable for their performance.

Local governments should establish internal structures that provide for **independent review** of processes and decision-making to assist the Council to meet its accountability to stakeholders.

**Consultation** should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

## 6. Principle 1 – Culture and vision

### 6.1 Culture

*Principle: there is a positive culture that promotes respect, integrity, team spirit, openness, honesty and accountability and where there are transparent, responsive and engaged processes for decision making.*

A positive culture promotes openness and honesty, makes accountability and responsibility clear and encourages debate on important issues. It assists the organisation in retaining high calibre employees who want to work and participate in the activities of the Shire.

#### 6.1.1 Organisational values

The Shire's culture is captured in its shared values. Good governance is achieved when elected members and employees show leadership and reflect the values adopted by Council:

##### **Respect**

Respect yourself and others whilst supporting diversity of skills, backgrounds and perspectives.

##### **Integrity**

Be who you say you are, tell the truth and be consistent and reliable.

##### **Team spirit**

Help others, share knowledge, celebrate milestones and work towards a common goal.

##### **Continuous improvement**

Display a continuous openness to learning, sharing, reflecting and improving the way things are done.

##### **Innovation**

Be willing to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and making time to reflect to allow new solutions to surface.

##### **Excellence in customer service**

Commit totally to informing, educating, consulting and responding to customer needs in a respectful and professional way.



### 6.1.2 Ethical behaviour and the Code of Conduct

For people to have faith in those who govern and participate in the governance process, they must have trust that governments are acting for the common good. They must believe that governance is characterised by honesty and integrity and that those in government will behave accordingly.

The Act requires that every local government prepares or adopts a Code of Conduct to set out acceptable standards of ethical and professional behaviour expected to be observed by elected members, committee members and employees.

The Shire of Mundaring **Code of Conduct** outlines the principles, values and behaviours that the community is entitled to expect of all elected members, committee members and employees. Its intent is to document expected standards of conduct, not to control or prohibit any behaviour.

The Code of Conduct features the following guiding principles:

- act with reasonable care and diligence
- act with honesty and integrity
- act lawfully
- act in the interests of the Shire and the community, uninfluenced by fear or favour
- avoid damage to the reputation of the Shire
- be open and accountable to the public
- base decisions on relevant and factually correct information
- treat others with respect and fairness
- not be impaired by mind affecting substances.

The *Local Government (Rules of Conduct) Regulations 2007* provide the disciplinary framework to deal with individual misconduct by elected members. This legislation prescribes uniform rules of Conduct for elected members in relation to:

- standards of general behaviour
- use of confidential information
- securing personal advantage or advantaging/disadvantaging others
- misuse of local government resources
- prohibition against involvement in administration, which is the province of the CEO and staff
- relations with employees
- disclosing interests that may affect impartiality
- acceptance and disclosure of gifts of a prescribed value.

Allegations or complaints of failure to observe the Rules of Conduct must be made to the Local Government Standards Panel, which comprises three members: an officer of the Department of Local Government and Communities, who is also the presiding member, a local government elected member and a legal member. Only the CEO, as

the designated Complaints Officer for the Shire of Mundaring, can make a written complaint to the Standards Panel.

### **6.1.3 Reporting serious misconduct to the CCC**

Both elected members and the CEO have a mandatory duty under the *Corruption Crime and Misconduct Act 2003* to report to the CCC any reasonable suspicion of serious misconduct on the part of elected members or employees. Serious misconduct is the type of conduct which involves the misuse of an elected member's or employee's position to obtain a financial advantage; bribery and corruption where money or gifts are provided to coerce an elected member or employee to make a decision in a certain way; stealing from the Shire, lying, fraudulent behaviour and other criminal type behaviours.

### **6.1.4 Comprehensive induction programs**

The Shire's positive culture is passed on to new elected members and employees through effective induction programs.

New elected members come from a variety of backgrounds and may not have experience in governance, local government, organisational behaviour or other fields that are relevant to their roles as elected members. Induction should help elected members to operate in the unique environment of local government to produce good outcomes for their communities.

The Shire's induction programs for elected members and employees focus on:

- the differing and complementary roles and functions of elected members and employees
- communication and working relationships between elected members and employees
- decision-making processes
- responsibility, accountability and delegations
- Code of Conduct, including organisational values and culture
- access to information and confidentiality.

As well, Shire of Mundaring invests in and actively encourages training for both elected members and employees to assist in the development of skills required to fulfil their roles.

## **6.2 Vision**

*Principle: there is a clear vision and a strategic plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.*

### 6.2.1 Integrated Planning Framework

To ensure that the Shire's vision permeates throughout the organisation, the Shire has developed an Integrated Planning Framework as required under the *Local Government (Administration) Regulations 1996*.

Integrated planning and reporting provides local governments with a framework for establishing local priorities and for linking this information to operational functions.

There are three major parties to the development of an integrated strategic plan:

1. The community – participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions.
2. Council –
  - approves the process and structure of the community engagement model;
  - understands community aspirations and desired outcomes;
  - understands the interdependencies between community planning, services, assets and land use; and
  - adopts the Strategic Community Plan.
3. Shire administration –
  - facilitates the Strategic Community Plan process by providing the necessary information, plans and strategies;
  - undertakes the required community engagement processes;
  - integrates community aspirations and desired outcomes with community planning, services, assets and land use to develop achievable operational plans, services and issue specific strategies;
  - publishes and distributes the completed document; and
  - steers two-yearly desktop reviews and a four-yearly full review of the Plan.

### 6.2.2 Strategic Community Plan 2016-2026 “Mundaring 2026”

The Shire's Strategic Community Plan (also known as *Mundaring 2026*) articulates the Shire's community vision as “*a sense of space, a sense of place*”, one of the key elements of this vision being “engaged, responsible leadership”. It outlines the strategic direction and priorities for action until 2026.

Council took into account feedback from community workshops held as part of the Strategic Community Plan process and submissions on the draft Plan. Council also considered community surveys and feedback on specific issues such as positive ageing and youth.

The Plan guides the Shire's activities and decision making over the relevant period, with regular reviews to ensure the organisation remains on track.

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### **6.2.3 Corporate Business Plan**

The Shire's Corporate Business Plan is an internal business planning tool that translates Council's priorities into operations within the resources available. The Plan details the services, operations and projects the Shire will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

### **6.2.4 Annual Budget**

The Annual Budget is the financial representation of the annual plan, including detailed statutory financial requirements. The budget addresses all of the local government's operations for the financial year - including services, projects, assets (capital works and ongoing operational) and is supported by detailed financial revenue, expenditure and processes that are informed by the long-term financial plan.

Chart 1 – Integrated Planning and Reporting Framework



## 7. Principle 2 – Roles and relationships

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

### 7.1 Roles

An understanding and acceptance of the different roles of Council, the Shire President, elected members, the CEO and employees, together with strong cooperation between all parties, underpins good governance at the Shire of Mundaring. While elected members are responsible for strategy and policy, the administration (CEO and employees) is responsible for advice, implementation and operations. This separation of roles is essential for local governments to govern effectively.

While each element of local government has its own role, each may also have a legitimate interest in the role of the others. For instance, while the management structure is the responsibility of the CEO, elected members will have an interest in the management structure and whether it achieves the Council's goals. While the CEO takes the ultimate decision, an astute CEO will always consult the Council before establishing or making significant changes to the management structure.

Similarly, while policy and strategy are elected members' roles, the CEO and employees should be consulted and offer advice when policy or strategy is being developed.

#### 7.1.1 Shire President

At the Shire of Mundaring Council elects the Shire President by secret ballot immediately after local government elections held every two years.

The Act recognises the role of Shire President to represent the Shire at civic and ceremonial functions and to preside at Council meetings.

A very specific role for the Shire President is to represent and advocate the decisions of Council and speak on behalf of the Shire. The position of Shire President is pre-eminent and when speaking on behalf of the Shire, the Shire President should set aside personal views and articulate the views and decisions of Council.

The Shire places great importance on the role of the Shire President as the Presiding Member of Council to facilitate good decision-making. It is therefore important that the Shire President has a good knowledge of the Shire's Meeting Procedures Local Law.

The Shire President's leadership role is very important when it comes to good governance. While the Shire President has no statutory authority over other elected

members in such areas as behaviour or adherence to Council policy, the Shire President is to ensure that all elected members are part of the decision-making process and are well and equally informed. The Shire President must reinforce the need for elected members to represent the interests of the whole community, not just their ward constituents.

The Shire President should also facilitate good relationships between elected members and the administration and help to create an environment where good communication thrives.

The Act states that the Deputy Shire President may perform the functions of the Shire President if that office is vacant or the Shire President is not available or unwilling to perform the functions of Shire President.

### **7.1.2 Council and elected members**

Under the Act Council has four main roles:

- to govern the Shire's affairs;
- to be responsible for the performance of the Shire's functions;
- to oversee the allocation of finances and resources; and
- to determine the Shire's policies.

While these powers include responsibility for defining the policy and setting the overall strategic direction of the Shire, Council is not responsible for the day-to-day running of the business of the Shire. Such operational matters are the responsibility of the CEO.

The role of elected members is defined in the Act as follows:

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

Elected members are elected for a four-year term at elections held every two years. There is no limit on the number of times they can be re-elected.

Elected members sitting formally as Council make and are accountable for all decisions taken at Council level. Decisions are made through formal Council meetings. Individual elected members do not have any powers to make decisions.

### **7.1.3 Chief Executive Officer (CEO)**

The CEO has a statutory responsibility to manage the organisation through the implementation of the goals and strategies that have been endorsed by Council. The CEO plays a critical role in achieving excellence in governance through the

development of a culture that sees Council as the peak decision-making body, supported and advised by the administration. The CEO's promotion and personal adoption of the Shire's culture and vision set the standards which permeate the whole organisation.

A key accountability of the CEO is financial management: ensuring that the Shire is soundly managed from a financial perspective and regularly reporting the results and performance to Council.

The functions of the CEO are outlined in section 5.41 of the Act:

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the mayor or president agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

## **7.2 Working relationships**

*Principle: there are effective working relationships that are promoted and supported within and between Shire President, elected members, CEO and administration.*

### **7.2.1 Relationship between Shire President and elected members**

The important aspects of this relationship are summarised as follows:

- the relationship needs to be based on mutual respect;
- the Shire President should facilitate an inclusive approach to decision-making and involvement in Council activities, ensuring that each elected member has access to the same information prior to making their decision;
- the Shire President should assist elected members to have their issues considered by Council;



- the Shire President should take some responsibility for elected member training and development and should work with the CEO to ensure that elected members receive appropriate training opportunities; and
- the Shire President is responsible for facilitating resolution of any conflict between elected members.

### **7.2.2 Relationship between Shire President and CEO**

The Shire President as leader of the Council, and the CEO as leader of the administration, are required to work closely together, often dealing with pressing and potentially controversial issues, when they may not have known each other before they were drawn together to lead the Shire.

The Act requires each to liaise with the other on the Council's activities and its performance. However the relationship between both roles is much more complicated than this, involving an inevitable intersection of roles.

The essential principles for an effective Shire President / CEO relationship are:

- a. Communication
  - Both parties brief and inform the other about information each is privy to and which would assist the other in their job. Agreement about what information is important and what should be passed on to each other is well understood and constantly negotiated.
  - Regular meetings and electronic communications, as well as meetings called to progress unexpected and important matters, will enhance planning and communication.
  - The “no surprises” principle ensures that neither the Shire President nor the CEO is caught off guard in any circumstance.
- b. Role clarity
  - The Shire President and CEO understand and respect one another's role.
  - The Shire President and CEO work within the bounds of their authority. The Shire President has status and leadership capacity at Council and in the District. The CEO has statutory authority under the Act and leadership of the Shire workforce.
- c. Effective relationship
  - The relationship is symbiotic. The Shire President and the CEO put conscientious effort into making the relationship successful for the good of the Council, Shire and District.
  - The relationship between the Shire President and the CEO aims to facilitate involvement and inclusion amongst elected members and administration rather than concentrating power in the relationship.

At Shire of Mundaring the Shire President and CEO communicate on a regular basis, at least weekly but more frequently depending on emerging issues, either in person, by phone or email.

### **7.2.3 Relationship between elected members**

Elected members need each other to achieve their individual and collective goals. Effective relationships between elected members help to promote a successful Council, a pleasant working environment and a Council with public credibility.

Features of an effective relationship are:

- While they may have different views, elected members treat each other with respect and courtesy.
- Disagreements are expressed in ways that are not personal attacks and do not cause detriment to individual elected members or Council as a whole.
- Elected members are not to undermine each other, either within the Shire or in public.
- Elected members are to have effective working relationships in order to succeed individually and collectively.

### **7.2.4 Relationship between elected members and CEO**

The relationship between elected members and CEO is critical to good governance.

Elected members need support to manage pressures in such a way that their constituents feel their issues or concerns are being heard, but appreciate that their demands cannot always be met. Advice and support on consultation and engagement, good systems that refer complaints and queries to the relevant area for resolution, and responsive services and processes all assist in furthering good governance.

Elected members must have a clear understanding that the role of the CEO is to implement Council's goals, policies, strategies and services and to advise and support Council.

The CEO is accountable to elected members when they sit as Council. Elected members, sitting as Council, are responsible for the performance management of the CEO.

Features of an effective relationship are as follows:

- goodwill and trust
- a good understanding of each other's role
- good communication
- agreed processes and protocols
- an appreciation of legislative requirements
- clear delegations.

### 7.2.5 Relationship between elected members and employees

The fundamental role difference between Council and the administration underpins this relationship. Elected members should focus on strategy, policy and outcomes, while the administration's role is to focus on advice, implementation and operations.

In light of these role differences, some of the features of an effective relationship are highlighted in the Shire's Code of Conduct:

- the role of elected members is one of strategic leadership, not management or administration;
- the CEO is responsible for implementing the decisions and policies of Council;
- employees are responsible to the CEO and the CEO is responsible to Council;
- elected members do not direct or instruct employees;
- elected members do not undertake a task that contributes to the administration of the Shire, unless the activities are undertaken in relation to a meeting or the express authority of Council or the CEO has been obtained prior to undertaking the task;
- elected members undertake their day-to-day communications with the Shire directly through the CEO or relevant Director, unless the CEO has established a protocol for communications on particular matters to occur directly with specified employees;
- when entering a Shire business location, elected members seek approval from the CEO or relevant Director before engaging in discussion with employees; and
- an employee undertakes direct communication with an elected member only when the employee is acting within the functions and responsibilities of their position or is acting under the direction of the CEO or Director.

## 8. Principle 3 – Decision-making and management

*Principle: There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.*

### 8.1 Effective decision-making

Decision-making is the most important activity undertaken by the Shire, both by Council and by employees. Effective decision-making processes increase the likelihood that the decisions themselves will be in the best interest of the entire community. Good processes will also mean that decisions will be owned and that individual elected members, even though they may be on the losing side of an issue, should not be able to find fault with the way in which the decision was made.

Good decision-making requires that:

- decisions must be those which the local government can lawfully make;
- decisions must be consistent with and in accordance with legislation;
- relevant Council policy/policies should be considered during the decision-making process;
- elected members should have all the relevant information before them in order to make a considered and 'informed decision';
- elected members should be impartial, objective, free from bias and act in the public interest of their residents;
- decisions should be made on a reasonable basis.

Decisions made at meetings are recorded in the form of resolutions which are binding on the Council until they are formally amended or repealed. Resolutions, once recorded, take effect immediately.

## **8.2 Decision making meetings and processes**

### **8.2.1 Council meetings**

The Council meeting is the formal debating and decision making forum of Council. Elected members, CEO and Directors attend all Council meetings. Under the *Local Government Act 1995* Council meetings are required to be open to the public. However, when any of the matters listed in section 5.23(2) of the Act are to be considered, Council may resolve to close the meeting and proceed behind closed doors. In order to promote the transparency and accountability required for good governance, the closure of meetings should be applied prudently and as infrequently as possible.

Examples of matters that may require the meeting to be closed to the public:

- CEO annual performance reviews, contract renewals, remuneration reviews (*s. 5.23(2)(a) a matter affecting an employee or employees*);
- Reports discussing legal advice obtained or to be obtained in relation to the subject of the report (*s. 5.23(2)(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*);
- Nomination of elected members eligible for WALGA Honours (*s. 5.23(2)(b) the personal affairs of any person*);
- Planning reports that could affect the value of neighbouring properties (*s. 5.23(2) (e)(ii) a matter that if disclosed would reveal information that has a commercial value to a person*).

Good decision making at a Council meeting is enhanced when the meeting is well run. This requires a clear and informative agenda, good chairing and facilitation and adherence to meeting procedures and to statutory requirements. It is the

fundamental statutory obligation and duty of an elected member to vote on every item of business discussed at a Council meeting.

At Council meetings and where Council has granted a Committee delegated authority, Council can make a decision or pass a resolution.

Council has adopted the Meeting Procedures Local Law that provides a set of enforceable meeting procedures and rules to –

- ensure better decision-making processes during Council and committee meetings;
- assist in the orderly conduct of meetings dealing with Council business;
- provide a better understanding of the process of conducting meetings; and
- allow a more effective and efficient use of time at meetings.

Shire of Mundaring Council meetings are audio recorded. The recording can be accessed from the Shire website a few days after each Council meeting. Archived recordings are available upon request.

### **8.2.2 Council meeting schedule**

Council operates the following monthly meeting cycle:

- second Tuesday of the month: ordinary council meeting; and
- third Monday of the month: council forum.

In January the ordinary council meeting is held on the fourth Tuesday.

No council forum is held in December and January.

### **8.2.3 Council Forum**

Council forums provide an opportunity for two-way communication between elected members and the CEO on strategic or complex issues. Forums are open to all elected members, the CEO, Directors and other employees designated by the CEO as required. No decisions are made at Forums, which are relatively informal and are not open to the public.

At Council Forums elected members and staff can propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the Shire. Forums often involve projects that are in the early planning stage and are some time away from being presented to Council for decision. Matters listed on the agenda of the Council meeting are not to be discussed during the Council Forum.

In discussing such issues, employees are looking for guidance from elected members to assist in researching the matter and drafting the report. Elected members and employees are also looking to present ideas and concepts for future consideration.

### 8.2.3 Committee meetings

To assist with its decision making responsibilities, Council may establish committees. When Council establishes a committee, it must determine in clear terms of reference the purpose, reporting and other accountability requirements that will apply in relation to that committee. Committees report to Council and are subject to the requirements of the Act.

Current committees of Council are listed below:

- Audit and Risk Committee (a requirement under section 7.1A of the *Local Government Act 1995*);
- Australia Day Citizenship Awards Committee
- Bush Fire Advisory Committee (as described under section 67 of the *Bush Fires Act 1954*)
- CEO Performance Review Committee
- Environmental Advisory Committee
- Grants Selection Committee
- Local Emergency Management Committee (a requirement under section 38 of the *Emergency Management Act 2005*).

Committees meet as and when required and make recommendations to Council. However, where a committee has delegated authority for some of its functions, it is able to make a decision in its own right:

- the Audit and Risk Committee has delegated authority to meet with the auditor at least once a year.
- the Australia Day Citizenship Awards Committee has delegated authority to select the winners of the Australia Day Citizenship Awards for the Shire of Mundaring.
- the Grants Selection Committee has delegated authority to grant Milestone Event Grants, Community Event Grants between \$500 and \$10,000 and Matching Grants up to \$2,000.

### 8.2.4 Advisory Groups and Representatives Meetings

Council has established a number of advisory groups and representatives meetings as a mechanism for facilitating and improving community participation in the Shire's decision-making processes.

While not formally established under legislation, these groups provide an opportunity for the Shire to obtain the views of community representatives as well as enabling networking opportunities for elected members on issues of common interest. This may assist elected members and Council to address strategic issues and priorities.

Following are the current advisory groups and representatives meetings:

- Blackboy Hill Advisory Group

- Cultural Advisory Group
- Darlington Community Recreation Advisory Group
- Inclusion and Disability Access Advisory Group
- Mount Helena Recreation and Aquatic Centre Representatives Meeting
- Tennis Courts Representatives Meeting
- Youth Advisory Group.

### 8.2.5 Agendas and minutes

The most important records produced by a local government are the agendas that drive council meetings and the minutes that record the decision making process and the actual decisions.

Matters to be considered at meetings of Council or committees are presented in a formal agenda prepared by the CEO. Agendas comprise of reports prepared by the administration. Reports are structured to include information on the background, financial, sustainability and risk implications of the proposal under consideration. All reports include the professional advice of the employee who has authored the report and contain recommendations as to the most appropriate course of action to take, based on the information presented.

Directors are responsible for authorising the reports emanating from their department. Once finalised all reports are reviewed by the CEO, Directors and relevant staff during the Agenda Settlement Meeting two weeks prior to the Council meeting. Agenda Settlement Meetings are convened to provide an opportunity for the authors of reports to answer questions from CEO and Directors, provide technical or specialist information and incorporate suggestions from those in attendance to improve the accuracy, clarity or accessibility of the report prior to distribution of the agenda to elected members and the public. As a result of the Agenda Settlement Meeting the CEO should be satisfied and confident that all aspects of the matter which is the subject of a report have been suitably covered in such a way that the report can be included in the agenda and released to elected members and the public.

The agenda is posted on the Shire's website two weekends before the Council or committee meeting. A link to the agenda is emailed to elected members, CEO, Directors and other relevant employees.

The minutes of a meeting comprise all reports considered at the meeting and also include attendance, all motions, movers and seconders, the results of the motions and the decisions that have been made.

Unconfirmed Council minutes must be made available for public inspection no later than ten working days after the meeting (five working days for committee meeting minutes). At the next meeting of Council or a committee these minutes will be confirmed as a correct and accurate record of the proceedings.

## **8.2.6 Elected members' meeting preparation**

Preparation before attending a meeting is critical: all reports should be read thoroughly and the main points well understood. If anything is not clear, the elected member may seek further clarification and raise any concerns with the CEO or the responsible Director, preferably well in advance of a meeting. Asking questions of a complex or technical nature at a Council meeting is to be avoided, as employees present may not be able to respond adequately off the cuff, there is a risk of a factually incorrect answer being given or the question may have to be taken on notice.

Reports affecting Shire planning, finance or legal matters can be quite complex and clarification of points prior to the meeting is essential. The CEO or relevant Director should be emailed at the earliest opportunity to enable a written reply to be provided in advance of the meeting. This reply will be provided to all elected members, not just to the enquiring elected member.

The decision to adopt, amend or reject a recommendation rests with Council or in some cases a committee, if it has delegated authority to do so. Where a Council or committee decision is different to the recommendation, reasons for that decision must be stated and recorded in the minutes.

A decision to defer a matter should be seen as a last resort and occur only where it is clear that additional information is required or where circumstances have come to light after the agenda was distributed. A failure to consult with the community or key stakeholders may also give cause to defer a matter.

## **8.3 Decisions on land use planning and development**

### **8.3.1 Quasi-judicial role**

Quasi-judicial functions are those which involve the making of a decision by Council in the exercise of a discretionary power. Elected members (and employees when acting under delegated authority) perform quasi-judicial functions when deciding to approve or refuse applications for planning or development approval and for other approvals, licences, consents and permits. They must therefore act in a judicial manner ("judge-like").

To act in a quasi-judicial manner, elected members must apply the principles of natural justice and without bias or conflict of interest make decisions in a judicial manner based on:

- The law and the relevant Shire policies as they exist, specifically the Shire's Local Planning Scheme No. 4 and Planning Policies ; and
- The facts and merits of the case.



Applicants submitting documents for approval may attempt to persuade individual elected members in favour of their proposals; however elected members must remain objective and deal impartially with applicants or affected persons.

Determining applications must be based on sound legislative rationale and not on specific public perception. The role of an elected member in the decision making process is to determine the application on the information and recommendation provided by the Shire's employees. The role of the employee is to assess the application and provide an impartial, professional opinion and recommendation to elected members. To avoid prejudicing the eventual decision, elected members must not make up their minds about a development application until they have read the employee's report, clearly understood the relevant facts and law, and heard all the meeting debate.

Elected members must not lose sight of the fact that when making decisions on development applications they have to apply the rules and discretions as they exist, not as they might want them to be.

Elected members must be aware of the Shire's adopted procedures for dealing with a development application to ensure a clear distinction between the role of the employee assessing the application and the role of Council determining the application. There should be no opportunity for the two roles to be confused and no opportunity for those determining applications to unduly influence those carrying out the assessment and vice versa.

An elected member acting when biased and without disclosing an interest affecting impartiality may breach the Rules of Conduct Regulations. Non-compliance with quasi-judicial principles could result in Council decisions being invalidated.

## **8.4 Conflict of interest**

Conflict of interest is about being transparent. Understanding what this means in the context of local government is essential to good governance.

The Act defines the specific circumstances that lead to a conflict of interest and describes what elected members and employees must do if they believe there is a conflict. This includes direct and indirect interests, disclosure requirements, exemptions, provision of advice and registers of interest.

### **8.4.1 Conflict of interest in local government**

Elected members and employees should always be aware of the potential for conflict of interest. They have been entrusted to govern on behalf of the community and as such they must ensure that they do not gain personal benefit from their position with the Shire.

If they have personal interests in any of the decisions that they are part of, they must declare their interests and withdraw from the decision making process. It is very important for elected members and employees to understand and adhere to the legislative requirements (sections 5.59 to 5.73 of the Act).

#### **8.4.2 Good governance and conflict of interest**

The following points are important for good governance.

##### **Individuals must make their own decisions**

Elected members and employees must individually take responsibility for assessing whether they have conflicts of interest in any matter relating to their formal roles. If the answer is yes, then they must act appropriately. This includes making a proper disclosure and not participating in the relevant decision-making process.

##### **Seeking advice is appropriate**

Elected members and employees should seek assistance or advice from the CEO, Shire President or fellow elected members when they think they may have a conflict of interest. In some circumstances elected members may need to obtain their own independent legal advice.

##### **Individuals are accountable**

Elected members or employees must ultimately assess whether they have a conflict of interest. Each elected member or employee is accountable for that assessment and the obligation to make the relevant declaration. This is regardless of any assistance or advice they may have received.

##### **Conflict of interest is not a political weapon**

Elected members should not use conflict of interest as a weapon against each other. No elected member can determine that another elected member has a conflict of interest. That is for the individual alone to decide. Using conflict of interest as a political weapon compromises its importance as a principle of good conduct and natural justice.

#### **8.4.3 Conflict of interest and community representation**

Sometimes elected members will be in a position where they are required to declare a conflict of interest even though their community expects them to participate in a decision. For example an elected member may have a conflict of interest in a local planning decision which the community feels strongly about.

Because conflict of interest can impact on governance and perceptions of governance, it is important that –

- elected members ensure they thoroughly analyse the situation (and seek appropriate advice) to determine what is required by the legislation;
- elected members clearly explain the situation to their community; and
- Council and administration provide support to elected members, when required, to explain conflict of interest requirements to the community.

Elected members should not, however, hide behind conflict of interest as a way of avoiding a vote on difficult issues in which they don't have a conflict.

#### **8.4.4 Protection from liability**

Elected members, unlike state and federal members of parliament do not have parliamentary privilege. An elected member can be subject to civil action by a person who considers that the elected member has defamed them or has acted in a way that improperly harms them, whether this occurs in the council chamber or not.

Section 9.56 of the Act protects elected members, committee members and employees for any actions that they have, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. This however does not relieve the Shire of liability for the actions of elected members, committee members and employees.

Elected members should be careful, especially in the heat of a council debate, not to make defamatory statements which could give rise to a civil action.

If an elected member is subject to civil action, they will have to deal with the matter as an individual, even if the Shire is paying the legal costs. In some cases the Shire's insurers may refuse to provide indemnity for the elected member's actions or statement. This is because the elected member's action or statement was considered not to have occurred in the course of performing a council duty or to be done in good faith.

For further guidance, please refer to Shire Policy OR-06 - Provision of financial assistance for legal services for elected members and employees.

#### **8.4.5 Decisions by delegation**

Delegations form part of the Shire's decision making approach. Delegations entrust certain types of decisions to the CEO, employees or committees. Delegates exercise the delegated decision making function in their own right, in other words they have discretionary decision making powers.

The use of delegated authority means that a large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community. Delegated authority allows Council to concentrate on policy development, representation, strategic planning and community leadership.

The Shire's delegations register contains all current delegations from Council to the CEO and committees and from the CEO to employees. It sets out unequivocally

which statutory power and function are delegated, which part of the legislation allows such delegation and what the conditions and policy compliance requirements are.

The Shire's delegations register is reviewed by Council on an annual basis. This is a requirement of the Act (section 5.46).

## **8.5 Financial management**

### **8.5.1 Role of the CEO**

The CEO is accountable to Council for the financial performance of the Shire and must ensure that certain fundamentals are in place, including but not limited to:

- appropriate financial systems, plans strategies and protocols;
- adequate resources to support the Shire's activities and financial monitoring and performance;
- suitable internal review and audit mechanisms;
- an organisational culture where responsibility and accountability are clearly delineated and understood; and
- adherence to and compliance with legislative provisions.

### **8.5.2 Financial management planning and principles**

Council is ultimately responsible for the financial management of the Shire. Good financial management requires both Council and the administration to play their role.

As part of the Integrated Planning Framework, the Shire has developed its Long Term Financial Plan 2019 – 2029. The Plan is consistent with the strategic initiatives in the Strategic Community Plan and includes:

- projected income and expenditure, balance sheet and cash flow statements;
- planning assumptions underlying the plan;
- an analysis of the factors and/or assumptions that are most likely to affect the plan;
- modelling for alternative financial scenarios; and
- methods of monitoring financial performance.

The Plan outlines the Shire's approach to delivering infrastructure and services to the community in a financially sustainable way that minimises the financial impact on the Shire's ratepayers. It is the primary planning tool for future Shire budgets.

### **8.5.3 Annual budget**

One of the responsibilities of Council under the Act is to prepare, set and adopt the Shire's annual budget. Based on the leadership of Council, it determines the Shire's priorities for the year ahead and the allocation of resources to achieve those priorities.

The annual budget must be reviewed before 31 March each year, taking into account changes in the operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the year.

## 8.6 Other management plans

The **Asset Management Plan** provides strategic direction in the management of Shire assets. Good governance requires the Shire to manage its assets in a financially viable, efficient and sustainable manner.

The **Workforce Plan** was developed to provide a strategic framework for organisational workforce planning and management. It guides the Shire in attracting and retaining a suitable, committed and professional labour force that is structured to achieve the priorities of the Strategic Community Plan and to deliver quality services to the community.

The **Recordkeeping Plan** sets out the matters about which records are to be created and how the Shire must keep and maintain its records. It applies to elected members, employees and contractors.

The **Risk Management Framework** contains practical guidelines to develop the Shire's capacity to appropriately manage risk. Risk management is critical to the organisation's ability to achieve the strategic objectives contained in its Strategic Community Plan and Corporate Business Plan. By fostering a dynamic risk management culture that encourages all employees to systematically apply the procedures outlined in this framework, the Shire seeks to minimise resource waste and ensure that all Shire events, activities and projects are undertaken with minimal risk to employees and the general community.

## 9. Principle 4 - Accountability

*Principle: Local government must account for its activities and have systems that support this accountability.*

### 9.1 Accountability

Excellence in governance is based on the principle that those who are involved in governance, both elected members and employees, are held to account for what they do, the decisions they make and their performance in undertaking their role. The public trust that Council, elected members and the administration act in the public interest.

Accountability systems that provide disclosure and review of decision-making processes are integral to good governance and are reflected through –

- Open and transparent government, so that the community can follow decision making processes and outcomes;
- Consultation and engagement, so that the community has confidence that it is being heard; and
- Good communication processes so that the community is kept informed.

The fundamental importance of accountability though comes from the fact that the Shire exists to govern for and on behalf of its community. Systems and values must reflect this accountability. Key systems are outlined in the following sections.

#### 9.1.1 Performance management

Council is accountable for monitoring the Shire's performance in the achievement of its strategic direction, goals and financial outcomes, which are set through the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Managing and reporting the Shire's performance is achieved in several ways:

##### 9.1.1.1 Strategic reporting

Key performance indicators, derived from the Strategic Community Plan, help drive the Corporate Business Plan. The Shire's Corporate Planning System captures all Corporate Business Plan projects.

Performance against each of the Strategic Themes in the Strategic Community Plan is reported -

- monthly to the Executive Leadership Team (CEO and Directors);
- quarterly to Council; and
- annually to the community in the Annual Report.

### ***9.1.1.2 Financial reporting***

The Shire undertakes its financial reporting as follows:

- The monthly Financial Activity Statement and List of Payments are prepared and presented to Council; and
- The audited Annual Financial Report is considered by the Audit and Risk Committee before being submitted to Council for adoption and inclusion in the Annual Report.

### ***9.1.1.3 Annual Report***

The Shire's Annual Report provides detailed information to the community and the Shire's stakeholders about how the Shire intends to operate in a sustainable manner whilst addressing the many challenges it faces. The report reviews the Shire's key achievements and progress made against the many initiatives outlined in the Strategic Community Plan.

The Annual Report is presented to the electors of the Shire at the Annual Electors' Meeting.

### ***9.1.1.4 CEO performance review***

Council is accountable for managing the CEO's performance and is responsible for setting the CEO's performance plan and monitoring the CEO's performance. Council is to communicate its expectations to the CEO and is required to seek independent professional advice when undertaking the performance evaluation of the CEO.

The CEO Performance Review Committee has been established to assist Council with the review of the CEO's performance. It conducts the annual performance review as required by the Act and reviews quarterly performance reports.

### ***9.1.1.5 Employee performance review***

In accordance with the Act the performance of all employees must be reviewed at least once a year.

Individual performance reviews and identification of development needs are formally carried out in June and November. The June review involves a more detailed evaluation of the position description and service priorities taken from the relevant business priorities detailed in the Shire's strategic plans. It involves a review of the previous year's targets and plans the setting of new ones for the coming year. The mid-year review in November involves a review of progress to date and allows for adjustments to be made if circumstances or changing priorities require this.

During each performance review, recommendations for training and development programs to either complement existing skills or to develop new skills will be made. In addition staff will have performance indicators set during the first few months of employment to monitor progress against goals and objectives.

### **9.1.2 Compliance Audit Return**

It is a requirement of the Act that the Shire conducts an annual audit of its compliance with statutory requirements and responsibilities placed on it under the Act.

The Department of Local Government's Compliance Audit Return (CAR) comprises a checklist of the Shire's statutory obligations in areas such as local laws, tenders, meeting procedures, disclosures of financial interests and financial management. The CAR is completed by the Shire's Governance team and audited by an external consultant. The completed return is then reviewed by the Audit and Risk Committee and presented for adoption by Council. A certified copy must be forwarded to the Department no later than 31 March of each year.

### **9.1.3 Audit and Risk Committee**

The Act requires Council to establish an Audit Committee to guide and assist Council on matters of internal and external audit, risk management and the Shire's compliance functions.

The Shire's Audit and Risk Committee meets at least three times per year to -

- (a) provide guidance and assistance to Council –
  - (i) as to the carrying out of its functions in relation to audits;
  - (ii) matters to be audited;
  - (iii) the scope of audits;
  - (iv) its functions under Part 6 of the Act; and
  - (v) the carrying out of its functions relating to other audits and other matters related to financial management;
- (b) review the annual Compliance Audit Return and report to Council the results of that review; and
- (c) consider the CEO's three yearly review of the appropriateness and effectiveness of the Shire of Mundaring's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews.

### **9.1.4 Community consultation and engagement**

In 2016 Council adopted its Community Engagement Framework which formalises the Shire's approach to engagement and affirms its commitment to delivering meaningful, best practice community engagement as an integral part of its strategic priorities. It articulates the Shire's commitment to building the capacity of elected members, employees and the community to undertake and participate in engagement projects.



### **9.1.5 Customer Service Charter**

The Shire has adopted a Customer Service Charter which outlines the customer service standards the community can expect from the Shire. Customer service standards and performance are measured to ensure that the Shire is delivering on its commitments.

### **9.1.6 Access to information**

Under section 5.94 of the Act any member of the public can access certain information held by the Shire. Other documents – subject to their sensitivity – may be obtained through the Freedom of Information (FOI) process under the provisions of the *Freedom of Information Act 1992*.

All elected members and staff should be aware of the FOI implications when creating internal or external documents. As a general rule any written material generated by elected members or employees may become public knowledge and may become the subject of an FOI request.

## Sources and References

This Governance Framework has been compiled with reference to documents previously produced regarding the concept and practice of good governance. The following documents have been used in the development of the Shire of Mundaring Governance Framework.

*A Guide to Meetings – Department of Local Government and Communities WA 2013.*

*Council Members' Self-Assessment Tool – Local Government Association of SA 2004.*

*Delivering Good Governance in Local Government – CIPFA London 2007.*

*Excellence in Governance for Local Government – CPA Australia 2007.*

*Good Governance Guide – Municipal Association of Victoria (MAV) 2012.*

*Governance Charter – Shire of Augusta Margaret River 2014.*

*Governance Framework – City of Joondalup 2005.*

*Local Government Operational Guidelines – Department of Local Government WA.*

*Political Management in Australian Local Government – ACELG 2012.*

*Public Sector Governance Better Practice Guide – Australian National Audit Office 2014.*



# Governance Framework

2023 to 2028



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## 1. Introduction

**While good governance doesn't guarantee success, poor governance guarantees failure.**

John McKechnie QC, CCC Commissioner

Good governance is about the processes for making and implementing decisions. It is not about making "correct" decisions, but about the best possible process for making those decisions.

Good decision-making processes have a positive effect on various aspects of local government including consultation policies and practices, meeting procedures, service quality processes, ~~elect~~ council member and employee conduct, role clarification and good working relationships.

~~Good governance leads to good management, good performance, good stewardship of public money, good public engagement and ultimately good outcomes for residents and service users. Good governance enables Shire of Mundaring to pursue its vision effectively as well as underpinning that vision with mechanisms for control and the management of risk.~~

This Governance Framework examines the principles and practices of good governance at the Shire of Mundaring ~~which all council members and employees are encouraged to adhere to. This document functions as an overarching framework for good governance. The Governance Framework is endorsed by Council and reinforces and provides context on legislative requirements, Council adopted policies and established practices.~~

## 2. Definitions

Term	Meaning
Act	the <i>Local Government Act 1995</i> .
Administration	<del>the operational aspect of the Shire which includes the employees and is headed by the CEO.</del>
aAudit	the inspection or examination of a Shire activity or facility to evaluate or improve its appropriateness, efficiency or compliance.
CCC	Western Australia's Corruption and Crime Commission
CEO	the Chief Executive Officer, who is the most senior employee in the organisation. The CEO is appointed by and directly accountable to the Council.
cCommunity	the entire population within the Shire of Mundaring district. It includes those who work or invest in the district or visit the area for recreational or similar reasons.

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Term	Meaning
<b>committee</b>	<u>a formal committee of the Council established under the Act or any other applicable legislation.</u>
<b>Committee member</b>	<u>a member of a committee appointed by the Council. Council members may be appointed as a committee member, but does not include an elected member.</u>
<b>Council</b>	<u>the body constituting of all council members sitting formally elected members meeting as a Council under the Act.</u>
<b>council member</b>	<u>a person elected under the Act as a member of Council. The Shire's council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).</u>
<b>Councillor</b>	<u>title given to an individual elected member representative of the local government as defined by the Act.</u>
<b>Corporate Business Plan</b>	<u>a four year plan (which is reviewed on an annual basis) detailing how the Shire will deliver on the commitments set out in the Strategic Community Plan.</u>
<b>Council meeting</b>	<u>a meeting of Council conducted in accordance with the Act.</u>
<b>Director</b>	<u>a senior position in the organisation engaged by and directly responsible to the CEO. Classified as a senior employee under the Act.</u>
<b>district</b>	<u>the area of the State prescribed by legislation that a local government is required to control.</u>
<b>employee</b>	<u>an employee of the Shire including casual or contract employees.</u>
<b>Elected member</b>	<u>The Shire President and Councillors of the Shire.</u>
<b>Executive Leadership Team</b>	<u>the CEO and Directors. Abbreviated as ELT.</u>
<b>Integrated Planning and Reporting Framework</b>	<u>a framework for establishing community priorities and linking this information into operational functions. Provides the basis for improving the practice of strategic planning in local government.</u>
<b>Local government</b>	<u>a body corporate established under the Act.</u>
<b>Long Term Financial Plan</b>	<u>long-term financial plan summarising the financial impacts of the objectives and strategies in the Strategic Community Plan.</u>
<b>policy</b>	<u>a formal statement or directive, strategic in nature that gives effect to the Shire's legislation and external regulatory requirements. Policies guide decision making and govern the Shire's activities.</u>
<b>Regulations</b>	<u>the Local Government (Administration) Regulations 1996.</u>
<b>Rules-Code of Conduct</b>	<u>the Shire's adopted Code of Conduct for Council Members, Committee Members and Candidates as required by the Local Government (Rules-of-Model Code of Conduct) Regulations 202107.</u>
<b>Shire</b>	<u>the local government of Shire of Mundaring. Includes the Council and the Administration.</u>
<b>Shire President</b>	<u>Elected member the President of the Shire of Mundaring, elected by the Council from amongst elected members.</u>
<b>Strategic Community Plan</b>	<u>Strategic Community Plan 2020-2030, the overarching plan that provides strategic direction for all activities and guides the development and provision of the Shire's services and programs.</u>

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Term	Meaning
Ward	a part of the Shire's district that delineates an electoral boundary.

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### 3. Local Government Defined

~~Local government in Western Australia is established under the Act and on the national level is the third sphere of government: ie federal government, state or territory government and local government. All local governments in Australia are created by state/territory legislation, which stipulates the activities which the state or territory requires the local government to perform, as well as the functions it is allowed to perform if it chooses. In practice, local governments in Western Australia have a great deal of autonomy, but they can be dissolved, suspended or amalgamated with other councils if their state/territory government regards such measures as appropriate. The state/territory government may also override council decisions.~~

~~Local government in Western Australia is established under the Act and on the national level is the third sphere of government. Local government has legislative responsibility for many functions and activities that are relevant to a local community. As the level of government often seen as the closest to the community, local government activities relate to matters that are fundamental to people's lives and impact strongly on their quality of life.~~

Under the Act each local government throughout the State is established as a body corporate with perpetual succession and a common seal. It has the legal capacity of a natural person, which means that it can sue and be sued.

A local government consists of a Council, comprised of **elected council members**, and the **Administration**, ~~consisting comprising of the~~ CEO and employees.

The Shire President and **Councillors-council members** are the Shire's elected **members and representatives** that form the Council.

~~In accordance with section 2.7 of the Act Council's role is to govern the local government's affairs and be responsible for the performance of the local government's functions. It must oversee the allocation of the local government's finances and resources and determine the local government's policies.~~

~~Section 2.8 of the Act describes the role of the Shire President:~~

- ~~• presides at meetings in accordance with this Act; and~~
- ~~• provides leadership and guidance to the community in the district; and~~
- ~~• carries out civic and ceremonial duties on behalf of the local government; and~~
- ~~• speaks on behalf of the local government; and~~
- ~~• performs such other functions as are given to the mayor or president by this Act or any other written law; and~~
- ~~• liaises with the CEO on the local government's affairs and the performance of its functions.~~

~~Section 2.10 of the Act describes the role of a councillor:~~

- ~~• represents the interests of electors, ratepayers and residents of the district; and~~
- ~~• provides leadership and guidance to the community in the district; and~~
- ~~• facilitates communication between the community and the council; and~~
- ~~• participates in the local government's decision-making processes at council and committee meetings; and~~
- ~~• performs such other functions as are given to a councillor by this Act or any other written law.~~

The following principles apply:

- **Elected Council** members are able to exercise decision-making authority as a member of Council after they are elected and formally sworn in and when they meet as a Council.

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- All lawful decisions are made at Council meetings or through formal delegations from Council to the CEO (or a committee). The CEO can sub-delegate their his decision-making powers to other employees.

The CEO is the only employee appointed by Council and is accountable to Council. The role of the CEO is detailed in section 5.41 of the Act and includes, but is not limited to:

- advising Council in relation to the functions of the local government;
- implementing Council decisions;
- managing the day-to-day operations of the local government and the services that the local government provides for its community;
- liaising with the Shire President on the local government's affairs and its performance; and
- being responsible for the employment of local government employees.

The Shire employ's four Directors who are designated as senior employees for the purpose of section 5.37 of the Act. All employees are accountable to the CEO.

### 3.1. Functions of Local Government

The general function of In order to understand good governance in the context of local government is prescribed under section 3.1 of the Act as the good government of persons in its district, it is necessary to understand the Other functions of local government, including the following:

- Strategic Planning  
Planning for the development and wellbeing of the community is a critical role for a local government. The Act requires local governments to develop and adopt a "plan for the future"
- Lawmaking and enforcement  
Local government makes decisions in areas over which it has legislative authority, but cannot duplicate or contradict state or federal law. Laws made by local governments are called local laws and cover such issues as the activities permitted on public land, animal management and use of local government infrastructure. Local laws are enforced by Shire employees. Local government is also responsible for administering and enforcing state legislation under which it has authority, such as the *Local Government Act 1995*, *Building Act 2011*, *Planning and Development Act 2005*, *Dog Act 1976*, *Cemeteries Act 1986*, *Bush Fires Act 1954*, *Cat Act 2011*, *Caravan Parks and Camping Grounds Act 1995* etc.  
Decisions made by local government must be based on relevant considerations and facts, be procedurally fair and follow the principles of natural justice.
- Stewardship of public assets  
Effective stewardship of public assets is a key element in ensuring that local government optimises the use of its financial, physical and intellectual resources for the benefit of its residents and ratepayers.
- Policy development  
An important role of Council is to make policy decisions on behalf of the community, in accordance with its role of providing strategic direction. An essential element of policy making is identifying community needs, setting objectives to meet those needs, establishing priorities between competing needs and allocating appropriate resources. A policy is a decision of Council and sets out agreed views and direction concerning a particular area of responsibility.
- Representation

Elected members represent the interests of electors, ratepayers and residents of the community as a whole. This effectively means that an elected member is accountable to all ratepayers and residents of the Shire, not just to those from the ward from which the elected member is elected. Whilst it is recognised that elected members must represent the interests of their respective wards, the interests of the whole Shire and its community must always come first.

- **Advocacy**

Local governments have a role advocating on behalf of their community to state and federal levels of government, statutory authorities and private interests whose activities may have an impact on the community.

- **Service delivery**

Local governments must ensure that services are delivered in the most efficient and effective manner. The Act provides a degree of autonomy to local governments to determine policies, in consultation with their community, about the nature and level of services provided. A local government should ensure the delivery of quality services for which it has responsibility.

### 3.2. Community Defined

When discussed in connection with good governance "community" is often used as if it is a homogenous entity and assumes that there is a single community interest, community demand or community need.

The population of the Shire of Mundaring district consists of a diverse range of communities: the resident community, the business community, the visitor community, the seniors community etc. Often these various communities do not share the same aspirations, goals and interests. One of the challenges for local government is how to govern so that different and often competing interests are recognised, addressed and managed.

When "community" is referred to in this Framework, it means the many groups, individuals and interests represented within the Shire of Mundaring district.

## 4. Governance in Local Government

### 4.1. Definition of governance

There is not one conclusive definition of governance. The Governance Institute of Australia defines it as:

Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account. Ethics, risk management, compliance and administration are all elements of governance.

Whilst the definitions of governance can vary between the public and private sector, CPA Australia in its publication "Excellence in Governance for Local Government" defines governance as follows:

"Governance is the process by which decisions are made and implemented; the process by which organisations go about achieving their goals and producing their outputs and the process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, ethics, values and culture within the organisation."

Excellence in governance occurs when it is underpinned by accountability, integrity and openness. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision-making and information."

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(CPA 2005).

#### 4.2. Good governance in local government

Shire of Mundaring plays a key role in leading its community as well as ensuring the delivery of high quality services to its community. Good governance is important for several reasons: it not only gives the local community confidence in its Council, it also improves the faith that elected council members and employees have in their own local government and its decision-making processes.

##### Characteristics of good governance

**Good governance is accountable.** Local government has an obligation to report, explain and be answerable for the consequences of decisions it makes on behalf of the community it represents.

**Good governance is transparent.** The community should be able to follow and understand the decision-making process. This means that they will be able to clearly see how and why a decision was made, what information, advice and consultation Council considered, and which legislative requirements Council considered.

**Good governance follows the rule of law.** This means that decisions are consistent with relevant legislation and are within the powers of the Council.

**Good governance is responsive.** Local government should always try to serve the needs of the entire community, while balancing competing interests in a timely, appropriate and responsive manner.

**Good governance is equitable and inclusive.** Community members should be satisfied that their interests have been considered in Council's decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

**Good governance is effective and efficient.** This includes developing the capacity and capability of elected members to be effective whilst ensuring that employees have the capacity and capability to deliver effectively.

**Good governance is participatory.** Anyone affected by or interested in a decision should have the opportunity to participate in the process for making that decision.

##### Benefits of good governance:

promotes community trust and confidence  
encourages elected members and Shire staff to be confident  
leads to better decisions  
helps the Shire to meet its legislative responsibilities  
supports ethical decision-making.

*(Good Governance Guide 2012 — Municipal Association of Victoria)*

#### 5. Governance Principles

Shire of Mundaring has adopted for its Governance Framework the principles contained in the CPA Australia publication "Excellence in Governance in Local Government" includes four principles that provide a clear foundation for good governance:

- Culture and vision
- Principle 2 – Roles and relationships
- Principle 3 – Decision-making and management

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- Principle 4 – Accountability

These principles provide the foundation for good governance and a means for assessing the extent to which good governance is applied at the Shire. All decisions, policies, plans and strategies should have consideration to the principles. Adherence to the principles is the responsibility of Council, individual council members, the CEO and all employees.

The Governance Framework Overview (Figure 1) demonstrates the connection between the legislative framework all local governments must operate in accordance with, the role of the community in informing and holding the Shire to account and the governance principles.

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Figure 1 – Governance Framework Overview



**Governance Principles**

Culture and Vision (Principle 1)	Roles and Relationships (Principle 2)	Decision Making and Management (Principle 3)	Accountability (Principle 4)
<ul style="list-style-type: none"> <li>• There is a positive <b>culture</b> that promotes respect, integrity, team spirit, openness, honesty and accountability.</li> <li>• There are transparent, responsive and engaged processes for decision making.</li> <li>• There is a clear <b>vision</b> and strategic plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.</li> </ul>	<ul style="list-style-type: none"> <li>• There is clarity about the <b>role</b> of local government.</li> <li>• There is a sophisticated approach to defining and implementing these roles.</li> <li>• There are effective working <b>relationships</b> that are promoted and supported within and between the Shire President, council members, CEO and the Administration.</li> </ul>	<ul style="list-style-type: none"> <li>• There are effective <b>decision-making</b> processes in place that reflect the transparency and accountability which underpin excellence in governance.</li> <li>• There is robust and transparent <b>financial management</b> established and maintained to meet accountability to its stakeholders.</li> <li>• Effective delegations are implemented and maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Systems and processes support <b>accountability</b> of council members and the Administration.</li> <li>• Internal structures provide for independent review of processes and decision-making.</li> <li>• Consultation is undertaken appropriate to the scope and potential impact of the matter.</li> </ul>

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In the following chapters each principle and its application at the Shire of Mundaring will be reviewed in detail.

**Principle 1 – Culture and vision**

There is a positive culture that promotes respect, integrity, team spirit, openness, honesty and accountability and where there are transparent, responsive and engaged processes for decision making.

There is a clear vision and strategic plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.

**Principle 2 – Roles and relationships**

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

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

**Principle 3 – Decision making and management**

There are effective decision making processes in place that reflect the transparency and accountability which underpin excellence in governance.

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.

Effective delegations should be implemented and maintained.

**Principle 4 – Accountability**

Local government must account for its activities and have systems that support this accountability.

There should be an active performance management system in place that enables elected members and the administration to be openly accountable for their performance.

Local governments should establish internal structures that provide for independent review of processes and decision making to assist the Council to meet its accountability to stakeholders.

Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

**6. PRINCIPLE 1 – CULTURE AND VISION AND CULTURE**

There is a clear vision and strategic plan that is produced through a comprehensive and inclusive process.

There is a positive culture that promotes respect, integrity, team spirit, openness, honesty and accountability and where there are transparent, responsive and engaged processes for decision making. There is a clear vision and strategic plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.

**6.1. Vision**



The Strategic Community Plan articulates the Shire's community vision as "*the place for sustainable living*" and outlines the strategic direction and priorities for action until 2030.

**6.1.1. Integrated Planning Framework**

To ensure that the Shire's vision is embedded throughout the organisation, the Shire has developed an Integrated Planning Framework as required under the Regulations. The Integrated Planning Framework Diagram (figure 2) details the process, time frames and documents.

This approach ensures that the Shire's planned activities and resourcing requirements over an extended period of time align with the Shire's vision and strategic priorities.

**6.1.2. Strategic Community Plan**

Section 5.56 of the Act requires every local government to "plan for the future". Regulation 19C of the Regulations provides that the purpose of the Strategic Community Plan is to clearly define the local governments strategic priorities, actions and initiatives for the next ten years.

There are three major parties to the development of an integrated strategic plan:

<b>Community</b>	<ul style="list-style-type: none"> <li>participates in a community planning process to determine major vision or intended strategic priorities.</li> <li>participates in regular reviews of those directions</li> </ul>
<b>Council</b>	<ul style="list-style-type: none"> <li>approves the process and structure of the community engagement model</li> <li>understands community aspirations and desired outcomes</li> <li>understands the interdependencies between community planning, services, assets and land use</li> <li>adopts the Strategic Community Plan</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>facilitates the Strategic Community Plan process by providing the necessary information, plans and strategies</li> <li>undertakes the required community engagement processes</li> <li>integrates community aspirations and desired outcomes with community planning, services, assets and land use to develop achievable operational plans, services and issue specific strategies</li> <li>publishes and distributes the completed document</li> <li>steers two-yearly desktop reviews and a four-yearly full review of the Plan</li> </ul>

**6.1.3. Corporate Business Plan**

The Shire's Corporate Business Plan is an internal business planning tool that translates Council's priorities into operations within the resources available. The Plan details the services, operations and projects the Shire will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

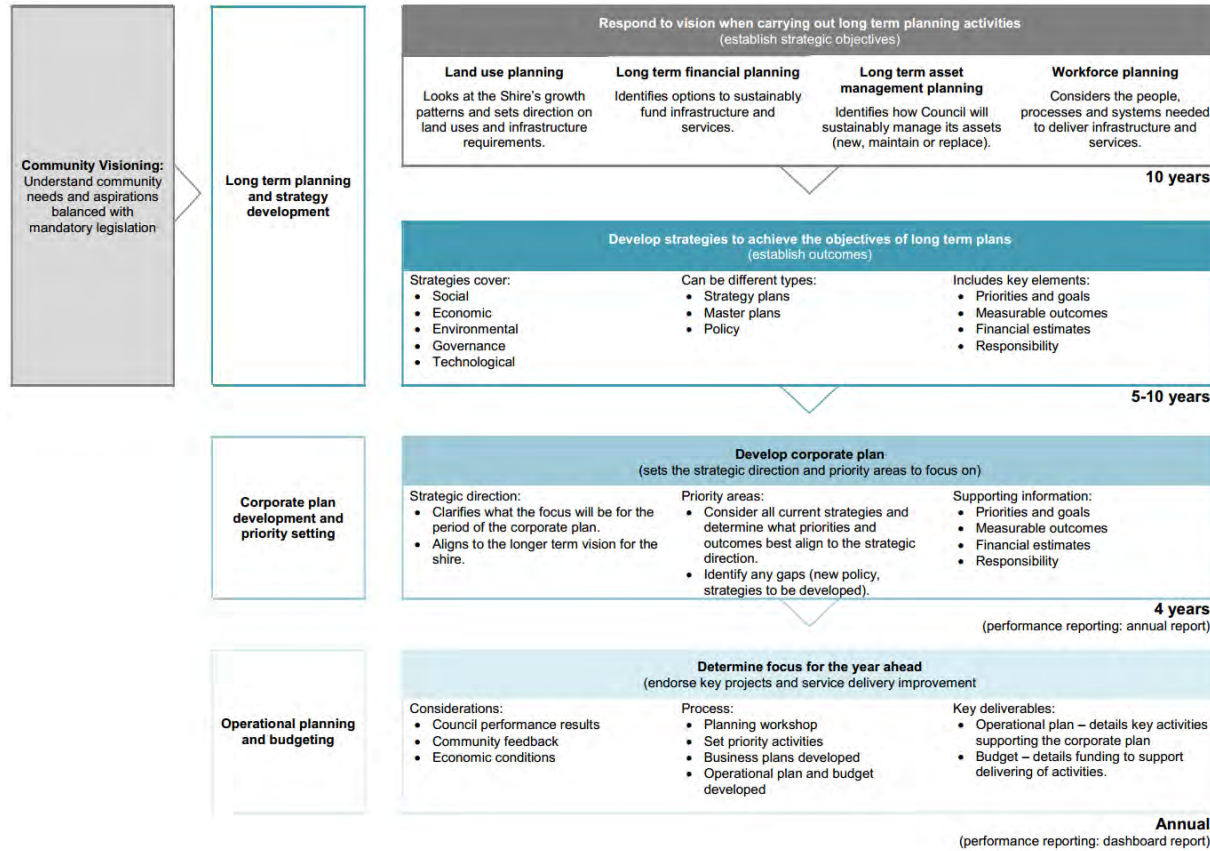
**6.1.4. Long Term Financial Plan**

The ten-year long-term financial plan is the high-level strategic document that helps align the community aspirations, strategic intent and organisational capacity. The financial modelling provides the Shire with appropriate information to assess the capacity to maintain overall financial sustainability into the long term and ensure that there are necessary funding arrangements in place to support proposed capital replacement programs and new capital projects.

**6.1.5. Annual Budget**

The Annual Budget is the financial representation of the annual plan (and reflects the financial implications of the first year of the Corporate Business Plan), including detailed statutory financial requirements. The budget addresses all of the local government's operations for the financial year - including services, projects, assets (capital works and ongoing operational) and is supported by detailed financial revenue, expenditure and processes that are informed by the long-term financial plan.

Figure 2 – Integrated Planning and Reporting Diagram



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## 5.1-6.2. Culture

*Principle: there is a positive culture that promotes respect, integrity, team spirit, openness, honesty and accountability and where there are transparent, responsive and engaged processes for decision making.*

A positive culture promotes openness and honesty, makes accountability and responsibility clear and encourages debate on important issues. It assists the organisation in retaining high calibre employees who want to work and participate in the activities of the Shire.

### 5.1-6.2.1 Organisational Values

The Shire's culture is captured in its shared values. Good governance is achieved when elected-council members and employees show leadership and reflect the values.

The Strategic Community Plan provides what is valued the most by the community:

- Protection of the natural environment
- Peaceful lifestyle
- Safe and inclusive community.

-adopted by Council:

The organisational values of the Shire are:

<b>Respect</b>	Respect yourself and others whilst supporting diversity of skills, backgrounds and perspectives.
<b>Integrity</b>	Be who you say you are, tell the truth and be consistent and reliable.
<b>Team spirit</b>	Help others, share knowledge, celebrate milestones and work towards a common goal.
<b>Continuous improvement</b>	Display a continuous openness to learning, sharing, reflecting and improving the way things are done.
<b>Innovation</b>	Be willing to seek ideas, share knowledge and remain flexible to new ways of doing things. It also means taking risks, making mistakes and making time to reflect to allow new solutions to surface.
<b>Excellence in customer service</b>	Commit totally to informing, educating, consulting and responding to customer needs in a respectful and professional way.

### 5.1-6.2.2 Ethical behaviour Standards and the Code of Conduct

For people to have faith confidence in those who govern and participate in the governance process, they must have trust that governments are acting for the common good. ~~They must~~ People need to believe that governance is characterised by honesty and integrity and that those in government will behave accordingly.

The Act requires that every local government ~~prepares or~~ adopts a "Code of Conduct for Council Members, Committee Members and Candidates" (Code of Conduct) to set out acceptable standards of ethical and professional behaviour ~~expected~~

The Code of Conduct is based on the Local Government (Model Code of Conduct) Regulations 2021 and includes:

- general principles to guide behaviour

- certain requirements relating to behaviour (which if breached are investigated by the Shire in accordance with the *Local Government (Model Code of Conduct) Regulations 2021, Code of Conduct and any relevant Shire of Mundaring document adopted by Council*)
- provisions specified to be rules of conduct (which if breached are to be reported to the Department of Local Government) to be observed by elected members, committee members and employees.

The Act also requires that every local government prepares a The Shire of Mundaring Code of Conduct for employees (Employee Code of Conduct) including the CEO that outlines the principles, values and behaviours that the community is entitled to expect of all ~~elected members, committee members and~~ employees. Its intent is to document expected standards of conduct, not to control or prohibit any behaviour.

The Employee Code of Conduct features the following guiding principles:

- the behaviours expected of employees in relation, but not limited to:
  - the performance of an employee's duties
  - dealings with other employees and the broader community
  - the use and disclosure of information
  - the use of Shire resources and Shire finances
- how records are to be kept
- gifts and other disclosures
- reporting mechanisms and management of suspected breaches of the code and suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour
- act lawfully
- ~~act with reasonable care and diligence~~
- ~~act with honesty and integrity~~
- ~~act lawfully~~
- ~~act in the interests of the Shire and the community, uninfluenced by fear or favour~~
- ~~avoid damage to the reputation of the Shire~~
- ~~be open and accountable to the public~~
- ~~base decisions on relevant and factually correct information~~
- ~~treat others with respect and fairness~~
- ~~not be impaired by mind-affecting substances.~~

The *Local Government (Rules of Conduct) Regulations 2007* provide the disciplinary framework to deal with individual misconduct by elected members. This legislation prescribes uniform rules of Conduct for elected members in relation to:

- ~~standards of general behaviour~~
- ~~use of confidential information~~
- ~~securing personal advantage or advantaging/disadvantaging others~~
- ~~misuse of local government resources~~
- ~~prohibition against involvement in administration, which is the province of the CEO and staff~~
- ~~relations with employees~~
- ~~disclosing interests that may affect impartiality~~
- ~~acceptance and disclosure of gifts of a prescribed value.~~

Allegations or complaints of failure to observe the Rules of Conduct must be made to the Local Government Standards Panel, which comprises three members: an officer of the Department of Local Government and Communities, who is also the

presiding member, a local government elected member and a legal member. Only the CEO, as the designated Complaints Officer for the Shire of Mundaring, can make a written complaint to the Standards Panel.

In addition to adhering to the Employee Code of Conduct, the CEO is to have their performance review conducted in accordance with "Standards for CEO Recruitment, Performance and Termination Policy" with performance criteria set and agreed upon in writing by the CEO and Council. The Act prescribes that standards are to be adopted for CEO recruitment, performance and termination.

#### **5.1.3.6.2.3. Fraud, Reporting serious Misconduct and Corruption to the CCC**

The Shire expects council members, committee members and employees to act in accordance with the applicable codes of conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire.

The Shire has adopted a "Fraud and Corruption Control Policy" that articulates the Shire's commitment to a zero tolerance attitude to fraud and corrupt conduct in the performance of its functions

Both elected members and the CEO have a mandatory duty under the *Corruption Crime and Misconduct Act 2003* to report to the CCC any reasonable suspicion of serious misconduct on the part of elected members or employees. Serious misconduct is the type of conduct which involves the misuse of an elected member's or employee's position to obtain a financial advantage; bribery and corruption where money or gifts are provided to coerce an elected member or employee to make a decision in a certain way; stealing from the Shire, lying, fraudulent behaviour and other criminal type behaviours.

#### **6.2.4. Confidentiality**

Local government business involves significant amounts of confidential information being supplied or maintained. This information could be about commercial matters, individuals or businesses or legal issues. The Act, Regulations, Code of Conduct and Employee Code of Conduct details how general information and confidential information is to be treated, accessed and used by council members and employees.

Council members, committee members and employees must not make improper use of information in the performance of their duties to gain directly or indirectly an advantage for themselves or another person, or to cause detriment to the Shire. Confidential information, or information that is deemed confidential by the CEO must not be disclosed, unless authorised by law or the respective Code of Conduct.

#### **5.1.4.6.2.5. Comprehensive Council Member Inductions and Learning and Training Opportunities programs**

The Act provides that policies be adopted relating to council member continuing professional development and the attendance at conferences and events. In addition, the Act requires that all council members undertake compulsory training.

The "Council Member Continuing Professional Development, Training and Professional Membership Policy" (CPD Policy) provides that the Shire is committed to supporting council members to fulfil their role as leaders and enable them to comply with relevant legislation that prescribes training requirements.

The knowledge, skills and experiences that council members bring to their role when elected, which are enhanced during an induction program, will generally

need to be supplemented with ongoing knowledge and skills development relevant to their complex and significant role as leaders in the community.

The CPD Policy provides a structured approach to continuing professional development, compulsory training and professional memberships whilst maintaining the flexibility to enable council members to tailor to their individual needs, positive culture is passed on to new elected members and employees through effective induction programs.

New-elected members come from a variety of backgrounds and may not have experience in governance, local government, organisational behaviour or other fields that are relevant to their roles as elected members. Induction should help elected members to operate in the unique environment of local government to produce good outcomes for their communities.

The Shire's induction programs for elected members and employees focus on:  
the differing and complementary roles and functions of elected members and employees

communication and working relationships between elected members and employees

decision-making processes

responsibility, accountability and delegations

Code of Conduct, including organisational values and culture

access to information and confidentiality.

As well, Shire of Mundaring invests in and actively encourages training for both elected members and employees to assist in the development of skills required to fulfil their roles.

Vision

Principle: there is a clear vision and a strategic plan that is produced through a comprehensive and inclusive process which is owned by all sectors of the local government.

Integrated Planning Framework

To ensure that the Shire's vision permeates throughout the organisation, the Shire has developed an Integrated Planning Framework as required under the Local Government (Administration) Regulations 1996.

Integrated planning and reporting provides local governments with a framework for establishing local priorities and for linking this information to operational functions.

There are three major parties to the development of an integrated strategic plan:

The community — participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions.

Council —

- approves the process and structure of the community engagement model;
- understands community aspirations and desired outcomes;
- understands the interdependencies between community planning, services, assets and land use; and
- adopts the Strategic Community Plan.

Shire administration —

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- facilitates the Strategic Community Plan process by providing the necessary information, plans and strategies;
- undertakes the required community engagement processes;
- integrates community aspirations and desired outcomes with community planning, services, assets and land use to develop achievable operational plans, services and issue specific strategies;
- publishes and distributes the completed document; and
- steers two-yearly desktop reviews and a four-yearly full review of the Plan.

Strategic Community Plan 2016-2026 "Mundaring 2026"

The Shire's Strategic Community Plan (also known as Mundaring 2026) articulates the Shire's community vision as "a sense of space, a sense of place", one of the key elements of this vision being "engaged, responsible leadership". It outlines the strategic direction and priorities for action until 2026.

Council took into account feedback from community workshops held as part of the Strategic Community Plan process and submissions on the draft Plan. Council also considered community surveys and feedback on specific issues such as positive ageing and youth.

The Plan guides the Shire's activities and decision making over the relevant period, with regular reviews to ensure the organisation remains on track.

#### Corporate Business Plan

The Shire's Corporate Business Plan is an internal business planning tool that translates Council's priorities into operations within the resources available. The Plan details the services, operations and projects the Shire will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

#### Annual Budget

The Annual Budget is the financial representation of the annual plan, including detailed statutory financial requirements. The budget addresses all of the local government's operations for the financial year – including services, projects, assets (capital works and ongoing operational) and is supported by detailed financial revenue, expenditure and processes that are informed by the long-term financial plan.

Chart 1 – Integrated Planning and Reporting Framework





consisting of two key documents – Strategic Community Plan and Corporate Business Plan – supported and informed by resourcing and delivery strategies such as the Long Term Financial Plan, the Workforce Plan and Asset Management Plan. These plans drive the development of the local government's annual budget and provide the direction for the ongoing management of Shire activities.

#### 6.7. PRINCIPLE 2 – ROLES AND RELATIONSHIPS

The Act provides details of the roles of various roles of within local government and there exists a sophisticated approach to defining and implementing these.

There are effective government. Effective working relationships that are promoted and supported within and between the Shire President, President, council elected members, CEO and the Administration.

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

##### 6.4.7.1. Roles

An understanding and acceptance of the different roles of Council, the Shire President, elected council members, the CEO and employees, together with strong cooperation between all parties, underpins good governance at the Shire of Mundaring.

The relationship between council members and the CEO respects diversity of opinion and the right that all points of view be heard with courtesy and respect.

While elected-council members are responsible for strategy and policy, the Administration (CEO and employees) is responsible for advice, implementation and operations. This separation of roles is essential for local governments to govern effectively.

While each element of local government has its own role, each may also have a legitimate interest in the role of the others. For instance, while the management structure is the responsibility of the CEO, elected-council members will have an interest in the management structure and whether it achieves the Council's goals. While the CEO makes the ultimate decision, an astute CEO will always consult the Council before establishing or making significant changes to the management structure.

Similarly, while policy and strategy are elected-council members' roles, the CEO and employees should be consulted and offer advice when policy or strategy is being developed.

The Roles, Responsibilities and Separation of Duties Overview (figure 3) provides details of the role Council, council members, the Shire President and the CEO in accordance with the Act and indicates the separation of roles between Council and the Administration.

#### **7.1.1. Council**

Under the Act the Council has four main roles is to:

- to govern the Shire's affairs
- to be responsible for the performance of the Shire's functions
- to oversee the allocation of finances and resources
- to determine the Shire's policies

While these powers include responsibility for defining the policy and setting the overall strategic direction of the Shire, Council is not responsible for the day-to-day running of the business of the Shire. Such operational matters are the responsibility of the CEO.

#### **6.4.4.7.1.2. Shire President**

At the Shire of Mundaring Council elects the Shire President by secret ballot immediately after local government elections held every two years.

While there are a number of provisions in the Act recognises outlining the role and functions of the Shire President it should be understood that the Shire President is the key civic leader of the community and performs an important function in the pursuit of good governance, to represent the Shire at civic and ceremonial functions and to preside at Council meetings.

A very specific role for the Shire President is elected to represent and advocate the views and decisions of Council and speak on behalf of the Shire. The position of Shire President is pre-eminent and when speaking on behalf of the Shire When doing so, the Shire President should set aside personal views and articulate the views and decisions of Council.

The Shire places great importance on the role of the Shire President as the Presiding Member of Council to facilitate good decision-making. It is therefore important that the Shire President has a good knowledge of the Shire's Meeting Procedures Local Law.

The Shire President's leadership role is very important when it comes to good governance. While Although the Shire President has no statutory authority over other elected-council members in such areas as behaviour or adherence to Council policy, the Shire President is to ensure that all elected-council members are part of the decision-making process and are well and equally informed. The Shire President must reinforce the need for elected-council members to represent the interests of the whole community, not just their ward constituents.

The Shire President should also facilitate good relationships between elected members and the administration and help to create an environment where good communication thrives.

The Act states that the Deputy Shire President may perform the functions of the Shire President if that office is vacant or the Shire President is not available or unable or unwilling to perform the functions of Shire President.

#### **6.1.2.7.1.3. Council and elected Council Members**

Under the Act Council has four main roles:

- to govern the Shire's affairs;
- to be responsible for the performance of the Shire's functions;
- to oversee the allocation of finances and resources; and
- to determine the Shire's policies.

While these powers include responsibility for defining the policy and setting the overall strategic direction of the Shire, Council is not responsible for the day-to-day running of the business of the Shire. Such operational matters are the responsibility of the CEO.

It is necessary to understand the legislative framework within which council members operate and from where they derive specific details of their roles and responsibilities. Council members have duty to act with fidelity, trust and in the interests of the Shire and the overall community, not for themselves or other third parties.

The role of elected members is defined in the Act as follows:

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

Elected members are elected for a four-year term at elections held every two years. There is no limit on the number of times they can be re-elected.

Elected members sitting formally as Council make and are accountable for all decisions taken at Council level. Decisions are made through formal Council meetings. An individual elected council members has no authority to make decisions or to participate in the day to day management or operations of the Shire or from undertaking tasks that contribute to the Administration. This includes making any form or representation on behalf of the Council or Shire unless specifically authorised by Council to do so. do not have any powers to make decisions.

#### **6.1.3.7.1.4. Chief Executive Officer (CEO)**

The CEO has a statutory responsibility to manage the organisation through the implementation of the goals and strategies that have been endorsed by Council.

The CEO plays a critical role in achieving excellence in promoting good governance through the development of a culture that sees Council as the peak decision-making body, supported and advised by the Administration. The CEO's promotion and personal adoption of the Shire's culture and vision set the standards which permeate the whole organisation.

A key accountability of the CEO is financial management: ensuring that the Shire is soundly managed from a financial perspective and regularly reporting the results and performance to Council.

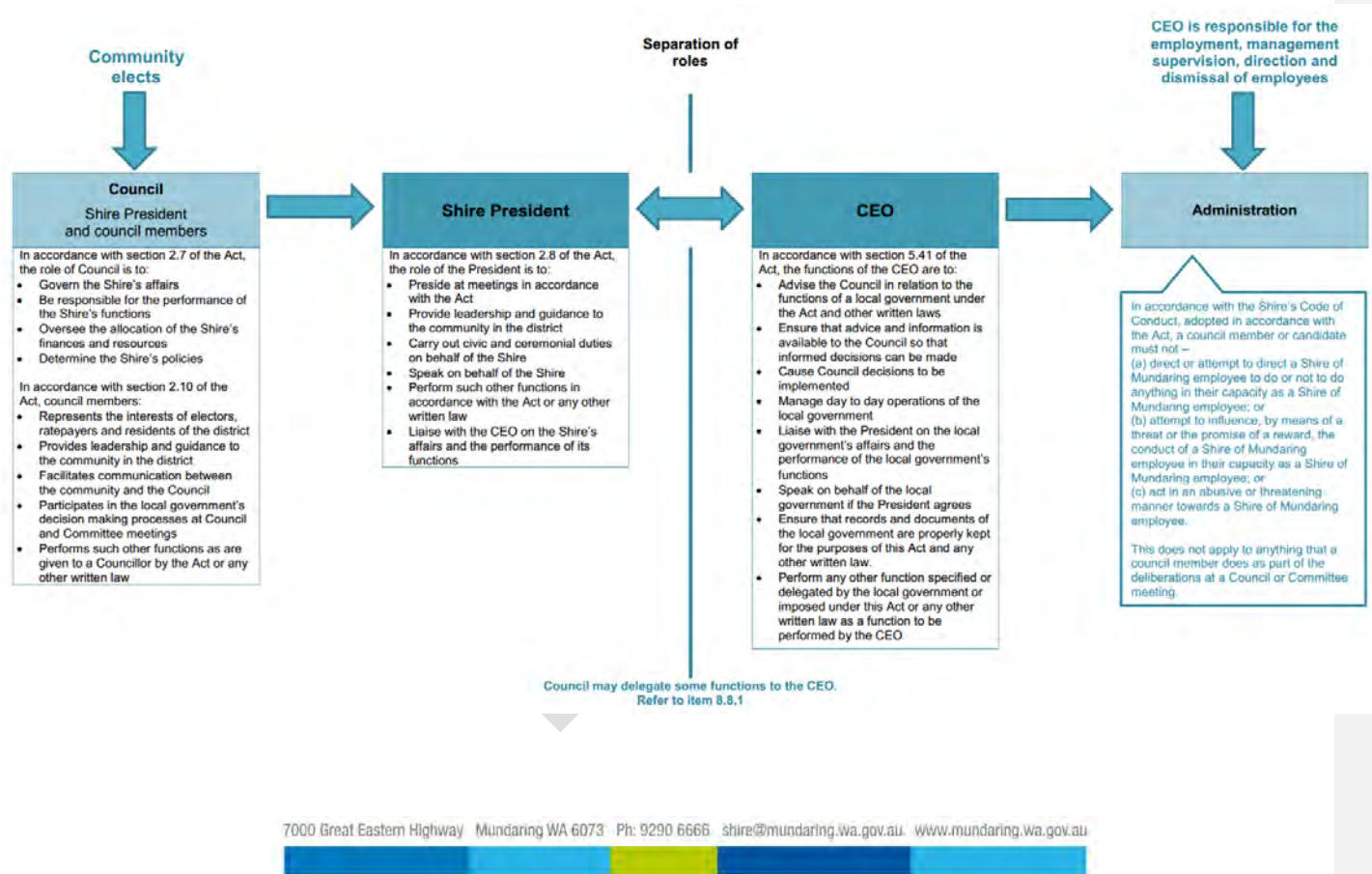
The functions of the CEO are further outlined in section 5.41 of the Act:

#### 7.1.5. Employees

Good governance requires all employees to carefully consider their decisions and actions, to be interested and to be active participants in the Shire's management and outcomes. Every element that forms part of the Shire is responsible for good governance, not just Council and the CEO. The quality of the Shire's governance heavily relies on each employee taking individual responsibility as well as being part of a collective team effort.

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the mayor or president agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Figure 3 – Roles, Responsibilities and Separation of Duties Overview



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## 6.2.7.2. Working Relationships

*Principle: there are effective working relationships that are promoted and supported within and between Shire President, elected members, CEO and administration.*

### 6.2.4.7.2.1 Working Relationship between Shire President and elected Council Members

The working relationships between the Shire President and council members is critical to good governance and the effective relationships will help achieve the outcomes of the Strategic Community Plan. It is important that aspects of their working relationship between the Shire President and council members is based on mutual respect. Other aspects of an effective working relationship include are summarised as follows:

*the relationship needs to be based on mutual respect;*

- The Shire President should facilitate an inclusive approach to decision-making and involvement in Council activities, ensuring that each elected council member has access to the same information prior to making their decision.
- The Shire President should assist elected council members to have their issues considered by Council.
- The Shire President should take some responsibility for elected council member training and development and should work with the CEO to ensure that elected council members receive appropriate training opportunities.
- The Shire President is responsible for facilitating resolution of any conflicts between elected council members.

### 6.2.2.7.2.2 Working Relationship between Shire President and CEO

The Shire President as leader of the Council, and the CEO as leader of the administration, are required to work closely together, often dealing with pressing and potentially controversial issues, when they may not have known each other before they were drawn together to lead the Shire.

The Act requires each to liaise with the other on the Council's activities and its performance. However the relationship between both roles is much more complicated than this, involving an inevitable intersection of roles.

The essential principles for an effective working relationship between the Shire President and the CEO relationship are communication and role clarity.

The Shire President and CEO work closely together and the relationship should be characterised by openness and good communication, with each keeping the other informed about important and relevant issues. The Shire President and CEO communicate on a regular basis, at least weekly or but more frequently depending on emerging issues, either in person, by phone or email.

Both the Shire President and the CEO have a role in liaising with each other on the Shire's affairs and the performance of the Shire's functions. However this liaison is qualified in that any liaison between the Shire President and the CEO is only relevant to those matters that enable each party to perform their statutory role.

Both parties have a crossover of responsibilities in speaking on behalf of the Shire. While this right rests with the Shire President there are occasions when it is considered prudent and more applicable for this function to be undertaken by the CEO. As such these matters involve the development of a clear relationship and an understanding of the limits of each other's authority.

Commented [EN1]: Current state. Code of conduct and Behaviour Complaints Policy (currently being drafted) may provide more detail/ change this responsibility.

While the Act does not detail how the liaison is to occur, this liaison function should be seen in the context of the separation of powers described in the Act, between the governing role of Council and the managing role of the CEO. The Shire President and the CEO are to adopt an approach that suits their particular circumstances and needs.

Other aspects of an effective working relationship between the Shire President and the CEO that results in good governance include:

1.—Communication

- Both parties brief and inform the other about information each is privy to and which would assist the other in their job. Agreement about what information is important and what should be passed on to each other is well understood and constantly negotiated.
- Regular meetings and electronic communications, as well as meetings called to progress unexpected and important matters, will enhance planning and communication.
- The “no surprises” principle ensures that neither the Shire President nor ~~the CEO~~ the CEO is caught off guard in any circumstance.

2.—Role clarity

- The Shire President and CEO understand and respect one another’s role.
- The Shire President and CEO work within the bounds of their authority. The Shire President has status and leadership capacity at Council and in the District. The CEO has statutory authority under the Act and leadership of the Shire workforce.

3.—Effective relationship

- The relationship is symbiotic. The Shire President and the CEO put conscientious effort into making the relationship successful for the good of the Council, Shire and District.
- The relationship between the Shire President and the CEO aims to facilitate involvement and inclusion amongst elected council members and aAdministration rather than concentrating power in the relationship. At Shire of Mundaring the Shire President and CEO communicate on a regular basis, at least weekly but more frequently depending on emerging issues, either in person, by phone or email.

6.2.3-7.2.3. Working Relationship between elected Council Members

Council members are part of a team (Council), elected by constituents to work collectively in the interests of the community. Good governance is dependent on a mature and constructive working relationship between council members.

Council members should behave in a manner that generates community trust and confidence in them as individual council members and enhances the role and image of both the Council and the Shire.

Elected Council members need each other to achieve their individual and collective goals. Effective relationships between elected council members help to promote a successful Council, a pleasant working environment and a Council with public credibility.

Other aspects Features of an effective working relationships between council members include are:

- While they may have different views, elected Council members treat each other with respect and courtesy, even if there are differing views.

Commented [JT2]: The proposed Council Communication Agreement might well detail how this is to occur.

- Disagreements are expressed in ways that are not personal attacks and do not cause detriment to individual elected-council members or Council as a whole.
- Elected-Council members are not to undermine each other, either within the Shire or in public.
- Elected-Council members are to have effective working relationships in order to succeed individually and collectively.

#### **6.2.4.7.2.4. Working Relationship between elected-Council Members and CEO**

The relationship between elected-council members and CEO is critical to good governance.

Elected-Council members need support to manage pressures in such a way that their constituents feel their issues or concerns are being heard, but also need to appreciate that their demands cannot always be met. Advice and support on consultation and engagement, good systems that refer complaints and queries to the relevant area for resolution, and responsive services and processes all assist in furthering good governance.

Elected-Council members must have a clear understanding that the role of the CEO is to implement Council's goals, policies, strategies and services and to advise and support Council. There may be some functions delegated to the CEO

The CEO is accountable to elected-council members when they sit as Council. Elected-council members, sitting as Council, are responsible for the performance management of the CEO.

The CEO and council members are likely to be in regular contact about issues, concerns and information. As with the working relationship between the Shire President and the CEO, a level of trust needs to be fostered which in turn, is based on good communication and understanding of each other's role and function.

A number of factors contribute to Features of an effective working relationship between council members and the CEO including are as follows:

- goodwill and trust
- a good-clear understanding of each other's role
- good communication
- agreed processes and protocols
- an appreciation of legislative requirements
- clear delegations.

#### **6.2.5.7.2.5. Working Relationship between elected-Council Members and Employees**

The fundamental role difference between Council and the Aadministration underpins this relationship. Elected-Council members should focus on strategy, policy and outcomes, while the administration's role is to focus on advice, implementation and operations.

Some issues to consider for In light of these role differences, some of the features of an effective working relationships between council members and employees are highlighted in the Shire's Code of Conduct include:

- Council members need to understand that advice needs to be sought through the appropriate process.



- Employees are accountable to the CEO. They are not accountable to council members and are not required to take direction from them, nor should council members attempt to give direction to employees.
- the role of elected members is one of strategic leadership, not management or administration;
- the CEO is responsible for implementing the decisions and policies of Council;
- employees are responsible to the CEO and the CEO is responsible to Council;
- elected members do not direct or instruct employees;
- elected members do not undertake a task that contributes to the administration of the Shire, unless the activities are undertaken in relation to a meeting or the express authority of Council or the CEO has been obtained prior to undertaking the task;
- elected members undertake their day-to-day communications with the Shire directly through the CEO or relevant Director, unless the CEO has established a protocol for communications on particular matters to occur directly with specified employees;
- when entering a Shire business location, elected members seek approval from the CEO or relevant Director before engaging in discussion with employees; and
- an employee undertakes direct communication with an elected member only when the employee is acting within the functions and responsibilities of their position or is acting under the direction of the CEO or Director.

#### **7.8. PRINCIPLE 3 – DECISION-MAKING AND MANAGEMENT**

There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

An effective approach to the identification, assessment, monitoring and management of risks should be established and maintained.

Effective delegations should be implemented, reviewed and maintained. Principle: There are effective decision-making processes in place that reflect the transparency and accountability which underpin excellence in governance.

##### **7.4.8.1. Effective Decision-making**

Decision-making is the most important activity undertaken by the Shire, both by Council and by employees. Effective decision-making processes increase the likelihood that the decisions themselves will be in the best interest of the entire community.

Council can only make decisions by resolution considered at a formal meeting and passed by the required majority vote. Resolutions are binding on Council until they are formally amended or repealed. Upon the conclusion of the meeting, resolutions, once recorded, will take effect midday the following day consistent with the Meeting Procedures Local Law 2015. Good processes will also mean that decisions will be are 'owned' by all and that individual elected council members, Even though they may be if the council member doesn't agree with a decision made regarding is on the losing side of an issue, should not be able to find fault should not be found with the way in which the decision was made. Good decision-making requires that:

- decisions must be those which the local government can lawfully make;

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- ~~decisions must be consistent with and in accordance with legislation;~~
  - ~~relevant Council policy/policies should be considered during the decision-making process;~~
  - ~~elected members should have all the relevant information before them in order to make a considered and 'informed decision';~~
  - ~~elected members should be impartial, objective, free from bias and act in the public interest of their residents;~~
- ~~decisions should be made on a reasonable basis.~~

~~Decisions made at meetings are recorded in the form of resolutions which are binding on the Council until they are formally amended or repealed. Resolutions, once recorded, take effect immediately.~~

## **8.2. Role of Community in Decision Making**

Community members are encouraged to make their views known to inform decision making. The Shire engages with the community in keeping with the principles of the International Association for Public Participation (IAP2) as outlined in the "Community Engagement Policy". There are also means of public participation at council meetings.

It is important to understand that while council members wish to hear from a wide variety of people to inform decision making; council members are representatives elected by the community who are required to exercise their vote after debate according to their own judgment about an issue. In reaching that judgment they appropriately weigh up all the information available to them. This includes, but is not limited to, the views expressed by individuals or community groups.

## **8.3. Role of Individual Council Members in Decision Making**

Council members must act in accordance with legislation, have due consideration of Shire policies, including the Code of Conduct, and not bring the Shire into disrepute. However, as individuals active in the community, there may be instances in which council members wish to participate in community engagement processes or provide a submission in response to a consultation process.

### **8.3.1. Individual Council Member Involvement in External Engagement or Consultation**

Organisations and bodies external to the Shire may undertake engagement or consultation processes on specific matters which may impact residents in the Shire or council members individually. This may include the Western Australia Planning Commission, Department of Local Government and neighbouring local governments.

Individual council members may provide submissions in their capacity as a community member. However, if an item is presented to Council on a matter that an individual council member has provided a submission to, they should declare an interest (this may be a financial, proximity or impartiality interest depending on the circumstances, refer to item 8.7). Additionally, when being considered by Council (or an external body that the council member is a member of, e.g. Joint Development Assessment Panel), individual council members should be impartial, objective, free from bias and act in the public interest of all residents.

Where individual council members have been appointed to external committees, boards and groups, their involvement should be considered in conjunction with item 8.4.7.

This information is to be used as a guide only. Circumstances should be considered on a case by case basis and in conjunction with provisions regarding disclosure of interest (refer to item 8.7).

**8.3.2. Individual Council Member Involvement in Shire led Engagement or Consultation**

The Shire undertakes engagement or consultation processes on specific matters in accordance with the "Community Engagement Policy".

Individual council members should not provide submissions in their capacity as a community member. Individual council members may attend community meetings, focus groups or engagement forums as an observer but should not actively participate in the engagement or consultation processes. The exception to this may be where an individual council member has been appointed to a committee, advisory group or representatives meeting for the purpose of a Shire led engagement process.

This information is to be used as a guide only. Circumstances should be considered on a case by case basis.

**7.2-8.4. Decision Making Meetings and Processes**

Council has authority or discretion to make decisions relating to:

<b>Advocacy</b>	<u>when Council advocates on its own behalf or on behalf of our community to another level of government/body/ agency.</u>
<b>Executive</b>	<u>when Council sets direction and includes oversight e.g. adopting plans and reports, accepting tenders, determining service levelsirecting-operations, setting and amending budgets.</u>
<b>Legislative</b>	<u>when Council adopts local laws, local planning schemes and policies. The Council is required to review each local law within eight years from the time of its creation but may do so sooner.</u>
<b>Quasi-Judicial (see also 8.5.1)</b>	<u>when Council determines an application/matter that directly affects a person's rights or interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial decisions include development applications, building permits, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</u>

**7.2-8.4.1 Council Meetings**

The Council meeting is the formal debating and decision making forum of Council. ~~Elected members, CEO and Directors attend all Council meetings.~~ Under the *Local Government Act 1995* Council meetings are required to be open to the public. However, when any of the matters listed in section 5.23(2) of the Act are to be considered, Council may resolve to close the meeting and proceed behind closed doors. In order to promote the transparency and accountability required for good governance, the closure of meetings should be applied prudently and as infrequently as possible.

Examples of matters that may require the meeting to be closed to the public include, but are not limited to:

- CEO annual performance reviews, contract renewals, remuneration reviews (section 5.23(2)(a) "a matter affecting an employee or employees");
- Reports discussing legal advice obtained or to be obtained in relation to the subject of the report (section 5.23(2)(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");
- Nomination of an individual for a Celebrating Community or Citizen award (section. 5.23(2)(b) "the personal affairs of any person");
- Planning reports that could affect the value of neighbouring properties (section. 5.23(2) (e)(ii) "a matter that if disclosed would reveal information that has a commercial value to a person").

Good decision making at a Council meeting is enhanced when the meeting is well run. This requires a clear and informative agenda, good chairing and facilitation and adherence to meeting procedures and to statutory requirements. It is the fundamental statutory obligation and duty of an elected council member to vote on every item of business discussed at a Council meeting.

At Council meetings and where Council has granted a Committee delegated authority, Council can make a decision or pass a resolution.

Council has adopted the Meeting Procedures Local Law 2015 which ~~that~~ provides a ~~set of~~ enforceable meeting procedures and rules including the conduct of members and preserving order.

The Code of Conduct sets out the standards of ethical and professional behaviour expected of Shire of Mundaring council members, committee members and election candidates including expected standards of behaviours at Council meetings.

Council meetings are video recorded and streamed live in accordance with the "Live Streaming and Recording of Minutes Policy". ~~to~~

~~ensure better decision-making processes during Council and committee meetings; assist in the orderly conduct of meetings dealing with Council business; provide a better understanding of the process of conducting meetings; and allow a more effective and efficient use of time at meetings.~~

~~Shire of Mundaring Council meetings are audio recorded. The recording can be accessed from the Shire website a few days after each Council meeting. Archived recordings are available upon request.~~

Elected Council members, CEO and Directors attend all Council meetings.

#### **7.2.2. Council meeting schedule**

Council operates the following monthly meeting cycle:

- ~~second Tuesday of the month: ordinary council meeting; and~~
- ~~third Monday of the month: council forum.~~

~~In January the ordinary council meeting is held on the fourth Tuesday.~~

~~No council forum is held in December and January.~~

#### **7.2.3-8.4.2 Council Forum**

Council ~~F~~forums provide an opportunity for two-way communication between elected council members and the CEO on strategic or complex issues. Council Forums are open to all elected council members, the CEO, Directors and other employees designated by the CEO as required. No decisions are made at Council Forums, which are relatively informal and are not open to the public.

At Council Forums ~~elected council members~~ and ~~staff employees~~ can propose, discuss and formulate philosophies, ideas, strategies and concepts ~~for the development of the Shire~~. ~~Council Forums~~ often involve projects that are in the early planning stage and are ~~some times sometime~~ away from being presented to Council for decision. ~~Presentations may also be made by external parties. Matters listed on the agenda of the Council meeting are not to be discussed during the Council Forum.~~

In discussing such issues, employees are looking for guidance from ~~elected council members~~ to assist in researching ~~the matters, or present ideas and concepts which may be presented in future and drafting the reports or deliberations~~. ~~Elected members and employees are also looking to present ideas and concepts for future consideration.~~

#### **8.4.3. Meeting Schedule – Council Meetings and Council Forums**

~~Council has adopted the “Ordinary Council Meetings and Forums Schedule Policy”.~~

~~This policy provides that ordinary meetings councils are scheduled every second Tuesday of the month (with the exception of January when the ordinary meeting of council is held on the fourth Tuesday of the month).~~

~~Council Forums are scheduled for the third Monday of the month (with the exception of December and January and October in an election year).~~

#### **8.4.4. Electronic Meetings**

~~In certain circumstances, it may be necessary for Council and committee meetings to be conducted by electronic means. Electronic meetings pose a range of challenges in terms of public participation and governance arrangements. Meeting procedures may be amended to support all aspects of decision-making in this environment and to ensure overall good governance is implemented and maintained.~~

~~Further information is included in the “Conducting Electronic Meetings and Attendance by Electronic Means Policy”.~~

#### **7.2.4-8.4.5. Committee Meetings**

To assist with its decision making responsibilities, Council ~~has may established committees in accordance with the Act.~~

~~When Council establishes a committee, it must determine in clear terms of reference the purpose, reporting and other accountability requirements that will apply in relation to that committee. Committees report to Council and are subject to the requirements of the Act.~~

~~Current committees are listed below:~~

- ~~• Audit and Risk Committee (a requirement under section 7.1A of the Local Government Act 1995);~~
- ~~• Australia Day Citizenship Awards Committee~~
- ~~• Bush Fire Advisory Committee (as described under section 67 of the Bush Fires Act 1954)~~
- ~~• CEO Performance Review Committee~~
- ~~• Environmental Advisory Committee~~
- ~~• Grants Selection Committee~~
- ~~• Local Emergency Management Committee (a requirement under section 38 of the Emergency Management Act 2005).~~

Commented [EN3]: Removed based on proposal to draft Committee and Advisory Groups/Representatives Meeting Policy

~~Further information on committees will be included in the "Committees and Advisory Groups/Representatives Meetings Policy", expected to be adopted in August 2023.~~

Commented [EN4]: To be drafted

~~Committees meet as and when required and make recommendations to Council. However, where a committee has delegated authority for some of its functions, it is able to make a decision in its own right:~~

Commented [EN5]: Removed based on proposal to draft Committee and Advisory Groups/Representatives Meeting Policy

- ~~the Audit and Risk Committee has delegated authority to meet with the auditor at least once a year;~~
- ~~the Australia Day Citizenship Awards Committee has delegated authority to select the winners of the Australia Day Citizenship Awards for the Shire of Mundaring;~~
- ~~the Grants Selection Committee has delegated authority to grant Milestone Event Grants, Community Event Grants between \$500 and \$10,000 and Matching Grants up to \$2,000;~~

Commented [EN6]: Included in relevant Terms of Reference

Commented [EN7]: The Grants Selection Committee does not have a delegation

#### **7.2.5-8.4.6. Advisory Groups and Representatives Meetings**

Council has established a number of advisory groups and representatives meetings as a mechanism for facilitating and improving community participation in the Shire's decision-making processes.

While not formally established under legislation, these groups provide an opportunity for the Shire to obtain the views of community representatives as well as enabling networking opportunities for ~~elected council~~ members on issues of common interest. This may assist ~~elected council~~ members and Council to address strategic issues and priorities.

~~Following are the current advisory groups and representatives meetings:~~

- ~~Blackboy Hill Advisory Group~~
- ~~Cultural Advisory Group~~
- ~~Darlington Community Recreation Advisory Group~~
- ~~Inclusion and Disability Access Advisory Group~~
- ~~Mount Helena Recreation and Aquatic Centre Representatives Meeting~~
- ~~Tennis Courts Representatives Meeting~~

~~Youth Advisory Group. Further information on advisory groups and representatives meetings will be included in the "Committees and Advisory Groups/Representatives Meetings Policy", expected to be adopted in August 2023.~~

#### **8.4.7. External Committees, Boards and Groups**

~~Council members are often appointed to represent the Shire on various external committees, boards and groups. Their role is generally to provide advice, identify strategic opportunities and act as a conduit with the Shire and the community.~~

~~Although representative of the Shire, and therefore, the Shire's or Council's position should be taken into account, their appointment often requires them to act independently and to represent the interests of the committee, board or group which they are appointed to.~~

~~External committees, boards and groups will often have constitutions, terms of reference or charters which outline their purpose.~~

~~Members are appointed to committees by Council resolution (by absolute majority) following the local government ordinary election. The process for appointment of a~~

**9.10.2018 COUNCIL MEETING CONFIRMED**  
Clause 5.1 dealing with delegated authority has been removed as there is no provision in the Act for delegated authority relating to allocation of grant funding. This has been added to section 9: Powers of the Committee as follows, "The Committee has authority to allocate funding to eligible not-for-profit groups who have applied to the Community Grants Program for financial support".

council member to an external committee or board may also require a nomination process.

#### **7.2.6.8.4.8. OF Agendas and Minutes**

The most important records produced by a local government are the agendas that drive council meetings and the minutes that record the decision making process and the actual decisions (resolutions).

Matters to be considered at meetings of Council or committees are presented in a formal agenda prepared by the CEO. Agendas comprise of reports prepared by the administration. Reports are structured to include information on the background, financial, sustainability and risk implications of the proposal under consideration. All reports include the professional advice of the employee who has authored the report and contain recommendations as to the most appropriate course of action to take, based on the information presented.

~~Directors are responsible for authorising the reports emanating from their department. Once finalised all reports are reviewed by the CEO, Directors and relevant staff during the Agenda Settlement Meeting two weeks prior to the Council meeting. Agenda Settlement Meetings are convened to provide an opportunity for the authors of reports to answer questions from CEO and Directors, provide technical or specialist information and incorporate suggestions from those in attendance to improve the accuracy, clarity or accessibility of the report prior to distribution of the agenda to elected members and the public. As a result of the Agenda Settlement Meeting the CEO should be satisfied and confident that all aspects of the matter which is the subject of a report have been suitably covered in such a way that the report can be included in the agenda and released to elected members and the public.~~

~~The Council agendas is are posted available on the Shire's website ten business days prior to an two weekends before the Ordinary Council Meeting and as soon as practicable prior to a Special Council Meeting or committee meeting. A link to the agenda is emailed to elected members, CEO, Directors and other relevant employees. Committee agendas for meetings that are open to the public are available on the Shire's website prior to the meeting in accordance with the Act.~~

The minutes of a meeting comprise all reports considered at the meeting and also include attendance, all motions, movers and seconders, the results of the motions, and the decisions that have been made and reasons that a decision is different to what was recommended.

Unconfirmed Council and committee minutes are must be made available for public inspection in accordance with the Act no later than ten working days after the meeting (five working days for committee meeting minutes). At the next meeting of Council or a committee these minutes will be confirmed as a correct and accurate record of the proceedings.

#### **7.2.7-8.4.9. Elected Council Members' Meeting Preparation**

Preparation before attending a meeting is critical: all reports should be read thoroughly and the main points well understood. If anything is not clear, the elected council member may seek further clarification and raise any concerns with the CEO or the responsible Director, preferably well in advance of a meeting. Asking questions of a complex or technical nature at a Council meeting is to be avoided, as employees present may not be able to respond adequately without prior notice off the cuff, as there is a risk of a factually incorrect answer being given or the question may have to be taken on notice.

Reports affecting Shire planning, finance or legal matters can be quite complex and clarification of points prior to the meeting is essential. The CEO or relevant Director should be emailed at the earliest opportunity to enable a written reply to be provided in advance of the meeting. Where deemed appropriate, this reply will be provided to all elected council members, not just to the enquiring elected council member.

~~The decision to adopt, amend or reject a recommendation rests with Council or in some cases a committee, if it has delegated authority to do so. Where a Council or committee decision is different to the recommendation, reasons for that decision must be stated and recorded in the minutes.~~

A decision to defer a matter should be seen as a last resort and occur only where it is clear that additional information is required or where circumstances have come to light after the agenda was distributed. A failure to consult with the community or key stakeholders may also give cause to defer a matter.

#### **8.4.10. Council Members' Attendance at Meetings**

An important function of a council member is to attend and participate in the decision-making processes at meetings. There are provisions regarding the attendance of Council meetings under the Act.

Council members who are going to be absent from a meeting of Council or a committee should submit an apology to the Shire President and CEO. For extended periods of absence, council members should submit the request to the Shire President and CEO to then be considered by Council to grant a leave of absence.

As outlined in the Act, a council member who is absent, without first obtaining leave of the Council, throughout three consecutive ordinary meetings of the Council is disqualified from continuing on Council.

#### **8.4.11. Lobbying and meetings with external parties**

Lobbying provides an opportunity for stakeholders to communicate with council members and employees as part of society's democratic and accessible system of government. However, problems can arise when a council member or employee is lobbied to consider factors, other than the relevant facts, they should appropriately consider when determining any matter as a decision-maker.

Council members and employees are to recognise the difference between appropriate and inappropriate lobbying and the risks associated if they fail to resist inappropriate lobbying. Council members may offer understanding but must not, when lobbied, commit or indicate (or give the impression of) their vote on a matter that is before Council, or intended to be considered by Council. As decision makers council members are obliged to consider all relevant facts detailed in a report within an agenda, including the debate at the meeting, prior to making their decision. Similarly, employees are not to indicate their approval or otherwise on a proposal or application put forward to the Shire, until such time as an assessment and/or consideration of a proposal or application is formally undertaken by the Shire.

Council members, who commit their vote outside of the Council meeting process, may be faced with claims of perceived or prejudicial bias and could compromise the final decision of Council. Ultimately the community must have trust in the elected body and in the ability of Council to make decisions free of influence or the perception of influence.



If a council member attends any meetings outside the formal decision-making processes of Council, they must make clear their role at the meeting and outline the boundaries of their attendance. Stakeholders at these meetings should accept this and should there be discomfort in discussion, council members should excuse themselves from the proceedings or preferably politely decline the invitation in the first instance if they are uncomfortable in attending the meeting.

#### **7.3.8.5. Decisions on Land Use Planning and Development**

##### **7.3.4-8.5.1 Quasi-judicial role**

Quasi-judicial functions are those which involve the making of a decision by Council in the exercise of a discretionary power. ~~Elected Council~~ members (and employees when acting under delegated authority) perform quasi-judicial functions when deciding to approve or refuse applications for planning or development approval and for other approvals, licences, consents and permits. They must therefore act in a judicial manner ("judge-like").

To act in a quasi-judicial manner, ~~elected council~~ members must apply the principles of natural justice and without bias or conflict of interest make decisions in a judicial manner based on:

- The law and the relevant Shire policies as they exist, specifically the Shire's Local Planning Scheme No. 4 and Planning Policies; and
- The facts and merits of the case.

Applicants submitting documents for approval may attempt to persuade individual ~~elected council~~ members in favour of their proposals; however ~~elected council~~ members must remain objective and deal impartially with applicants or affected persons.

Determining applications must be based on sound legislative rationale and not on specific public perception. The role of an ~~elected council~~ member in the decision making process is to determine the application on the information and recommendation provided by the Shire's employees. The role of the employee is to assess the application and provide an impartial, professional opinion and recommendation to ~~elected council~~ members. To avoid prejudicing the eventual decision, ~~elected council~~ members must not make up their minds about a development application until they have read the employee's report, clearly understood the relevant facts and law, and heard all the meeting debate.

~~Elected Council~~ members must not lose sight of the fact that when making decisions on development applications they have to apply the rules and discretions as they exist, not as they might want them to be.

~~Elected Council~~ members must be aware of the Shire's adopted procedures for dealing with a development application to ensure a clear distinction between the role of the employee assessing the application and the role of Council determining the application. There should be no opportunity for the two roles to be confused and no opportunity for those determining applications to unduly influence those carrying out the assessment and vice versa.

An ~~elected council~~ member acting when biased and without disclosing an interest affecting impartiality may breach the ~~Code of Conduct~~Rules of Conduct Regulations. Non-compliance with quasi-judicial principles could result in Council decisions being invalidated.

##### **8.5.2. State Administrative Tribunal**

In certain circumstances applicants have rights of appeal to challenge a planning related decision of Council or an employee. It is therefore important for council

members to gain a full understanding of the issues and follow proper process before reaching a decision. The State Administrative Tribunal (SAT) reviews decisions made by local governments regarding a range of matters including town planning and building approvals. Applications can be made to the SAT for a review of decisions made by local governments under a range of enabling laws.

#### **8.5.3. Planning Delegations**

The Shire's planning scheme and State planning legislation permits Council to delegate its decision making powers to certain qualified persons, subject to conditions. This is important in terms of allowing those applications that meet certain criteria to be determined by employees. The criteria used for determining the types of development that can be decided by employees is set out in a Delegation, which is regularly reviewed. All decisions made under delegated authority are binding and represent a 'Council decision'.

Delegations are necessary for good governance in order to permit:

- Council to focus on strategic matters and major developments that are beyond the Notice of Delegation
- The large volume of development applications received by the Shire to be dealt with in an efficient and effective manner.

#### **8.5.4. Development Assessment Panels**

Development Assessment Panels are the decision making body for a certain type, class and/or value of planning applications the Shire receives from time to time. Development Assessment Panels consist of three specialist members, one of which is the presiding member, and two local members (council members), nominated by the local government.

Development Assessment Panels are not managed by the Shire but by the State Government's Department of Planning, Lands and Heritage, with certain resources being provided by the City. Development Assessment Panels have their own meeting procedures and a Code of Conduct and all members of the panel are to abide by that Code of Conduct. Only the Presiding Member of the panel is able to speak on decisions or matters that concern the panel.

The Shire's planning officers provide technical reports to the Department of Planning, Lands and Heritage, who in turn refer this report and any other information to the Development Assessment Panel, which will make a determination on the planning matter.

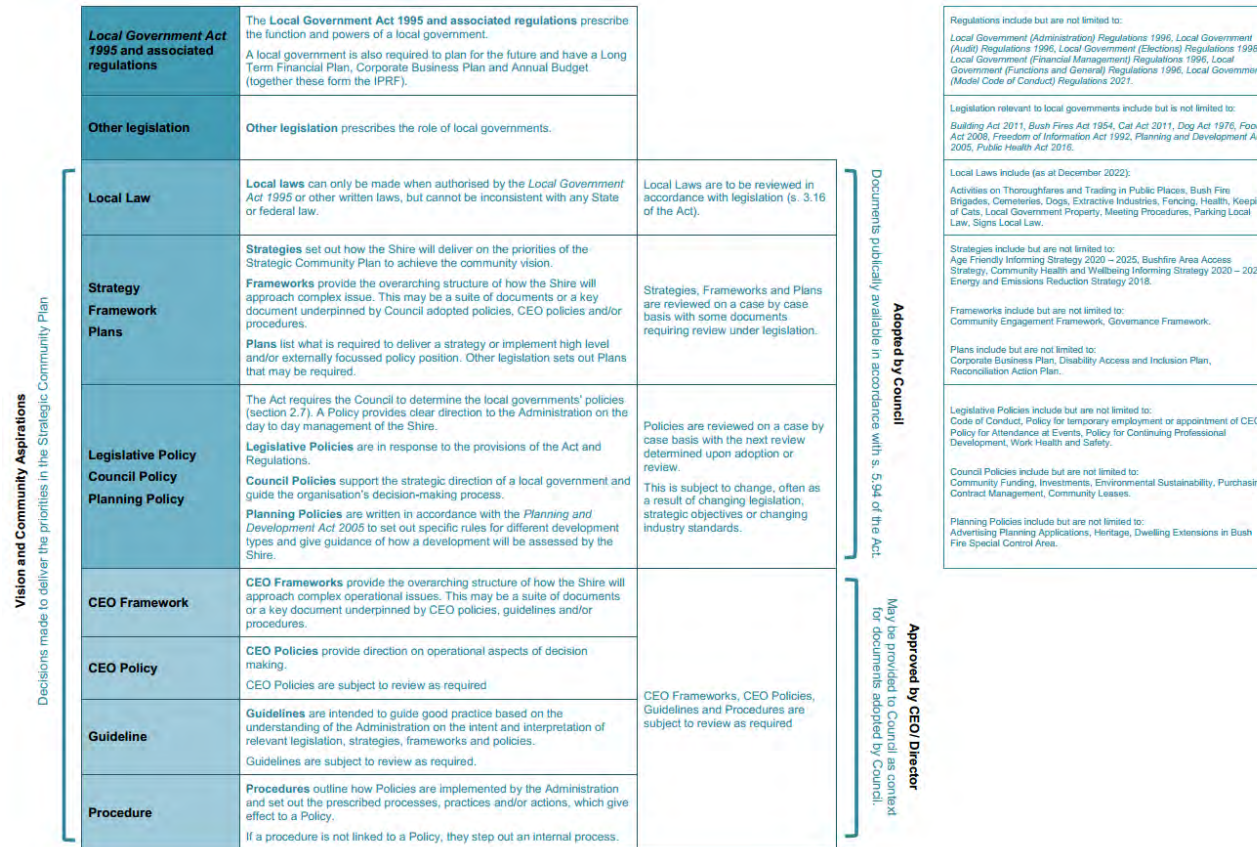
Shire of Mundaring forms part of the Metro Outer Joint Development Assessment Panel.

#### **8.6. Informing Documents**

There are a number of documents utilised by council members and employees to inform decision making.

The Document Hierarchy (figure 4) details the purpose, hierarchy and adoption or approval process of these documents.

Figure 4 – Document Hierarchy



Regulations include but are not limited to:  
*Local Government (Administration) Regulations 1996, Local Government (Audit) Regulations 1996, Local Government (Elections) Regulations 1996, Local Government (Financial Management) Regulations 1996, Local Government (Functions and General) Regulations 1996, Local Government (Model Code of Conduct) Regulations 2021.*

Legislation relevant to local governments include but is not limited to:  
*Building Act 2011, Bush Fires Act 1954, Cat Act 2011, Dog Act 1976, Food Act 2008, Freedom of Information Act 1992, Planning and Development Act 2005, Public Health Act 2016.*

Local Laws include (as at December 2022):  
 Activities on Thoroughfares and Trailing in Public Places, Bush Fire Brigades, Cemeteries, Dogs, Extractive Industries, Fencing, Health, Keeping of Cats, Local Government Property, Meeting Procedures, Parking Local Law, Signs Local Law.

Strategies include but are not limited to:  
 Age Friendly Informing Strategy 2020 – 2025, Bushfire Area Access Strategy, Community Health and Wellbeing Informing Strategy 2020 – 2025, Energy and Emissions Reduction Strategy 2018.

Frameworks include but are not limited to:  
 Community Engagement Framework, Governance Framework.

Plans include but are not limited to:  
 Corporate Business Plan, Disability Access and Inclusion Plan, Reconciliation Action Plan.

Legislative Policies include but are not limited to:  
 Code of Conduct, Policy for temporary employment or appointment of CEO, Policy for Attendance at Events, Policy for Continuing Professional Development, Work Health and Safety.

Council Policies include but are not limited to:  
 Community Funding, Investments, Environmental Sustainability, Purchasing, Contract Management, Community Leases.

Planning Policies include but are not limited to:  
 Advertising Planning Applications, Heritage, Dwelling Extensions in Bush Fire Special Control Area.

### **8.6.1. Local Laws**

Local laws can only be made when authorised by the Act or other written laws, but cannot be inconsistent with any State or federal law.

Local laws are to be drafted or reviewed in accordance with the Act which includes consultation with relevant stakeholders seeking submissions on the draft local law. A recommendation that the local law be adopted along with any submissions are to be presented to Council for endorsement and gazettal.

Once a local law is gazetted, it is referred to the Joint Standing Committee on Delegated Legislation to consider under its terms of reference. The Joint Standing Committee on Delegated Legislation is a committee of the Western Australian Parliament consisting of eight members, with equal representation from the Legislative Council and Legislative Assembly.

### **8.6.2. Council Adopted Strategies, Frameworks and Plans**

Strategies set out how the Shire will deliver on the priorities of the Strategic Community Plan to achieve the community vision.

Frameworks provide the overarching structure of how the Shire will approach complex issue. This may be a suite of documents or a key document underpinned by Council adopted policies, CEO policies and/or procedures.

Plans list what is required to deliver a strategy or implement high level and/or externally focussed policy position. Other legislation sets out Plans that may be required.

When drafted or reviewed, these documents are presented to Council to seek feedback. Relevant statutory and regulatory agencies, and any other key stakeholders that may be impacted by the proposed document will be consulted.

Any feedback received will be considered prior to being presented to Council for adoption or endorsement.

### **8.6.3. Council Adopted Policies**

Section 2.7(2)(b) of the Act states that the Council is to "determine the local government's policies".

Council adopted policies establish the Shire's objectives or agenda on strategic issues or provide guidance in respect to a legislative requirement. Policies should result in clarity, consistency and impartiality in decision making, improved efficiency and effectiveness and/or improved customer and community outcomes.

Policies may result from the Shire forming and documenting an objective or agenda position due to:

- legislative requirement;
- new or changing industry standards;
- to meet the Shire's strategic objectives;
- a community need or expectation; or
- a Council resolution.

Further information on council adopted policies and the process used to develop and review is included in the "Policy Development and Review Policy".

### **8.6.4. CEO Approved Documents**

CEO approved documents include frameworks, policies, guidelines and procedures. These documents often underpin Council adopted documents and provide information and direction for consistency of operational decisions.

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**7.4.2.8.7. Conflict Disclosure of Interest**

Conflict-Disclosing of interests is about being transparent. Understanding what this means in the context of local government is essential to good governance.

The Act defines the specific circumstances that lead to a conflict of interest and describes what elected council members and employees must do if they believe there is a conflict and how these interests are disclosed. ~~This includes direct and indirect interests, disclosure requirements, exemptions, provision of advice and registers of interest.~~

Interests can be categorised as being:

- financial interests;
- proximity interests; or
- interests that may affect impartiality.

It is the responsibility of the council member or employee to decide whether or not to declare an interest.

**7.4.1.8.7.1. Conflict and Disclosure of Interest in Local Government**

Elected Council members and employees should always be aware of the potential for conflict of interest. They have been entrusted to govern on behalf of the community and as such they must ensure that they do not gain personal benefit from their position with the Shire.

If they have personal interests in any of the decisions that they are part of, they must disclose their interests and withdraw from the decision making process. It is very important for elected council members and employees to understand and adhere to the legislative requirements (sections 5.59 to 5.73 of the Act).

	<u>Council Members</u>	<u>Employees</u>
<u>Financial Interest</u>	<u>Must disclose the nature of their financial interest in matters to be discussed at the meeting (Part 5 Division 6 of the Act)</u>	<u>Must disclose the nature of their financial interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the Act).</u>
<u>Proximity Interest</u>	<u>Must disclose the nature of their proximity interest in matters to be discussed at the meeting (Part 5 Division 6 of the Act)</u>	<u>Must disclose the nature of their proximity interest in reports or advice when giving the report or advice to the meeting (Sections 5.70 and 5.71 of the Act).</u>
<u>Impartiality Interest</u>	<u>Must disclose the nature of their impartiality interest in matters to be discussed at the meeting (Regulation 34C, of the Regulations, Code of Conduct).</u>	<u>Must disclose the nature of their impartiality interest in matters to be discussed at the meeting (Regulation 34C, of the Regulations, Code of Conduct).</u>

**7.4.2.8.7.2. Good Governance and Conflict of Interest**

The following points are important for good governance.

#### Individuals must make their own decisions

Elected-Council members and employees must individually take responsibility for assessing whether they have conflicts of interest in any matter relating to their formal roles. If the answer is yes, then they must act appropriately. This includes making a proper disclosure and not participating in the relevant decision-making process.

#### Seeking advice is appropriate

Elected-Council members and employees should seek assistance or advice from the CEO, Shire President or fellow elected-council members when they think they may have a conflict of interest and the requirements to disclose. In some circumstances elected-council members may need to obtain their own independent legal advice.

#### Individuals are accountable

As noted above, Elected-council members or employees must ultimately assess whether they have a conflict of interest. Each elected-council member or employee is accountable for that assessment and the obligation to make the relevant disclosure. This is regardless of any assistance or advice they may have received.

#### Conflict of interest is not a political weapon

Elected-Council members should not use conflict of interest as a weapon against each one another. No elected-council member can determine that another elected-council member has a conflict of interest. That is for the individual alone to decide. Using conflict of interest as a political weapon compromises its importance as a principle of good conduct and natural justice.

#### 7.4.3-8.7.3. Conflict of interest and community representation

Sometimes elected-council members will be in a position where they are required to declare a conflict of interest even though their community expects them to participate in a decision. For example, an elected-council member may have a conflict of interest in a local planning decision which the community feels strongly about.

Because conflict of interest can impact on governance and perceptions of governance, it is important that:—

- elected-council members ensure they thoroughly analyse the situation (and seek appropriate advice) to determine what is required by the legislation;
- elected-council members clearly explain the situation to their community; and
- Council and the aAdministration provide support to elected-council members, when required, to explain conflict of interest requirements to the community.
- Elected-Council members should not, however, hide behind conflict of interest as a way of avoiding a vote on difficult issues in which they don't have a conflict.

#### 8.7.4. Primary Returns and Annual Returns

Section 5.75 of the Act requires council members and certain employees (relevant persons) complete a Primary Return within three months of commencing in Office or being employed at the Shire.

A Primary Return can best be described as a snapshot of personal information and certain financial interests a person has at a particular point in time.

At the end of each respective financial year, relevant persons must complete an Annual Return, which discloses any changes to the information previously disclosed in their Primary Return or new interests that have accumulated since completing their Primary Return or last Annual Return.

Primary Returns and Annual Returns assist with the decision-making process as they highlight an individual's interests at a particular point in time, thereby clarifying whether a conflict of interest may arise.

#### **8.7.5. Related Party Disclosures**

The Shire is committed to complying with the disclosure requirements for related party transactions under the Australian Accounting Standards. Disclosure of relevant related party information will provide greater transparency and improve the quality of the financial reporting process. A system has been implemented to identify, monitor and disclose related party transactions to manage the risk of non-compliance with the related party disclosure objectives of the Australian Accounting Standards which is captured in the "Related Party Disclosures Policy".

#### **7.4.4-8.7.6. Protection from Liability**

Elected-Council members, unlike state and federal members of parliament, do not operate under the provisions of have-parliamentary privilege. An elected-council member can be subject to civil action by a person who considers that the elected-council member has defamed them or has acted in a way that improperly harms them, whether this occurs in the council chamber or not.

Section 9.56 of the Act protects elected-council members, committee members and employees for any actions that they have, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. This however does not relieve the Shire of liability for the actions of elected-council members, committee members and employees.

Elected-Council members should be careful, especially in the heat of a council debate, not to make defamatory statements which could give rise to a civil action.

If an elected-council member is subject to civil action, they will have to deal with the matter as an individual, even if the Shire is paying the legal costs. In some cases the Shire's insurers may refuse to provide indemnity for the elected-council member's actions or statement. This is because the elected-council member's action or statement was considered not to have occurred in the course of performing a council duty or to be done in good faith.

The For further guidance, please refer to Shire Policy OR-06—"Provision of Financial Assistance for Legal Services for Elected Members and Employees Policy" provides the circumstances in which the Shire will provide financial assistance who require legal services in the course of or arising out of the performance of their official functions and the procedure for making and dealing with applications.-

#### **7.5-8.8. Decision Making Powers Assigned to Others**

##### **7.5-1-8.8.1. Decisions by Delegations**

Delegations form part of the Shire's decision making approach. Delegations entrust certain types of decisions to the CEO, employees or committees. Delegates exercise the delegated decision making function in their own right, in other words they have discretionary decision making powers.

The use of delegated authority means that a large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community. Delegated authority allows Council to

concentrate on policy development, representation, strategic planning and community leadership.

The Shire's delegations register contains all current delegations from Council to the CEO and committees and from the CEO to employees. It sets out unequivocally which statutory power and function are delegated, which part of the legislation allows such delegation and what the conditions and policy compliance requirements are.

The Shire's delegations register is reviewed by Council on an annual basis. This is a requirement of the Act (section 5.46).

#### **8.8.2. Acting Through**

The delegation powers under the Act do not prevent the Council or the CEO from performing any of their functions by 'acting through' another person. Generally, this enables the Council or the CEO to authorise another person to take administrative actions on their behalf; such as communicating to a third party a decision made by the Council or CEO.

The key difference between a delegation and the concept of 'acting through' is that a delegate exercises the delegated decision-making function in their own right. Where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

#### **8.8.3. Authorised Persons**

Under legislation, Council or the CEO (with delegated authority) can 'appoint' persons or classes of persons to perform particular functions. These persons are generally termed 'authorised persons'. Legislation or local laws may specify that an authorised person can perform a particular function and those functions or duties are normally specified in the applicable provision.

An appointment is made, as the case requires, by either a formal resolution of the Council, or a written appointment by the CEO (with delegated authority or other employee with delegated authority), or as detailed in the specific legislation. Authorised persons are not necessarily employees with delegated authority.

Employees appointed as authorised persons are required to have a certificate of appointment or some other form of identification to confirm their appointment and to demonstrate their ability to perform that function.

### **7.6-8.9. Financial management**

#### **7.6-1-8.9.1. Role of the CEO**

The CEO is accountable to Council for the financial performance of the Shire and must ensure that certain fundamentals are in place, including but not limited to:

- appropriate financial systems, plans strategies and protocols;
- adequate resources to support the Shire's activities and financial monitoring and performance;
- suitable internal review and audit mechanisms;
- an organisational culture where responsibility and accountability are clearly delineated and understood; and
- adherence to and compliance with legislative provisions.

#### **7.6-2-8.9.2. Financial management planning and principles**



Council is ultimately responsible for the financial management of the Shire. Good financial management requires both Council and the administration to play their role.

There should be robust and transparent financial management established and maintained to meet local government's accountability to its stakeholders, particularly in terms of stewardship of community assets, both now and into the future.

As part of the Integrated Planning Framework, the Shire develops and reviews (annually) ~~has developed~~ its Long Term Financial Plan ~~2019—2029~~. The Long Term Financial Plan is consistent with the strategic initiatives in the Strategic Community Plan and includes:

- projected income and expenditure, balance sheet and cash flow statements;
- planning assumptions underlying the plan;
- an analysis of the factors and/or assumptions that are most likely to affect the plan;
- modelling for alternative financial scenarios; and
- methods of monitoring financial performance.

The Long Term Financial Plan outlines the Shire's approach to delivering infrastructure and services to the community in a financially sustainable way that minimises the financial impact on the Shire's ratepayers. It is the primary planning tool for future Shire budgets.

#### 7.6.3-8.9.3. Annual budget

One of the responsibilities of Council under the Act is to prepare, set and adopt the Shire's annual budget. Based on the leadership of Council, it determines the Shire's priorities for the year ahead and the allocation of resources to achieve those priorities.

The annual budget must be reviewed before 31 March each year, taking into account changes in the operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the year.

#### 7.7-8.10. Other management plans

There are a number of management plans utilised to inform decision making which are regularly reviewed to capture the current state of the Shire.

Some of the plans utilised by the Shire includes (this is not an exhaustive list):

- Disability Access and Inclusion Plan
- Information and Communication Technology Plan
- Recordkeeping Plan
- Reconciliation Action Plan

~~The **Asset Management Plan** provides strategic direction in the management of Shire assets. Good governance requires the Shire to manage its assets in a financially viable, efficient and sustainable manner.~~

~~The **Workforce Plan** was developed to provide a strategic framework for organisational workforce planning and management. It guides the Shire in attracting and retaining a suitable, committed and professional labour force that is structured to achieve the priorities of the Strategic Community Plan and to deliver quality services to the community.~~

The **Recordkeeping Plan** sets out the matters about which records are to be created and how the Shire must keep and maintain its records. It applies to elected members, employees and contractors.

The **Risk Management Framework** contains practical guidelines to develop the Shire's capacity to appropriately manage risk. Risk management is critical to the organisation's ability to achieve the strategic objectives contained in its Strategic Community Plan and Corporate Business Plan. By fostering a dynamic risk management culture that encourages all employees to systematically apply the procedures outlined in this framework, the Shire seeks to minimise resource waste and ensure that all Shire events, activities and projects are undertaken with minimal risk to employees and the general community.

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## 8.9. PRINCIPLE 4 - ACCOUNTABILITY

Local government must account for its activities and have systems that support this accountability.

There should be an active performance management systems in place that enables elected members and the administration to be openly accountable for their performance.

Local governments should establish internal structures that provide for independent review of processes and decision-making to assist the Council to meet its accountability to stakeholders.

Consultation should be undertaken that is appropriate to the scope and potential impact of the matter. It should respect the position and opinion of all stakeholders. The outcomes of the consultation should be taken into account when the decision is made and feedback should be provided to those who participated.

*Principle: Local government must account for its activities and have systems that support this accountability.*

### 8.1-9.1. Accountability

Excellence in governance is based on the principle that those who are involved in governance, both ~~elected council~~ members and employees, are held to account for what they do, the decisions they make and their performance in undertaking their role. The public trust that Council, ~~elected council~~ members and the ~~a~~Administration act in the public interest.

Accountability systems that provide disclosure and review of decision-making processes are integral to good governance and are reflected through –

- Open and transparent government, so that the community can follow decision making processes and outcomes;
- Consultation and engagement, so that the community has confidence that it is being heard; and
- Good communication processes so that the community is kept informed.

The fundamental importance of accountability though comes from the fact that the Shire exists to govern for and on behalf of its community. Systems and values must reflect this accountability. Key systems are outlined in the following sections.

The standard of good governance at the Shire may be judged by reference to a number of independent outside authorities and to whom the Council is accountable.

<u>Electors</u>	<u>The community will judge the performance of the Council and individual council members at each election.</u>
<u>State Government</u>	<u>The Director General of the Department of Local Government may undertake an Authorised Inquiry into local governments and aspects of their operations and affairs, usually in response to a specific matter. If the findings warrant this, the Minister may suspend a Council and order that further inquiry is initiated. The Minister may dismiss a Council for not providing good government and install a Commissioner until new elections can be held.</u>

<b><u>State Administrative Tribunal</u></b>	<u>Decisions made by a local government may be subject to review by the State Administrative Tribunal (SAT) for example where applicants are aggrieved by a decision that is covered by SAT jurisdiction (e.g. Development Applications). The SAT may hear complaints against individual Councillors when referred by the Director General of the Department of Local Government.</u>
<b><u>Ombudsman</u></b>	<u>The Ombudsman is an independent officer of Parliament with responsibility to investigate decisions, actions or inaction and the decision making practices of public authorities providing services to the public within the Ombudsman's jurisdiction including local governments.</u>
<b><u>Disabilities Services Commissioner</u></b>	<u>People with disabilities have the same right as other members of society to services and to participate in decisions affecting their lives. A complaint can be lodged under the <i>Disability Services Act 1993</i> about public service providers, including local governments.</u>
<b><u>Equal Opportunity Commissioner and Tribunal</u></b>	<u>Most commonly thought of as relating to discrimination in the workplace, the Act also covers access to public places and provision of goods and services. The Commissioner has extensive powers to pursue a complaint. In addition the Tribunal has the power to award damages for compensation to a complainant if a complaint is substantiated.</u>

#### **8.1.1.9.1.1. Performance management**

Council is accountable for monitoring the Shire's performance in the achievement of its strategic direction, goals and financial outcomes, which are set through the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Managing and reporting the Shire's performance is achieved in several ways:

##### **Strategic reporting**

Key performance indicators, derived from the Strategic Community Plan, help drive the Corporate Business Plan. The Shire's Corporate Planning System captures all Corporate Business Plan projects.

Performance against each of the Strategic Themes in the Strategic Community Plan is reported:

- monthly to the Executive Leadership Team (CEO and Directors);
- quarterly to Council; and
- annually to the community in the Annual Report.

##### **Financial reporting**

The Shire undertakes its financial reporting as follows:

- The monthly Financial Activity Statement and List of Payments are prepared and presented to Council; and
- The audited Annual Financial Report is considered by the Audit and Risk Committee before being submitted to Council for adoption and inclusion in the Annual Report.

##### **Annual Report**

7000 Great Eastern Highway Mundaring WA 6073 Ph: 9290 8666 [shire@mundaring.wa.gov.au](mailto:shire@mundaring.wa.gov.au) [www.mundaring.wa.gov.au](http://www.mundaring.wa.gov.au)

The Shire's Annual Report provides detailed information to the community and the Shire's stakeholders about how the Shire intends to operate in a sustainable manner whilst addressing the many challenges it faces. The report reviews the Shire's key achievements and progress made against the many initiatives outlined in the Strategic Community Plan.

The Annual Report is presented to electors of the Shire at the annual Electors' Meeting.

#### CEO performance review

Council is accountable for managing the CEO's performance and is responsible for setting the CEO's performance plan and monitoring the CEO's performance. Council is to communicate its expectations to the CEO and is required to seek independent professional advice when undertaking the performance evaluation of the CEO.

The CEO Performance Review Committee has been established to assist Council with the review of the CEO's performance. It conducts the annual performance review as required by the Act ~~and reviews quarterly performance reports.~~

#### Employee performance review

In accordance with the Act the performance of all employees must be reviewed at least once a year. ~~Individual performance reviews and identification of development needs are formally carried out in June and November. The June review involves a more detailed evaluation of the position description and service priorities taken from the relevant business priorities detailed in the Shire's strategic plans. It involves a review of the previous year's targets and plans the setting of new ones for the coming year. The mid-year review in November involves a review of progress to date and allows for adjustments to be made if circumstances or changing priorities require this.~~

During each performance review, recommendations for training and development programs to either complement existing skills or to develop new skills will be made. In addition ~~staff employees will~~ have performance indicators set during the first few months of employment to monitor progress against goals and objectives.

#### 8.1.2.9.1.2. Compliance Audit Return

It is a requirement of the Act that the Shire conducts an annual audit of its compliance with statutory requirements and responsibilities placed on it under the Act.

The Department of Local Government's Compliance Audit Return (CAR) comprises a checklist of the Shire's statutory obligations in areas such as local laws, tenders, meeting procedures, disclosures of financial interests and financial management. ~~The CAR is completed by the Shire's Governance team and audited by an external consultant.~~ The completed return is then reviewed by the Audit and Risk Committee and presented for adoption by Council. -A certified copy must be forwarded to the Department no later than 31 March of each year.

#### 8.1.3.9.1.3. Audit and Risk Committee

The Act requires Council to establish an Audit Committee to guide and assist Council on matters of internal and external audit, risk management and the Shire's compliance functions.

The objective of the Audit and Risk Committee is to assist Council in providing a transparent and independent process in its audit, risk and governance management, to ensure accountability to the community in the governance and compliance framework and its financial and risk management responsibilities.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies and overseeing the allocation of the Shire's finances and resources.

The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems, risk management framework, and compliance with legislation.

The Shire's Audit and Risk Committee meets at least three times per year to –

- (a) provide guidance and assistance to Council –
  - (i) as to the carrying out of its functions in relation to audits; –
  - (ii) matters to be audited;
  - (iii) the scope of audits;
  - (iv) its functions under Part 6 of the Act; and
  - (v) the carrying out of its functions relating to other audits and other matters related to financial management;
- (b) review the annual Compliance Audit Return and report to Council the results of that review; and
- (c) consider the CEO's three yearly review of the appropriateness and effectiveness of the Shire of Mundaring's systems and procedures in regard to risk management, internal control and legislative compliance and report to the Council the results of those reviews.

#### **8-1-4-9.1.4. Community Consultation and Engagement**

In 2016~~22~~ Council adopted ~~its-an updated~~ "Community Engagement Framework" which formalises the Shire's approach to engagement and affirms its commitment to delivering meaningful, best practice community engagement as an integral part of its strategic priorities. It articulates the Shire's commitment to building the capacity of ~~elected-council~~ members, employees and the community to undertake and participate in engagement projects.

#### **8-1-5-9.1.5. Customer Service Charter**

The Shire has adopted a "Complaint Management Policy" which has an accompanying "Customer Service Charter" and "Customer Guide". ~~which-These documents~~ outlines the customer service standards the community can expect from the Shire. ~~Customer service standards and performance are measured to ensure that the Shire is delivering on its commitments.~~

#### **8-1-6-9.1.6. Access to Information**

##### **Freedom of Information**

Under section 5.94 of the Act any member of the public can access certain information held by the Shire. The Shire has published an Information Statement as required by the Freedom of Information Act 1992 which outlines what documents ~~Other documents – subject to their sensitivity – may be obtained that are held by the Shire, through the Freedom of Information (FOI) process under the provisions of the Freedom of Information Act 1992.~~

All ~~elected-council~~ members and ~~staff-employees~~ should be aware of the FOI implications of the Freedom of Information Act 1992 when creating internal or external documents. As a general rule any written material generated by ~~elected-council~~ members or employees may become public knowledge and may become the subject of a Freedom of Information ~~a-FOI~~ request.

##### **Requests for Property Owner Details**

Members of the community can request details of another person who owns property in the Shire (generally requests for neighbour details). Details will not be provided for commercial purposes.

Only the name and postal address linked to the rates database will be provided. Mobile numbers and email addresses will not be provided. A completed "Application for Property Owner Details" form can be requested and submitted to the Shire. As a statutory declaration, an authorised witness must sign the form.

Draft

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### **Sources and References**

This Governance Framework has been compiled with reference to documents previously produced regarding the concept and practice of good governance. The following documents have been used in the development of the Shire of Mundaring Governance Framework.

*A Guide to Meetings*—Department of Local Government and Communities WA 2013.

*Council Members' Self-Assessment Tool*—Local Government Association of SA 2004.

*Delivering Good Governance in Local Government*—CIPFA London 2007.

*Excellence in Governance for Local Government*—CPA Australia 2007.

*Good Governance Guide*—Municipal Association of Victoria (MAV) 2012.

*Governance Charter*—Shire of Augusta Margaret River 2014.

*Governance Framework*—City of Joondalup 2005.

*Local Government Operational Guidelines*—Department of Local Government WA.

*Political Management in Australian Local Government*—ACELG 2012.

*Public Sector Governance Better Practice Guide*—Australian National Audit Office 2014.



## 9.1.2 New Policy - Policy Development and Review

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<b>File Code</b>	GV.OPP 01
<b>Author</b>	Elizabeth Nicholls, Governance Co-ordinator
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Draft - Policy Development and Review Policy <a href="#">↓</a> 2. Appendix 1 - Policy Development and Review Flowchart <a href="#">↓</a>

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### SUMMARY

A “Policy Development and Review Policy” has been drafted (**Attachment 1**) and is presented to the Committee for its consideration and recommendation to Council for adoption.

### BACKGROUND

A Governance Committee was established by Council at the Ordinary Council Meeting held September 2022. The duties and responsibilities of the Governance Committee included in the terms of reference adopted at the same meeting include in part that the Committee will “...*provide guidance and assistance to Council in fulfilling its legislative responsibilities to ‘determine the local government’s policies’ (section 2.7 (2)(b) of the Act)*...”

Due to the amount of work being undertaken for policy review and development and based on feedback from the Governance Committee members, a “Policy Development and Review Policy” has been drafted.

At the 20 March 2023 Governance Committee informal meeting, a policy review cover note was presented to the committee to seek feedback and inform the writing of the draft policy.

### 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

A new policy will be created if adopted by Council.

### FINANCIAL IMPLICATIONS

Nil

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## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

## SUSTAINABILITY IMPLICATIONS

### Governance

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

## RISK IMPLICATIONS

<b>Risk:</b> Reputation: That the Shire does not develop or review policies in a timely, consistent and transparent manner resulting in inconsistent decision making.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
The Policy be adopted.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

The draft “Policy Development and Review Policy” has been developed encompassing aspects the City of Vincent’s, City of Rockingham’s and the Town of Victoria Park’s Policy Development and Review Policies and Frameworks.

The current practices for developing or reviewing policies have been formalised in the draft “Policy Development and Review Policy” to provide:

- Guiding principles for the circumstances that would result in a policy being developed or reviewed.
- Expected results of adopting or reviewing a policy.
- Guidance on information to be provided to council members to inform whether a policy should be developed or reviewed.
- Categories of policies used by the Shire.
- The expected content of a policy.
- Consultation to be undertaken to inform policies.
- How policies are to be reviewed and repealed.
- How a policy may be developed or reviewed if not listed in the adopted Policy Workplan.
- That policies are to be made available on the Shire’s website.

A flowchart has been included as an appendix (**Attachment 2**) to provide a visual representation of the process by which policies are developed or reviewed.

## VOTING REQUIREMENT

Simple Majority

– New Policy - Policy Development and Review

<b>COMMITTEE RECOMMENDATION</b>
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<b>GC3.04.23</b>
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That Council adopts the “Policy Development and Review Policy” (**Attachment 1**) subject to the following amendment:

- a. That ‘or requirements’ at the end of the last dot point under item 3.5 be deleted.

## 1.1 POLICY DEVELOPMENT AND REVIEW

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Governance
<b>Adopted</b>	<month/ year> Council resolution #
<b>Procedure Ref</b>	Creating and Maintaining Organisational Practices Procedure - Admin 04 Creating and Maintaining Organisational Procedures Procedure - Admin 24

### 1. PURPOSE

To provide the process for the development and review of the Shire's policies to achieve transparent and consistent decision making which aligns with the Shire's objectives, strategic priorities and legislative requirements for the good governance of the district.

### 2. SCOPE

This policy affects all employees, stakeholders and council members involved in the preparation and adoption of policies for the Shire.

This policy applies to the development and review of Council adopted policies and is to be read in conjunction with the Governance Framework 2023-2028.

### 3. POLICY

Pursuant to section 2.7(2)(b) of the *Local Government Act 1995* (the Act), Council determines the policies of the local government.

Policies are not intended to provide administrative detail, but rather to set out a general direction and guidance. Some policies may be accompanied by supplementary documentation to ensure that the application of the policy is clear and consistent. This may include CEO Frameworks, CEO Policies, Guidelines and Procedures. For further information refer to item 8.6 Informing Documents in the Governance Framework 2023-2028.

#### 3.1. Guiding Principles

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.

Policy setting must occur in consultation with council members as outlined in Appendix 1 – Policy Development and Review Flowchart. Council members will be provided with the following information:

- a. Any relevant background information requiring a documented Shire position (including evidence of a community need or legislative requirement).
- b. For new policies, details proposed for inclusion which may include a draft purpose and scope.
- c. For reviewed policies, identified issues and options for consideration. See also item 3.5 Review.
- d. Examples of current / best practice.
- e. Proposed level of consultation required, if applicable. See also item 3.4 Consultation.
- f. The proposed review timeframe and expiry period, if applicable.
- g. Any financial impacts arising from the proposed policy, including any impact on the adopted budget or Long-Term Financial Plan.

Council members may provide suggested inclusions or amendments to a policy noting that Officers may provide alternative recommendations to be supported or opposed by the Governance Committee and/or Council.

A policy has no effect until adopted by Council.

### 3.2. Policy Categories

Due to the significant number of Council adopted policies, the Shire categorises policies as:

- Legislative Policies
- Council Policies
- Planning Policies

Legislative policies are in response to the provisions of the Act or various Regulations (for example, the Code of Conduct for Council Members, Committee Members and Candidates in accordance with section 5.103 of the Act).

Council policies support the Shire's strategic direction (which may be outlined in an overarching Council adopted Strategy or Framework) and guide decision-making processes on general matters not specifically originating from a legislative head of power.

Planning policies are written in accordance with the *Planning and Development Act 2005* to set out specific rules for different development types and give guidance of how a development will be assessed by the Shire.

### 3.3. Policy Content

With the exception of policies that have their format determined under legislation or Australian Standard, the following subheadings are to be used for Council adopted policies:

1. Purpose
2. Scope (also to include details of review schedule if different to standard review timeframe, refer to item 3.5 Review)
3. Definitions (may be deleted if not required)
4. Policy
5. Appendices (may be deleted if not applicable)
6. Related Legislation
7. Related Documents

Document control information is to be contained at the start of the policy and may include the following details:

- Responsible Directorate
- Responsible Service Area (may be deleted if not applicable)
- Month, year and relevant council resolution number of adoption
- Month, year and relevant council resolution number of review(s) (may be deleted if not applicable)
- Delegation reference (may be deleted if not applicable)
- Local Law reference (may be deleted if not applicable)
- Other policy names and procedures with a direct hierarchy

Policies should be:

- consistent with the Shire's adopted strategic priorities, values and risk appetite and tolerance
- compliant with relevant legislation and any State policies and schemes
- consistent with the Shire's Writing Style Guide
- written in plain English and convey clear and concise direction.

### 3.4. Consultation

Members of the community may participate in co-creation and consultation processes to inform policy development and review.

#### 3.4.1. Undertaking Consultation

When consultation is required by the "Community Engagement Policy", draft policies will be presented to the Governance Committee for authorisation and Council for approval to commence consultation. This may include relevant statutory and regulatory agencies, and any other key stakeholders that may be impacted by the proposed policy.

Consultation will be a minimum of 14 calendar days. The community will be advised of the consultation in keeping with the principles of local public notice as defined by the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*. This may include information being available on the Shire's official website, public notices on the Shire's

noticeboards, social media posts and advertisements in local newspaper(s).

#### 3.4.2. Submissions

The submissions received or a summary of submissions will be presented to the Governance Committee along with a recommendation that the policy is either adopted as originally presented or adopted with amendments based on the submissions received.

If no submissions are received a report will be presented to the Governance Committee advising this and recommending that the policy be adopted.

A recommendation that the policy be adopted along with any submissions will be presented to the Governance Committee to recommend adoption by Council.

Planning policies are to undertake consultation in accordance with the *Planning and Development Act 2005*.

#### 3.5. Review

All Council adopted policies are to be recorded in the internal Policy Register maintained by the Administration. The Policy Register is to be reviewed annually by the Administration and used to inform the Policy Workplan which is adopted by the Governance Committee.

Policies are to be reviewed at least every eight years, or more frequently as specified in the scope of the policy (and this will be reflected in the Policy Register).

If minor amendments to a policy document are required these can be made administratively. Minor amendments are amendments that do not change the intent of the policy. For example:

- grammatical and formatting changes
- changes to positions, titles or organisation structure
- changes to legislative references or requirements.

#### 3.6. Repeal

Council is required to approve that a policy be repealed except when a timeframe is included in the policy determining when the policy is no longer valid.

#### 3.7. Initiating the Development of a New Policy or Requesting Early Policy Review

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)

A policy may be scheduled for early review where due consideration has been given to item 3.1 Guiding Principles:

- by Council resolution
- if endorsed by the Governance Committee

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.

### **3.8. Access to Information**

Council adopted policies are to be available on the Shire's website in keeping with the principle of accountability and transparency of the Shire's decision making as included in the Governance Framework 2023-2028.

## **4. APPENDICES**

**Appendix 1** Policy Development and Review Flowchart

## **5. RELATED LEGISLATION**

*Local Government Act 1995 section 2.7*

## **6. RELATED DOCUMENTS**

Governance Framework 2023-2028 (Document Hierarchy)

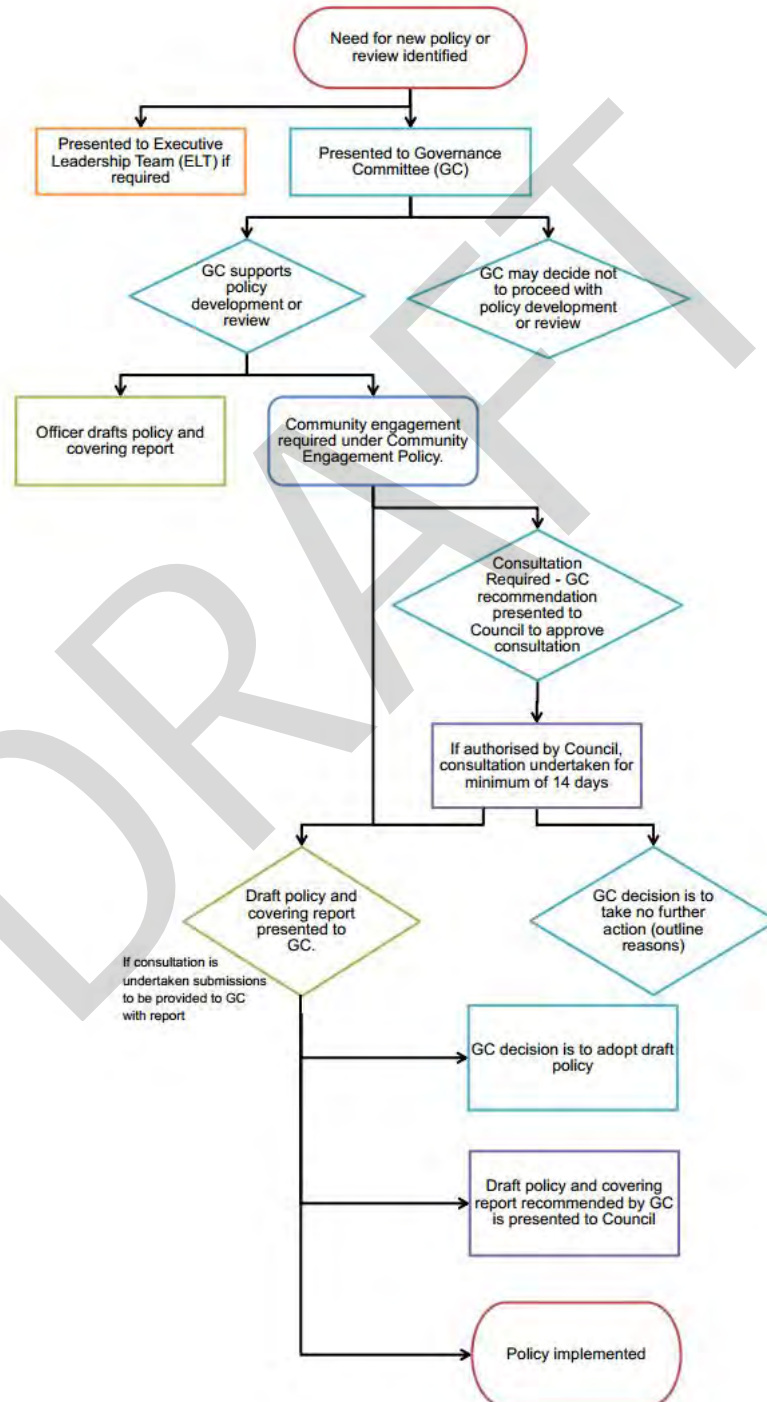
Community Engagement Policy



## APPENDIX 1 - POLICY DEVELOPMENT AND REVIEW POLICY

### Policy Development and Review Flowchart

Note: Policy development or review may be referred back to any point in the process as required.



### 9.1.3 New Policy - Conducting Electronic Meetings and Attendance by Electronic Means

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<b>File Code</b>	GV.OPP 01
<b>Author</b>	Elizabeth Nicholls, Governance Co-ordinator
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Draft Conducting Electronic Meetings and Attendance by Electronic Means Policy <a href="#">↓</a></li><li>2. WALGA Template - Conducting Electronic Meetings and Attendance by Electronic Means Policy <a href="#">↓</a></li><li>3. Draft Conducting Electronic Meetings and Attendance by Electronic Means Policy - with track changes <a href="#">↓</a></li><li>4. Electronic Meetings Policy Appendix 1 - Draft Request to Attend Meeting by Electronic Means and Declaration Form <a href="#">↓</a></li></ol>

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#### SUMMARY

A “Conducting Electronic Meetings and Attendance by Electronic Means Policy” has been drafted (**Attachment 1**) and is presented to the Committee for its consideration and recommendation to Council for adoption.

#### BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSC) introduced temporary provisions to enable councils to hold meetings electronically, and to enable council members to attend via electronic means in 2020 as part of the response to the COVID-19 pandemic.

On 4 November 2022, a LG Alert was received from the DLGSC advising that from 9 November 2022, as part of the State Government’s package of local government reforms, the *Local Government (Administration) Regulations 1996* (the Regulations) would enable local governments to conduct meetings electronically outside of emergency situations.

WALGA provided a draft template (**Attachment 2**) for the “Conducting Electronic Meetings and Attendance by Electronic Means Policy” on 8 February 2023.

The information included on the WALGA template has been added to the Shire’s policy template and updated with track changes to capture information specific to the Shire (**Attachment 3**).

At the 20 March 2023 Governance Committee informal meeting, a policy review cover note was presented to the committee to seek feedback and inform the writing of the draft policy.

#### STATUTORY / LEGAL IMPLICATIONS

Section 5.25 (1)(ba) of the *Local Government Act 1995* provides that regulations may make provision in relation to “...the holding of council or committee meetings by telephone, video conference or other electronic means...”.

Regulation 14C of the Regulations provides for authorisation to attend meetings by electronic means.

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Regulation 14CA of the Regulations outlines provisions relating to the attendance at meetings by electronic means.

Regulation 14D of the Regulations provides for the meetings held by electronic means if there is a public health emergency or state of emergency or if the council otherwise authorises the meeting to be held by electronic means.

Regulation 14E of the Regulations allows for the modification of the Act if a meeting is held by electronic means.

### **POLICY IMPLICATIONS**

A new policy will be created if adopted by Council.

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

### **SUSTAINABILITY IMPLICATIONS**

#### **Governance**

- The draft policy will specify how council members will be able to participate in council meetings via electronic means which will maximise council member input into decisions, promoting good decision making.
- Comply with relevant policy, legislation, regulation, criteria and guidelines.

### **RISK IMPLICATIONS**

<b>Risk:</b> Compliance: That the Shire does not appropriately convene electronic meetings or authorise members to attend in-person meeting by electronic means in accordance with the Act.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
The Policy is adopted by Council.		

<b>Risk:</b> Interruption to Service: The Shire does not convene electronic meetings or approve attendance via electronic means in a timely, consistent and transparent manner. This in turn could create confusion and possible delays in the necessary approvals to conduct/attend meetings in this manner.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		

The Policy is adopted by Council.

## EXTERNAL CONSULTATION

Nil

## COMMENT

The “Conducting Electronic Meetings and Attendance by Electronic Means Policy” has been developed based on the WALGA template and the Shire’s policy template.

The policy has been written to apply to council members and committee members to seek authorisation from the Shire President or Council, not the presiding member of a committee. The general principles apply to employees but approval is to be sought and, where appropriate, provided by the CEO.

Additional information has been added from the WALGA template to include:

- Timeframe for a request to attend an in-person meeting by electronic means to be provided to the Shire President/Council.
- That members are to raise their hand when voting, not use the ‘raise hand’ function available on WebEx.
- What equipment is to be used and how members are to interact in a meeting when attending by electronic means.
- How public participation (public question time and presentations) is to be facilitated.

A form has been created as an appendix for members to request to attend by electronic means and as a declaration (**Attachment 4**).

## VOTING REQUIREMENT

Simple Majority

– **New Policy - Conducting Electronic Meetings and Attendance by Electronic Means**

## COMMITTEE RECOMMENDATION

GC4.04.23

That Council adopts the “Conducting Electronic Meetings and Attendance by Electronic Means Policy” (**Attachment 1**) subject to the following amendments:

- a. That item 4.3.1 be amended to state “**Any person presiding at an in-person meeting is not to attend by electronic means.** Where the Shire President is approved to attend an in-person meeting by electronic means, the Shire President is to defer to the Deputy Shire President (acting under Section 5.34 of the Act) for the purpose of presiding at the meeting. **Where the presiding person is approved to attend an in-person meeting by electronic means, the presiding person is to defer to the deputy presiding person for the purpose of presiding at the meeting.**”
- b. That the first paragraph under item 4.3.5 ‘Equipment’ be removed.
- c. That item 4.1 a. be amended to “Is to be provided to the Shire President in writing by **12.00pm the day of** the in-person meeting the member is applying to attend by electronic means;”

## 1.1 CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Governance
<b>Adopted</b>	month/ year <span style="float: right;">Res #</span>
<b>Local Law Ref</b>	<i>Meeting Procedures Local Law 2015</i>
<b>Procedure Ref</b>	N/A

### 1. PURPOSE

To establish the Shire's decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* (the Act) and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

### 2. SCOPE

This policy applies to council members and any other person appointed as a member of a committee under Section 5.10 of the Act.

The general principles of this policy applies to employees and external parties wishing to attend meetings by electronic meetings with approval to be sought from the Chief Executive Officer (CEO). Requests from the CEO are to be submitted to the Shire President.

### 3. DEFINITIONS

#### **Electronic Means**

refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication (regulation 14CA(3)).

The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.

#### **members**

refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

#### 4. POLICY

##### 4.1. Electronic Attendance at an In-Person Meeting (Regulations 14C and 14CA)

For efficiency and the avoidance of unnecessary inconvenience, members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.

A request for electronic attendance at an in-person meeting:

- a. Is to be provided to the Shire President in writing at least two business days prior to the in-person meeting the member is applying to attend by electronic means;
- b. Where the Shire President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
- c. Where the Shire President rejects a request, the requester may ask Council to re-consider the request; and
- d. The Shire President may refer their own request to the Deputy Shire President (acting under Section 5.34 of the Act); or alternatively, may refer the request to Council for decision.

Whilst the use of the Attendance by Electronic Means and Declaration Form (Appendix 1) is encouraged, requests may be submitted in any written format.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Shire President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

Where a request **meets** the following criteria, approval will not be unreasonably withheld:

- a. The electronic means of instantaneous communication, and the location and equipment from which the member seeks to attend the meeting, are determined as suitable for the member to effectively engage in deliberations and communications throughout the meeting (regulation 14C(5));
- b. The member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentiality can be maintained. In the absence of such a declaration, the member is prohibited from participation in the meeting, or that part of the meeting, that is closed (regulation 14CA(5)); and
- c. The approval does not exceed prescribed limitations for the number of meetings attended by that member by electronic means (more than half of the meetings of the council or committee for the preceding 12 months, refer to regulation 14C(3) and regulation 14C(4)).

Records of requests and decisions about requests must be retained:

- a. Where the Shire President makes the decision, the record is retained in accordance with the Shire's Record Keeping Plan; and
- b. Where Council makes the decision, the decision must be recorded in the minutes (regulation 11(d)).

The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Shire President or during the meeting itself by Council for a Council meeting.

#### **4.2. Conducting a Meeting by Electronic Means (Regulations 14D and 14E)**

Ordinary meetings will primarily be held as in-person meetings.

Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Shire President or the Council can approve a meeting to be held by electronic means.

Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means (regulation 14D(2)(a)(b)).

Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means (regulation 14D(2)(c)), subject to:

- a. The prescribed limitation is not exceeded on the number of electronic meetings allowed (more than half of the meetings of the council or committee for the preceding 12 months, refer to regulation 14D(2A));
- b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Shire President or Council resolution (regulation 14D(3)(4));
- c. The decision has given due regard to whether the location from which each member seeks to attend the meeting and the equipment each member intends to use, are suitable to ensure each member is able to effectively engage in deliberations and communications throughout the meeting; and
- d. Each member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentiality can be maintained (regulation 14D(6)). In the absence of such a declaration, a member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

Whilst the use of the Attendance by Electronic Means and Declaration Form (Appendix 1) is encouraged, declarations may be submitted in any written format.

Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:

- a. published on the Shire's Official website (regulation 12);
- b. provided in the Notice of Meeting/Agenda; and

- c. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Where the meeting must be 'open to members of the public', then the council or committee must '*publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public*' (regulation.14E(3A)(b)).

#### 4.3. Participating in Meetings by Electronic Means

The Shire has implemented technologies to facilitate electronic attendance at in-person meetings and / or electronic meetings.

##### 4.3.1. Presiding at Meeting

Where the Shire President is approved to attend an in-person meeting by electronic means, the Shire President may choose to defer to the Deputy Shire President (acting under Section 5.34 of the Act) for the purpose of presiding at the meeting.

##### 4.3.2. Conduct

Members are to be familiar with *Meeting Procedures Local Law 2015* and the requirements of the Code of Conduct for Council Members, Committee Members and Candidates, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

##### 4.3.3. Meeting Procedures

Where provisions of the *Meeting Procedures Local Law 2015* are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

To determine the votes, a member must show their hand, not use the 'raise hand' feature.

##### 4.3.4. Location

Members must confirm in writing that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained.

Location requirements must be satisfied before authorisation is given to a member to attend any meeting by electronic means.

At the meeting during the record of attendance, the Presiding Member is to confirm the authorisation and note that the location at which the member is located complies with this policy.

##### 4.3.5. Equipment

Council members are to use laptops or tablets provided by the Shire to attend meetings by electronic means. The use of personal laptops, tablets or smartphones is not allowed.



A visual presence is to maintained for the duration of the meeting (i.e. a video connection). During the course of a meeting, a member must not enter or leave the meeting without first informing the Presiding Member in order to facilitate the recording in the minutes of the time of entry or departure. When leaving the meeting, the member may disable their video connection and shall re-establish video connection when they return to the meeting.

Members are to make best efforts to maintain a consistent connection when attending by electronic means. If the connection is unable to be maintained (e.g. technical fault) the member is to note the time and advise the Presiding Member and CEO by alternate means as soon as practicable. The minutes are to reflect the time at which the member left the meeting.

To minimise disturbances (e.g. echoing or feedback) members are to mute their microphone unless they are invited to speak by the Presiding Member.

A member is to indicate a request to speak by using the 'raise hand' feature and wait to be invited to speak by the Presiding Member. On the commencement of speaking, the member is to 'lower hand'.

The chat function is not to be used during electronic meetings.

#### 4.3.6. Public Question Time and Presentations

Members of the public are not able to attend meetings by electronic means.

Where a meeting is held by electronic means members of the public may participate in the meeting by submitting questions for public question time or presentations (deputations, petitions and presentations) in writing 2 business days prior to the meeting.

Questions and presentations are to be received in accordance with the *Meeting Procedures Local Law 2015* and this policy.

The Presiding Member will read out the question or presentation. Consistent with the *Meeting Procedures Local Law 2015* a response may be provided, the question taken on notice or a petition or presentation may be accepted.

Details of the question or presentation and the response will be included in the minutes.

The procedure for public question time and presentations is to be publicised concurrent with meeting details.

#### 4.3.7. External Parties Participating in Closed Meetings

Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), , they are to first confirm in

writing they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Whilst the use of the Attendance by Electronic Means and Declaration Form (Appendix 1) is encouraged, declarations may be submitted in any written format.

At the meeting during the record of attendance, the Presiding Member is to confirm the authorisation and note that the location at which the member is located complies with this policy. For clarity, these provisions do not apply to participation in public question time or presentations.

## **5. APPENDICES**

**Appendix 1** - Attendance by Electronic Means and Declaration Form

## **6. RELATED LEGISLATION**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*, regulations 14C, 14CA, 14D and 14E

## **7. RELATED DOCUMENTS**

Code of Conduct for Council Members, Committee Members and Candidates Policy (1.1)

Livestreaming and Recording of Meetings Policy (OR-27)



# Conducting Electronic Meetings and Attendance by Electronic Means Policy

## Policy Objective

To establish the Local Government's decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

## Definitions

- **Electronic Means** refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.
- **Members** refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

## Policy Statement

### 1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
  - a. Is to be provided to the Mayor/President;
  - b. Where the Mayor/President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
  - c. Where the Mayor/President rejects a request, the requester may ask Council to reconsider the request; and
  - d. The Mayor/President may refer their own request to the Deputy Mayor/President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Mayor/President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.



- (3) Where a request **meets** the following criteria, approval will not be unreasonably withheld:
  - a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
  - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
  - c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- (4) Records of requests and decisions about requests must be retained:
  - a. Where the Mayor/President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
  - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- (5) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Mayor/President or during the meeting itself by Council for a Council meeting.

## **2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]**

- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Mayor/President or the Council can approve a meeting to be held by electronic means:
  - Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:
  - a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
  - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Mayor/President or Council resolution [Admin.r.14D(3)(4)];
  - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
  - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.



- (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
  - a. published on the Local Government's Official webpage [Admin.r.12];
  - b. provided in the Notice of Meeting/Agenda; and
  - c. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Note: In the case of a Band 1 or 2 council or committee, where the meeting must be 'open to members of the public', then the council or committee must *'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public'* [Admin.r.14E(3A)(b)].

### 3. Participating in Meetings by Electronic Means

- (1) **Presiding at Meeting** – Where the Mayor/President is approved to attend an in-person meeting by electronic means, the Mayor/President may choose to defer to the Deputy Mayor/President [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) **Conduct** – Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.
- (3) **Meeting Procedures** – Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) **External Parties Participating in Closed Meetings** – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

## Electronic Means – Regulation 14CA and 14D

<<Local Governments may insert policy provisions that establish their preferred electronic means, technology and protocols>>.

### ADVISORY NOTE: Determining ‘electronic means’:

- Local Governments may already have implemented technologies to facilitate electronic attendance at in-person meetings and / or electronic meetings.
- Local Governments may review existing technologies, or any proposed new technologies, to facilitate electronic attendance at in-person meetings and / or electronic meetings to confirm that the systems and operational protocols and practices align with the provisions of Admin. Regulations 14C, 14CA, 14D and 14E.
- Local Governments may then draft policy provisions that specify the ‘approved’ electronic means.
- The policy provisions, adopted by Council as part of their eMeeting policy, fulfils the decision making requirements under Admin.r14C(2)(b), 14CA(2) and 14D(3), suitable for most circumstances:
  - Policy provisions may also address criteria by which any additional or alternative electronic means technology would be assessed and approved by the Mayor/President or Council.
- The Local Government may also establish protocols that are necessary to enable an authorisation for attendance by, or holding a meeting by, electronic means, which may include:
  - **Location** – Members must confirm that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained. Location requirements must be satisfied before authorisation is given to a Member to attend any meeting by electronic means;
  - **Equipment** – Policy provisions may specify the requirement to use Local Government provided equipment; and/or if they are not using equipment supplied by the Local Government, the minimum technical and security requirements that must be evidenced by the Member. Equipment requirements should be satisfied before authorisation is given to a Member to attend any meeting by electronic means;
  - **Public Question Time** – Policy provisions may establish Public Question Time Procedures applicable to an electronic meeting [Admin. Regs. 5 and 7] and require the procedures to be publicised concurrent with meeting details as per policy clause 2(4) above; and
  - **External Parties Participating in Closed Meetings** – Approval for an external party to attend by electronic means a closed part of a meeting will be subject to policy provisions relevant to: approved electronic means, location and confidentiality. For clarity, these provisions do not apply to participation in public question time.



**1.1 CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS**

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Governance
<b>Adopted</b>	month/ year <span style="float: right;">Res #</span>
<b>Local Law Ref</b>	Meeting Procedures Local Law 2015
<b>Procedure Ref</b>	N/A

**1. PURPOSE**

To establish the Shire's Local Government's decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* (the Act) and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

**2. SCOPE**

This policy applies to council members and any other person appointed as a member of a committee under Section 5.10 of the Act.

The general principles of this policy applies to employees and external parties wishing to attend meetings by electronic meetings with approval to be sought from the Chief Executive Officer (CEO). Requests from the CEO are to be submitted to the Shire President.

**2.3. DEFINITIONS**

**Electronic Means** refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication (regulation 14CA(3)).  
The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.

**members** refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

**3.4. POLICY**

#### **3.1.4.1. Electronic Attendance at an In-Person Meeting (Regulations 14C and 14CA)**

For efficiency and the avoidance of unnecessary inconvenience, members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.

A request for electronic attendance at an in-person meeting:

- a. Is to be provided to the Shire President in writing at least two business days prior to the in-person meeting the member is applying to attend by electronic means;
- b. Where the Shire President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
- c. Where the Shire President rejects a request, the requester may ask Council to re-consider the request; and
- d. The Shire President may refer their own request to the Deputy Shire President (acting under Section 5.34 of the Act); or alternatively, may refer the request to Council for decision.

Whilst the use of the Attendance by Electronic Means and Declaration Form (Appendix 1) is encouraged, requests may be submitted in any written format.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the Shire President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

Where a request **meets** the following criteria, approval will not be unreasonably withheld:

- a. The electronic means of instantaneous communication, and the location and equipment from which the member seeks to attend the meeting, are determined as suitable for the member to effectively engage in deliberations and communications throughout the meeting (regulation 14C(5));
- b. The member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentiality can be maintained. In the absence of such a declaration, the member is prohibited from participation in the meeting, or that part of the meeting, that is closed (regulation 14CA(5)); and
- c. The approval does not exceed prescribed limitations for the number of meetings attended by that member by electronic means (more than half of the meetings of the council or committee for the preceeding 12 months, refer to (regulation 14C(3) and regulation 14C(4)).

Records of requests and decisions about requests must be retained:

- a. Where the Shire President makes the decision, the record is retained as a Local Government record (e.g. email communication) in



accordance with the Shire's Record Keeping Plan ~~and protocols established by the CEO~~; and

- b. Where Council makes the decision, the decision must be recorded in the minutes (regulation 11(d)).

Commented [EN1]: Under Record of Attendance

The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Shire President or during the meeting itself by Council for a Council meeting.

### **3.2.4.2. Conducting a Meeting by Electronic Means (Regulations 14D and 14E)**

Ordinary meetings will primarily be held as in-person meetings.

Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the Shire President or the Council can approve a meeting to be held by electronic means.

Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means (regulation 14D(2)(a)(b)).

Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means (regulation 14D(2)(c)), subject to:

- a. The prescribed limitation is not exceeded on the number of electronic meetings allowed (~~more than half of the meetings of the council or committee for the preceeding 12 months, refer to~~ (regulation 14D(2A));
- b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the Shire President or Council resolution (regulation 14D(3)(4));
- c. The decision has given due regard to whether the location from which each member seeks to attend the meeting and the equipment each member intends to use, are suitable to ensure each member is able to effectively engage in deliberations and communications throughout the meeting; and
- d. Each member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentiality can be maintained (regulation 14D(6)). In the absence of such a declaration, a member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

Commented [EN2]: Included in form

Whilst the use of the Attendance by Electronic Means and Declaration Form (Appendix 1) is encouraged, declarations may be submitted in any written format.

Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:

- a. published on the ~~Local Government~~Shires's Official website (regulation 12);
- b. provided in the Notice of Meeting/Agenda; and

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

- c. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Where the meeting must be 'open to members of the public', then the council or committee must *'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public'* (regulation.14E(3A)(b)).

### **3.3.4.3. Participating in Meetings by Electronic Means**

The Shire has implemented technologies to facilitate electronic attendance at in-person meetings and / or electronic meetings.

#### **3.3.4.3.1. Presiding at Meeting**

Where the Shire President is approved to attend an in-person meeting by electronic means, the Shire President may choose to defer to the Deputy Shire President (acting under Section 5.34 of the Act) for the purpose of presiding at the meeting.

#### **3.3.4.3.2. Conduct**

Members are to be familiar with *Meeting Procedures Local Law 2015* and the requirements of the Code of Conduct for Council Members, Committee Members and Candidates, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

#### **3.3.4.3.3. Meeting Procedures**

Where provisions of the *Meeting Procedures Local Law 2015* are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

To determine the votes, a member must show their hand, not use the raise hand' feature.

#### **3.3.4.3.4. Location**

Members must confirm in writing that the location from which they attend is safe, quiet, private, devoid of distractions, and where a meeting is closed to the public, a place where confidentiality can be maintained.

Location requirements must be satisfied before authorisation is given to a member to attend any meeting by electronic means.

At the meeting during the record of attendance, the Presiding Member is to confirm the authorisation and note that the location at which the member is located complies with this policy.

#### **3.3.4.3.5. Equipment**

Council members are to use laptops or tablets provided by the Shire to attend meetings by electronic means. The use of personal laptops, tablets or smartphones is not allowed.

A visual presence is to be maintained for the duration of the meeting (i.e. a video connection). During the course of a meeting, a member must not enter or leave the meeting without first informing the Presiding Member in order to facilitate the recording in the minutes of the time of entry or departure. When leaving the meeting, the member may disable their video connection and shall re-establish video connection when they return to the meeting.

Members are to make best efforts to maintain a consistent connection when attending by electronic means. If the connection is unable to be maintained (e.g. technical fault) the member is to note the time and advise the Presiding Member and CEO by alternate means as soon as practicable. The minutes are to reflect the time at which the member left the meeting.

To minimise disturbances (e.g. echoing or feedback) members are to mute their microphone unless they are invited to speak by the Presiding Member.

A member is to indicate a request to speak by using the 'raise hand' feature and wait to be invited to speak by the Presiding Member. On the commencement of speaking, the member is to 'lower hand'.

The chat function is not to be used during electronic meetings.

#### 3.3.6.4.3.6. Public Question Time and Presentations

Members of the public are not able to attend meetings by electronic means.

Where a meeting is held by electronic means members of the public may participate in the meeting by submitting questions for public question time or presentations (deputations, petitions and presentations) in writing 2 business days prior to the meeting.

Questions and presentations are to be received in accordance with the *Meeting Procedures Local Law 2015* and this policy.

The Presiding Member will read out the question or presentation. Consistent with the *Meeting Procedures Local Law 2015* a response may be provided, the question taken on notice or a petition or presentation may be accepted.

Details of the question or presentation and the response will be included in the minutes.

The procedure for public question time and presentations is to be publicised concurrent with meeting details.

#### 3.3.7.4.3.7. External Parties Participating in Closed Meetings

Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend

by a resolution of the meeting, they are to first confirm in writing they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Whilst the use of the Attendance by Electronic Means and Declaration Form (Appendix 1) is encouraged, declarations may be submitted in any written format.

At the meeting during the record of attendance, the Presiding Member is to confirm the authorisation and note that the location at which the member is located complies with this policy.

For clarity, these provisions do not apply to participation in public question time or presentations.

## **5. APPENDICES**

### **Appendix 1 - Attendance by Electronic Means and Declaration Form**

## **4.6. RELATED LEGISLATION**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996, regulations 14C, 14CA, 14D and 14E*

## **5.7. RELATED DOCUMENTS**

Code of Conduct for Council Members, Committee Members and Candidates Policy (1.1)

Livestreaming and Recording of Meetings Policy (OR-27)

# Request to Attend Meeting by Electronic Means and Declaration



## Conducting Electronic Meetings and Attendance by Electronic Means Policy – Appendix 1

Council and Committee Members:

- A member may submit a request and complete a declaration to be approved by the Shire President.

Employees and external parties:

- Employees and external parties may submit a request and complete a declaration to be approved by the Chief Executive Officer (CEO).
- The CEO may submit a request and complete a declaration to be approved by the Shire President.

Please submit by email to [shire@mundaring.wa.gov.au](mailto:shire@mundaring.wa.gov.au).

Name:	
<b>Request to attend an in-person meeting by electronic means (item 4.1)</b>	
Council and/or committee meeting(s) details:	
Proposed location of attendance:	
Previous meetings attended by electronic means in the preceding 12 months:	
<b>Meeting by Electronic Means (item 4.2)</b>	
Meeting date:	
<b>Declaration (item 4.1 and 4.2)</b>	
I declare that location from which I am attending is: <ul style="list-style-type: none"><li>• safe, quiet, private, devoid of distractions; and</li><li>• where a meeting is closed to the public, a place where confidentiality can be maintained.</li></ul>	
Signature:	Date:
<b>Approval/ Authorisation</b>	
Approved/Authorised by:	
Date:	Council resolution: (if applicable)

## 9.1.4 New Policy - Financial Hardship

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<b>File Code</b>	GV.OPP 01
<b>Author</b>	Stan Kocian, Manager Finance and Governance
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Draft Financial Hardship Policy <a href="#">↓</a></li><li>2. Covid-19 Financial Hardship Policy <a href="#">↓</a></li><li>3. Draft Financial Hardship Policy - with track changes <a href="#">↓</a></li></ol>

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### SUMMARY

A “Financial Hardship Policy” has been drafted (**Attachment 1**) and is presented to the Committee for its consideration and recommendation to Council for adoption. The policy specifically relates to ratepayers experiencing financial hardship and the payment of rates and service charges. This policy is based on the “Covid-19 Financial Hardship Policy” (**Attachment 2**) Council had previously adopted for the 2020/21 financial year.

### BACKGROUND

During the height of the Covid-19 pandemic Council adopted the “Covid-19 Financial Hardship Policy” for the 2020/21 financial year. While this policy addressed the situation of ratepayers experiencing financial hardship, it only applied to the 2020/21 financial year and specifically in the context of Covid-19. It should be noted that the principles of this policy have been continued to be applied by the Shire, however there is currently no formal Council position for the Shire to support ratepayers who are experiencing financial hardship.

At the 20 March 2023 Governance Committee informal meeting, a policy review cover note was presented to the committee to seek feedback and inform the writing of the draft policy.

### STATUTORY / LEGAL IMPLICATIONS

Section 6.49 of the *Local Government Act 1995* provides for local governments accepting payment(s) of a rate or service charge due and payable from a person in accordance with an agreement made with the person.

### POLICY IMPLICATIONS

A new policy will be created if adopted by Council.

### FINANCIAL IMPLICATIONS

Nil. The principles of the proposed policy are already being applied by the Shire.

### 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

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## SUSTAINABILITY IMPLICATIONS

### Social

- The policy will support those ratepayers who are experiencing financial hardship in terms of providing fair, equitable, consistent and dignified support to allow them to pay their rates without placing them under further financial duress.

## RISK IMPLICATIONS

<b>Risk:</b> Reputational. The Shire has no formal mechanism to support ratepayers who are experiencing financial hardship in terms of providing fair, equitable, consistent and dignified support to allow them to pay their rates without placing them under further financial duress.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
<b>Action / Strategy</b>		
The Policy is adopted by Council.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

The Shire recognises that some ratepayers will experience payment difficulties and financial hardship from time to time for a number of reasons. When ratepayers are experiencing financial hardship there is a likelihood that additional financial difficulties and associated stress will be experienced when their rates are received.

The introduction of the “Financial Hardship Policy” will ensure that Shire offers fair, equitable, consistent and dignified support to ratepayers suffering financial hardship. The policy is based on the “Covid-19 Financial Hardship Policy” Council had previously adopted for the 2020/21 financial year.

## VOTING REQUIREMENT

Simple Majority

### – New Policy - Financial Hardship

<b>COMMITTEE RECOMMENDATION</b>	<b>GC5.04.23</b>
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That Council:

1. adopts the “Financial Hardship Policy” (**Attachment 1**) subject to the following amendment:
  - a. That the second sentence in the final paragraph in item 4.2, be amended to state “This may include demonstrating a capacity to make some payment and where possible, entering into a payment **arrangement.**” ; and
2. deletes the “Covid-19 Financial Hardship Policy” (**Attachment 2**).



**1.1 FINANCIAL HARDSHIP**

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Rates
<b>Adopted</b>	month/ year <span style="float: right;">Res #</span>
<b>Procedure Ref</b>	N/A

**1. PURPOSE**

This policy is intended to ensure that Shire of Mundaring (the Shire) offers fair, equitable, consistent and dignified support to ratepayers suffering financial hardship.

**2. SCOPE**

This policy applies to outstanding rates and service charges as at the date of adoption of this policy.

**3. DEFINITIONS**

**Act** the *Local Government Act 1995*.

**financial hardship** includes payment difficulties, or short term financial hardship, where a change in a person’s circumstances results in an inability to pay a rates or service charge debt.

Payment difficulties, or short term financial hardship, occur where a change in a person’s circumstances results in an inability to pay a rates or service charge debt.

**4. POLICY**

**4.1. Payment difficulties and hardship**

The Shire recognises that ratepayers will experience payment difficulties and financial hardship from time to time for a number of reasons and anticipate the probability that additional financial difficulties and associated stress will arise when their rates are received.

This policy is intended to apply to all ratepayers experiencing financial hardship.

The Shire will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, contact information for a recognised financial counsellor and/or other relevant support services will be provided.





#### 4.2. Financial Hardship Criteria

While evidence of hardship will be required, the Shire recognises that not all circumstances are alike. A flexible approach will be taken to assess a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. All circumstances will be considered, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

#### 4.3. Payment Arrangements

Payment arrangements facilitated in accordance with section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable; and
- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

Payment arrangements may include a period of up to 6 months where payments are deferred to allow for expected change of circumstances.

All payment arrangements under this policy are to be approved by the Director Corporate Services or Manager Finance and Governance.

#### 4.4. Interest Charges

A ratepayer who meets the Financial Hardship Criteria (item 4.2) and enters into a payment arrangement will still be required to pay penalty interest on the outstanding balance as per the interest percentage determined by Council when adopting the annual budget.

The penalty interest rate is set as part of the annual budget process when the budget is adopted and in accordance with section 6.51 of the Act.

#### 4.5. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. In accordance with the *Rates and Charges (Rebates and Deferments) Act 1992* the deferred rates balance:

- remains as a debt on the property until paid;

- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, however the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

#### **4.6. Debt recovery**

The Shire will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, then the Shire will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on commencement of a new financial year, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of that current financial year.

#### **4.7. Review**

The Shire will establish a mechanism for the CEO to review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

#### **4.8. Communication and Confidentiality**

All communication will remain confidential. A nominated support person or other third party may be communicated with on receipt of the ratepayers written authority.

Ratepayers will be advised of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

It is recognised that applicants for hardship consideration are experiencing additional stresses, and may have complex needs. Additional time may be provided to respond to communication and alternative formats of communication may be used where appropriate. All communication with applicants will be clear and respectful.

### **5. RELATED LEGISLATION**

*Part 6 - Division 6 of the Local Government Act 1995*

*Rates and Charges (Rebates and Deferrals) Act 1992*

## Shire of Mundaring

# POLICY

### COVID-19 FINANCIAL HARDSHIP

<b>Policy Ref:</b>	<b>OR-28</b>
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<b>Committee Rec:</b>		<b>Date:</b>	
<b>Adopted:</b>	C9.04.2020	<b>Date:</b>	14 April 2020
<b>Amended:</b>		<b>Date:</b>	
<b>Reviewed:</b>		<b>Date:</b>	
<b>Procedure Ref:</b>		<b>Delegation Ref:</b>	
<b>Statute Ref:</b>			

**Local Law Ref:**

#### PURPOSE

To give effect to our commitment to support the community to meet the unprecedented challenges arising from the COVID19 pandemic, Shire of Mundaring recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

#### POLICY

##### POLICY SCOPE

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy;  
and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* (the Act) and *Local Government (Financial Management) Regulations 1996* will apply.

## **POLICY STATEMENT**

### **1. Payment difficulties, hardship and vulnerability**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances results in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. Shire of Mundaring recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

### **2. Anticipated financial hardship due to COVID-19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

### **3. Financial Hardship Criteria**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

### **4. Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;

- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving or writing off additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy). This will be undertaken in accordance with Council's current delegation of authority to the Chief Executive Officer or via Council resolution.

#### **5. Interest Charges**

A ratepayer who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

#### **6. Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

#### **7. Debt recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3<sup>rd</sup> due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Act.

#### **8. Review**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

## **9. Communication and Confidentiality**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your written request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stresses, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.



### 1.1 COVID-19 FINANCIAL HARDSHIP

<b>Responsible Directorate</b>	<a href="#">Corporate Services</a>
<b>Responsible Service Area</b>	<a href="#">Rates</a>
<b>Adopted</b>	<a href="#">month/ year _____ Res #</a>
<b>Procedure Ref</b>	N/A

#### 1. PURPOSE

~~To give effect to our commitment to support the community to meet the unprecedented challenges arising from the COVID-19 pandemic, Shire of Mundaring recognises that these challenges will result in financial hardship for our ratepayers.~~

This ~~p~~Policy is intended to ensure that [Shire of Mundaring \(the Shire\)](#) ~~we~~ offers fair, equitable, consistent and dignified support to ratepayers suffering [financial hardship](#), ~~while treating all members of the community with respect and understanding during a at this difficult time.~~

#### 2. SCOPE

This policy applies to:

- ~~1. [Outstanding rates and service charges as at the date of adoption of this policy](#); and~~
- ~~2. [Rates and service charges levied for the 2020/21 financial year.](#)~~

~~It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 (the Act) and Local Government (Financial Management) Regulations 1996 will apply.~~

#### 3. DEFINITIONS

[Act](#) [the Local Government Act 1995.](#)

[financial hardship](#) [includes payment difficulties, or short term financial hardship, where a change in a person's circumstances results in an inability to pay a rates or service charge debt.](#)

[Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances results in an inability to pay a rates or service charge debt.](#)

### 3.4. POLICY

#### 3.1.4.1. ~~Payment difficulties and hardship and vulnerability~~

~~Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances results in an inability to pay a rates or service charge debt.~~

~~Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Mundaring recognises that the likelihood that COVID-19 will increase the occurrence of ratepayers will experience payment difficulties, and financial hardship from time to time for a number of reasons and anticipate the probability that additional financial difficulties and associated stress will arise when their rates are received, and vulnerability in our community.~~

~~This policy is intended to apply to all ratepayers experiencing financial hardship, regardless of their status, be they a property owner, tenant, business owner etc.~~

#### 1. ~~Anticipated financial hardship due to COVID-19~~

~~We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.~~

~~The Shire~~We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, ~~we will also provide~~ contact information for a recognised financial counsellor and/or other relevant support services will be provided.

#### 3.2.4.2. ~~Financial Hardship Criteria~~

~~While evidence of hardship will be required, the Shire we recognises that not all circumstances are alike. We will take a flexible approach will be taken to assess to a range of individual circumstances including, but not limited to, the following situations:~~

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. ~~We will consider a~~All circumstances will be considered, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

#### 3.3.4.3. ~~Payment Arrangements~~



Payment arrangements facilitated in accordance with ~~S~~section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable; and  
~~— May include a period by which payments are deferred to allow for expected change of circumstances; and~~
- The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

Payment arrangements may include a period of up to 6 months where payments are deferred to allow for expected change of circumstances.

All payment arrangements under this policy are to be approved by the Director Corporate Services or Manager Finance and Governance.

~~In the case of severe financial hardship, we reserve the right to consider waiving or writing off additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy). This will be undertaken in accordance with Council's current delegation of authority to the Chief Executive Officer or via Council resolution.~~

#### **3.4.4.4. Interest Charges**

A ratepayer who meets the Financial Hardship Criteria (item 4.2) and enters into a payment arrangement will still be required to pay penalty interest on the outstanding balance as per the interest percentage determined by Council when adopting the annual budget. ~~may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.~~

The penalty interest rate is set as part of the annual budget process when the budget is adopted and in accordance with section 6.51 of the Act. ~~is currently 7% per annum.~~

#### **3.5.4.5. Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. In accordance with the Rates and Charges (Rebates and Deferments) Act 1992 ~~t~~the deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, however ~~BUT~~ the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

#### **3.6.4.6. Debt recovery**

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~~The Shire We~~ will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the ~~third<sup>rd</sup>~~ due payment, then ~~the Shire we~~ will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on ~~commencement of a new financial year~~ ~~1 July 2021~~, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the ~~at current 2021/2022 at~~ financial year.

~~Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Act.~~

#### **3.7.4.7. Review**

~~The ShireWe~~ will establish a mechanism for ~~the CEO to~~ review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

#### **3.8.4.8. Communication and Confidentiality**

~~All communication will remain We will maintain confidential. communications at all times and we undertake to communicate with a nominated support person or other third party may be communicated with on receipt of the ratepayers at your written request authority.~~

~~We will advise R~~Ratepayers ~~will be advised~~ of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

~~It is We recognised~~ that applicants for hardship consideration are experiencing additional stresses, and may have complex needs. ~~We will provide a~~Additional time ~~may be provided~~ to respond to communication and ~~will communicate in~~ alternative formats ~~of communication may be used~~ where appropriate. ~~We will ensure a~~All communication with applicants ~~will be~~ clear and respectful.

### **4.5. RELATED LEGISLATION**

[\*Part 6 - Division 6 of the Local Government Act 1995\*](#)

[\*Rates and Charges \(Rebates and Deferments\) Act 1992\*](#)

## 9.1.5 Policy Review - Christmas Closure

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<b>File Code</b>	GV.OPP 1
<b>Author</b>	Pascaline Owers, Governance Officer
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Draft End of Year Office Closure Policy <a href="#">↓</a></li><li>2. Christmas Closure Policy - Adopted September 2018 <a href="#">↓</a></li><li>3. Draft End of Year Office Closure Policy - with track changes <a href="#">↓</a></li></ol>

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### SUMMARY

The draft “End of Year Office Closure Policy” (**Attachment 1**) has been reviewed, based on the current “Christmas Closure Policy” (**Attachment 2**).

The Committee is asked to consider and recommend that Council adopt the draft “End of Year Office Closure Policy”.

### BACKGROUND

Previously titled “Christmas Closure Policy”, this policy provides direction on operational management of employees at the Administration Centre, Operations Centre, Libraries, Children’s Services and Visitor Centre.

At the 20 March 2023 Governance Committee informal meeting, a policy review cover note was presented to the Committee to seek feedback and inform the next iteration of the policy. Feedback has been incorporated into the final draft for adoption and is shown as track changes (**Attachment 3**).

### STATUTORY / LEGAL IMPLICATIONS

Section 2.7 (2)(b) of the *Local Government Act 1995* provides that the role of Council is to “*determine the local government’s policies*”.

### POLICY IMPLICATIONS

The reviewed policy will be adopted and current policy “Christmas Closure Policy” OR-22 replaced if the recommendation is adopted by Council.

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.4 – The Shire will apply sustainability principles in its own operations and corporate practices

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## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

<b>Risk:</b> Reputation: Shire policy terminology does not support social cohesion (does not reflect inclusiveness and diversity).		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Low
<b>Action / Strategy</b>		
That the updated policy is adopted.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

The policy reflects operational management of Shire services and facilities and its closing during a period of reduced activity. The draft “End of Year Office Closure Policy” aims to accurately reflect the period of closure between the Christmas Day public holiday up to and including the New Year’s Day public holiday.

The Policy has been updated to reference local public notice to be in keeping with the requirements of the *Local Government Act 1995*.

## VOTING REQUIREMENT

Simple Majority

## GC6.04.23 – Policy Review - Christmas Closure

<b>COMMITTEE RECOMMENDATION</b>	<b>GC6.04.23</b>
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That Council adopts the draft “End of Year Office Closure Policy” (**Attachment 1**), replacing OR-22 “Christmas Closure Policy”.

## 1.1 END OF YEAR OFFICE CLOSURE POLICY

<b>Responsible Directorate</b>	Office of the Chief Executive Officer	
<b>Responsible Service Area</b>		
<b>Adopted</b>	September 2018	C6.09.18
<b>Reviewed</b>	March 2023	Res #
<b>Procedure Ref</b>	N/A	

### 1. PURPOSE

To provide guidelines for the closure of buildings and facilities over the Christmas and New Year period.

### 2. SCOPE

This policy applies to employees at the Administration Centre, Operations Centre, Libraries, Children's Services and Visitor Centre over the Christmas and New Year period.

### 3. POLICY

#### 3.1. Shire Services

The Administration Centre, Operations Centre, and Libraries will be closed for business from the end of the last working day prior to the Christmas Day public holiday and will re-open on the first working day following the New Year's Day public holiday.

Recreational facilities, the Visitor Centre and the Children's Service's Office will open during this period with some variation to standard operating hours applied to the Aquatic Centres.

Emergency requirements are to be established and available for all Shire facilities during this period.

Service	Variation
Administration Centre	Closed
Children's services	Variations to normal hours of operation will apply
Community Recycling Centres and Containers for Change Centres	Variations to normal hours of operation will apply
Libraries	Closed
Operations Centre	Closed
Recreational facilities	Variations to normal hours of operation will apply
Visitor Centre	Variations to normal hours of operation will apply

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day.

### **3.2. Advice to the public**

The public will be advised of closure times and dates in keeping with the principles of local public notice as defined by the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*. This may include information being available on the Shire's official website, public notices on the Shire's noticeboards, social media posts, advertisements in local newspaper(s), and signage on Shire buildings and facilities.

### **3.3. Employee leave entitlement**

Employees can use any combination of leave entitlements to account for those days that are not designated as public holidays, i.e. annual leave, time in lieu or rostered days off. Employees who have insufficient leave credits may be required to take leave without pay.

## **4. RELATED LEGISLATION**

*Local Government Act 1995* section 1.7

*Local Government (Administration) Regulations 1996* Regulation 3A

## **5. RELATED DOCUMENTS**

Not applicable

Shire of Mundaring

**POLICY**

**CHRISTMAS CLOSURE**

<b>Policy Ref:</b>	<b>OR-22</b>		
<b>Committee Rec:</b>	ARC8.08.18	<b>Date:</b>	21 August 2018
<b>Adopted:</b>	C6.09.18	<b>Date:</b>	11 Sept 2018
<b>Amended:</b>		<b>Date:</b>	
<b>Reviewed:</b>		<b>Date:</b>	
<b>Procedure Ref:</b>	OP-50	<b>Delegation Ref:</b>	N/a
<b>Statute Ref:</b>	N/a		
<b>Local Law Ref:</b>	N/a		

**PURPOSE**  
To provide guidelines for the closure of Shire buildings and facilities over the Christmas/ New Year period.

**POLICY**

The Administration Centre, Operations Centre, and Libraries will be closed for business from the end of the last working day prior to Christmas Day and will re-open on the first working day following the New Year’s Day public holiday.

Recreational facilities, Mundaring Visitor Centre and the Children’s Service’s Office will open during this period with some variation to standard operating hours applied to the Aquatic Centres.

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year’s Day.

Emergency requirements are to be established and available for all Shire facilities during this period.

The public will be advised of closure times, dates and emergency contacts via the internet, social media, local newspapers and signage on Shire buildings and facilities.



**1.1 END OF YEAR OFFICE CLOSURE POLICY**

<b>Responsible Directorate</b>	Office of the Chief Executive Officer	
<b>Responsible Service Area</b>		
<b>Adopted</b>	September 2018	C6.09.18
<b>Reviewed</b>	March 2023	Res #
<b>Procedure Ref</b>	N/A	

**1. PURPOSE**

To provide guidelines for the closure of buildings and facilities over the Christmas and New Year period.

**2. SCOPE**

This policy applies to employees at the Administration Centre, Operations Centre, Libraries, Children’s Services and Visitor Centre over the Christmas and New Year period.

**3. POLICY**

~~The Administration Centre, Operations Centre, and Libraries will be closed for business from the end of the last working day prior to the Christmas Day public holiday and will re-open on the first working day following the New Year’s Day public holiday.~~

~~The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year’s Day.~~

~~Employees can use any combination of leave entitlements to account for those days that are not designated as public holidays, ie annual leave, time in lieu or rostered days off. Employees who have insufficient leave credits may be required to take leave without pay.~~

**3.1. Shire Services**

The Administration Centre, Operations Centre, and Libraries will be closed for business from the end of the last working day prior to the Christmas Day public holiday and will re-open on the first working day following the New Year’s Day public holiday.

Recreational facilities, the Visitor Centre and the Children’s Service’s Office will open during this period with some variation to standard operating hours applied to the Aquatic Centres.

Emergency requirements are to be established and available for all Shire facilities during this period.

<u>Service</u>	<u>Variation</u>
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<a href="#">Administration Centre</a>	<a href="#">Closed</a>
<a href="#">Children's services</a>	<a href="#">Variations to normal hours of operation will apply</a>
<a href="#">Community Recycling Centres and Containers for Change Centres</a>	<a href="#">Variations to normal hours of operation will apply</a>
<a href="#">Libraries</a>	<a href="#">Closed</a>
<a href="#">Operations Centre</a>	<a href="#">Closed</a>
<a href="#">Recreational facilities</a>	<a href="#">Variations to normal hours of operation will apply</a>
<a href="#">Visitor Centre</a>	<a href="#">Variations to normal hours of operation will apply</a>

[The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day.](#)

### **[3.2. Advice to the public](#)**

The public will be advised of closure times and dates [in keeping with the principles of local public notice as defined by the \*Local Government Act 1995\* and \*Local Government \(Administration\) Regulations 1996\*. This may include information being available on the Shire's official website, public notices on the Shire's noticeboards ~~through the internet~~, social media posts, advertisements ~~in local placed in the Hills Gazette and Echo newspaper\(s\), s~~ and signage on Shire buildings and facilities.](#)

### **[3.3. Employee leave entitlement](#)**

[Employees can use any combination of leave entitlements to account for those days that are not designated as public holidays, i.e. annual leave, time in lieu or rostered days off. Employees who have insufficient leave credits may be required to take leave without pay.](#)

## **4. RELATED LEGISLATION**

[Local Government Act 1995 section 1.7](#)

[Local Government \(Administration\) Regulations 1996 Regulation 3A](#)

## **5. RELATED DOCUMENTS**

Not applicable

## 9.1.6 Policy Review - Honorary Freeman

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<b>File Code</b>	GV.OPP 1
<b>Author</b>	Pascaline Owers, Governance Officer
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Honorary Freeman of the Shire of Mundaring Policy adopted May 2013 <a href="#">↓</a>

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### SUMMARY

The “Honorary Freeman of the Shire of Mundaring Policy” (**Attachment 1**) has been reviewed.

The Committee is asked to consider and recommend that Council no longer awards the title of Honorary Freeman and the “Honorary Freeman of the Shire of Mundaring Policy” be deleted.

### BACKGROUND

The “Honorary Freeman of the Shire of Mundaring Policy” guides the nomination, selection and awarding of the ceremonial title to an individual as “Honorary Freeman of the Shire of Mundaring”.

The appointment of Freeman provides a way to honour the contribution made by specific individuals to the betterment of the community. To date, five individuals have been awarded Honorary Freeman of the Shire of Mundaring:

- Mr Thomas Broz – former Shire of Mundaring President (deceased)
- Mr Edward Bromfield – former Shire of Mundaring Health Officer
- Mr Ronald Dullard (AO) – former Shire of Mundaring President
- Mr Maxwell Williams (OAM) – former Shire of Mundaring Chief Executive Officer
- Mr Robert Juniper – Contemporary artist (deceased)

The last submission for nomination was received in December 2020 and deemed unsuccessful. The last individual to be awarded an Honorary Freeman title was Robert Juniper in 2009.

Other recognition programs administered by the Shire to celebrate the significant and outstanding contribution of community members include:

- “Celebrating Community and Citizen Awards” which celebrate inspirational individuals, businesses or community groups who have made a significant contribution to the local community. Nomination categories are: Rising Star (under 25), Inspirational Volunteer, Access Mundaring and Long Service.
- “Citizen Awards” which recognise and celebrate significant contributions to community life and active citizenship. Recipients of this award are selected from the

Celebrating Community nominations and are people who have made a noteworthy contribution during the current year or given outstanding service to the local community over a number of years through active involvement

At the 20 March 2023 Governance Committee informal meeting, a policy review cover note was presented to the committee to seek feedback and inform the next iteration of the policy. Feedback provided recommended the deletion of “Honorary Freeman of the Shire of Mundaring Policy”.

**STATUTORY / LEGAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

The “Honorary Freeman of the Shire of Mundaring Policy” will no longer be awarded if the recommendation is adopted by Council.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

**SUSTAINABILITY IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

<b>Risk:</b> Reputation: Bestowing of an Honorary Freeman title upon an individual is perceived to be contrary to current community sentiments.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Insignificant	Low
<b>Action / Strategy</b>		
“Honorary Freeman of the Shire of Mundaring Policy” OR -18 is deleted		

<b>Risk:</b> Reputation		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Insignificant	Low
<b>Action / Strategy</b>		
Deletion of the “Honorary Freeman of the Shire of Mundaring Policy” is communicated with the current holders of the title noting that the deletion of the Honorary Freeman of the Shire of Mundaring Policy does not remove their title and that their status will be maintained.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

The rationale for this recommendation is based on the premise that the concept of Honorary Freeman has been held over from previous traditions and, anecdotally, no longer reflects current community sentiment.

Additionally, there are other awards/honours available (including those noted in the 'Background' section of this report). The appointment of a Freeman is distinct from the broader Australian Civilian Honours framework, of which appointment to the Order of Australia is the highest honour, and service awards such as the Public Service Medal administered by the Public Sector Commission on behalf of the Department of the Prime Minister and Cabinet. The Australian Civilian Honours framework is designed for the community to make nominations to recognise the outstanding service and contributions of Australians.

## VOTING REQUIREMENT

Simple Majority

– Policy Review - Honorary Freeman

<b>COMMITTEE RECOMMENDATION</b>
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<b>GC7.04.23</b>
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That Council retain the "Honorary Freeman of the Shire of Mundaring Policy" OR -18 with no changes.

## Shire of Mundaring

# POLICY

### HONORARY FREEMAN OF THE SHIRE OF MUNDARING

<b>Policy Ref:</b>	OR-18	
<b>Committee Rec:</b>	Audit and Governance	<b>Date:</b> 7 May 2013
<b>Adopted:</b>	C28.05.13	<b>Date:</b> 28 May 2013
<b>Amended:</b>		<b>Date:</b>
<b>Reviewed:</b>		<b>Date:</b>
<b>Procedure Ref:</b>		<b>Delegation Ref:</b>
<b>Statute Ref:</b>	n/a	
<b>Local Law Ref:</b>	n/a	

#### PURPOSE

This policy guides the nomination, selection and awarding of the prestigious ceremonial title to a person designated as "Honorary Freeman of the Shire of Mundaring".

#### POLICY

Council may, subject to eligibility and selection criteria of this policy being met by absolute majority, decide to confer the title of "Honorary Freeman of the Shire of Mundaring" on any person who has rendered exceptional service to the Shire of Mundaring community.

The process for nominating and selecting a person and awarding the title is as follows:

#### Eligibility

- Nomination shall not be restricted to elected members or Shire of Mundaring employees.
- A current elected member or employee cannot be nominated for the award.
- In recognition of the standing of this award a maximum of five living persons only may hold the title "Honorary Freeman of the Shire of Mundaring" at any one time.
- The honour shall not be awarded posthumously.

#### Selection criteria

Nominees will be judged on their record of service to the community on the basis of the following criteria:

- Nominees must have lived in, worked or served the Shire of Mundaring for a significant number of years (20 years or more);
- Level of commitment to their field(s) of activity;

- Outstanding personal leadership qualities and personal integrity;
- Benefits to the community of the Shire of Mundaring, to the State of Western Australia or to the nation resulting from the nominee's work; and
- Special achievements of the nominee.

### **Nomination process**

To preserve the integrity and importance of bestowing the honour of "Honorary Freeman of the Shire of Mundaring" upon any individual, the following procedure shall be adopted:

- Nomination for an "Honorary Freeman of the Shire" clearly outlining in chronological order the history of community service and achievements of the nominated person, must be made in writing to the Chief Executive Officer in the strictest confidence, without the nominee's knowledge.
- On receipt of a nomination the Chief Executive Officer will circulate a copy of the nomination and any supporting information to all elected members for initial consideration.
- Elected members shall have reasonable time, being no less than two weeks, to consider the proposal.
- If an elected member expresses an objection to the nomination, they must give their reasons for the objection in writing to the Chief Executive Officer within the prescribed time frame.
- A nomination must be supported in writing by at least one third of the elected members of Council.
- Elected members who do not formally respond will be presumed not to object to the proposal.
- If the nomination is sufficiently supported, the Chief Executive Officer will submit a confidential report to Council.
- The nominee's name and identifying information will be maintained as "confidential" in all meeting papers.
- The recommendation to Council will include a clause requiring confidentiality of the report be maintained until the title is conferred upon the nominee at a formal Council function.
- The decision of Council to adopt the Chief Executive Officer's recommendation requires an absolute majority.

It is imperative that confidentiality is maintained throughout the nomination process. The standing of the Shire and the individual concerned should not be brought into disrepute or embarrassment in any way.

### **Awarding the title**

Once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all elected members will be informed and the matter will lapse.

Conferral of the title shall be carried out at a formal Council function. The Chief Executive Officer, in consultation with the Shire President, will decide the occasion and format of the conferral ceremony. The Governor of Western Australia, the Premier and the Opposition Leader shall be included on the list of distinguished invited guests.

A certificate of "Honorary Freeman of the Shire of Mundaring", signed under Common Seal by the Shire President and Chief Executive Officer, will be presented to the recipient.

A suitable media statement shall be prepared for release on behalf of the Shire President.

A framed photograph of the "Honorary Freeman of the Shire" will be hung in the Shire Administration Building.

### **Entitlements**

The Honorary Freeman and their partner shall be invited to all formal civic functions conducted by the Shire.

### **Personal conduct**

An "Honorary Freeman of the Shire of Mundaring" shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire into disrepute.

Council reserves the right to cancel the honour in the event that the holder is convicted of a serious criminal offence or brings the Shire into disrepute. This decision shall be made by absolute majority.

## 10.0 REPORTS OF EMPLOYEES

### 10.1 Proposed Change of Use (from Single House to Child Care Premises) - Lot 96 (No. 2) Alandale Road, Greenmount - Section 31 Reconsideration

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<b>File Code</b>	AL 1.2
<b>Author</b>	Andrew Bratley, Co-ordinator Strategic Planning
<b>Senior Employee</b>	Mark Luzi, Director Statutory Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Development plan refused in December 2022 <a href="#">↓</a></li><li>2. Amended development plan <a href="#">↓</a></li><li>3. Proposed landscaping plan <a href="#">↓</a></li><li>4. Transport statement <a href="#">↓</a></li><li>5. Applicant's justification letter <a href="#">↓</a></li></ol>

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<b>Landowner</b>	Reece Ridge and Sarah Levey
<b>Applicant</b>	As above
<b>Zoning</b>	Residential
<b>Area</b>	898sqm
<b>Use Class</b>	Child Care Premises

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#### SUMMARY

The purpose of this report is for Council to reconsider a development application for a change of use (from single house to child care premises) at Lot 96 (No.2) Alandale Road, Greenmount.

As a result of changes being made to the plan (refer to **Attachments 1, 2 and 3**), further details being provided regarding how the use will operate, and based upon the findings of a traffic analysis provided to the Shire (refer to **Attachment 4**), the proposed use in this circumstance is now considered to be compatible with the residential setting. Therefore, it is recommended Council sets aside its previous decision and approves the application.

#### BACKGROUND

##### Previous Council decision

The application for the existing single house on the subject site to be used as child care premises was refused by Council in December 2022 (**C6.12.22**).

The location of the proposal was not considered to be appropriate as the impact of traffic, as well as the appearance of the carpark hardstand, would unreasonably compromise and erode the amenity of this locality.



In response to the refusal, the Applicant sought a review of the decision with the State Administrative Tribunal (SAT).

As part of the SAT process, and subsequent mediation, the applicant has submitted an amended plan, a landscaping plan, further details regarding how the use will operate, and a traffic analysis to address the reasons for refusal; all of which will be discussed in detail later in this report.

The SAT has invited Council to reconsider the proposal in accordance with Section 31 of the *State Administrative Tribunal Act 2004*. Accordingly, this report to Council addresses only those matters that have been affected by the alterations made to the application submitted for reconsideration.

### Site Context

The subject site is a corner property, having its primary frontage to Alandale Road and its secondary frontage to Cara Road.

The site is relatively flat and contains a single house and outbuildings, all of which are proposed to remain.

The site is located within a predominately low density coded (R12.5) Residential zoned area, consisting of single and grouped dwellings, as shown in the locality plan below (red).

### Locality Plan



## Description of proposal

The existing house and two existing outbuildings are proposed to be used for the child care premises.

The applicant has submitted an amended plan for reconsideration. The following table provides a summary of the refused and amended plans.

Refused Plan	Amended Plan
The existing outbuilding adjacent to the eastern lot boundary was proposed to have a staff room, indoor play area, a toilet and a storeroom.	The existing outbuilding adjacent to the eastern lot boundary will have a toilet and a staff room. The remainder of the structure will be partially unenclosed to accommodate 3 staff car parking bays.
The existing (smaller) outbuilding adjacent to the northern lot boundary was proposed to be demolished.	The existing (smaller) outbuilding adjacent to the northern lot boundary is now proposed to remain and be used for storage.
Two outdoor plays areas were proposed, one at the front of the child care premises and the other at the rear of the child care premises.	Two outdoor plays areas still proposed, one being at the front of the child care premises and the other adjacent to the property's Cara Road boundary. A small vegetable patch is proposed adjacent to the northern lot boundary.
Car parking bays were proposed across the property. Three bays being located at the rear of the site, two bays being adjacent to the Cara Road property boundary, and two bays at the front of the property.	All car parking is now proposed towards the rear of the site.
Vehicles had the ability to enter and leave the property via a proposed crossover onto Cara Road, and exit via an existing crossover onto Alandale Road.	Vehicles are now proposed to enter and exit the site via a proposed crossover on Cara Road. The existing crossover onto Alandale Road will be removed, and the verge and kerbing reinstated.
Existing solid fencing along both street boundaries was to remain. This includes solid fencing within the primary street setback area (on the western side of the dwelling) which was installed around 2014, and for which no record of it being granted development approval exists.	Portions of the street boundary fencing are now proposed to be replaced with open style fencing.
Two existing trees at the rear of the property and one existing tree at the front of the property were to remain. The adjacent verge along Cara Road was proposed to be landscaped. No new landscaping was proposed on site.	Landscaped areas are proposed on site adjacent to the Cara Road boundary, in addition to new landscaping on the adjacent portion of verge. Three shade trees are proposed on site, with 3 new street trees proposed on the adjoining verge. Two

	existing trees at the front of the property and on the adjoining verge are to remain.
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By way of justification, the applicant has provided details regarding how the proposed use satisfies the Western Australian Planning Commission’s Draft Position Statement – Child care premises dated November 2022 (refer to **Attachment 5**). In which they advise the following:

*“The proposal is consistent with the objectives and outcomes proposed by the Guidance Statement. The proposal does not represent any characteristics of that are undesirable for the location of a child care centre.*

*Child care centres are important assets as they enable parents to get back to the workforce. It is vital from both a convenience and sustainability perspective that these uses are located close to their residential catchments. The proposal represents a very modest centre that is unlikely to adversely impact on the adjoining properties or locality.”*

**STATUTORY / LEGAL IMPLICATIONS**

**Legislation**

- *State Administrative Tribunal Act 2004;*
- *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);*
- *State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes) and*
- *Draft Position Statement – Child Care Premises (WAPC, November 2022).*

**Statutory Implications**

The proposal constitutes development under the Act and requires development approval under LPS4 and the Regulations.

A Child Care Premises is an “A” use in the Residential zone under Local Planning Scheme No. 4 (LPS4), 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 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;”*

“(s) *The adequacy of —*

- (i) *the proposed means of access to and egress from the site; and*
- (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;”*

“(t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.”*

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

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

## **POLICY IMPLICATIONS**

### **Draft Position Statement – Child Care Premises (WAPC, November 2022)**

The Draft Position Statement (PS Statement) was recently advertised by the WAPC, and therefore is considered to be a seriously entertained document which Council is able to have regard to when making its decision.

Since 2009, decision makers and proponents have had regard to the WAPC’s Planning Bulletin 72 – Child Care Centres. However, based upon decisions made by the State Administrative Tribunal over recent years, the Bulletin is a document that provides guidance to local governments in the preparation of scheme provisions and local policies on child care centres. It is not itself a policy of the WAPC. Further, it is an instrument that was adopted in 2009 and has not been updated to reflect the current State planning framework or contemporary planning approaches.

Importantly, the PS Statement (released in November 2022) elevates various components of the previous Bulletin 72 and an expression of policy as it outlines the WAPC location and design guidance to decision-makers, proponents and the community for a consistent policy approach to planning for child care premises in Western Australia.

The PS Statement recognises that Child Care Premises are an essential community service and that there is an increasing demand for the service. It also states that “... *it is important to emphasise that the need for a service does not justify development in inappropriate locations*”.

The following are matters stipulated under the PS Statement:

#### General considerations

- The proponent does not have to demonstrate that there is sufficient demand for the facility;
- Depending on the scale of the development, the proponent may need to provide; information on existing child care premises and anticipated population catchments;
- There may be a need that the proponent to clearly demonstrate that the development will not have an adverse impact on the locality;

- Public consultation should occur in accordance with the procedures set out by the Local Government; and
- Sites should be of a regular shape, level and of sufficient size to accommodate proposed structures and play areas.

#### Undesirable characteristics for Child Care Premises

- The size of the site being inadequate and accordingly likely to adversely affect the amenity of the locality;
- Access is from a local access street which may impact on the amenity of the area due to high peak-hour traffic volumes;
- Adjacent land uses generating potential hazards, such as fumes or odour; and
- External noise emissions.

#### Design requirements

- Outdoor play areas should be in a safe location and away from any noise sensitive areas, such as dwellings;
- Landscaping should be provided in accordance with the Local Planning Scheme; and
- Car parking areas where visible from the street should complement the local streetscape.

#### Traffic impacts

- Proponents are advised to develop Traffic Impact Assessments or Traffic Impact Statements; and
- An application for Child Care Premises should demonstrate that it will not create unsafe conditions for users of the site or nearby residents.

#### Noise and emission impacts

- The proposal should minimise noise impacts on adjacent residential properties to a level acceptable to the decision maker. This may be achieved by physical separation and design of the premises or implementation of noise mitigation measures;
- A noise impact assessment may be required by the decision maker; and
- Hours of operation should generally be limited to between 7.00am and 7.00pm.

The above matters, where relevant, are discussed below in the 'Comment' section of this report.

### **FINANCIAL IMPLICATIONS**

Should Council refuse the application or the applicant is aggrieved by conditions of approval, the matter could proceed to a final hearing at the State Administrative Tribunal, 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

## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

<b>Risk:</b> The appearance of the carpark hardstand and the use of the site as child care premises, potentially compromising and eroding the amenity and the character of the locality.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Low
<b>Action / Strategy</b>		
If Council resolves to approve the application, ensure that conditions are included to minimise the impacts the proposal may have on the locality.		

## EXTERNAL CONSULTATION

The proposal was previously advertised for 14 days to surrounding affected landowners in accordance with Local Planning Policy PS-01 *Advertising Planning Applications*.

A total of 16 objections to the proposal were received. The concerns received were in relation to traffic, parking, the operating times, the potential impact on amenity, and the need for the proposed land use.

The application was required to be advertised due to the proposed land use being an 'A' use in the Residential zone under LPS4. As the proposed land use is remaining the same as when previously considered, and no works are proposed which result in any variation(s) affecting nearby properties, there is no statutory requirement for the amended plan to be advertised.

Due regard is given to the submissions received in the following sections.

## 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, traffic, car parking, noise, and its relationship to development on adjoining land or on other land in the locality.

The WAPC's PS Statement states that child care premises are not suitable where in the opinion of the decision-maker:

- The size and dimension of the site is inadequate to accommodate the development and accordingly likely to adversely affect the amenity of the locality;
- The amenity of the adjoining and nearby properties would be adversely affected by noise, traffic movement, insufficient parking and pedestrian safety;
- Access is from a local access street which may impact on the amenity of the area due to high peak-hour traffic volumes; and
- The current use or any permissible use within the zone of the adjoining properties generates unacceptable levels of air, dust, noise and odour emissions or poses a

potential fire or chemical hazard because of activities or materials stored or used on site.

These matters are discussed in the following sub-sections.

### **The Nature of the Proposed Land Use**

It is acknowledged that child care premises are an essential community service, and many are privately operated businesses with rental or capital costs influencing the location and availability of the service. The increasing demand for child care premises and the strong focus on their appropriate distribution and location is closely linked to demographic and society change.

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

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

By virtue of Child Care Premises being an 'A' land use in the Residential zoning under LPS4, and therefore requiring to be advertised as part of the assessment process, this reflects the Shire's current position that whilst the land use can be considered in a residential area it may not always be appropriate in such areas.

The WAPC's PS Statement mentions (with emphasis added) that child care premises may be co-located with other non-residential uses (e.g. schools), however, this is not a mandatory requirement. In the Shire's opinion, this would be more applicable to child care premises of a larger scale compared to what is being proposed at the subject property.

Under LPS4, the objectives of the Residential zone are:

#### ***"4.2.1 Residential***

- (a) To provide for a variety of housing types and densities to meet the needs of the community, through the application of the Residential Design Codes.*
- (b) To provide for other uses compatible with and complementary to residential development, to assist in the creation of efficient and sustainable residential neighbourhoods."*

The objectives essentially require non-residential uses to be complementary and assist in the creation of an efficient and sustainable residential neighbourhood. Supporting the location of a childcare centre within a residential area is not inconsistent with the objectives. However, whether the land use is compatible or complementary within its setting requires some deeper exploration that will be discussed below.

### **The Compatibility of the Proposal**

#### The Area's Character

##### *Built Form*

The site is located within a predominately low density Residential zoned area, consisting of single and grouped dwellings. Two schools exist nearby to the north, being St Anthony's School and Greenmount Primary School. No commercial uses exist nearby.

An existing house and two existing outbuildings are proposed to be used for the child care premises.

The largest outbuilding is to be partially unenclosed along its western side to allow three car parking bays to be constructed. The location of these three bays means that the hardstand area for them will not be fully visible from the public realm.

No new buildings and/or signage are proposed as part of the application, and no external alterations are proposed to the existing dwelling.

Considering the above, the proposal will not result in building bulk having an unacceptable visual impact on the adjoining properties and the area's character.

### *Landscaping*

In accordance with clause 5.7.20.1 of LPS4, landscaping is required to be provided and maintained so as to minimise the visual impact of the parking area, and is to include:

- “(a) a minimum 3 m wide landscape strip between the parking area and the street boundary of the site; and*
- (b) shade trees planted at intervals of no further than 1 per 5 bays along any line of car parking bays.”*

In addition, the WAPC's PS Statement states that *“car parking at a child care premises in a residential area that is visible from the street should complement the residential streetscape character”*.

The existing residential streetscape character within the immediate vicinity consists of landscaped areas, open style fencing, and driveways.

Previously the car parking bays and vehicle access ways on the subject property were proposed within the front and rear of the site, and adjacent to the southern side of the existing dwelling. No additional on-site landscaping was proposed.

The hardstand area for the car parking bays and a vehicle access way is now proposed to be located towards the rear of the site.

Landscaped areas of 2.4m and 3m in width are now proposed between the parking area and the street (Cara Road) boundary of the site, with three shade trees proposed on site, and groundcover vegetation being proposed on portion of the adjoining Cara Road verge.

The landscaped area on the western side of the crossover/driveway is proposed to be 2.4m in width in lieu of 3m so that compliant sized car parking bays can be provided on site, and so that an existing outbuilding can remain and be used for storage associated with the proposed land use.

The 60cm variation is unlikely to result in the hardstand area having a significant impact on the streetscape character, particularly when considering that the portion of verge adjoining the hardstand area will also be landscaped and contain street trees. Also that the landscaped area will be partially screened by existing solid street fencing and proposed open style street fencing.



The Shire has no concerns regarding the proposed species shown on the landscaping plan.

An existing street tree is proposed to be removed to allow for the proposed crossover off Cara Road, however, the tree the applicant is proposing to remove is an olive tree (not a native tree), so there are no concerns regarding its removal.

### *Street fencing*

Sections of existing solid fencing along both street boundaries (refer to the images which follow and **Attachment 2**) are proposed to be replaced with open style fencing.

The appearance of the open style fencing will complement the residential streetscape character more, compared with the solid fencing which exists along both of the property's street frontages.

On both sides of the proposed crossover/driveway 1.5m sections of open style fencing are proposed to allow drivers leaving the site to have adequate sightlines.

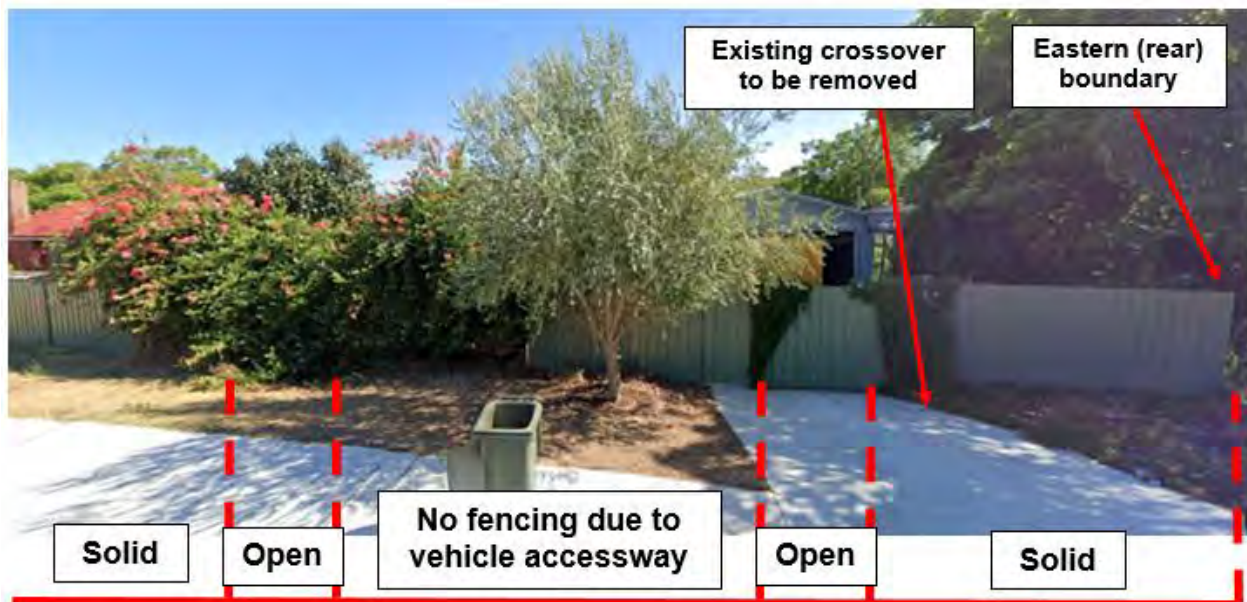
To ensure that the proposed open style fencing complies with the R-Codes and the Shire's Fencing Local Law, if the application is approved a condition should be included requiring details of the proposed fencing to be provided to, and be approved by, the Shire prior to the use commencing.

The images which follow show the approximate location of where the open and solid sections of fencing will exist.

### Below – View of the subject property as seen from Alandale Road



### Below – Views of the subject property as seen from Cara Road



Considering that no new buildings are proposed, that the car parking area has been relocated so as to be in one portion (the rear) of the site, that new open style fencing is proposed, and that an adequate amount of landscaping is now proposed, the appearance of the site when viewed from the public realm will still largely resemble a residential site. Therefore based on the amended plan and the landscaping plan provided, the proposal in this circumstance will not have a significant visual impact on the area's streetscape character.

#### Traffic and Car Parking

Council refused the application previously as the location of the proposal was not considered to be appropriate as the impact of traffic would unreasonably compromise and erode the amenity of this locality.

In accordance with Table 2 of LPS4, the following car parking requirements apply:

LPS4 Provision	Car Parking Bays Proposed	Complies?
<i>Child Care Premises – 1 space per every 8 children allowed under maximum occupancy, plus 1 space per employee or staff member.</i>	Maximum number of children proposed – 24 Maximum number of staff proposed – 4 Total car parking bays required – 7 Total car parking bays proposed - 8	Yes – A surplus of 1 on site car parking bay is proposed.

The design of the proposed car parking area and access way will allow vehicles to enter and exit the subject site in forward gear.

Whilst the proposal complies with the LPS4 car parking requirements, concerns were previously raised by the Shire that the proposal may result in the generation of traffic volumes and movements which are not typical for a local street(s), particularly in a low density residential area.

Under the WAPC’s PS Statement it is an undesirable characteristic for child care premises that access is taken from a ‘local’ access street which may impact on the amenity of the area due to high peak hour traffic volumes.

In response a traffic analysis has been provided (refer to **Attachment 4**) which states the following:

*“Both roads are estimated to carry well below the indicative maximum volume of 3,000 vehicles per day (as identified under Liveable Neighbourhoods for Access Street C).”*

*“The proposed development is well-served by public transport, with 3 Bus Services along GreatEastern Highway, including Route 320 (from Midland Station to/from Mundaring), Route 321 (from Midland Station to/from Glen Forrest) and Route 328 (from Midland Station to/from Wundowie), all stopping at bus stops located at the Great Eastern Highway junctions with both Bullarra Road and Woolowra Road, approximately 380 metres walking distance from the site. There is also an additional Service (Route 323, from Midland Station to/from Swan View) along Innamincka Road, with bus stops just east of Bullarra Road and just east of Woolowra Road, approximately 410 metres walking distance from the site.”*

*“The proposed development is expected to have minimal impact on the existing road network, especially taking into account that a proportion of the total traffic generation is expected to be ‘passing trips’ that are already using the local road network, travelling to/from the surrounding residential areas. It is also expected that some trips will be linked with the pick-up and drop-off of children at the nearby schools.”*

Cara Road and Alandale Road are considered to be local access streets by virtue of being in a low density Residential area. Based upon the additional information provided by the applicant and their Traffic Consultant, if the application is approved these roads are still likely to have relatively low traffic volumes. This being partly as a result of the likely peak hours of traffic associated with the proposed use being spread across a 2 to 3 hour period, due to the children not having to be dropped off or collected by a certain time. Also due to Alandale Road being a relatively short cul-de-sac street, and therefore likely having low traffic volumes and movements.

Considering that the scale of the child care premises is relatively small, and the additional details provided to the Shire, the traffic and associated car parking are not anticipated to have a significant impact on the amenity of the area and/or create traffic safety issues for pedestrians and other road users.

### Noise

Two outdoor play areas were previously proposed to be located to the front and rear of the existing house respectively. The largest of the areas being directly adjacent to the outdoor living area on the property to the north (4 Alandale Road).

An Environment Noise Impact Assessment provided previously as part of the application, states the following:

*“The childcare centre has a maximum capacity of 24 children. It provides lunch for the cared children. Regular food/material delivery is planned from Coles with small refrigerated trucks once a week on Monday morning after 7am.*

*Children have both indoor and outdoor activities. The indoor activities include: storytelling, imaginative plays, cooking, building blocks, quiet readings and quite plays, etc. Children take turns for outdoor activities between 9am and 11am and then between 1pm and 5pm. The outdoor activities are limited to 10 of toddlers and kindies in maximum at one time. The outdoor activities include: sand pit, riding bi/tricycles, water play and group plays, etc.*

*The childcare centre is proposed to open between 7am and 5:30pm on Monday to Friday excluding public holidays. During the opening hours the windows are fully closed but the two external doors of indoor play areas are open sometimes for fresh air.”*

Despite the location of the outdoor play areas (one being directly adjacent to a noise sensitive area, being the outdoor living area on 4 Alandale Road), the Noise Impact Assessment concluded that full compliance is achieved for the proposed child care premises.

Based upon the amended plan received, there will now be no outdoor living area directly adjacent to any outdoor living area(s). Instead, they will be directly adjacent to a driveway and a carport on 4 Alandale Road, and approximately 30m from the dwellings on the opposite side of both streets.

The number of children on site at any one time and the hours of operation are proposed to remain unchanged compared to when previously considered by Council. Notwithstanding the design improvements, Council may form the view that the scale and magnitude of the operation is not in keeping with the residential context.

Having reviewed the Environment Noise Impact Assessment and the changes to the layout, officers are of the view noise from the premise will be managed within permitted levels, and the scale and magnitude of the proposal is unlikely to detract from the residential amenity

## Conclusion

Changes have been made to the plan, and additional details have been provided by the applicant to address the concerns raised previously by the Shire.

Child care premises are an essential community service and there is an increasing demand for the service.

Based upon the amended plan and the landscaping plan received, the proposal will satisfy the car parking, vehicular access, sightline and landscaping requirements.

It has been adequately demonstrated that any impacts from traffic, as well as the appearance of the carpark hardstand, will now not unreasonably compromise and erode the amenity of this locality.

Having regard to the changes made to the plan, the additional information received and the scale of the land use, in this circumstance the location of the proposed use is now considered to be appropriate.

Considering the above, it is recommended that Council sets aside its previous decision and approves the application without any further modifications being made to the plans.

## VOTING REQUIREMENT

Simple Majority

## RECOMMENDATION

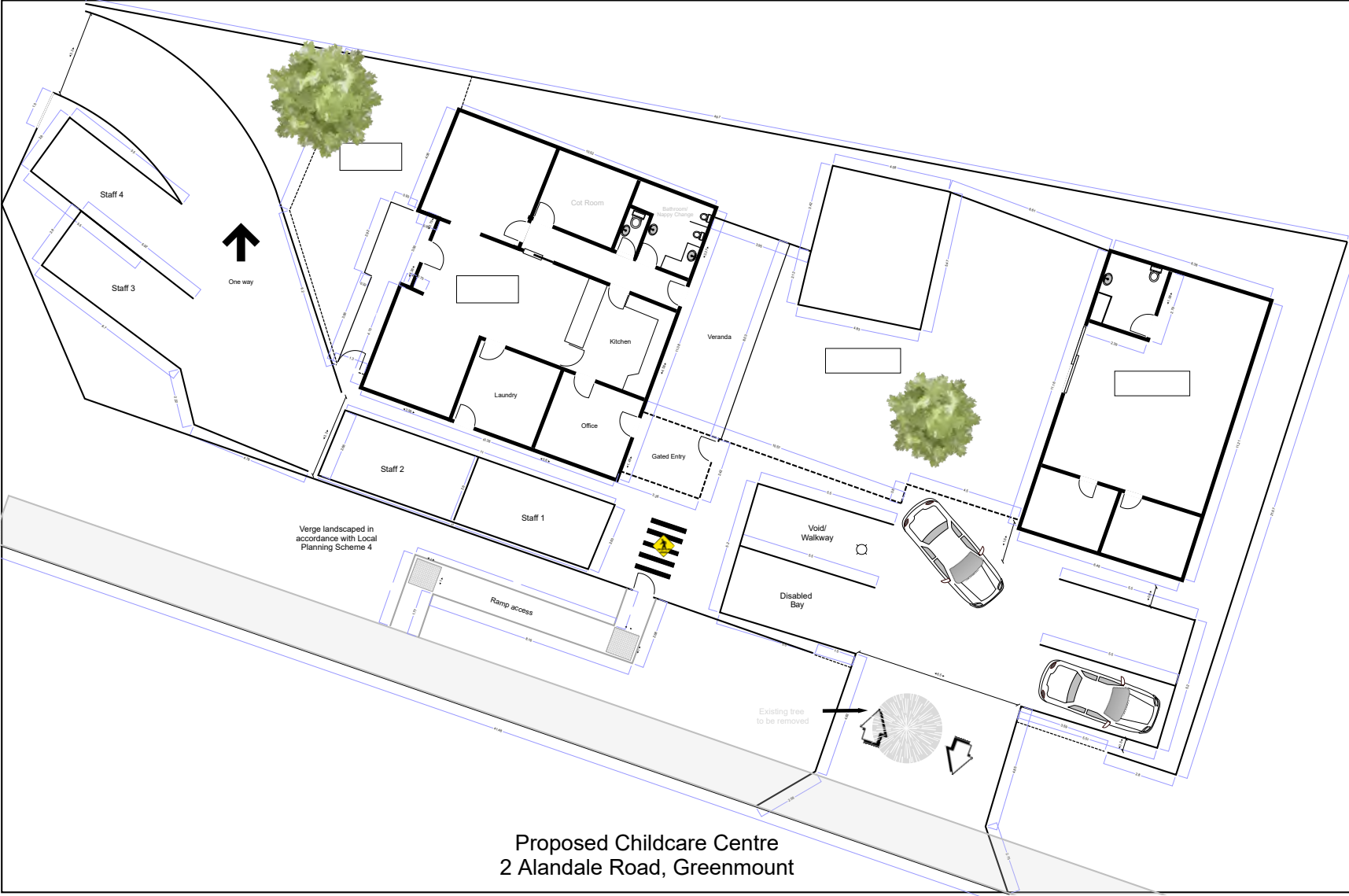
That Council sets aside its previous decision (**C6.12.22**) and **approves** the proposed change of use application (from Single House to Child Care Premises) at Lot 96 (No.2) Alandale Road, Greenmount subject to the following conditions:

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. Before commencement of the use, the proposed crossover shall be located and installed to the specifications and satisfaction of the Shire. (I)
4. Before commencement of the use, the existing crossovers shall be removed, and the verge and kerbing reinstated, to the specifications and satisfaction of the Shire. (I)
5. No street tree on the verge is to be removed, relocated or replaced, except with the prior written consent of the Shire. (E)
6. Prior to the commencement of the use a minimum of eight (8) car parking bays are to be constructed, drained, and marked or sign posted as being for either 'visitors only' or 'staff only' in accordance with the approved plan, and thereafter be maintained to the satisfaction of the Shire. (I)
7. Engineering drawings and specifications are to be submitted and approved and works undertaken in accordance with the approved plans and specifications to

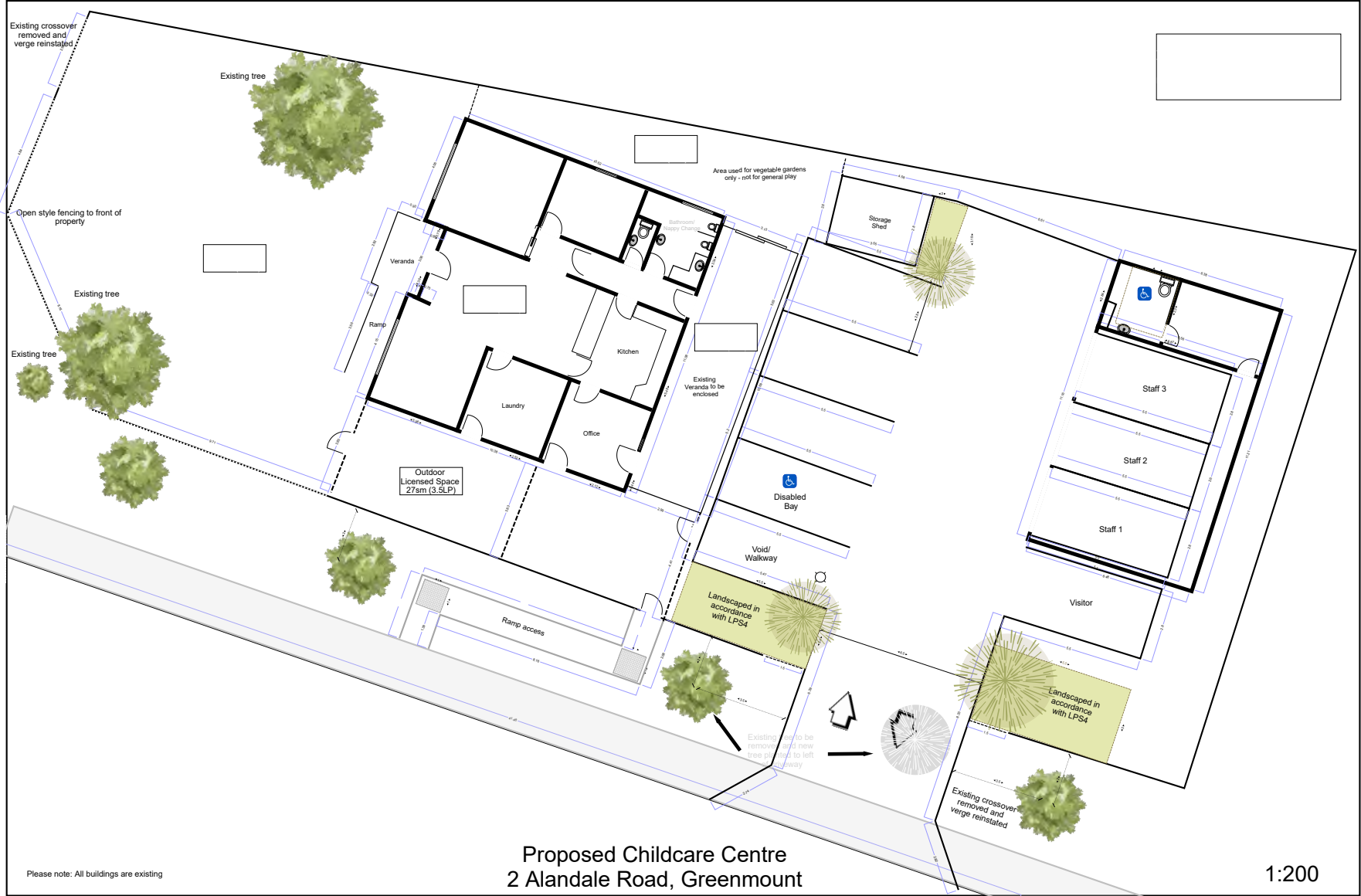
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construct and drain the car parking area's accessway and crossover to the satisfaction of the Shire. (I)

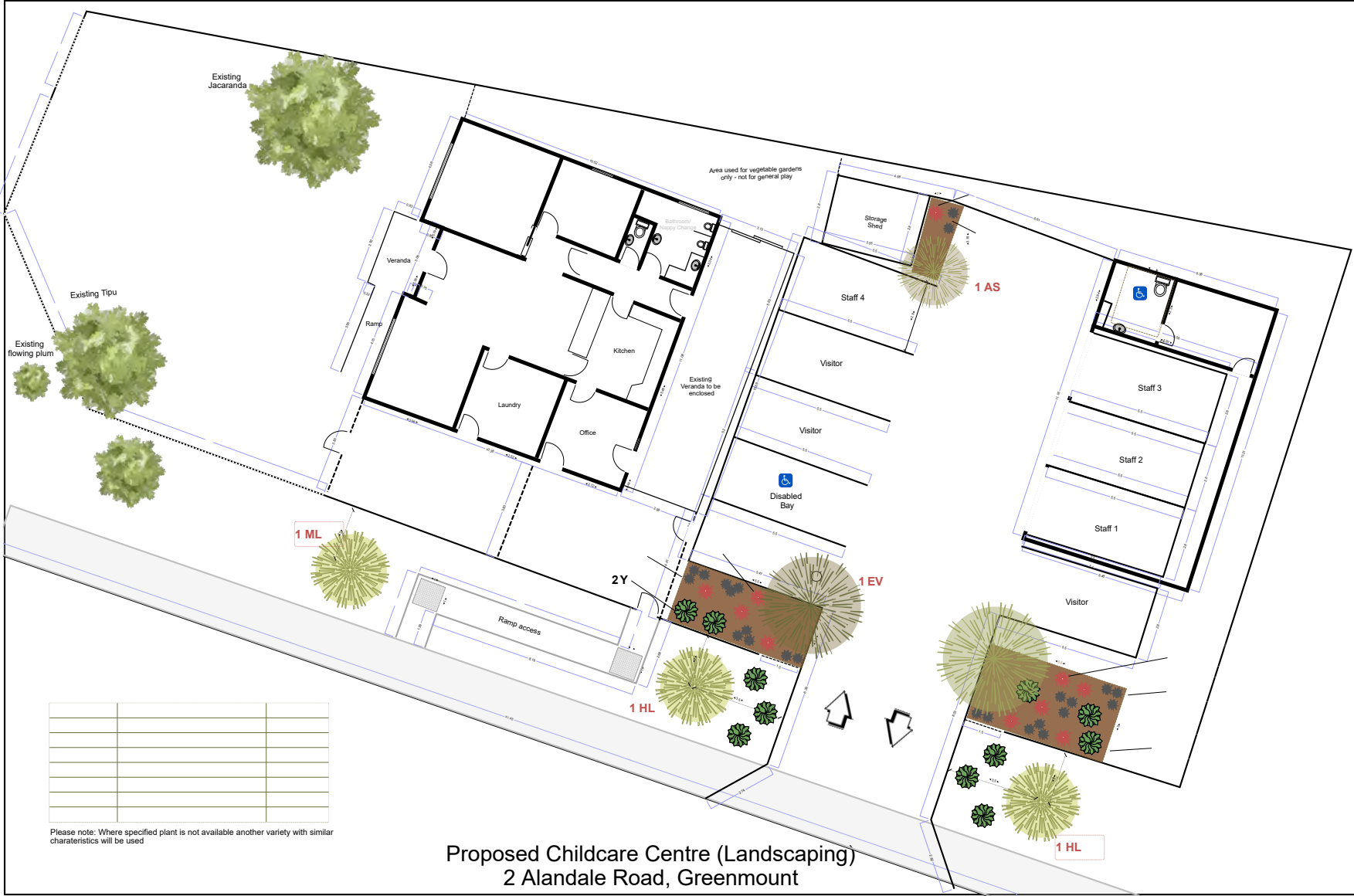
8. The landscaping shown on the approved landscaping plan shall be planted prior to the commencement of the use, and thereafter be maintained, by the landowner(s) to the satisfaction of the Shire. (E)
9. Prior to the commencement of the use, plans showing the details of the proposed open style fencing, including the 1.5m sections of fencing on both sides of the proposed crossover/driveway, are to be provided to, and be approved by, the Shire. (P)
10. Prior to the commencement of the use the existing solid street fencing is to be removed and be replaced by the approved open style fencing to the Shire's satisfaction. (P)



Proposed Childcare Centre  
2 Alandale Road, Greenmount









Suite 164, Level 3  
580 Hay Street, Perth WA 6000  
www.uloth.com.au (08) 9321 4841

9 March 2023

Sean Fairfoul,  
Director  
Lateral Planning  
44 King Street  
PERTH WA 6000

Dear Sean,

RE: TRANSPORT IMPACT STATEMENT FOR PROPOSED CHILD CARE CENTRE  
LOT 96 (No. 2) ALANDALE ROAD, GREENMOUNT

As requested, we have now reviewed the traffic and parking situation regarding the proposed Child Care Centre development at Lot 96 (No.2) Alandale Road, Greenmount, which is located on the north-east corner of the Alandale Road - Cara Road junction, between Bullarra Road and Woolowra Road, as shown in the Locality Plan in the attached Figure 1.

1. EXISTING SITUATION AND PROPOSED DEVELOPMENT SITE

- It can be seen in the Locality Plan (in Figure 1) that Alandale Road north of Cara Road is a short cul-de-sac, while Cara Road is an east-west local road running parallel to Great Eastern Highway extending from Bullarra Road to Woolowra Road (which both provide access to/from Great Eastern Highway).
- It can also be seen in Figure 1 that there are two schools in close proximity to the proposed development, including St Anthony's School (approximately 400 metres north-west of the site on the corner of Gallipoli Drive and Innamincka Road) and Greenmount Primary School (also on Innamincka Road at the northern end of Woolowra Road).
- The existing roads and intersections in the vicinity of the proposed development are then shown in the aerial photograph in the attached Figure 2, while the existing situation within and immediately adjacent to the site is shown in more detail in the Figure 3.
- It can be seen in Figures 2 and 3 that Alandale Road and Cara Road are both 2-lane undivided roads. They are identified as Access Roads under the Main Roads WA Functional Road Hierarchy, but would be classified as Access Street C under *Liveable Neighbourhoods*. Both roads operate under the default urban area speed limit of 50 kilometres per hour.
- There are no traffic counts readily available on either Alandale Road or Cara Road. However, both roads are estimated to carry well below the indicative maximum volume of 3,000 vehicles per day (as identified under *Liveable Neighbourhoods* for Access Street C).

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D.J. Levey and Associates Pty Ltd (A.C.N. 088 602 368) Trading as Uloth & Associates. ABN: 69 088 602 368

- Historical crash data obtained from Main Roads WA shows no incidents along Alandale Road or Cara Road over the past 5 years to December 2021. There were, however, 3 incidents in the vicinity of the Great Eastern Highway - Bullarra Road junction plus 6 incidents near the Great Eastern Highway - Woolowra Road junction, although most of these were rear-end incidents between vehicles on Great Eastern Highway, with only 1 incident specifically relating to the Bullarra Road junction itself and 1 incident specifically at the Woolowra Road junction.
- The proposed development is well-serviced by public transport, with 3 Bus Services along Great Eastern Highway, including Route 320 (from Midland Station to/from Mundaring), Route 321 (from Midland Station to/from Glen Forrest) and Route 328 (from Midland Station to/from Wundowie), all stopping at bus stops located at the Great Eastern Highway junctions with both Bullarra Road and Woolowra Road, approximately 380 metres walking distance from the site. There is also an additional Service (Route 323, from Midland Station to/from Swan View) along Innamincka Road, with bus stops just east of Bullarra Road and just east of Woolowra Road, approximately 410 metres walking distance from the site.
- A footpath is also provided along the northern side of Cara Road, immediately adjacent to the proposed development, linking to existing footpaths along both Bullarra Road and Woolowra Road.

## 2. PROPOSED DEVELOPMENT

- The attached Figure 4 shows the existing Site Plan overlaid on an aerial photograph, identifying the existing house, garden shed and work shed, with access crossovers off both Cara Road and Alandale Road.
- The proposed development plan is then shown in Figure 4. The proposal includes the re-purposing of the existing house as a Child Care Centre (for up to 24 children, plus 4 staff), including the existing verandah being enclosed and the large work shed structure being retained but re-purposed for staff parking and amenities.
- It can be seen in Figure 5 that the plan proposes a total of 8 parking spaces for staff and visitors, including 1 Accessible space (with an adjacent Shared Area as required under Australian Standard AS 2890.6), with a new 2-way access driveway off Cara Road. Pedestrian access to the Child Care Centre is also proposed directly off Cara Road (adjacent to the car park access driveway), linking to the existing footpath along Cara Road.
- Rubbish collection for the site is proposed to occur on-street.

## 3. PARKING REQUIREMENTS

- Car parking requirements are specified in Table 2 of Shire of Mundaring Local Planning Scheme No. 4, with a requirement for Child Care Premises to provide 1 space per 8 children allowed under maximum occupancy, plus 1 space per employee or staff member.
- With 4 staff for the maximum 24 children, the proposed Child Care Centre therefore requires a total of 7 car parking spaces. The proposed development plan therefore provides a surplus of 1 space.

## 4. TRIP GENERATION AND TRAFFIC IMPACT

- On the basis of previous surveys and available data, it is estimated that the proposed Child Care Centre will generate a total of 4 vehicle trips per child per day, with peak hour flows of 0.69 trips per child during the morning peak hour and 0.76 trips per child during the afternoon peak hour. The Child Care Centre is therefore estimated to generate a total of 96 vehicle trips per day, with 17 vehicle trips and 18 vehicle trips, respectively, during the AM and PM peak hours.

- The proposed development is therefore expected to have minimal impact on the existing road network, especially taking into account that a proportion of the total traffic generation is expected to be 'passing trips' that are already using the local road network, travelling to/from the surrounding residential areas. It is also expected that some trips will be linked with the pick-up and drop-off of children at the nearby schools.

5. PROPOSED CAR PARK LAYOUT AND ACCESS

The attached Figure 6 shows the recommended car park layout and access arrangement for the proposed development, as follows:

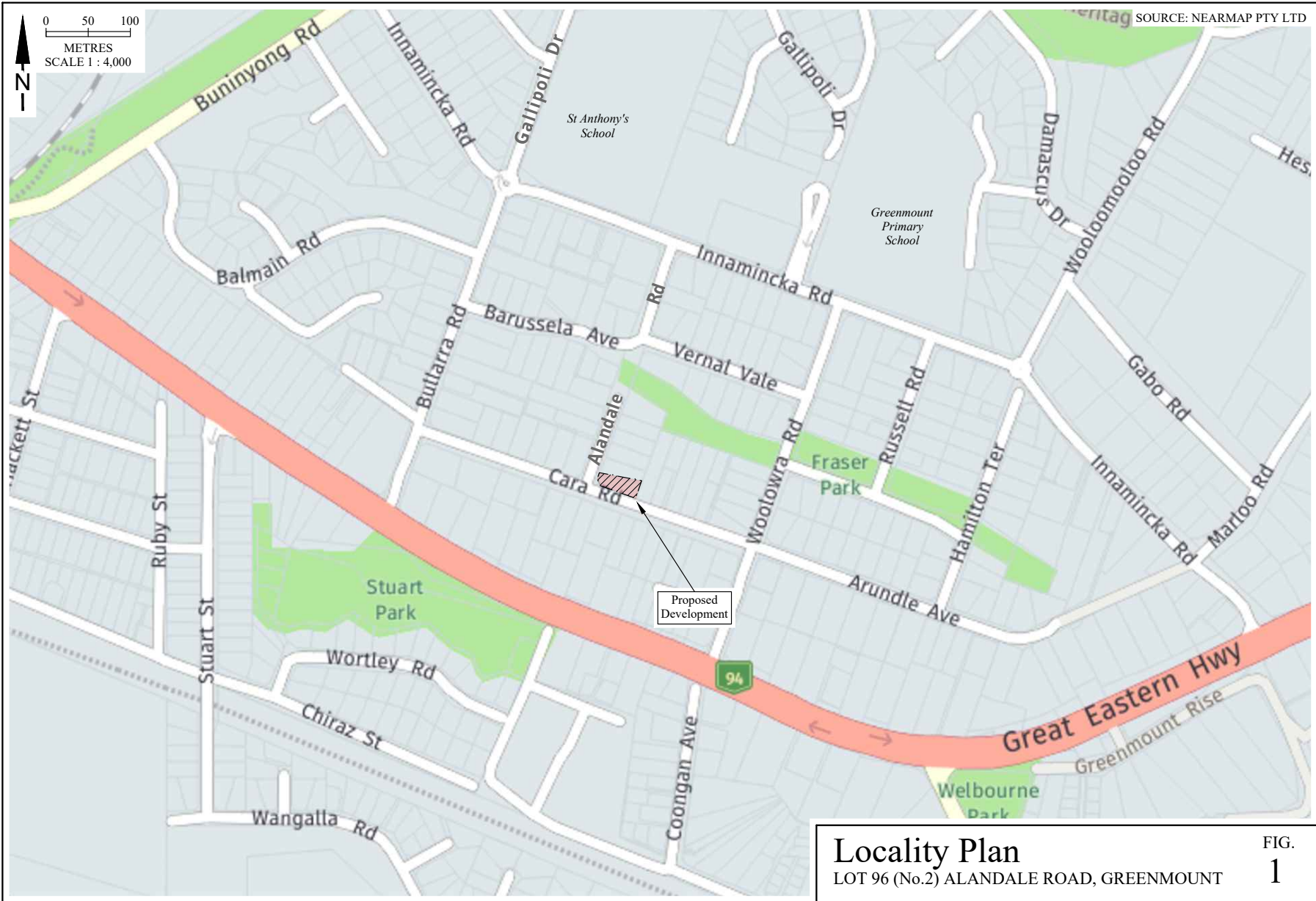
- It is recommended to construct the proposed crossover off Cara Road as shown in Figure 6, to comply with Shire of Mundaring crossover standards.
- The proposed car park provides a total of 8 parking spaces, with 3 specified Staff spaces (within the existing shed structure) plus 5 spaces suitable for either staff or visitors, including 1 Accessible space with an adjacent shared area as required under AS 2890.6.
- Specified staff spaces are shown with dimensions of 2.4 metres x 5.4 metres, as required for User Class 1 under Australian Standard AS 2890.1, while the remaining spaces (excluding the Accessible space) are all 2.6 metres x 5.4 metres, with a 6.5 metre aisle, which exceeds the requirements for User Class 3 (short-term parking) under AS 2890.1.
- It is also important to note that the existing crossovers off both Cara Road and Alandale Road will be removed, with verge and footpaths to be reinstated as required.

I trust that the above review of traffic and parking requirements, together with the recommended car park layout and access arrangement are sufficient to confirm the operation and safety of the proposed Development Application. However, please do not hesitate to contact me if you require anything further.

Yours sincerely,



Darren Levey



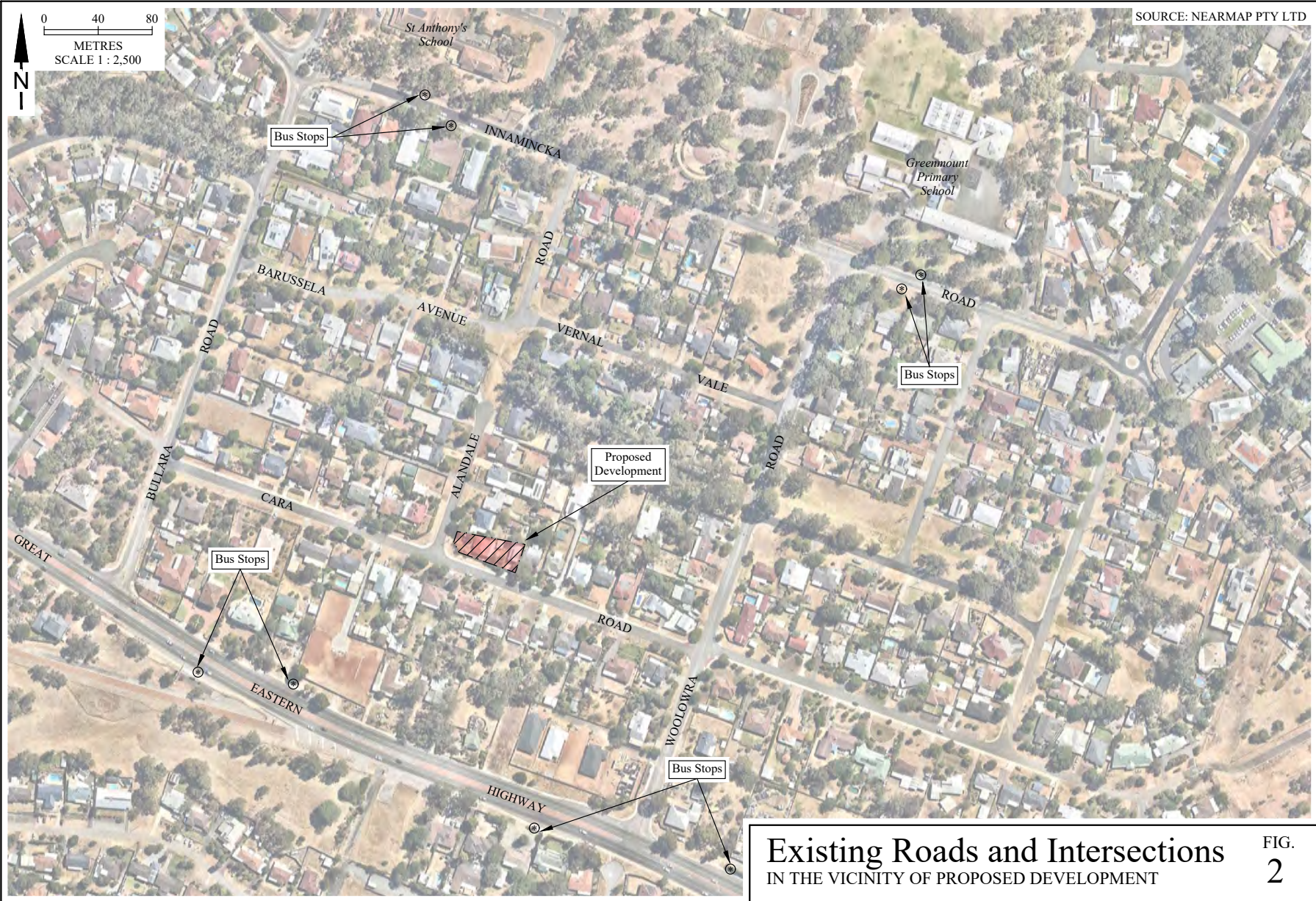


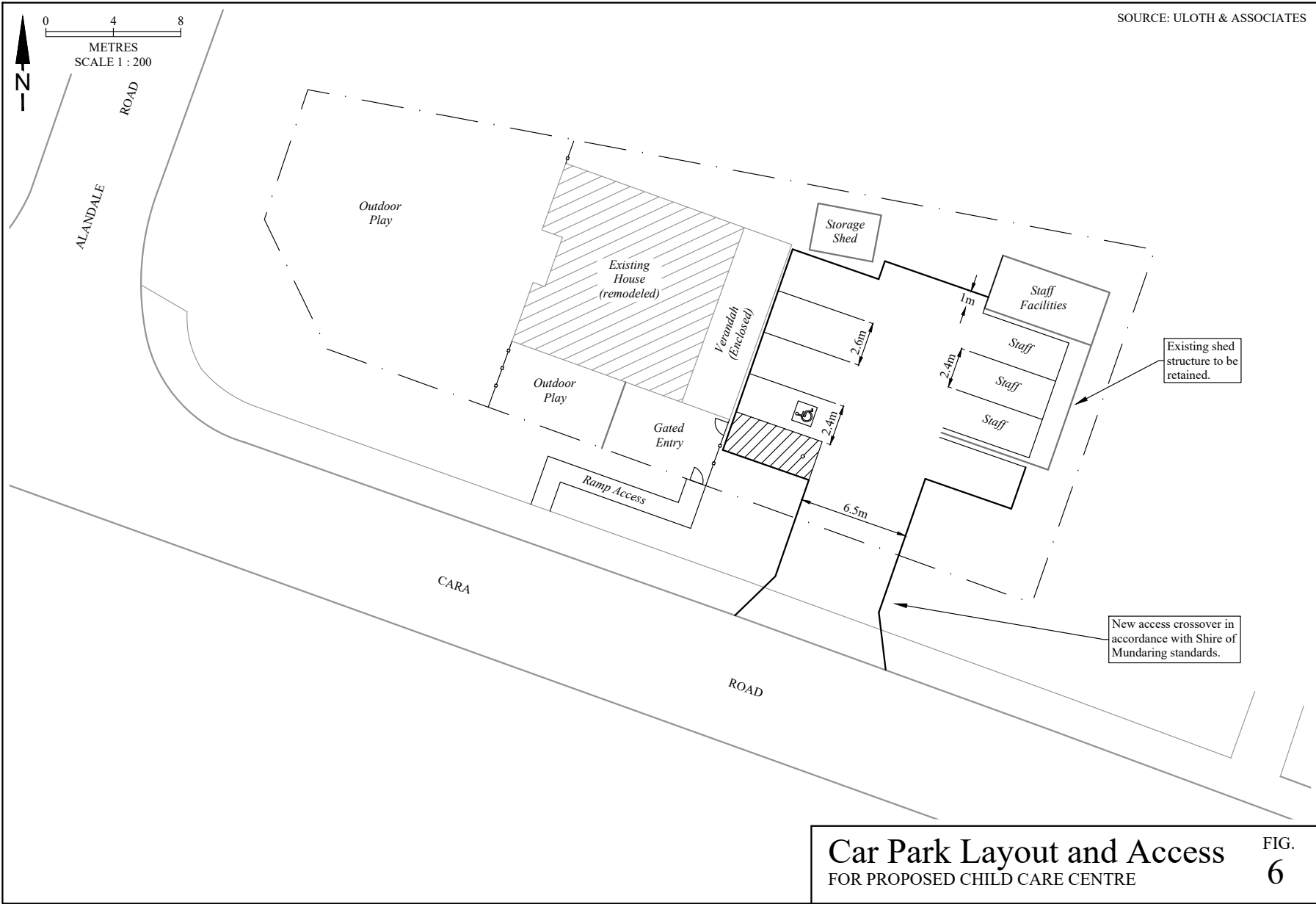








FIG. 5





10 March 2023

Chief Executive Officer  
Shire of Mundaring  
7000 Great Eastern Highway  
MUNDARING WA 6073

Attention: Andrew Brately – Acting Manager Planning and Environment

Dear Mr Brately,

**SAT DR6/2023 – Proposed Child Care Centre - 2 Alandale Road Greenmount**

Further to recent mediation session and the subsequent orders, please find attached:

- Amended Site Plan;
- Landscaped Plan; and
- Traffic Impact Assessment

The amended site plan reconfigures the parking area to maximise the landscaping and separation to the street. Access to the staff facilities is properly catered for.

It should also be noted that the existing fencing at the front of the property is intended to be removed and replaced with open 'pool style' fencing.

The TIA provides that for even the worst case scenario the number of vehicle movements is unlikely to result in traffic implications. It is important to note that residents within this area are already driving (predominately) their children to child care centres and whilst not all of them are currently driving past this site, the overall numbers of vehicles on the roads in the locality is unlikely to increase as a result of this proposal. Given that the proposal introduces an important service to this locality it is likely that there will be a number of people that walk to the site, rather than drive.

In relation to the Western Australian Planning Commission's Draft Position Statement – Child care premises dated November 2022, it is noted that the Draft Position Statement includes Suitable requirements for child care premises and undesirable characteristics for child care premises.

- *The size and dimension of the site is inadequate to accommodate the development and accordingly likely to adversely affect the amenity of the locality.*

The proposed child care centre is very modest and is easily capable of being accommodated on the subject lot.

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- *The amenity of the adjoining and nearby properties would be adversely affected by noise, traffic movement, insufficient parking and pedestrian safety.*

The acoustic report did not identify any adverse impacts to the adjoining area.

- *Access is proposed from a major road or is located within proximity to a major intersection where there may be safety concerns for pedestrians and vehicles.*

The proposal does not seek access from any major road.

- *Access is from a local access street which may impact on the amenity of the area due to high peak-hour traffic volumes.*

The proposal includes access from a local road, however given the scale of the proposal and findings of the TIA the proposal is unlikely to impact the amenity of the area due to high-peak traffic volumes. It is important to note that child care centres are not restricted by the same locational restrictions included in the Scheme for Places of Worship. The travel movements associated with a child care centre, particularly a centre of the proposed size, are different from those associated with a place of worship.

- *The current use or any permissible use within the zone of the adjoining properties generates unacceptable levels of air, dust, noise and odour emissions or poses a potential fire or chemical hazard because of activities or materials stored or used on site.*

The proposal is to be located within a residential area. Child Care Centre is able to be approved in that zone, whereas uses likely to result in air, dust, noise and odour emissions or the storage of hazardous materials are not able to be permitted.

- *Noise and/or emissions generated by roads, railways and aerodromes or airports are likely to have an adverse impact on the child care premises.*

The site is located in excess of 100m from Great Eastern Highway, and is not within any direct line of site. The acoustic report did not identify any adverse impacts from Great Eastern Highway.

- *The site is located within the separation distance for either a noxious or offensive industry, sewerage treatment plant or extractive industry.*

The site is not located within proximity to an industry or use likely to need a buffer.

- *The site is in a river floodway/flood fringe or bushfire prone area.*

The site is not located within a river floodway/flood fringe or a bushfire prone area.

- *It does not comply with separation distances as identified in the Guidance for the Assessment of Environmental Factors (Environmental Protection Authority, June 2005).*

The site is not located within proximity to an industry or use likely to need a buffer.

- *Soil contamination exceeds the levels regarded by the Department of Water and Environmental Regulation (DWER) and Department of Health (DoH) as suitable for standard residential land uses with accessible soils as published in guideline Assessment and management of contaminated sites (Department of Environment Regulation, December 2014).*

The site has never been used for a use that might have resulted in soil contamination.

- *Contaminated groundwater is proposed to be used for the irrigation of gardens and play area within the child care premises. If groundwater is proposed to be used in any manner it is to be tested and demonstrated to meet suitable standards.*

Groundwater will not be used unless it has been tested.

The proposal is consistent with the objectives and outcomes proposed by the Guidance Statement. The proposal does not represent any characteristics of that are undesirable for the location of a child care centre.

Child care centres are important assets as they enable parents to get back to the workforce. It is vital from both a convenience and sustainability perspective that these uses are located close to their residential catchments. The proposal represents a very modest centre that is unlikely to adversely impact on the adjoining properties or locality.

Should you require any further information or clarification in relation to this matter, please contact Sean Fairfoul on 0413 44 11 99.

Yours faithfully,



**Sean Fairfoul**  
Lateral Planning

## 10.2 Annual Electors' Meeting 8 March 2023 Decisions - Further Consideration of Decisions 1,3,5,6,7,9,10,12,13 and 14

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<b>File Code</b>	GV.MTG 2.2023
<b>Author</b>	Garry Bird, Director Corporate Services
<b>Senior Employee</b>	Jonathan Throssell, Chief Executive Officer
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	Nil

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### SUMMARY

The Annual Electors' Meeting (AEM) was held on 8 March 2023. During the meeting, electors considered 14 motions, of which all were carried.

Following the presentation of a report at the Ordinary Council Meeting held on 11 April 2023, Council resolved to endorse the recommended responses in regards to four of the 14 AEM decisions.

This report provides additional information regarding when the remaining 10 AEM decisions and associated actions might be further considered by Council.

### BACKGROUND

In accordance with section 5.33 of the *Local Government Act 1995* Council must consider all decisions made at an AEM at the next ordinary Council meeting or if that is not practicable, at the following ordinary meeting or a special meeting called for the express purpose of considering the electors' meeting decisions.

At the Ordinary Council Meeting held 11 April 2023, it was resolved as follows:

*That Council:*

- In considering the following decisions made at the Annual Meeting of Electors held on 8 March 2023, endorses the recommended actions in relation to the motions adopted at the meeting:*
  - Decisions 2, 4, 8, and 11; and*
- Receives a report from the CEO at the May 2023 Ordinary meeting of Council advising when further advice in regards to AEM Decisions 1, 3, 5, 6, 7, 9, 10, 12, 13, and 14 can be provided.*

### STATUTORY / LEGAL IMPLICATIONS

#### **Local Government Act 1995**

#### **5.33. Decisions made at electors' meetings**

- All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
  - at the first ordinary council meeting after that meeting; or*
  - at a special meeting called for that purpose, whichever happens first.*

- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

It is relevant to note that Council is not bound by the decisions of the AEM. Council is required to 'consider' the AEM decisions, but is not obliged to make a decision in response to any of the AEM decisions. For example, Council might choose to note the AEM decision, but take no further action.

However, should Council make a decision in response to an AEM decision, it must record the reasons for the Council decision in the minutes of the Council meeting.

## **POLICY IMPLICATIONS**

Council may determine that a policy may be created in response to AEM decisions.

## **FINANCIAL IMPLICATIONS**

There are resource and cost implications associated with implementing a number of the AEM decisions, which are not necessarily considered by electors at the electors meeting, should Council determine to do so. Should Council wish to make a decision to pursue an AEM decision that has a budget and/or resource implications, then that matter should be referred to Council's Integrated Planning and Reporting Framework workshops so that it can be considered alongside other priorities and resourcing allocations.

If there are no budget or resource allocations, a separate report containing relevant professional advice from officers should be presented to a Council meeting.

It should be noted for a number of the decisions, additional officer time would be required to research the issue and prepare a detailed report for Council consideration.

## **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:** Financial, Reputation

There is potential financial and reputational risk in Council making decisions on the matters resolved at the annual electors' meeting based on limited information regarding the financial and resource implications of such decisions.

<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
Council request officers to prepare a detailed report for consideration at a future Council		

meeting to ensure Council is able to make an informed decision.

**Risk:** Financial, Reputation

That Council determines to request officers prepare detailed report(s) earlier than the timeframes recommended in this report, resulting in staff resourcing issues or misalignment with concurrent processes.

Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate

**Action / Strategy**

Council consider the implications of a detailed report being prepared earlier than the recommended timeframe and adopt the timeframes as listed.

## EXTERNAL CONSULTATION

Nil

## COMMENT

14 decisions were made at the AEM held 8 March 2023. This report presents additional information, as requested by Council at the 11 April 2023 Ordinary Council Meeting, in regards to when further advice can be provided regarding decisions 1, 3, 5, 6, 7, 9, 10, 12, 13, and 14.

When these detailed reports are presented, it will be open to Council to decide how it chooses to respond to these AEM decisions. For example, Council may determine to 'note' the AEM decision, meaning no further action would be taken. In such circumstances Council might choose to provide a reason for this outcome, such as there being no provision for the proposed expenditure in the Corporate Business Plan or Long Term Financial Plan; or because the decision is unlikely to be able to be implemented; or because the decision is outside of Council's powers (*ultra vires*).

If the decision has resourcing implications, it can be referred to Council's Integrated Planning and Reporting Framework workshops. The purpose of these workshops is for Council to consider and prioritise what services, assets and projects it wishes to deliver in the medium term (4 years) and how they will be resourced. The outcome of the workshops is the adoption by Council of the Annual budget and the Corporate Business Plan (CBP), which gives effect to those priorities. The CBP would demonstrate the outcome of any AEM decision referred to this process. The annual budget and CBP are generally adopted in the period June to August of each year.

### Decision 1: Creating a community focussed placemaking strategy for the SoM

#### **AEM 2023.03.03**

The Darlington Residents and Ratepayers Association RRA propose that the Shire of Mundaring:

1. Allocate funds for the development of a comprehensive placemaking strategy for the Shire.
2. Adopt a community-focused approach to the design of public spaces, taking into



account the unique cultural, historical, and social characteristics of the Perth hills and its residents.

3. For public places, follow a design process that prioritises aesthetic beauty as a goal and, where possible, uses locally sourced materials, labour, craftspeople, and construction techniques.

**Advice provided at 11 April 2023 Ordinary Council Meeting** Director Statutory Services

1. The Shire continues to embrace community input and place-making principles, particularly in the planning for the revitalisation of the Shire's Mundaring Town Centre Initiative and the Mundaring Multipurpose Community Facility;
2. When delivering improvements to public spaces across the shire, the Shire's practice is to consult and work with community stakeholders, and endeavour to meet local community needs and aspirations within resource and budget constraints.
3. The need for a standalone placemaking strategy is not currently identified as a required action under any adopted plan/strategy.
4. The Shire's Public Open Space Strategy does identify the importance of revisiting public spaces in Precinct Areas (i.e. around local centres). The timing of a review of the existing Precinct Plans has not been prioritised due to the need to start preparing for a major review of the Local Planning Strategy and Local Planning Scheme No.4.

**Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted, acknowledging the Shire will continue to draw upon place making principles in the delivery of the Mundaring Town Centre Initiative and the Mundaring Multipurpose Community Facility project and will contemplate a discrete place-making strategy as part of the review of LPS4 scheduled for 2025/26.

**Recommendation provided to 9 May 2023 Ordinary Council Meeting**

The concept of place-making, and the role and function of Precinct Plans, must form part of the review of LPS4 scheduled for 2025/26.

The priority of the Shire is to complete the minor review of LPS4 and LPS by December 2023. The prospect of a discrete place-making strategy will be addressed within that Council report. Accordingly it is recommended that this decision be presented to Council at that time.

**Decision 3: Council consider adopting an Access to Records and Information Policy.**

**AEM 2023.03.05**

That Council considers adopting an Access to Records and Information Policy.

That the Policy developed will ensure:

- Elected Members Statutory access to records is quite clear and it will implement the objectives of the Local Government Act to have greater community participation in the decisions and affairs of Local Governments.
- greater accountability for Local Government to Elected Members and their communities

- that no contracts will be entered into where the supplier attempts to impose Commercial in Confidence clauses that would hinder community access to the terms and conditions of any awarded contract (This may be included in the Procurement Policy)
- that all records held by the Council are public records, unless decided otherwise by Council, noting that the CEO can mark a document confidential but that decision must be sent to Council for review.
- all the Local Government records and information are accessible by Elected Members unless access is restricted by a Court, Tribunal or Council absolute majority or express written law.
- all Local Government Contracts are accessible by Elected Members without fetter as prescribed by the Local Government Act. S5.92(2)
- requests for access to records by the Community will only be refused by the CEO if the information requested is not a Public Record by written law or Court or Tribunal order or Council resolution.
- that Council requires a monthly summary of requests received and the decision made by the CEO and the reasons for any refusal.
- that where the CEO requires an application for a record to make a FOI request then the CEO must first comply with this Policy as to the public release of a record.
- refunded any fees charged where Council or other decision maker decides the record or information is a public record.

**Advice provided at 11 April 2023 Ordinary Council Meeting** Director Corporate Services

The scope of the proposed 'Access to Records and information Policy' is generally captured by existing legislation, regulations and Shire documents. This includes but is not limited to:

- *State Records Act 2000* (the Shire is a government organisation for the purposes of the *State Records Act 2000*)
- *Local Government Act 1995* (what is required to be published on the official website and what cannot be published [s. 5.96A] and what information can be accessed by council and committee members [s. 5.92])
- *Local Government (Administration) Regulations 1996* (what information is available for public inspection [r. 29] and limits on the right to inspect public documents [r.29A])
- Records Keeping Plan (information and documents are held in the Shire's electronic and paper-based systems and are managed in accordance with the Shire's Record Keeping Plan)
- Freedom of Information Statement (lists documents available outside the *Freedom of Information Act 1992* either online or by inspection)
- Shire of Mundaring Governance Framework (provision of information to council members to make a considered and informed decision).

The *Local Government Act 1995* also prescribes the specific circumstances by which a matter is deemed to be confidential and further, while the *Privacy Act 1988* (Cwlth) does not apply to WA local governments, the Shire does try to adhere to its principles wherever

possible and reasonable.

Additionally, the current local government reforms being introduced by the WA Government will apply further requirements for the Shire to have certain information publically available. Based on information included in the Explanatory Memorandum for the *Local Government Amendment Bill 2023*, this may include provisions in the regulations to publish:

- Chief Executive Officer Key Performance Indicators;
- a register of leases the local government is party to;
- a register of grants and sponsorship given by a local government;
- a register of all the contracts for goods and services the local government has entered into; and
- registers of matters relating to the function of the local government under the *Planning and Development Act 2005*.

These reforms will also contain a requirement for a Communication Agreement to be agreed between Council and the CEO, that will “*clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided*”.\*

*\*source Full reform Proposals – Department of Local Government, Sport and Cultural Industries website.*

Some items listed in the proposed scope of the policy may be inconsistent with State or federal law. For example, a requirement that all records are public documents unless determined by Council and that the CEOs decision to mark a document confidential is to be reviewed by Council may be considered contrary to section 5.95 of the *Local Government Act 1995*.

#### **Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted and no further action taken, as the proposed policy would duplicate existing legislative requirements for council members and members of the public accessing local government information and, in some cases, would conflict with existing and proposed legislation.

#### **Recommendation provided to 9 May 2023 Ordinary Council Meeting**

The Governance Committee has responsibility for the development and review of Council policies for presentation to Council.

It is recommended that this decision be presented to the Governance Committee in the form of a report to the June 2023 meeting.

#### **Decision 5: Shire of Mundaring remove the LED Sign recently installed at Morgan John Morgan Reserve**

##### **AEM 2023.03.07**

That the Shire of Mundaring remove the LED sign recently installed at Morgan John Morgan Reserve.

**Advice provided at 11 April 2023 Ordinary Council Meeting** Director Strategic and

## Community Services and Director Infrastructure Services

At the 14 February 2023 Ordinary Council Meeting, Council resolved (C18.02.23) "That Council requests community feedback regarding the three installed LED Event Signage locations be included within the scope of the Signage Strategy development." The development of the Signage Strategy had commenced and is due for completion in July 2023. Any changes to the LED signs, including potential removal and/or relocation would therefore be informed by the outcomes of the Signage Strategy.

The installation of community messaging boards was a capital project to address requests from the community and council members to improve promotion of community events and communications to the community. In December 2022, three LED notice boards were installed at Sculpture Park, Mundaring; Morgan John Morgan Reserve, Glen Forrest; and Pioneer Park, Mt Helena.

These boards supplement and complement existing communication platforms sharing information relevant to their location and topics of broader community interest. Examples include, but are not limited to, display of emergency warnings, promotion of Shire events, sharing community events supported by the Shire, highlighting National days of significance, raising awareness of burning periods and community engagement opportunities.

### **Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted, acknowledging any changes to the LED signs, including potential removal and/or relocation, will be informed by the outcomes of the Signage Strategy (currently in development).

### **Recommendation provided to 9 May 2023 Ordinary Council Meeting**

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

## **Decision 6: Material and Administrative changes to the Hills Community Nursing Home at 90 Mucciarone Lane, Parkerville**

### **AEM 2023.03.08**

That the proposed change of use at the property at 90 Mucciarone Lane, Parkerville is referred back to the Shire's planning process.

### **Advice provided at 11 April 2023 Ordinary Council Meeting** Director Statutory Services

The Shire is not aware of any proposed material and administrative changes to the Hills Community Nursing Home.

In October 2006 Council approved a residential building at 90 Mucciarone Lane, Parkerville, providing for the full time care of 12 adults with intellectual and physical disabilities and the overnight stay of 2 carers.

A Residential Building is a defined use in the State's Residential Design Codes, which allows for a building to be permanently occupied by seven or more persons who do not comprise a single family.

There is currently no evidence which suggests that any changes have occurred or are proposed which result in the approval and/or Local Planning Scheme No.4 not being complied with.

**Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted, as the Shire has approved the operation of Residential Building on the site. Where residents allege anti-social behaviour is occurring these events should be referred to WA Police for investigation.

**Recommendation provided to 9 May 2023 Ordinary Council Meeting**

It remains the officer's advice that the motion be noted, as the Shire has approved the operation of Residential Building on the site. Where residents allege anti-social behaviour is occurring these events should be referred to WA Police for investigation.

In addition it is proposed that a briefing on Council's role in such matters be provided at the June 2023 Council Forum.

**Decision 7: Develop directions on policy regarding display cabinets for sporting clubs.**

**AEM 2023.03.09**

To develop directions on policy regarding display cabinets for the sporting club trophies or for memorabilia. Eg. Elsie Austin where two walls are all windows, the closets take up the third wall and the kitchen window takes up a good portion of the other wall.

**Advice provided at 11 April 2023 Ordinary Council Meeting** Director Strategic and Community Services

As per the *Local Government Act 1995*, 2.7 (2b) one role of Council is to determine the local government's policies.

As such, Council could form the view that development of a policy regarding display cabinets for sporting clubs could be referred to the Governance Committee for consideration, prioritisation and subsequent recommendation to Council.

A policy would need to consider the requirements of all users of a facility as well as deal with the issues that having cabinets would likely create (for example, reduction in available floor space; security and insurance of contents; construction; maintenance; liability; and operation).

It may also be problematic to have one policy that provides one set of guidelines for the wide variety of facilities this may affect. The facilities vary in their size, wall space, design, and use.

Alternatively, Council could form the view that displays cabinets for sporting clubs is an operational matter and suggest that clubs in the first instance make their requests direct to Shire staff, outlining their ideas / desired outcomes and see what can be done to achieve this at their respective facility.

**Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted, with clubs encouraged to directly contact the Shire with their requests.

**Recommendation provided to 9 May 2023 Ordinary Council Meeting**

The Governance Committee has responsibility for the development and review of Council policies for presentation to Council.

It is therefore recommended that this decision be presented to the Governance Committee in the form of a report to the August 2023 meeting.

**Decision 9: Improve resident's lifestyle by reducing man-made noise, in particular, machinery audible alarms.****AEM 2023.03.11**

MRRPA asks that the Shire create an 'instrument' (policy/plan/regulation/law) to arrange that all reversing alarms fitted to vehicles and machinery operating on Shire business and shire approved operations (i.e. building, construction, earthworks, roadworks, businesses in the Mundaring Industrial Precinct for example, and so on) whether by Shire owned vehicles, or privately owned, and whether operating on public or private land, be of the "broadband reversing alarm" type, with a period of three years from the 'start date' of the 'instrument'.

All contracts, activities, tenders, etc. not yet entered into, must have this 'broadband' alarm requirement specified as a necessary condition of acceptance and engagement to do work in the Shire as of immediately or at the next work opportunity.

**Advice provided at 11 April 2023 Ordinary Council Meeting** Director Infrastructure Services

Reversing alarms are commonly fitted to plant and heavy vehicles across a wide range of industries. The noise made by these alarms falls into one of two categories: tonal and broadband.

Tonal reversing alarms or beepers ('beep-beep-beep') produce a noise consisting of a single frequency or note. Broadband reversing alarms, sometimes called 'quackers' or 'croakers', produce a noise over a wide range of frequencies and make a 'pshh-pshh-pshh' sound.

The large majority of reversing alarms are tonal and are standard on most plant equipment. While it is suggested that broad band reversing alarms may produce less noise complaints, one was trialled by the Shire on a yard loader which resulted in a complaint from a neighbour.

As reversing alarms are necessary for safety of persons noise will be generated regardless of which type is installed.

To place such a requirement on contractors may eliminate many potential contractors and in the worst case may result in no contractors for certain works, some of which may be critical or financially significant e.g. rubbish collection trucks, asphalt machines.

**Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted and no further action taken, as the Shire has previously trialled the broadband reversing alarm.

**Recommendation provided to 9 May 2023 Ordinary Council Meeting**

It is recommended that a briefing be presented to the November 2023 Council forum

outlining options and cost implications to trial or undertake changes to reversing alarms on Shire plant.

## **Decision 10: Community and Wellbeing Informing Strategy**

### **AEM 2023.03.12**

To request that the Community and Wellbeing Informing Strategy be revisited and adjusted.

### **Advice provided at 11 April 2023 Ordinary Council Meeting** Director Statutory Services

The Community Health and Wellbeing Informing Strategy 2020 – 2025 (CHWIS) was adopted by Council in March 2020 (C24.03.20).

The Community Health and Wellbeing Informing Strategy (CHWIS) is a five-year plan that links to the Shire's strategic objectives as outlined in the Strategic Community Plan 2020-2030 and Corporate Business Plan. This ensures commitments within the strategy are achieved within the Shire's current service levels and resourcing capability and are aligned to community's vision for the future, including aspirations and service expectations.

The *Public Health Act 2016* is being introduced progressively and is currently at phase 4. Two years after the passing of phase 5, all local governments will be required to prepare a local Public Health Plan (CHWIS) that integrates with the state Public Health Plan.

Council elected to initiate the development of a local public health plan prior to being legally mandated, the result being the adoption of the CHWIS.

The Shire is committed to reviewing the CHWIS annually with an internal working group, with amendments to be made in response to changes in State government policy and/or in consideration of statistical updates, new trends and/or evidence. The Shire is taking this proactive approach in preparation of future reporting requirements of the *Public Health Act 2016* once phase 5 is enacted, which is likely to occur around July 2024. CHWIS is scheduled for a formal review in financial year 2024 – 2025, which aligns with this timeframe.

To bring forward the formal review, which would include community consultation, is estimated to cost \$30,000.

As the legislation for mandatory public health plans (CHWIS) has not been enacted yet, there is no framework or template to report on the activities in the Shire's CHWIS.

As such Council may form the view that the current schedule for the formal review of the CHWIS, which is aligned with the State Government's phase 5 of the Public Health Plan process, is appropriate.

### **Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted, acknowledging that the formal review of the Community Health and Wellbeing Informing Strategy is already scheduled to occur in 2024/25, which is aligned with the State Government's phase 5 of the Public Health Plan process.

### **Recommendation provided to 9 May 2023 Ordinary Council Meeting**

Note: that this matter is being considered separately at the May 2023 Ordinary Council Meeting.

## Decision 12: Digital Signage in our Community Parks

### **AEM 2023.03.14**

That the Shire respectfully consider moving the LED sign currently in place in Sculpture Park to a more appropriate and less disruptive location within the shire.

### **Advice provided at 11 April 2023 Ordinary Council Meeting** Director Infrastructure Services

At the 14 February 2023 Ordinary Council Meeting, Council resolved (C18.02.23) "That Council requests community feedback regarding the three installed LED Event Signage locations be included within the scope of the Signage Strategy development." The development of the Signage Strategy had commenced and is due for completion in July 2023. Any changes to the LED signs, including potential removal and/or relocation would therefore be informed by the outcomes of the Signage Strategy.

The installation of community messaging boards was a capital project to address requests from the community and council members to improve promotion of community events and communications to the community. In December 2022, three LED notice boards were installed at Sculpture Park, Mundaring; Morgan John Morgan Reserve, Glen Forrest; and Pioneer Park, Mt Helena.

These boards supplement and complement existing communication platforms sharing information relevant to their location and topics of broader community interest. Examples include, but are not limited to, display of emergency warnings, promotion of Shire events, sharing community events supported by the Shire, highlighting National days of significance, raising awareness of burning periods and community engagement opportunities.

### **Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted, acknowledging any changes to the LED signs, including potential removal and/or relocation, will be informed by the outcomes of the Signage Strategy (currently in development).

### **Recommendation provided to 9 May 2023 Ordinary Council Meeting**

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

## Decision 13: Access and Inclusion Strategy potential

### **AEM 2023.03.15**

That the Council respectfully consider adding a statement within the current access and inclusion strategy that is a vaccination inclusion policy, whereby regardless of someone's vaccination status they will still be welcomed and included in all Shire activities and premises.

### **Advice provided at 11 April 2023 Ordinary Council Meeting** Director Strategic and Community Services



The Access and Inclusion Informing Strategy 2022/2026 (the Strategy) was adopted by Council in December 2022 (C11.12.22). The Strategy was developed after extensive consultation and enables the Shire to meet its legislative requirements under the *Disability Services Act 1993*. The overall purpose of the Strategy is to ensure that all people, regardless of their age, gender, culture or ability, can access information, services and facilities provided by Shire of Mundaring, enabling an ability to be active participants within their community.

Whilst the Strategy does not explicitly refer to vaccination status, the Shire does not require information relating to any person's vaccination status when accessing Shire services or facilities, unless required by law to do so. As an example, this occurred during the height of the global COVID 19 pandemic, when the Shire was required to comply with the State Government's Public Health Directions in a range of matters, and at certain times, such as access to certain types of facilities, where proof of vaccination status was required. These legal requirements are no longer in place.

The Strategy is due for review in 5 years. Any changes to the Strategy prior to that would require the community consultation to be undertaken again, and the updated Strategy re-logged with the Disability Services Commission. This would be estimated to cost \$30,000 and due to current service level requirements, would impact on the delivery of other scheduled strategy reviews, such as the Youth Informing Strategy which is due for review in 2023/24. The community and key stakeholders and service providers may also experience consultation fatigue having only recently been consulted for the development of this Strategy.

In addition, at the 9 March 2022 AEM, the electors present adopted a motion: *The SOM adopts a policy to actively promote an inclusive community and wherever possible, events and activities are designed and planned to include all members of the community regardless of vaccination status.*

Council formally considered this motion at the 12 April 2022 Ordinary Council Meeting and resolved as follows: *That Council supports a position to actively promote an inclusive community and wherever possible, events and activities are designed and planned to include all members of the community regardless of vaccination status, and that Council requests a draft policy be directed to the Audit and Risk Committee for further consideration.*

Council subsequently resolved (C5.07.22): *That in regards to the request to consider a draft policy for Vaccination Inclusion, the Audit and Risk Committee recommends that Council take no further action, noting Council already promotes an inclusive community with regards to events and activities within the Shire.*

Council may therefore form the view that as the Shire does not restrict access to Shire activities and premises based on vaccination status, unless required by law to do so, and as it has recently adopted the Access and Inclusion Informing Strategy 2022/2026 which aims to ensure that all people, regardless of their age, gender, culture or ability, can access information, services and facilities provided by Shire of Mundaring, that the motion be noted but no further action undertaken.

#### **Recommendation provided at 11 April 2023 Ordinary Council Meeting**

That the motion be noted and no further action be undertaken, because the Shire does not restrict access to Shire activities and premises based on vaccination status, unless required by law to do so, and as Council has recently adopted the *Access and Inclusion Informing Strategy 2022/2026* which aims to ensure that all people, regardless of their age, gender, culture or ability, can access information, services and facilities provided by Shire

of Mundaring.

### **Recommendation provided to 9 May 2023 Ordinary Council Meeting**

The Shire of Mundaring Inclusion and Disability Access Advisory Group (IDAAG) assisted in the development of the *Access and Inclusion Informing Strategy 2022/2026*. It is recommended that this decision be presented in the form of a report to the next Inclusion and Disability Access Advisory Group in 2023.

### **VOTING REQUIREMENT**

Simple Majority

### **RECOMMENDATION**

That Council, in response to the decisions made at the Annual Electors' Meeting held on 8 March 2023:

<b>Decision Number</b>	<b>Motion</b>	<b>Recommendation</b>
<b>AEM 2023.03.03</b> Decision 1: Creating a community focussed placemaking strategy for the SoM	The Darlington Residents and Ratepayers Association RRA propose that the Shire of Mundaring: <ul style="list-style-type: none"><li>• Allocate funds for the development of a comprehensive placemaking strategy for the Shire.</li><li>• Adopt a community-focused approach to the design of public spaces, taking into account the unique cultural, historical, and social characteristics of the Perth hills and its residents.</li><li>• For public places, follow a design process that prioritises aesthetic beauty as a goal and, where possible, uses locally sourced materials, labour, craftspeople, and construction techniques.</li></ul>	Notes that the priority for the Shire is completion of the minor review of LPS4 and LPS by December 2023. The prospect of a discrete place-making strategy will be addressed within that Council report.
<b>AEM 2023.03.05</b> Decision 3: Council consider adopting an Access to Records and Information Policy	That Council considers adopting an Access to Records and Information Policy.	Notes that this decision will be presented to the Governance Committee in the form of a report to the June 2023 Meeting.
<b>AEM 2023.03.07</b>	That the Shire of Mundaring	Notes that a report on this item

<p>Decision 5: Shire of Mundaring remove the LED Sign recently installed at Morgan John Morgan Reserve</p>	<p>remove the LED sign recently installed at Morgan John Morgan Reserve.</p>	<p>will need to await the outcomes of the community feedback incorporated into the signage strategy work due for completion in July 2023, with the Strategy to be presented to the August 2023 Council meeting. Pending this information, implications of removal and potential alternative locations can be examined which would be subject to a subsequent report.</p>
<p><b>AEM 2023.03.08</b> Decision 6: Material and Administrative changes to the Hills Community Nursing Home at 90 Mucciarone Lane, Parkerville</p>	<p>That the proposed change of use at the property at 90 Mucciarone Lane, Parkerville is referred back to the Shire's planning process.</p>	<p>1. Notes that the Shire has approved the operation of Residential Building on the site. Where residents allege anti-social behaviour is occurring these events should be referred to WA Police for investigation. 2. Notes that a briefing on Council's role in such matters will be provided at the June 2023 Council Forum.</p>
<p><b>AEM 2023.03.09</b> Decision 7: Develop directions on policy regarding display cabinets for sporting clubs</p>	<p>To develop directions on policy regarding display cabinets for the sporting club trophies or for memorabilia. Eg. Elsie Austin where two walls are all windows, the closets take up the third wall and the kitchen window takes up a good portion of the other wall.</p>	<p>Notes that this decision will be presented to the Governance Committee in the form of a report to the June 2023 Meeting.</p>
<p><b>AEM 2023.03.11</b> Decision 9: Improve resident's lifestyle by reducing man-made noise, in particular, machinery audible alarms</p>	<p>MRRPA asks that the Shire create an 'instrument' (policy/plan/regulation/law) to arrange that all reversing alarms fitted to vehicles and machinery operating on Shire business and shire approved operations (i.e. building, construction, earthworks, roadworks, businesses in the Mundaring Industrial Precinct for example, and so on) whether by Shire owned vehicles, or privately owned, and whether operating on public or private land, be of the "broadband reversing alarm" type, with a period of three</p>	<p>Notes that a briefing will be presented to the November 2023 Council forum outlining options and cost implications to trial or undertake changes to reversing alarms on Shire plant.</p>

	<p>years from the 'start date' of the 'instrument'.</p> <p>All contracts, activities, tenders, etc. not yet entered into, must have this 'broadband' alarm requirement specified as a necessary condition of acceptance and engagement to do work in the Shire as of immediately or at the next work opportunity.</p>	
<p><b>AEM 2023.03.12</b> Decision 10: Community and Wellbeing Informing Strategy</p>	<p>To request that the Community and Wellbeing Informing Strategy be revisited and adjusted.</p>	<p>Notes that this matter is being considered separately at the May 2023 Ordinary Council Meeting.</p>
<p><b>AEM 2023.03.14</b> Decision 12: Digital Signage in our Community Parks</p>	<p>That the Shire respectfully consider moving the LED sign currently in place in Sculpture Park to a more appropriate and less disruptive location within the shire.</p>	<p>Notes that a report on this item will need to await the outcomes of the community feedback incorporated into the signage strategy work due for completion in July 2023, with the Strategy to be presented to the August 2023 Council meeting. Pending this information, implications of removal and potential alternative locations can be examined which would be subject to a subsequent report.</p>
<p><b>AEM 2023.03.15</b> Decision 13: Access and Inclusion Strategy potential</p>	<p>That the Council respectfully consider adding a statement within the current access and inclusion strategy that is a vaccination inclusion policy, whereby regardless of someone's vaccination status they will still be welcomed and included in all Shire activities and premises.</p>	<p>Notes that this decision will be presented in the form of a report to the next Inclusion and Disability Access Advisory Group in 2023.</p>

## 10.3 Community Health and Wellbeing Informing Strategy - Report March 2022 to March 2023

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<b>File Code</b>	HS.HLH
<b>Author</b>	Steve Trlin, Manager Building & Health Services
<b>Senior Employee</b>	Mark Luzi, Director Statutory Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Community Health and Wellbeing Informing Strategy 2022-2023 Report <a href="#">↓</a>

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### SUMMARY

At its meeting of 10 March 2020 Council adopted the *Community Health and Wellbeing Informing Strategy (CHWIS) 2020 – 2025*. The CHWIS is a five-year plan that links to the Shire's objectives in the Strategic Community Plan and Corporate Business Plan.

The CHWIS consolidates the Shire's existing practice intended to protect and promote the health of the community and provides a foundation on which the Shire can build.

This is the third report since the Strategy was adopted.

It is recommended that Council notes the actions and progress to date on the Strategy's goals and commitments.

### BACKGROUND

The *Public Health Act 2016* is currently being introduced progressively and is currently at phase 4. Two years after the passing of phase 5, all local governments will be required to prepare a local public health plan that integrates with the state public health plan.

Council elected to initiate the production of a local public health plan prior to being legally mandated, the result being the adoption of the CHWIS.

The role of local government is to ensure compliance with public health legislation and to initiate a range of activities, programs, assets and services, intended to protect and promote the health of its residents.

This strategy provides a framework that is reflective of current Shire practice in public health and identifies opportunities for the future.

The Shire is committed to reviewing the CHWIS annually, as will be required by the *Public Health Act 2016* once stage 5 of that Act is implemented, which is likely to occur around July 2024.

### STATUTORY / LEGAL IMPLICATIONS

Stage 5 of the *Public Health Act 2016*, to be implemented in or around July 2024, will require local governments to prepare a public health plan and to review this plan annually.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.5 – Encourage and promote neighbourliness

## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

<b>Risk:</b> Reputational – The Shire is required to conduct an annual review of the Community Health and Wellbeing Informing Strategy. There is reputational risk should the Shire not review progress on commitments in the strategy.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
This risk could be mitigated by Council clearly communicating the reasons for its decision.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

As the legislation for mandatory public health plans has not been enacted yet, there is no framework or template to report on the activities in the Shire's CHWIS. Therefore the report in **Attachment 1** has been developed for internal review, while reporting to the Department of Health will commence once the reporting framework has been established.

At the Shire's Annual Electors Meeting on 8 March 2023, an elector motion was passed "*To request that the Community and Wellbeing Informing Strategy be revisited and adjusted*" (Decision 10 AEM 2023.03.12).

The Community Health and Wellbeing Informing Strategy (CHWIS) is a five-year plan (adopted in 2020) that links to the Shire's strategic objectives as outlined in the Strategic Community Plan 2020-2030 and Corporate Business Plan. This ensures commitments within the strategy are achieved within the Shire's current service levels and resourcing capability and are aligned to community's vision for the future, including aspirations and service expectations.

The *Public Health Act 2016* is being introduced progressively and is currently at phase 4. Two years after the passing of phase 5, all local governments will be required to prepare a local Public Health Plan (CHWIS) that integrates with the state Public Health Plan.

Council elected to initiate the development of a local public health plan prior to being legally mandated, the result being the adoption of the CHWIS.

The Shire is committed to reviewing progress in the CHWIS annually with an internal working group, with amendments to be made in response to changes in State government policy and/or in consideration of statistical updates, new trends and/or evidence. The Shire is taking this proactive approach in preparation of future reporting requirements of the *Public Health Act 2016* once phase 5 is enacted, which is likely to occur around July 2024.

CHWIS is scheduled for a formal review in financial year 2024 – 2025, which aligns with this timeframe.

To bring forward the formal review, which would include community consultation, is estimated to cost \$30,000, which is currently not budgeted until 2024-25. As the legislation for mandatory public health plans (CHWIS) has not been enacted yet, there is no State framework or template to report on the activities in the Shire's CHWIS.

Community requests to revise the CHWIS and broaden its scope may not necessarily align with the State's statutory expectations, yet to be introduced. Nevertheless, these ideas can be collected and considered by the Shire as part of the 2024-25 major review process.

Council is invited to review the actions and progress to date on the Strategy's goals and commitments, and in response to the AEM decision, note the commitment to review the scope of the CHWIS before a major review and consultation occurs in 2024-25.

## VOTING REQUIREMENT

Simple Majority

## RECOMMENDATION

That Council:

1. Notes the actions and progress to date on its Community Health and Wellbeing Informing Strategy 2020 – 2025 (**Attachment 1**).
2. In response to Decision 10 of the Annual Electors' Meeting held on 8 March 2023 which was as follows:

### ***Decision 10 - AEM 2023.03.12***

*To request that the Community and Wellbeing Informing Strategy be revisited and adjusted.*

requests the Chief Executive Officer review the scope of the Community Health and Wellbeing Informing Strategy 2020 – 2025 as part of the major review scheduled for 2024-25.

**Community Health and Wellbeing Informing Strategy  
reporting period March 2022 to 2023.**

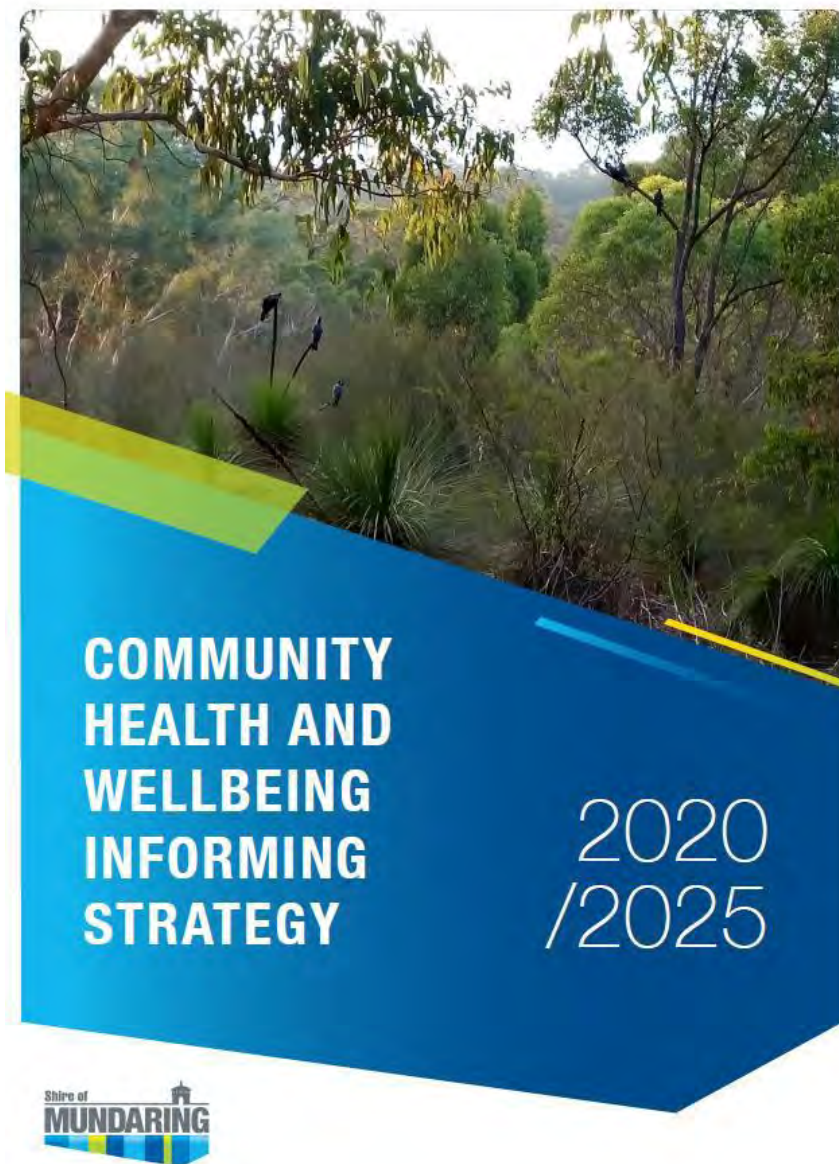
Reporting Officers:

Steve Trlin, Manager Building and Health Services  
Karen White, Coordinator Community Engagement.

The Community Health and Wellbeing Informing Strategy (CHWIS) is a five-year plan that links to the Shire's strategic objectives as outlined in the Strategic Community Plan and Corporate Business Plan. This ensures commitments within the strategy are achieved within the Shire's current service levels and resourcing capability and are aligned to community's vision for the future, including aspirations and service expectations.

The CHWIS consolidates the Shire's existing practice intended to protect and promote the health of the community and provides a foundation on which the Shire can build.

This is the third report since adoption of the strategy at the Ordinary Council Meeting 10 March 2020 (C24.03.20).





## Our People, Our Community

### Proactively support positive mental health promotion in individuals and the community

Objective 1. Increase awareness and knowledge about activities that strengthen and retain mental health and wellbeing

#### Commitments

##### 1.1 Promote national and state mental health awareness campaigns

Shire staff partnered with Swan View Senior High School as part of their R U OK day event to provide an opportunity to assist promotion of this significant Australian public health promotion campaign to students.

The Shire has continued to deliver the outcomes of its Memorandum of Understanding with Mentally Healthy WA and has promoted the Act Belong Commit National Campaign throughout 2022/23 both internally and externally in community.

Library Services partnered with Dying2Know Day to promote services and support available for end-of-life planning. In August 2022 the Dying2Know Day event attracted 71 attendees. The topics presented, which included a lawyer, gave people expert advice on planning for end-of-life which empowers people on choices and enhances peace of mind.

1.2 Provide opportunities that facilitate positive mental health for the local community, such as programs run through the Midvale Hub

In conjunction with Mental Health First Aid Australia, the Midvale Hub hosted a two day training on 6 and 7 July 2022 on Mental Health First Aid for Aboriginal and Torres Strait Islander People. This training focused not only on the practical skills to support a person with mental health issues but included cultural competency for First Nation's people.

Four-year service agreements have been maintained with groups and organisations that provide programs and activities that facilitate positive mental health, particularly in the history, arts and culture sector, including Mundaring and Hills Historical Society, Mundaring Arts Centre, Katharine Susannah Prichard Writer's Centre and Mundaring Adult Creative and Learning Centre.

Partnership with Acacia Prison to identify community groups and initiatives in the shire that the organisation can support.

Support and information provided to Engaging Generations group in Swan View whose aim is to provide opportunities for people of all ages to come together to build a stronger and more connected community, to reduce isolation and create a sense of belonging.

The Youth C.R.E.W. delivered The Vibe, a regular drop in program at the Swan View Youth Centre which provides opportunities for young people to socially connect. The Vibe commenced Tuesday 24 May 2022 and is run weekly during school terms.

Various activities have been facilitated within the Wooroloo community as part of their ongoing recovery, including weekly craft sessions and monthly meals which present the opportunity for community networking and information sharing.

Facilitated the Active Ageing Network to deliver activities and events for older adults that focussed on maintaining a mentally healthy community. The opportunity is available for older people to attend a range of activities and events. There are eight different weekly activities, with 10 to 20 older people attending each activity. There are 10 main events during the year with an average of 50 older people attending. During this reporting period the Active Ageing Members were empowered to deliver their own Mad Hatters Tea Party event attracting over 50 participants.

The Shire delivered the Summer of Entertainment Twilight Tunes at the Mundaring Arena in January 2023, offering accessible and inclusive entertainment and opportunities for social connection to the whole community. Approximately 200 people participated in the event.

The Shire has supported Perth Hills Wellbeing Alliance to provide opportunities for over 60 local community members to engage in mental health first aid training thus facilitating positive mental health outcomes. The Perth Hills Wellbeing Alliance aims to improve community connections with mental health services and build community resilience, with the vision of creating a resilient and connected community which enhances social and emotional health and wellbeing.

Shire of Mundaring Libraries provide outreach activities which include: mobile library services to the Wooroloo community, a regular service for Wooroloo Prison where 190 library items are curated for prison officers to collect for loan to inmates, local Child Health Centre talks, Better Beginnings presentations to local schools and kindergartens representing a total of 46 visits encompassing suburbs from Bellevue to Wooroloo. The outcome is that these services, offered to a range of organisations and residents strengthen community connection and provide mental well-being through the provision of relevant recreational, educational and informational materials and activities.

An Understanding Dementia talk was held in September 2022. Two more talks - Understanding Behaviour (related to Dementia) and Communication and Dementia talks - are scheduled for March 2023. Community feedback at previous events was overwhelmingly positive. The outcome is that community members' well-being is strengthened through connecting with others, through the information imparted, and through the ability to ask questions in a supportive and interactive atmosphere facilitated by specialist presenters from Dementia Australia.

Over 26 community health providers with focus on mental health have been connected with; including CLAN, Aboriginal Health, City of Swan, Centcare, Midvale Hub Parenting Service, WA Health, Derbarl Yerrigan, WA Primary Health Alliance, Mental Illness Fellowship of WA.

Objective 2. Increase participation in activities that yield mental health benefits

Commitments

2.1 Promote participation in volunteering opportunities

Two volunteer training workshops held on topics that upskill volunteers (Boards & Governance and Funding/Grants), support the development and sustainability of volunteers and organisations utilising volunteers and promote volunteering opportunities to the wider community.

Three editions of the Shire's Volunteer Bulletin were distributed to the community group email distribution list and posted to the Volunteering Network on the Shire's engagement portal.

Department of Communities and Volunteering WA provided \$4851 in grant funding for the Shire to develop a series of videos promoting volunteering in the area.

The Shire facilitated volunteer opportunities for The Vibe, a regular drop in program for young people at the Swan View Youth Centre. Throughout this reporting period, there has been three volunteers.

The Shire facilitated eight TAFE student placement opportunities for The Vibe, a regular drop in program for young people at the Swan View Youth Centre.

Library Services actively promoted volunteer opportunities in the areas of digital mentoring, shelving and library home services. The libraries supported 34 volunteers in these various roles in the last year. The outcome is that people have increased connection to community in areas which strengthen the feeling of well-being.

## 2.2 Acknowledge and celebrate the efforts of volunteers

Six Youth C.R.E.W members received a certificate to acknowledge their volunteering efforts. Four Youth C.R.E.W. members, who have moved onto new opportunities, were provided with a letter of reference to commend them for their time volunteering.

12 Volunteer Recognition Event grants awarded for events acknowledging the contribution of volunteers to their group. Total value \$3600.

During National Volunteer Week, the Shire ran a social media campaign recognising and promoting a number of local volunteers and the groups they volunteer for.

Celebrating Community event held on International Volunteer Day, 5 December 2022 to recognise and celebrate contributions made by volunteers in the Shire.

A thank you morning tea was held on the 21 February 2023 at the Hub of the Hills to celebrate and acknowledge the Active Aging Network volunteers.

Morning Tea held in celebration of OAM and Aboriginal Elder, Di Ryder and her service to the local community

## 2.3 Support groups and organisations that host community events

Three service agreements maintained with groups and organisations that host community events, including Darlington Arts Festival, Swan View and Districts Agricultural and Arts Society and Rotary Club of Mundaring.

Six grants awarded to support community led events. Total funded \$26,501.

Shire of Mundaring Libraries collaborated with KSP Writers' Centre to run the Mundaring Poetry Competition 2022. The outcome is that collaboration between local organisations is strengthened.

<p>Shire of Mundaring Libraries collaborated with, and supported Mundaring &amp; Hills Historical Society, in the Mundaring Historic Photo Competition 2022. The outcome is that connection and support of local organisations is strengthened.</p> <p>Shire of Mundaring Libraries collaborated with Dementia Australia to provide three events from March 2022 to March 2023 to inform and support family members and carers people living with dementia. 50 people attended the event in 2022, and at least that number is expected to attend each of the two scheduled in March 2023.</p> <p>The outcome is that people's well-being is strengthened as a result of the specialist advice, information and support offered through Dementia Australia.</p> <p>The libraries partner with Helping Minds to deliver static stalls staffed by Helping Minds facilitators as well as talks. Stalls were stationed at the libraries in January 2023 with Helping Minds feedback that there was a steady stream of interest and questions from library visitors.</p>
<p><b>Preventing harm and promoting a safer community</b></p> <p>Objective 3: Minimise the risk of harm from falls Objective 4: Increase awareness of road safety campaigns Objective 5: Increase water safety awareness and minimise associated risks</p>
<p><b>Commitments</b></p> <p>3.1 Investigate and deliver opportunities for people to participate in skill, education and recreation based programs aimed at falls prevention e.g. Stay On Your Feet ®</p> <p>The Shire has provided support to local individuals and groups to deliver recreation programs aimed at falls prevention. This includes Seniors Move and Groove, Tai Chi and Exercise for Seniors at Hub of the Hills.</p> <p>Two Stay on Your Feet sessions by Injury Matters were hosted at the libraries in November 2022.</p>

4.1 Promote national and state road safety campaigns

The Road Ribbon for Road Safety® campaign is a community-based road safety initiative lead by WALGA which enables people to directly contribute to road safety over the Christmas / New Year holiday period. The Shire promotes this messaging in the lead up to the Christmas period.

The Shire participates in a Metropolitan Road Group which provides an opportunity to share information on upcoming or completed road initiatives, which Local Governments may be implementing to prioritise road safety and reduce road trauma on their network. The Federal and State Blackspot Programs are determined through this group.

4.2 Share road safety information with community and visitors

Provision of Road Rules booklets in six different languages available for visitors to the Visitors Centre. Resourced from the Road Safety Commission.

5.1 Conduct private swimming pool and spa inspections and provide community education

During the 2022/2023 financial year 813 swimming pool and spa inspections were carried out. In total 666 were compliant.

An advisory notice including a checklist was sent to all landowners prior to inspection in order to educate all landowners of their responsibilities. Information sheets relating to pool safety including Department of Commerce's "Rules for Pools and Spas", "Rules for Portable Pools" and "Installing a Swimming Pool/Spa" are readily available on the Shire's website.

5.2 Support and promote Department of Education Interim and Vac Swim swimming programs

Shire provide subsidised access to its aquatic facilities for the Department of Education and Training In-Term and Vacation Swimming programs to ensure all children have the opportunity to learn to swim.

2022/22  
Bilgoman Aquatic Centre  
In-Term / Swim Carnival Attendance - 23,226  
Vacation Swimming Attendance - 4,901

Mt Helena Aquatic Centre  
In-Term / Swim Carnival Attendance - 5754  
Vacation Swimming Attendance - 2180

5.3 Provide public aquatic facilities to create opportunities and encourage participation in swimming lessons and a range of other aquatic programs

Promotion of new KidSport criteria that allows applicants to claim funding to support participation in swimming lessons added to website.

Shire provides subsidised seasonal access to its outdoor public aquatic facilities for recreation and leisure use by the public and organisations such as the Department of Education and Training and the Mt Helena Swimming Clubs to create opportunities and encourage participation in swimming.

2022/23  
Bilgoman Aquatic Centre  
Total Attendance - 100,108

Mt Helena Aquatic Centre  
Total Attendance - 16,579



<p>Objective 6. Facilitate a more active community by increasing participation in physical activity</p>
<p>Commitments</p>
<p>6.1 Provide a broad range of recreation and leisure facilities across the district</p> <p>The Shire provides a diverse range of recreation and leisure facilities through direct management, leasing community facilities or supporting/funding other organisations to provide facilities.</p> <p>Facilities include public swimming pools, indoor recreation centres, parks, ovals, tennis courts, outdoor basketball/netball/hockey courts, BMX and dirt park jumps, skateboard parks, Lake Leschenaultia, equestrian centres, golf course, lawn bowls, junior motocross track, rifle range, mountain bike trails, walking trails and historical trails.</p> <p>Improved playground facilities at Broz Park, Norris Park and Hovea are scheduled during 2022/23.</p> <p>The Shire acknowledges the importance and benefits of organised junior sport so it provides subsidised use of its community facilities. This ranges from partial subsidy at the aquatic centres, recreation centres, community facilities and low cost leases to sporting organisations to 100% subsidy at its ovals and outdoor hard courts.</p>
<p>6.3 Promote and support local organised recreation and sporting clubs and groups</p> <p>Through its Community Grant Funding program, the Shire has promoted and supported community groups through provision of:</p> <ul style="list-style-type: none"><li>Two Community Event Grants</li><li>One Milestone Event Grant</li><li>Nine Matching Grants</li><li>Twenty-one Quick Grants</li><li>Total Funding: \$36,120.76</li></ul>

6.4 Build and maintain partnerships to implement national, state and local physical activity programs

The Shire has continued to promote locally the Injury Matters Stay on Your Feet campaign aimed at older adults. This included provision of an exercise flip chart resource for use in the home. The aim of this resource is to empower older adults to regularly exercise within the home, particularly for those still fearful of venturing out and contracting COVID-19.

6.5 Provide physical activity opportunities within our natural environments

The Shire manages and provides access to Lake Leschenaultia in Chidlow. This provides opportunities for locals and visitors to interact and experience Australian bush flora and fauna. Activities include bush walking, mountain bike riding, canoeing, camping, picnicking, functions and events.

The Shire manages and maintains a range of trails that provide locals and visitors access to a range of environments and experiences. The trails can be walked, run, cycled or ridden on horseback.

The trails are also used for events such as ultra-marathons, distance horse riding, triathlons, trail running and park runs.

Objective 7: Foster healthy eating in our community

Commitments

7.1 Promote national, state and local nutrition programs

The Shire promoted Cancer Council's Live Lighter nutrition campaign via Shire facility notice boards at various times throughout the year.

<p>7.2 Support events that encourage and provide healthy eating options</p> <p>Child and Parent Centre Swan hosted a series of workshops during November and December 2022. Food Sensations initiative is a free community nutrition education and cooking program designed to provide parents and carers of children aged 0 - 5 years with the tools to create a positive eating experience for the whole family.</p> <p>Food Sensations program via FOODBANK was offered to families. These sessions are aimed at supporting families to plan and cook healthy meals.</p>
<p>7.3 Action the Shire Community Gardens policy</p> <p>Five grants were awarded to Community Gardens in the Shire, including the newly formed Wooroloo Community Garden. Total value \$4112.48.</p> <p>The Shire has continued to support and work with the Community Garden groups at Glen Forrest, Stoneville, Darlington and Chidlow around infrastructure projects and funding opportunities for community projects.</p>
<p>Objective 8: Prevent harms associated with smoking, alcohol and drugs in the community</p>
<p>Commitments</p>
<p>8.1 Promote and encourage facilities, environments and events which are free from smoking, alcohol and other drugs</p> <p>The Shire delivered the Summer of Entertainment Twilight Tunes at Mundaring Arena, which was advertised as an alcohol and smoke free events.</p> <p>All library events are alcohol, smoke and drug free. Refreshments, when offered in relation to workshops and talks, throughout the year have been alcohol-free.</p>

<p>Children's Services, Baby Expo event, held annually, is advertised as smoke, alcohol and drug free.</p>
<p>8.2 Provide support to the Mundaring Local Drug Action Group (LDAG)</p> <p>The Mundaring Local Drug Acton Group did not meet during the year as it was not supported by previous partnering organisations who felt a Local Drug Action Group is not a high priority.</p>
<p><b>Fostering health and wellbeing of our ageing population by creating an age friendly community</b></p> <p>Objective 9: Engage older people to participate in activities and events Objective 10: Strengthen access to facilities, services and information for older people Objective 11: Facilitate appropriate housing for older people</p>
<p>Commitments</p>
<p>9.1 Provide facilities that cater for activities attractive to older people</p> <p>Whilst all Shire facilities are available to people of every age and many are fully accessible, three Shire community facilities in central locations are popular for use by older adults. The Hub of the Hills in Mundaring, Mundaring Arena and Brown Park Community Centre in Swan View are the locations that a number of activities and programs are delivered for older people.</p>
<p>9.2 Manage the activity and event program at The Hub of the Hills and Brown Park Recreation Centre</p> <p>A monthly timetable of activities and events is available for Hub of the Hills users. Activity information is circulated on the Shire's website, Darlington Review, email mailing list and a hard copy of the timetable and event flyers is available at the Hub of the Hills, Perth Hills Mundaring Visitor Centre, Shire libraries, local community boards, via community groups and letterbox dropped to 70 residents of Yallabee and Hilltop Grove Estate.</p>

9.3 Promote and encourage participation in local activities and events

As part of Seniors Week activities, the Shire delivered a Seniors Community Connection event that raised awareness of local activities and encouraged participation by older adults. Total attendees were 200.

The Shire has promoted local activities and events for older adults through face to face communication, posters, ECHO newspaper, email, Curtin FM and distribution of flyers to Yallambie Village, Hilltop Estate and via community groups.

Regular promotion of a calendar of activities and events for older adults to encourage participation at The Hub of the Hills and Brown Park.

9.4 Build and maintain partnerships to promote and deliver national, state and local initiatives for older people

The Shire is partnering with Dementia WA to promote and deliver Dementia campaigns. Dementia WA presented at a morning tea for older adults at the Hub of the Hills.

The Shire continues to partner with Seniors Recreation Council WA and Council on the Ageing WA to promote, deliver and encourage participation in national and state initiatives for older people such as Have a Go Day Burswood. The Shire continues to partner with RISE Network to promote and deliver local initiatives for older people such as an exercise program at The Hub of the Hills.

#### 10.1 Manage and deliver library services available for older people

Library Home Services are delivered to residents who cannot attend the libraries due to disability, illness or mobility. Over 40 residents had regular home services delivered through staff and volunteer visits. Residents' homes as well residents at Regis Aged Care and Baptistcare Yallambee were visited throughout the year.

The libraries are Be Connected program Network Partners enabling the use of resources aimed at increasing the digital skills of older Australians. Each library offers two one-to-one tech help sessions on a weekly basis. These sessions, of up to one hour per person are delivered by library volunteer digital mentors (Tech help sessions are also offered to the wider community as required). Across the year more than 150 people were assisted through these sessions.

The libraries provided two events in October 2022 for Get Online Week, a Be Connected initiative aimed at improving the digital literacy of older Australians and assisting them to make use of technology to enhance social connection, independence, broaden online skills, and life-long learning.

iPads are available for use for free at the libraries. Some older people find tablets easier to use than the libraries' public use desktop computers to access online services. The iPads, which are in a larger format, are also available for digital mentors and staff to demonstrate and teach people how to access free library digital resources through apps (BorrowBox, Libby, Hoopla, Kanopy and others) or how to access other online applications.

#### 10.2 Support community groups that provide initiatives for older people

Three year funding agreement maintained with Mundaring Seniors Inc. to assist with the cost of licensing and registration of the group's two buses.

As part of the Seniors Week activities, the Seniors Community Connection event provided an opportunity for 21 community groups to increase their membership and promote their activities.

The Shire facilitates the Active Ageing Network (ANN), a volunteer group who deliver activities and events for older adults. Facilitation includes monthly meetings and support for AAN to deliver regular activities and events at the Hub of the Hills.

10.3 Build and maintain partnerships with organisations that provide information and services relevant for older people

Maintain service agreement with Mundaring Senior Inc. to provide information and services relevant for older adults.

The Shire partners with Seniors Recreational Council WA and Council on the Ageing WA to deliver information and services for older adults. In addition, adhoc information that is received from reputable organisations has been distributed to older adults via a range of mediums.

The libraries partner with Be Connected, an Australian government initiative delivered through the Good Things Foundation to deliver programs designed to improve the digital literacy of older Australians. Be Connected offers grants and resources to network partners to achieve this aim.

Regular contact with government agencies such as Department of Communities, Department of Justice, as well as other organisations such as Citizen's Advice Bureau, Read Write Now, is maintained to ensure forms such as Applications for Senior's card and information about JPs and health related matters are available for older people.

11.1 Through the current Local Planning Scheme, respond to development proposals in relation to housing opportunities for older people

Considering housing opportunities for older people forms part of the Shire's ongoing business do usual approach.

Objective 12: Promote, raise awareness and increase knowledge about immunisation
Commitments
<p>12.1 Partner with stakeholders to provide and promote an immunisation program in accordance with the National Immunisation Program Schedule</p> <p>Between November 21 and June 2022 the Midvale Hub, in conjunction with local schools and the Department of Health conducted nine pop up immunisation clinics for our local community. Within these clinics we aided in providing 451 vaccinations to vulnerable families and children under a holistic health model.</p> <p>As noted in feedback from Debbie Thomas, from the COVID-19 Vaccination Program, the reach of support within the community through the Midvale Hub Centre partnership was well beyond just the provision of vaccines. This partnership supported a health service delivery of vaccinations, education and health literacy building, safety with whole school community approach with equity and access for the most vulnerable.</p> <p>Partner with stakeholders to provide and promote an immunisation program in accordance with National Immunisation Program Schedule - 11 pop up clinics and weekly immunisation clinics run- 700 vaccinations provided to local community (COVID , flu and National Immunisation Schedule)</p>
Objective 13: Manage and maintain the risks associated with infectious disease
Commitments
<p>13.1 Utilise a range of media to increase community awareness about:</p> <ul style="list-style-type: none"> <li>• the risks associated with infectious disease</li> <li>• actions to prevent infectious disease</li> </ul> <p>Health Services run regular social media posts about a range of environmental health topics through the year. Topics have previously included European wasps, smoke from burning off, rodents, fight the bite (mosquitoes) and heatwaves.</p>



A Gantt chart has been prepared to assist in the timing and preparation of these public awareness campaigns. An interactive mosquito awareness display was provided at the 2022 Darlington Arts Festival.

13.2 Monitor emerging environmental health risks

Health Services are actively involved in a number of initiatives such as;

- Environmental Health Google groups forum
- Staff attendance at the annual EHA state conference
- Participate in the Metropolitan Environmental Health Managers Group meetings
- Attends the "Eastern Authorities Team" meetings (a forum for EHOs in the eastern suburbs to network and share ideas)
- Monitor and interpret updated information from the Environmental Health Directorate.
- Member of the Shire's Local Emergency Management Committee.

13.3 Provide guidance and advice to the body art and personal appearance industry operating within the shire, regarding health and hygiene practices

Health Services conducts a risk-based inspection program of concerned businesses. Guidance and advice to those operating in the industry is provided during inspection.

<b>Emergency management and bush fire preparedness</b>
Objective 1: Manage and control risks associated with emergency events Objective 2: Enhance bush fire preparedness
<b>Commitments</b>
<p>1.1 Support and actively participate in District and Local Emergency Management Committees</p> <p>Local Emergency Management Committee meetings continue to be held on a quarterly basis in accordance with the requirements of the Emergency Management Act 2005 and subsidiary legislation. Shire of Mundaring has attended and participated in District Emergency Management Committee meetings.</p> <p>Shire of Mundaring participated in emergency management exercises at the regional level on 14 October 2022 in relation to a major bushfire scenario and at the district level on 20 October 2022 involving an extreme weather (cyclone) scenario.</p> <p>Shire of Mundaring conducted an emergency management exercise involving its Local Emergency Management Committee and a range of internal and external stakeholders on 28 October 2022 based on a bushfire scenario affecting John Forrest National Park, Bilgoman Aquatic Facility and adjacent residential areas and infrastructure.</p>
<p>1.2 Periodically review the Local Emergency Management Arrangements (LEMA)</p> <p>The LEMA and associated sub-plans, including the Business Continuity Plan, are currently undergoing review with a working draft being periodically reviewed by the Local Emergency Management Committee. The full draft is expected to be completed for consideration by the Local Emergency Management Committee in June.</p>

1.3 Promote heatwave community education campaigns in partnership with Department of Health

During the summer of 2022/23, there were no declared heatwaves.

1.4 Action policy and guidelines related to building in bush fire prone area

Ongoing.

2.1 Undertake Bush Fire Safety and Firebreak Management Program

Ongoing inspections were carried out during the course of the year by the Shire's Fire Hazard Inspection Team. Between 1st November and the 31st March is the compliance period where officers will issue property owners a notice to complete works due to their property not being compliant as per the Shire of Mundaring Firebreak and Fuel Load notice. Landowners are typically given 10 days to complete the works or can request additional time to complete them so long as within a reasonable timeframe.

Between 1st April 2022 and 31st October 2022 officers carry out pre-inspections, giving advice to residents on the types of mitigation works needed prior to the next compliance period as well as how to reduce fuel loads by burning in safe ways and with confidence. Further to this, a winter burning program is rolled out over the cooler months by experienced officers demonstrating how to manage small areas of running fire in a mosaic type format which helps towards the mitigation plans. Annually the Shire will hold an electronic information session on bushfire safety and preparedness either via Facebook or the website/Webex.

## 2.2 Implement a range of treatments to manage bushfire risk on lands owned or managed by the Shire

Annual inspections were carried out on all Crown reserves managed by the Shire and also free hold land. These inspections identify mitigation works that may be required to ensure it is compliant with the Shire's Firebreak and Fuel Load standard. These types of works include but not limited to – Firebreak upgrades, installation of new firebreaks, construction of manageable cells for hazard reduction burning, hazard reduction burning, woody weed removal, pre/post burning weed treatments, forestry mulching and general chainsaw and slashing tasks. In addition to this the Shire receives grants through the Mitigation Activity Fund (MAF) which is due to the Shire having completed and having it's Bush Fire Risk Management Plan (BRMP) accepted by Council and endorsed by the Office of Bushfire Mitigation (OBRM). This involves sections of Shire lands vested in the crown being allocated further treatments on top of normal budgetary funds provided for mitigation.

Shire of Mundaring established the new position of Bush Fire Risk Management Officer (BRMO) with recruitment for that new role being completed and the officer concerned being appointed in September 2022. The appointment of a BRMO has enabled a more comprehensive focus on bush fire risk management planning across the Shire district and all land tenures within same. That focus includes the commencement of an active program of stakeholder engagement with the management authorities for the major Crown land holdings within the Shire to have those organisations commit to appropriately mitigating bushfire risk on the land holdings concerned.

## 2.3 Engage residents to effectively manage bushfire risk on private property

Support, through Wooroloo Connect, for the Wooroloo Volunteer Bushfire Brigade to host a bushfire ready session, with a focus on both property and personal preparation.

<p>2.4 Establish and maintain volunteer bush fire brigades in accordance with the requirements of the Bush Fires Act 1954.</p> <p>This is carried out as per the Bush Fires Act 1954 and in conjunction with the Local Government Grants Scheme (LGGS) and Emergency Services Levy (ESL). An application for a grant to cover the operating costs of all nine brigades was made along with capital expenditure required for things such as, appliances, station extensions or rebuilds and other equipment.</p> <p>Shire of Mundaring, through grant funding obtained from the Commonwealth and the municipal budget was able to engage builders to build a new station for the Stoneville Volunteer Bushfire Brigade (SVBFB). While that project has been subject to significant delays as being experienced across the entire construction industry, an up to date, state of the art station for SVBFB will be opened shortly.</p>
<p><b>Recreation, leisure and community assets</b></p> <p>Objective 3: Protect the community by managing safety of public buildings, recreation facilities and events</p>
<p>Commitments</p>
<p>3.1 Administer maintenance programs for public buildings, leased community facilities, footpaths, trails, aquatic facilities, parks, reserves and Lake Leschenaultia camp ground to ensure safety of facilities</p> <p>Listed building preventative maintenance items and reactive maintenance items are undertaken throughout the year. Annual building condition inspections are undertaken each year to develop list of required works.</p>

3.2 Facilitate the Playground Safety Inspection program and ensure equipment is constructed and maintained in accordance with Australian standards

Monthly visual checks are conducted and repairs undertaken as required. Half yearly comprehensive maintenance is undertaken (e.g. lubrication, nut tightening etc.)

3.3 Request and evaluate risk management plans, emergency management plans and traffic management plans for Shire and community run events

Health Services actively participate in the event planning process under the Health (Public Buildings) Regulations 1992.

3.4 Ensure aquatic facilities meet all relevant regulations and standards

Health Services conduct a monthly water-sampling program of aquatic facilities as prescribed by the Aquatic Facilities Regulations 2007. Furthermore, Health Services conduct a laboratory report interpretation service for water samples collected by Recreation and Leisure Services at Lake Leschenaultia. They also respond to enquiries relating to the establishment of Aquatic Facilities within the Shire of Mundaring.

<b>Access and inclusion</b>
Objective 4: Support people with disability and their families, friends and carers to feel welcomed, valued and included in the Shire community
<b>Commitments</b>
<p>4.1 Administer strategies outlined in the Shire Disability Access and Inclusion Plan 2017 – 2021 to enhance access and inclusion within the community</p> <p>Shire of Mundaring was one of nine local governments selected to participate in the Building Inclusive Communities 2022 project, delivered by Inclusion Solutions. Participation in the project provides the Shire with an opportunity to strengthen our Access and Inclusion Informing Strategy, increase membership and volunteering for local community groups and clubs, and ensure local events and activities are inclusive and accessible for all people.</p> <p>Strategies outlined in the Shire Disability Access Inclusion Plan have been implemented and reported to Department of Communities as required.</p> <p>The Shire developed a new Access and Inclusion Informing Strategy, adopted by Council in December 2022. Actions within the Strategy are being implemented to deliver on outcomes.</p> <p>Library events and programs were offered with provision made for people with alternative access requirements, such as the provision of an Auslan interpreter. Over 45 events for adults and children advertised with this inclusion.</p> <p>In 2022/23 the libraries provided volunteer employment for four people identifying as living with a disability. The outcome is that this increases future employability in the sector.</p> <p>IPads in a larger format are now available for in-library use by people identifying with a disability who may find the devices easier to use than the public-use desktop computers. IPads have been pre-loaded with some apps including games, educational apps, and library digital resources apps. People regularly attend the libraries with their carers to access the free Wi-Fi and public use computers.</p>

<p>A new accessible toilet block was constructed at Broz Park and also on the west side of Lake Leschenaultia.</p> <p>Architects have been appointed and are undertaking design work to upgrade Parkerville Hall and Glen Forrest Hall.</p>
<p><b>Transport</b></p> <p>Objective 5: Minimise congestion and advocate for improved public transport</p>
<p>Commitments</p>
<p>5.1 Partner with key stakeholders to work towards improving traffic control and congestion at key intersections</p> <p>The Scott Street and Great Eastern Highway intersection is being assessed by MRWA to improve road safety.</p>
<p>5.2 Advocate to maintain and improve existing public transport options</p> <p>A large number of bus stops in Darlington and Glen Forrest were upgraded to provide hardstands that are accessible in accordance with Department of Transport design guidelines.</p>
<p>5.3 Consider transport and movement networks in any planning advice, approvals or strategies prepared by the Shire</p> <p>Transport needs and traffic impacts are considered in large-scale developments as they are presented.</p>



<b>Youth engagement and support</b>
Objective 6: Engage with and support our young people and wider community to become more connected
<b>Commitments</b>
<p>6.1 Provide affordable and accessible facilities for junior sports programs</p> <p>The Shire acknowledges the importance and benefits of organised junior sport therefore it provides subsidised use of its community facilities. The subsidy ranges from partial subsidy at the aquatic centres, recreation centres, community facilities and low cost leases to sporting organisations to 100% subsidy at its ovals and outdoor hard courts.</p>
<p>6.2 Facilitate partnerships with community groups and organisations that deliver programs and activities for young people</p> <p>Community Engagement Facilitator – Youth has formed various relationships with community groups and organisations such as:</p> <ul style="list-style-type: none"><li>- Millennium kids</li><li>- Various school Chaplin's</li><li>- Mundaring Rotary Club</li><li>- PCYC (Midland)</li><li>- Mundaring Arts Centre</li><li>- Helping Minds</li><li>- Headspace (Midland)</li><li>- Youth Leadership Academy Australia</li><li>- Noisebin</li><li>- Parkerville Baptist</li></ul> <p>To help provide a larger range of programs and activities for young people within the community.</p>

<p>Young People's Services Librarian collaborated with authors and Australia Reads to present a registered Australia Reads event on 9 March. Australia Reads is a nation-wide initiative to promote connection and well-being through the sharing of stories and reading.</p> <p>Libraries offered nine events for young people which were attended by over 230 young people. Service providers included Kanyana Wildlife Centre, GOSAC (Give Our Strays a Chance), Re-cyc-ology and Science Alive and Carol Foley, Noongar Language Educator. The outcome is that young people engage in activities which promote connectedness, learning and well-being.</p>
<p>6.3 Provide grant funding to community groups and organisations that deliver programs and activities for young people</p> <p>Twenty-two Youth Grants were awarded to local young people chosen to attend state, national or international events, representing their institution, club or organisation in their chosen field. Total value: \$4500.</p> <p>The Youth Engagement Partnership Fund has been widely promoted and one application has been submitted for assessment during March 2023.</p>
<p>Objective 7: Maintain and enhance environments supportive of public health</p>
<p>Commitments</p>
<p>7.1 Administer the Food Act 2008 which governs the registration and inspection of all food businesses within the Shire</p> <p>Health Services conducts a risk based food premise inspection program. Furthermore, Health Services actively participates in coordinated sampling programs as part of LHAAC.</p> <p>In the last year, a Food Enforcement Procedure was adopted, outlining the hierarchy of compliance as it relates to the <i>Food Act 2008</i>.</p>

7.2 Assess applications for on-site effluent disposal, carry out inspections of installation and monitor routine service reports for aerobic treatment units to ensure that they are performing satisfactorily

Health Services assess all applications for onsite effluent disposal applications from initial application stage through to installation, inspection and final permit to use the apparatus.

Health Services are actively involved in the planning application stages to identify and address any on-site effluent disposal matters. Aerobic Treatment Unit maintenance reports are recorded and intervention carried out where necessary.

7.3 Co-ordinate and resource solid waste collection and solid waste disposal services in accordance with the Waste Avoidance and Resource Recovery Act 2007, including: domestic and commercial bin collection; waste transfer stations; and bulk verge collection

Council adopted a Shire Waste Plan that aligns with the State Waste Strategy and solid waste collection and solid waste disposal services are undertaken in accordance with this Plan.

7.4 Provide and maintain a stormwater drainage system that mitigates foreseeable risks to public health and safety

There are many cases where natural watercourses intersect with the stormwater drainage network. The Watercourse Hierarchy Strategy aims to protect water quality and the health of watercourses while minimising flood risk.

Reactive maintenance to storm water issues as they arise is undertaken swiftly.  
Storm water drainage capital upgrades is undertaken in line with the approved capital works program.

<p>7.5 Administer legislation as it relates to animals, pests, noise, air quality, litter/dumping and environmental health nuisance</p> <p>Health Services respond to a wide range of concerns. These include dust, odour, pests, noise, housing standards, smoke, poultry, asbestos, mosquitos and the like.</p>
<p>Objective 8: Build capacity for safe and sustainable water management by the shire and community Objective 9: Identify health risks and adaptation options for climate change impacts Objective 10: Facilitate sustainable land use and development</p>
<p>Commitments</p>
<p>8.1 Work in partnership to:</p> <ul style="list-style-type: none"><li>• use Water Sensitive Cities benchmarking to improve water management within the shire and community</li><li>• promote and deliver Waterwise programs and activities for community</li></ul> <p>Shire staff continue to address water efficiency in the design and maintenance of community facilities and landscaping in accordance with the adopted Waterwise Council Action Plan (2021). The Gold Waterwise Council accreditation recognises additional actions based on Water Sensitive Cities objectives.</p>

9.1 Administer a range of climate change adaptation and mitigation measures in order to better prepare, protect and inform residents of impacts on climate change

Shire staff have engaged with the Department of Water and Environmental Regulation climate science initiative, and updated local scale climate projections are expected in 2024.

Heatwaves and bushfires are key health hazards from local climate change impacts. Information on building in bushfire prone areas and thermally efficient, passive solar design is made available to people building houses within the Shire.

Drainage improvements continue to be implemented by the Shire's Infrastructure Services to protect against flood risk.

9.2 Partner with and support community groups that promote environmental awareness and engagement with nature - Environmental Advisory Committee, Catchment Groups, Friends Groups and Mundaring in Transition etc

One Quick Grant awarded to support Save Perth Hills to produce promotional material to the value of \$500.

Information is shared with members of relevant groups including Perth Hills Climate Change Interest Group, Millennium Kids, Friends Groups, Catchment Groups and Environmental Advisory Committee.

Millennium Kids obtained Shire funding through the Youth Engagement Partnership Fund (2021/2022 budget, application approved in April 2022) to support a Youth Climate Project delivered during this reporting period.

Blue Sky Festival organisers receive support to arrange the event and engage professional environmental and sustainability speakers.

10.1 Action the Local Planning Strategy and Local Planning Scheme No.4

Strategic and statutory planning decisions (and recommendations) are made based on the objectives of the Local Planning Strategy and the provisions of the Local Planning Scheme.

367 applications completed since March 2022.

## 10.4 Streetlight Conversion to LED lighting Final Stage

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<b>File Code</b>	EV.PRG 13
<b>Author</b>	Shane Purdy, Director Infrastructure Services
<b>Senior Employee</b>	Shane Purdy, Director Infrastructure Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	Nil

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### SUMMARY

A quote has been received from Western Power to progress stage two of the LED streetlight changeover initiative, being for the lights on Great Eastern Highway.

In December 2022 Council resolved (C16.12.22) to accept the initial Western Power quote to convert street lighting in the Shire to LED lighting, except those on Great Eastern Highway as further costings were to be determined.

It is recommended that Council resolves to accept the additional quote of \$400,601 for the changeover to LED streetlights on Great Eastern Highway, which will complete the Western Power owned street light changeover to LED for the Shire district (except for a small number of decorative lighting poles).

### BACKGROUND

In September 2018 Council adopted an Energy and Emissions Reduction Strategy, with a target to reduce corporate emissions by 30% by 2030 (based on 2016/2017 levels). In December 2019 Council declared a climate emergency and called for State and Federal Governments to act to urgently reduce emissions, increase resources for firefighting and assist local governments with adaptation.

The Shire's initial actions to reduce greenhouse gas emissions focussed on reducing energy use in facilities and increasing use of renewable energy, as options for lower emissions vehicles were limited/expensive and there were barriers to changing streetlights. Once Western Power had approved a range of LED streetlights that could be used in its network, Synergy tariffs for LED streetlights needed to be set and Western Power changeover charges still needed to be established. These barriers have now been removed and local government driven changeovers to more efficient LED lighting are possible.

The majority of streetlights within the Shire are owned by Western Power, with the Shire responsible for the electricity bill via Synergy. Alternative suppliers for electricity for street lighting are not possible as it is not currently a contestable use. The Shire has very limited options when dealing with Western Power owned streetlight infrastructure and non-contestable Synergy tariffs.

In 2020/2021 greenhouse gas emissions from street lighting accounted for 38% of the Shire's corporate carbon footprint. A business case was prepared as part of the 2022/2023 budget process to identify funding options to accelerate the Shire's progress towards reducing emissions, by funding an accelerated changeover to LED streetlights.

There are a number of different streetlights in use that were installed at different times including compact fluorescent, high-pressure sodium, mercury vapour, metal halide and

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some recently installed light emitting diode (LED). Western Power uses a nominal economic life of 20 years for streetlights, however many streetlights that were installed in the 1970s, 1980s and 1990s are still in operation.

The retirement of mercury vapour and metal halide streetlights will be forced within the next 3-5 years as new globes become unavailable, due to the international Minimata Convention to phase out production and importation of products containing mercury. The actual time taken to convert all mercury vapour and metal halide streetlights to LED would depend on the size of Western Power's stockpile of replacement globes, and whether globes switched out as part of council-driven changeover projects in other areas are made available as spares. Other types of streetlights can remain in use until the unit fails and requires replacement.

Synergy has specific charges for each type of lamp, wattage and time of operation. LED lighting is the most energy efficient which is reflected in lower tariffs. There has been a special, even lower tariff set by the State Government (Economic Regulation Authority) for streetlights that have been changed to LED through a local government 'full contribution', compared to waiting for other types of lamp to fail and be replaced by LED over a number of years. An accelerated shift to LED would achieve an immediate 60% energy saving, which results in a rapid reduction in greenhouse gas emissions as well as annual costs for streetlight electricity bills.

At current rates the difference in tariffs between LED (changed on failure by Western Power) and council-funded LED changeover is over 5 cents per pole per day. The combination of LED energy efficiency and differential tariffs would leave local governments that do not fund LED changeover projects paying higher street lighting power bills for many years, expected to ultimately cost more than a changeover project. This is consistent with the state government position that local governments benefit financially from changing to more efficient streetlights and can therefore be expected to pay for the work if they want a faster transition to LED, despite the infrastructure being owned in nearly all cases by Western Power.

In November 2022 a quote was received from Western Power to progress stage one of an LED streetlight changeover initiative, which excluded lights on Great Eastern Highway due to the need to await traffic management costs. The quote received for the initial stage was \$1,508,381.23. Following Council's decision (C16.12.22) the quote was accepted and a purchase order raised.

A second quote has now been received for the conversion of street lighting of those lights on Great Eastern Highway. This quote value is **\$400,601**.

Western Power advised that the quote could not include the installation of smart controls, as their arrangements for that infrastructure have not been finalised.

## **STATUTORY / LEGAL IMPLICATIONS**

Regulation 11(2)(e) of the *Local Government (Functions and General) Regulations 1996* permits the Shire to enter into a contract with Western Power to replace streetlight luminaires, as the goods or services are to be supplied by or obtained through the government of the State or its agencies.

## **POLICY IMPLICATIONS**

The Shire's Environmental Sustainability Policy includes policy statements relating to energy, emissions and climate change:

- 1.4. Human induced climate change is recognised as a key threat to biodiversity, requiring mitigation action to reduce carbon emissions at all levels of government, and adaptation to local impacts.*



2.1 The Shire will pursue and promote improved water and energy efficiency, reduced carbon emissions and sustainable use of natural resources.

## FINANCIAL IMPLICATIONS

The Shire has used the \$1,419,762 from the stage three Local Road and Community Infrastructure Program Federal grant funding towards these streetlight improvements.

The initial estimates provided by Western Power in 2021 indicated a cost in the vicinity of \$2.9M to change all streetlights to LED with smart controls, and \$2.4M without smart controls. The adopted budget was \$2,919,762, funded by the \$1.4M grant and \$1.5M from Reserves, with the Reserves funding to be repaid by future operational savings.

In the midyear budget review the budget allocation was reduced by \$900,000 based on Council's decision to proceed with the street light conversion without smart controls.

The total cost of stage one (\$1,508,381.23) and stage two (\$400,601) results in a total cost of \$1,908,982. Money to be taken from the Civic Facility Reserve will reduce from the budgeted \$1.5M to \$0.5M.

With the annual savings from the lower tariffs expected to be \$290,000, the repayment of funds taken from Reserves can be repaid in two years and result in ongoing savings thereafter whilst reducing emission levels.

## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 2 - Natural Environment

Objective 2.4 – Energy management that is efficient and sustainable

Strategy 2.4.2 – Improve energy efficiency and adopt low-emissions technology

## SUSTAINABILITY IMPLICATIONS

Reducing the Shire's energy use and emissions will have social and environmental benefits by contributing to the avoidance of catastrophic levels of global climate change.

An endorsed business case on energy emission reduction has provided for a proportion of the financial savings from the streetlight conversion to be directed to a new sustainability focussed position (Sustainability Officer) intended to progress initiatives to further reduce carbon emissions, improve water efficiency and promote waste minimisation.

## RISK IMPLICATIONS

<b>Risk:</b> The Shire's reputation within the community may be at risk if it does not reduce energy use and greenhouse gas emissions in line with adopted targets		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
Continue to progress emissions reduction through LED streetlight conversion being the largest contributor to emissions.		

## EXTERNAL CONSULTATION

Community consultation undertaken during development of the Shire's Strategic Community Plan 2020-2030 identified the following:

- Street lighting was the most frequently identified service that participants were willing to forego to reduce costs; and
- LED lighting was one of the most frequently suggested efficiency improvements.

This community consultation process led to the vision for the Shire's Strategic Community Plan as 'The place for sustainable living,' listing 'Leadership and partnerships for sustainable living' as a 10 year priority.

### **COMMENT**

There is no update from Western Power on use of smart controls. The issues surrounding its potential introduction, as detailed in the December 2022 report, still remain. Shire staff will continue to monitor this with the view to exploring how this technology may be introduced when finalised information is available. Importantly, smart control cells are compatible with the new LED lighting fixtures, so no changeover of lighting fixture would be required.

The advised delivery of the project from Western Power is between August-October 2023.

It is recommended that Council accepts the second quote for the street lights on Great Eastern Highway to complete conversion of all street lights to LED. All Western Power owned street lights would then be converted to LED lighting except for a small number of decorative lighting mostly on Morrison Road, Swan View, which will be considered once Western Power lists LED options for these decorative streetlights to their range of acceptable fittings.

### **VOTING REQUIREMENT**

<b>RECOMMENDATION</b>
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That Council accepts the quote of \$400,601 for the changeover to LED streetlights on Great Eastern Highway.

## 10.5 List of Payments for March 2023

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<b>File Code</b>	Fi.RPT 1
<b>Author</b>	Stan Kocian, Manager Finance and Governance
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Payments Between Meetings - March 2023 <a href="#">↓</a>

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### 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 March 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

<b>Risk:</b> Payments are not monitored against approved budget and delegation.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Moderate
<b>Action / Strategy</b>		
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 March 2023 (**Attachment 1**).

**PAYMENTS BETWEEN MEETINGS**

The schedule of accounts paid for the month of March 2023 totals **\$ 7,484,586.03**

and includes:

- Municipal Cheques 200590 - 200592 and
- Electronic Funds Transfers.

**Schedule of Accounts:**

	<b>Amounts</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>MUNICIPAL ACCOUNT</b>		
MUNICIPAL CHEQUE PAYMENTS	1,943.01	
EFT PAYMENTS	5,681,975.32	
EFT PAYROLL PAYMENTS	1,653,663.09	
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	15,520.94	
FLEETCARE FUEL PAYMENTS	3,485.80	
BENDIGO MERCHANT BANK FEES	2,234.39	
BENDIGO DIRECT DEBIT FEES (incl. FTS)	3,405.95	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	24,051.62	
COMMONWEALTH BANK – BPOINT FEES	2,604.68	
KONICA MINOLTA – PRINTER LEASE	2,520.74	
WA TREASURY CORPORATION	91,888.81	
RMS – LAKES MONTHLY LICENCE FEE	188.10	
RMS – MONTHLY SMS FEES	22.33	
QIKKIDS – FEES	64.70	
WEX MOTORPASS	403.46	
DEBITSUCCESS	343.39	
WINDCAVE – MERCHANT FEES	103.40	
ICMSFE	166.30	
<b>TOTAL MUNICIPAL ACCOUNT</b>		<b>7,484,586.03</b>
<b>TRUST ACCOUNT</b>		<b>0.00</b>
<b>TOTAL ALL SCHEDULES</b>		<b>7,484,586.03</b>

**MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
<b>Cheque Details</b>					
07/03/2023	00200590	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 152.85
03/03/2023			PETTY CASH REIMBURSEMENT - ERFDC	\$ 152.85	
14/03/2023	00200591	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 273.20
13/03/2023			PETTY CASH REIMBURSEMENT - BROWN PARK	\$ 273.20	
27/03/2023	00200592	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 1,516.96
20/03/2023			PETTY CASH REIMBURSEMENT - LAKE LESCHENAULTIA	\$ 168.50	
24/03/2023			PETTY CASH REIMBURSEMENT - ADMIN	\$ 680.60	
24/03/2023			PETTY CASH REIMBURSEMENT - DEPOT	\$ 414.86	
26/03/2023			PETTY CASH REIMBURSEMENT - BROWN PARK	\$ 253.00	
<b>Total Confirmation Cheques</b>				<b>\$ 1,943.01</b>	<b>\$ 1,943.01</b>
<b>Electronic Funds Transfer</b>					
01/03/2023	3365.11205-01	Mr J S Martin	COUNCILLOR ALLOWANCE		\$ 7,412.92
01/03/2023			MEETING FEE	\$ 2,408.42	
01/03/2023			ALLOWANCE	\$ 4,712.83	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.11210-01	Mr D A Jeans	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.11587-01	Mrs N D Zlatnik	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.11784-01	Mrs A E Collins	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.13101-01	Mr M D Corica	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.14220-01	Ms K Beale	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.14221-01	Mrs P McNeil	COUNCILLOR ALLOWANCE		\$ 3,313.26
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			DSP ALLOWANCE	\$ 1,178.17	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.14222-01	Mr L W Ellery	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.14236-01	Mrs J E Cicchini	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.14588-01	Mrs C L Hurst	COUNCILLOR ALLOWANCE		\$ 2,312.69
28/02/2023			TRAVEL REIMBURSEMENT 318KM 08/11/2022 TO 22/02/2023	\$ 177.60	
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3365.8924-01	Ms P A Cook	COUNCILLOR ALLOWANCE		\$ 2,135.09
01/03/2023			MEETING FEE	\$ 1,843.42	
01/03/2023			ICT ALLOWANCE	\$ 291.67	
01/03/2023	3366.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 20,121.13
01/03/2023			CARE GIVER SUBSIDIES	\$ 20,121.13	

MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2023

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
03/03/2023	3367.34-01	Water Corporation	WATER RATES & FEES		\$ 52,033.38
02/03/2023	9012388904		WATER RATES & FEES	\$ 846.52	
02/03/2023	9004679584		WATER RATES & FEES	\$ 5,801.26	
02/03/2023	9004679541		WATER RATES & FEES	\$ 384.05	
02/03/2023	9004679998		WATER RATES & FEES	\$ 854.41	
02/03/2023	9004680833		WATER RATES & FEES	\$ 153.13	
02/03/2023	9015634496		WATER RATES & FEES	\$ 794.62	
02/03/2023	9004679832		WATER RATES & FEES	\$ 943.78	
02/03/2023	9004679808		WATER RATES & FEES	\$ 1,041.41	
02/03/2023	9004684543		WATER RATES & FEES	\$ 15,823.06	
02/03/2023	9004679824		WATER RATES & FEES	\$ 157.30	
02/03/2023	9004683970		WATER RATES & FEES	\$ 152.47	
02/03/2023	9004679509		WATER RATES & FEES	\$ 898.55	
02/03/2023	9004679971		WATER RATES & FEES	\$ 79.25	
02/03/2023	9004680788		WATER RATES & FEES	\$ 145.59	
02/03/2023	9004631724		WATER RATES & FEES	\$ 178.99	
02/03/2023	9004644998		WATER RATES & FEES	\$ 5.67	
02/03/2023	9004646790		WATER RATES & FEES	\$ 352.56	
02/03/2023	9004631732		WATER RATES & FEES	\$ 4,892.45	
02/03/2023	9004645034		WATER RATES & FEES	\$ 1,591.94	
02/03/2023	9004646782		WATER RATES & FEES	\$ 9,592.34	
02/03/2023	9004691428		WATER RATES & FEES	\$ 100.28	
02/03/2023	9010381397		WATER RATES & FEES	\$ 27.12	
02/03/2023	9004631716		WATER RATES & FEES	\$ 178.99	
02/03/2023	9004650204		WATER RATES & FEES	\$ 149.16	
02/03/2023	9004639478		WATER RATES & FEES	\$ 6,888.48	
07/03/2023	3368.13495-01	Ms S Harlow	REIMBURSEMENT		\$ 637.55
03/03/2023	REIMBURSEMENT		REIMBURSEMENT - EXPENSES FOR CHILDREN SERVICES	\$ 287.55	
07/03/2023	REIMBURSEMENT		REIMBURSEMENT - EXPENSES FOR MECPC	\$ 350.00	
07/03/2023	3368.14446-01	Miss M Pitt	GRANT		\$ 200.00
05/03/2023	GRANT		YOUTH GRANT PROGRAM	\$ 200.00	
07/03/2023	3368.14465-01	Ms S Jayaram	REIMBURSEMENT		\$ 745.00
03/03/2023	REIMBURSEMENT		REIMBURSEMENT - RELOCATION ACCOMMODATION EXPENSES	\$ 745.00	
07/03/2023	3368.14971-01	Ms P A Macdonald	REFUND		\$ 75.00
03/03/2023	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL# 40280	\$ 75.00	
07/03/2023	3368.14972-01	Ms K M Anstee	REFUND		\$ 30.00
03/03/2023	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL# 40232	\$ 30.00	
07/03/2023	3368.174-01	Synergy	ELECTRICITY		\$ 8,210.71
21/02/2023	5100198416		ELECTRICITY	\$ 467.40	
21/02/2023	5183606212		ELECTRICITY	\$ 363.69	
21/02/2023	5162819914		ELECTRICITY	\$ 2,671.20	
22/02/2023	5142730716		ELECTRICITY	\$ 129.97	
22/02/2023	0239507529		ELECTRICITY	\$ 136.18	
22/02/2023	5045204415		ELECTRICITY	\$ 384.67	
22/02/2023	5639936321		ELECTRICITY	\$ 449.34	
22/02/2023	2172465520		ELECTRICITY	\$ 121.21	
22/02/2023	8876289221		ELECTRICITY	\$ 317.38	
02/03/2023	2686554727		ELECTRICITY	\$ 1,574.45	
02/03/2023	4806915126		ELECTRICITY	\$ 363.08	
02/03/2023	5176146311		ELECTRICITY	\$ 702.46	
02/03/2023	5134764810		ELECTRICITY	\$ 394.03	
02/03/2023	8749180328		ELECTRICITY	\$ 135.65	
07/03/2023	3368.217-01	Darling Range Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 920.40
05/03/2023	#Janto30thJune		REIMBURSEMENT OF ESL EXPENSES OCTOBER 2022 - DECEMBER 2022	\$ 920.40	

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07/03/2023	3368.3416-01	Mount Helena Playgroup & Community	GRANT		\$ 330.00
03/03/2023	GRANT		VOLUNTEER RECONGNITION EVENT GRANT	\$ 330.00	
07/03/2023	3368.582-01	Mundaring State Emergency Service	REIMBURSEMENT		\$ 4,268.55
05/03/2023	2060		REIMBURSEMENT OF BRIGADE EXPENSES	\$ 4,268.55	
07/03/2023	3368.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 7,084.00
01/03/2023	010323		FDC PARENT LEVY	\$ 7,084.00	
07/03/2023	3368.8643-01	Wheels Inc	VEHICLE HIRE		\$ 280.68
03/03/2023	0003		BUS & DRIVER HIRE ON 22/02/2023 - MULTIPURPOSE TOWN CENTRE PROJECT	\$ 280.68	
07/03/2023	3369.1020-01	Rudd Industrial & Farm Supplies	SAFETY EQUIPMENT		\$ 160.68
01/03/2023	1106740		SUPPLY WORKSHOP CONSUMABLES	\$ 74.36	
01/03/2023	1106974		SUPPLY WORKSHOP CONSUMABLES	\$ 86.32	
07/03/2023	3369.10237-01	ER Consultants Pty Ltd	ASBESTOS REMOVAL		\$ 39,897.43
02/03/2023	00001829		ASBESTOS SITE CLEARANCE - HARMONY ESTATE PARKERVILLE	\$ 37,423.13	
02/03/2023	00001915		ASBESTOS SITE CLEARANCE - HARMONY ESTATE PARKERVILLE	\$ 2,474.30	
07/03/2023	3369.10904-01	Split Horizon Pty Ltd	IT HARDWARE		\$ 2,624.16
01/03/2023	INV-0544		SUPPLY & DELIVER 8 X HP E24 MONITORS	\$ 2,624.16	
07/03/2023	3369.10912-01	Capital Recycling	RUBBLE RECYCLING - MATHIESON RD TRANSFER		\$ 22,515.24
17/02/2023	CSD15415-J11514		TIPPING OF RUBBLE	\$ 5,801.84	
17/02/2023	CSD15415-J11531		TIPPING OF RUBBLE	\$ 1,423.40	
17/02/2023	CSD15520-J11532		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 14,740.00	
17/02/2023	CSD15520-J11511		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 550.00	
07/03/2023	3369.11135-01	Frontline Fire & Rescue (Bluesteel Enterp	EQUIPMENT PURCHASES		\$ 489.51
01/03/2023	77377		EQUIPMENT PURCHASES - WOOROLOO VBFB	\$ 217.53	
01/03/2023	77376		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 271.98	
07/03/2023	3369.11161-01	AXIIS Contracting Pty Ltd	EARTHWORKS		\$ 105,765.00
02/03/2023	7329		EARTHWORKS - SHARED PATH ROSEDALE RD CHIDLOW	\$ 105,765.00	
07/03/2023	3369.11562-01	Aha! Consulting (The Trustee for Unified	PROFESSIONAL SERVICES		\$ 2,200.00
02/03/2023	I-623		ENGAGEMENT STRATEGY MULTIPURPOSE COMMUNITY FACILITY	\$ 2,200.00	
07/03/2023	3369.11568-01	Bow Steel Pty Ltd	STEEL FABRICATION		\$ 3,388.00
01/03/2023	977		MAINTENANCE ON TABLE TROLLEY - BRUCE DOUGLAS PAVILION	\$ 198.00	
02/03/2023	976		FABRICATE & POWDERCOAT TABLE TROLLEY	\$ 3,190.00	
07/03/2023	3369.11772-01	Quremed Pty Ltd	FIRST AID SUPPLIES		\$ 490.78
01/03/2023	QIN38612		SUPPLY & DELIVER DEFIB REPLACEMENT PADS - LAKE LESCHENAULTIA	\$ 490.78	
07/03/2023	3369.11953-01	The Stationery Co (C Willis & D J Willis	STATIONERY		\$ 363.26
16/02/2023	168935		STATIONERY ITEMS	\$ 303.46	
01/03/2023	168899		STATIONERY ITEMS	\$ 59.80	
07/03/2023	3369.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 408.84
26/02/2023	PY02-18-CHILD SU		CHILD SUPPORT PAYMENT	\$ 408.84	
07/03/2023	3369.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 10,603.78
03/03/2023	C INV 586077		TEMP STAFF - DEPOT	\$ 4,119.65	
03/03/2023	C INV 586078		TEMP STAFF - DEPOT	\$ 1,545.18	
01/03/2023	C INV 586079		TEMP STAFF - PURCHASING OFFICER & DEPOT STAFF	\$ 3,620.01	
01/03/2023	C INV 586025		TEMP STAFF - OPERATIONS PURCHASING OFFICER	\$ 403.19	
01/03/2023	C INV 586083		TEMP STAFF - CDS DRIVER CONTAINERS COLLECTION	\$ 915.75	
07/03/2023	3369.12183-01	WA School Canteen Suppliers	KIOSK SUPPLIES		\$ 893.88
01/03/2023	15582		KIOSK SUPPLIES	\$ 402.17	
01/03/2023	15581		KIOSK SUPPLIES	\$ 69.75	
02/03/2023	15651		KIOSK SUPPLIES	\$ 421.96	
07/03/2023	3369.12304-01	Quilts By Robyn	VISITOR CENTRE STOCK		\$ 150.00
03/03/2023	367		MUNDARING VISITOR CENTRE STOCK	\$ 150.00	
07/03/2023	3369.12451-01	Rainchaser Pumps and Reticulation	RETICULATION PARTS		\$ 23.25
02/03/2023	INV-3188		RETICULATION PARTS	\$ 23.25	



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07/03/2023	3369.12470-01	Mr G Wood	FENCING		\$ 3,960.00
03/03/2023	IV00000001108		REPAIR FENCING - COPPIN RD TRANSFER STATION	\$ 2,354.00	
03/03/2023	IV00000001066		REPLACE STREET BIN - PARKERVILLE HALL	\$ 946.00	
03/03/2023	IV00000001090		REPAIR FENCING - MATHIESON RD TRANSFER STATION	\$ 308.00	
03/03/2023	IV00000000923		REPAIR FENCING - COPPIN RD TRANSFER STATION	\$ 352.00	
07/03/2023	3369.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 2,088.00
01/03/2023	2117		LANDSCAPE SERVICES & TIP FEES	\$ 396.00	
01/03/2023	2119		LANDSCAPE SERVICES	\$ 288.00	
01/03/2023	2105		LANDSCAPE SERVICES	\$ 288.00	
01/03/2023	2106		LANDSCAPE SERVICES	\$ 288.00	
01/03/2023	2104		LANDSCAPE SERVICES & TIP FEES	\$ 540.00	
01/03/2023	2118		LANDSCAPE SERVICES	\$ 288.00	
07/03/2023	3369.12610-01	Energy Skills Solutions (Energy Skills)	TRAINING		\$ 1,550.00
03/03/2023	00003643		POWERLINE SAFETY AWARENESS TRAINING ON 20/01/2023	\$ 1,550.00	
07/03/2023	3369.12679-01	Roy Gripske & Sons Pty Ltd	PARTS		\$ 294.63
01/03/2023	1063037		SUPPLY & DELIVER UNIVERSAL ALLOY BRUSHCUTTER HEADS	\$ 294.63	
07/03/2023	3369.127-01	Volich Waste Contractors Pty Ltd	REFUSE CONTRACT		\$ 125,937.01
03/03/2023	00006281		WASTE COLLECTION SERVICES - LAKE LESCHENAULTIA	\$ 198.44	
03/03/2023	00006352		REFUSE CONTRACT	\$ 220.00	
03/03/2023	00006353		REFUSE CONTRACT	\$ 97,186.32	
03/03/2023	00006354		REFUSE CONTRACT	\$ 2,273.04	
03/03/2023	00006355		REFUSE CONTRACT	\$ 5,284.62	
03/03/2023	00006356		REFUSE CONTRACT	\$ 8,953.12	
03/03/2023	00006357		REFUSE CONTRACT	\$ 143.00	
03/03/2023	00006358		REFUSE CONTRACT	\$ 178.64	
03/03/2023	00006359		REFUSE CONTRACT	\$ 332.73	
03/03/2023	00006360		REFUSE CONTRACT	\$ 409.86	
03/03/2023	00006361		REFUSE CONTRACT	\$ 566.72	
03/03/2023	00006362		REFUSE CONTRACT	\$ 9,126.30	
03/03/2023	00006363		REFUSE CONTRACT	\$ 139.87	
03/03/2023	00006364		REFUSE CONTRACT	\$ 924.35	
07/03/2023	3369.12824-01	Bob Jane T-Marts Midland (Gorgiovs)	TYRES & REPAIRS		\$ 179.00
01/03/2023	226307		REPAIR TYRE ON 806MDG	\$ 179.00	
07/03/2023	3369.12899-01	NAPA (A Division of GPC Asia Pacific)	WORKSHOP CONSUMABLES		\$ 1,056.43
16/02/2023	1320273624		SUPPLY OF WORKSHOP CONSUMABLES	\$ 330.56	
16/02/2023	1320273645		SUPPLY OF WORKSHOP CONSUMABLES	\$ 384.18	
16/02/2023	1320274021		SUPPLY FUEL FILTER FOR P2491	\$ 46.20	
01/03/2023	1320273514		SUPPLY OF WORKSHOP CONSUMABLES	\$ 106.15	
01/03/2023	1320273403		SUPPLY OF WORKSHOP CONSUMABLES	\$ 189.34	
07/03/2023	3369.12973-01	Mr R Offen	AUTHOR TALK & PRESENTATION		\$ 200.00
05/03/2023	13/23		AUTHOR TALK & PRESENTATION - BOYA LIBRARY ON 27/02/2023	\$ 200.00	
07/03/2023	3369.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 13,889.99
26/02/2023	PY01-18-Private		PAYROLL DEDUCTION	\$ 990.00	
26/02/2023	PY02-18-Private		PAYROLL DEDUCTION	\$ 330.00	
26/02/2023	PY02-18-Buy Addi		PAYROLL DEDUCTION	\$ 757.29	
26/02/2023	PY01-18-Child Ca		PAYROLL DEDUCTION	\$ 984.98	
26/02/2023	PY01-18-Buy Addi		PAYROLL DEDUCTION	\$ 729.32	
26/02/2023	PY01-18-Novated		PAYROLL DEDUCTION	\$ 4,908.39	
26/02/2023	PY01-18-Novated		PAYROLL DEDUCTION	\$ 4,802.95	
26/02/2023	PY01-18-Novated		PAYROLL DEDUCTION	\$ 177.76	
26/02/2023	PY01-18-Novated		PAYROLL DEDUCTION	\$ 209.30	
07/03/2023	3369.13097-01	Survey Civil	DRAINAGE WORKS		\$ 3,250.50
03/03/2023	207		DRAINAGE WORKS - SWAN VIEW	\$ 3,250.50	
07/03/2023	3369.13268-01	Department of Human Services - The	PAYROLL DEDUCTION		\$ 184.04
26/02/2023	PY01-18-Centreli		PAYROLL DEDUCTION	\$ 184.04	

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07/03/2023	3369.13335-01	Midland Hyundai and Kia (Idom Midland	VEHICLE SERVICE		\$ 428.00
10/02/2023	62212295		45,000KM SERVICE ON 805MDG	\$ 428.00	
07/03/2023	3369.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 963.60
06/02/2023	2846051		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
01/03/2023	2847089		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
01/03/2023	2849462		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
01/03/2023	2848172		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
07/03/2023	3369.13802-01	Construction Forestry Mining Energy	PAYROLL DEDUCTION		\$ 40.00
26/02/2023	PY02-18-CFMEU		PAYROLL DEDUCTION	\$ 40.00	
07/03/2023	3369.13866-01	Booktopia Pty Ltd	BOOKS		\$ 3,481.92
22/02/2023	18908242		BOOK STOCK - KSP LIBRARY	\$ 557.63	
22/02/2023	18948590		BOOK STOCK - KSP LIBRARY	\$ 342.32	
22/02/2023	18908429		BOOK STOCK - KSP LIBRARY	\$ 372.37	
22/02/2023	18872861		BOOK STOCK - KSP LIBRARY	\$ 449.56	
22/02/2023	18923548		BOOK STOCK - KSP LIBRARY	\$ 396.28	
22/02/2023	18917143		BOOK STOCK - AFM LIBRARY	\$ 576.43	
22/02/2023	18951395		BOOK STOCK - AFM LIBRARY	\$ 422.42	
01/03/2023	18956608		BOOK STOCK - KSP LIBRARY	\$ 364.91	
07/03/2023	3369.14013-01	Eastern Hills Chainsaws & Mowers Pty	EQUIPMENT REPAIRS		\$ 917.05
01/03/2023	49987 #4		EQUIPMENT SERVICE & REPAIRS - LAKE LESCHENAUTIA	\$ 743.05	
01/03/2023	49989 #5		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 174.00	
07/03/2023	3369.14032-01	Metal Artwork Creations (Truly Aquamarine	DESIGN FEES/COSTS		\$ 37.84
24/02/2023	92704		SUPPLY & DELIVER NAME BADGES - LIBRARY SERVICES	\$ 37.84	
07/03/2023	3369.14073-01	Tony's House of Tender Meats (GK & KS	FOOD		\$ 415.80
01/03/2023	32855		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 177.37	
03/03/2023	32987		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 238.43	
07/03/2023	3369.14307-01	JMC2 Pty Ltd	ADVERTISING		\$ 1,204.50
06/03/2023	INV-1379		ADVERTISING	\$ 1,204.50	
07/03/2023	3369.14430-01	Ms A M Carlin	DESIGN FEES/COSTS		\$ 1,510.00
03/03/2023	#655		SOCIAL MEDIA MANAGEMENT - FEBRUARY 2023 PERTH HILLS MUNDARING	\$ 695.00	
05/03/2023	#654		SOCIAL MEDIA MANAGEMENT - FEBRUARY 2023 LAKE LESCHENAUTIA	\$ 815.00	
07/03/2023	3369.14435-01	Lou's Kitchen (Knights, Louisa Jayne	PROVISIONS FOR REFLECTIONS CAFE		\$ 254.00
03/03/2023	INV-0222		PROVISIONS FOR REFLECTIONS CAFE	\$ 254.00	
07/03/2023	3369.14496-01	Tyrepower Mundaring (The Trustee for	TYRES & REPAIRS		\$ 1,056.00
24/02/2023	115312		SUPPLY & FIT 4 X NEW TYRES ON 022MDG	\$ 956.00	
01/03/2023	115311		REPAIR TYRE ON 019MDG	\$ 100.00	
07/03/2023	3369.14609-01	Stylus Design (GMW and VM Langley T/As:)	DESIGN FEES/COSTS		\$ 726.00
03/03/2023	INV-11924		DESIGN CHANGES ACCESS/INFORMING STRATEGY 2022/2026	\$ 726.00	
07/03/2023	3369.14672-01	NextTech Learning Pty Ltd	TRAINING		\$ 2,848.00
22/02/2023	INV-2580		MICROSOFT AZURE ADMINISTRATOR TRAINING	\$ 2,848.00	
07/03/2023	3369.147-01	CJD Equipment Pty Ltd	PARTS		\$ 600.17
16/02/2023	002573049		SUPPLY ASSORTED FILTERS FOR 08MDG	\$ 423.40	
16/02/2023	002571096		SUPPLY PARTS FOR P258	\$ 19.36	
16/02/2023	002571095		SUPPLY PARTS FOR P258	\$ 157.41	
07/03/2023	3369.14805-01	Integrity Fencing & Gates	EARTHWORKS		\$ 82,280.00
03/03/2023	INV-630		SUPPLY & INSTALL CRICKET PRACTICE NETS & GRASS MUNDARING OVAL	\$ 82,280.00	
07/03/2023	3369.14906-01	Perth Lifting Equipment (Aria West Pty Ltd	SERVICE EQUIPMENT		\$ 1,762.31
02/03/2023	00003743		INSPECTION OF DEPOT LIFTING EQUIPMENT	\$ 1,762.31	
07/03/2023	3369.14929-01	EJ Australia Pty Ltd	DRAINAGE PRODUCTS		\$ 2,673.00
03/03/2023	120170		SUPPLY & DELIVER HYDROWAVE FRAMES	\$ 2,673.00	

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07/03/2023	3369.1521-01	Dial A Nappy & Busiclean	<b>CLEANING SUPPLIES</b>		\$ 3,050.70
22/02/2023	35064162		CLEANING CHEMICALS FOR MECPC	\$ 1,466.90	
01/03/2023	INV-15775		CLEANING CHEMICALS FOR MECPC	\$ 58.50	
01/03/2023	INV-15841		CLEANING CHEMICALS FOR MECPC	\$ 880.00	
02/03/2023	INV-15489		CLEANING CHEMICALS FOR MECPC	\$ 58.50	
02/03/2023	INV-15479		CLEANING CHEMICALS FOR SCFC CLAYTON VIEW	\$ 586.80	
07/03/2023	3369.191-01	Eastern Region Security	<b>SECURITY EXPENSES</b>		\$ 1,551.00
05/03/2023	00021271		SECURITY EXPENSES	\$ 550.00	
05/03/2023	00021278		SECURITY EXPENSES	\$ 110.00	
01/03/2023	00021256		SECURITY EXPENSES - BILGOMAN AQUATIC CENTRE	\$ 891.00	
07/03/2023	3369.21-01	Eastern Metropolitan Regional Council	<b>TRANSFER STATION FEES</b>		\$ 43,891.23
01/03/2023	EMRC49417		TRANSFER STATION FEES	\$ 1,845.25	
01/03/2023	EMRC49361		TRANSFER STATION FEES	\$ 42,045.98	
07/03/2023	3369.215-01	Deputy Commissioner of Taxation	<b>TAXATION</b>		\$ 163,554.00
26/02/2023	PY01-18-Deputy C		PAYROLL DEDUCTION	\$ 137,970.00	
26/02/2023	PY02-18-Deputy C		PAYROLL DEDUCTION	\$ 25,584.00	
07/03/2023	3369.234-01	Coles Supermarkets Australia Pty Ltd	<b>KIOSK SUPPLIES</b>		\$ 680.69
01/03/2023	162385544		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 680.69	
07/03/2023	3369.3088-01	Local Government Professionals	<b>REGISTRATION</b>		\$ 1,070.00
01/03/2023	35229		REGISTRATION - REPORT WRITING FOR LOCAL GOVERNMENT WORKSHOP	\$ 1,070.00	
07/03/2023	3369.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As	<b>COURIER SERVICES</b>		\$ 154.44
01/03/2023	0557-S364420		COURIER SERVICES	\$ 154.44	
07/03/2023	3369.381-01	Mundaring Electrical Contracting Service	<b>ELECTRICAL SERVICES</b>		\$ 781.00
01/03/2023	7522		ELECTRICAL SERVICES - MUNDARING ARENA	\$ 781.00	
07/03/2023	3369.394-01	Martins Trailer Parts	<b>PARTS</b>		\$ 271.44
16/02/2023	1377619		SUPPLY PARTS FOR P2491	\$ 271.44	
07/03/2023	3369.4-01	Health Insurance Fund of WA	<b>PAYROLL DEDUCTION</b>		\$ 923.30
26/02/2023	PY01-18-HIF		PAYROLL DEDUCTION	\$ 923.30	
07/03/2023	3369.4433-01	Marketforce Pty Ltd	<b>ADVERTISING</b>		\$ 863.59
03/03/2023	46594		ADVERTISING	\$ 449.37	
03/03/2023	46304		ADVERTISING	\$ 414.22	
07/03/2023	3369.4888-01	Kennards Hire	<b>HIRE</b>		\$ 122.40
23/02/2023	24680752		HIRE OF LAWN CORER	\$ 122.40	
07/03/2023	3369.5719-01	Shire of Mundaring - Lotto Club	<b>PAYROLL DEDUCTION</b>		\$ 271.60
26/02/2023	PY01-18-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
26/02/2023	PY02-18-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
07/03/2023	3369.5945-01	West Coast Spring Water Pty Ltd	<b>CAFE BAR CONSUMABLES</b>		\$ 25.83
24/02/2023	2589094		WATER BOTTLES FOR DEPOT WATER COOLERS	\$ 8.61	
01/03/2023	2592644		WATER BOTTLES FOR KSP LIBRARY	\$ 17.22	
07/03/2023	3369.6-01	Shire of Mundaring - Social Club	<b>PAYROLL DEDUCTION</b>		\$ 180.00
26/02/2023	PY01-18-MUNDARIN		PAYROLL DEDUCTION	\$ 178.00	
26/02/2023	PY02-18-MUNDARIN		PAYROLL DEDUCTION	\$ 2.00	
07/03/2023	3369.6050-01	Fuel Distributors of Western Australia	<b>FUEL &amp; OILS</b>		\$ 25,417.00
05/03/2023	39103121		DIESEL FUEL	\$ 25,417.00	
07/03/2023	3369.6732-01	Relationships Australia Western Australia	<b>EMPLOYEE ASSISTANCE PROGRAM</b>		\$ 176.00
23/02/2023	00410371		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
07/03/2023	3369.68-01	The Watershed Water Systems	<b>RETICULATION PARTS</b>		\$ 636.15
16/02/2023	10231798		RETICULATION PARTS	\$ 60.00	
16/02/2023	10231797		RETICULATION PARTS	\$ 149.50	
01/03/2023	10231966		RETICULATION PARTS	\$ 426.65	
07/03/2023	3369.7-01	Australian Services Union	<b>PAYROLL DEDUCTION</b>		\$ 247.00
26/02/2023	PY01-18-AUSTRALI		PAYROLL DEDUCTION	\$ 117.50	
26/02/2023	PY02-18-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
07/03/2023	3369.707-01	Australian Safety Engineers WA	<b>SAFETY EQUIPMENT</b>		\$ 427.44
01/03/2023	0157970W		SUPPLY BA FULL FACE ULTRA ELITE FACEMASK	\$ 427.44	

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07/03/2023	3369.7230-01	Boss Bobcat & Truck Service	EARTHWORKS		\$ 2,892.67
03/03/2023	11223		CLEAN UP & RESHAPE DRAINS AROUND MUNDARING OVAL	\$	2,892.67
07/03/2023	3369.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 2,351.25
03/03/2023	2694		FOOTPATH SWEEPING/MAINTENANCE	\$	2,351.25
07/03/2023	3369.80-01	Bunnings Group Limited	HARDWARE		\$ 535.23
01/03/2023	2440/01191513		HARDWARE ITEMS	\$	241.75
01/03/2023	2440/01249086		HARDWARE ITEMS	\$	41.98
01/03/2023	2406/01158872		HARDWARE ITEMS	\$	251.50
07/03/2023	3369.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 44.00
26/02/2023	PY02-18-LGRCEU		PAYROLL DEDUCTION	\$	44.00
07/03/2023	3369.8037-01	Electritech Industries	ELECTRICAL SERVICES		\$ 8,967.10
01/03/2023	15249		ELECTRICAL SERVICES - MUNDARING ARENA	\$	8,967.10
07/03/2023	3369.810-01	Royal Life Saving Society Western Australia	POOL SUPPLIES		\$ 126.20
02/03/2023	196814		SWIM SCHOOL CERTIFICATES & MISCELLANEOUS EQUIPMENT	\$	126.20
07/03/2023	3369.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 685.71
17/02/2023	00009138		SUPPLY YELLOW FILL SAND - CHARTWELL PARK	\$	685.71
07/03/2023	3369.8906-01	Wild-Card.org	VISITOR CENTRE STOCK		\$ 157.84
16/02/2023	00007160		VISITOR CENTRE STOCK	\$	157.84
07/03/2023	3369.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 8,340.20
14/02/2023	5643		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$	2,250.60
01/03/2023	5705		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$	3,044.80
01/03/2023	5706		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$	3,044.80
09/03/2023	3371.12516-01	PayClear Services Pty Ltd (Superchoice)	SUPERANNUATION-FEB2023-18		\$ 225,498.73
08/03/2023	Feb2023-18		SUPERANNUATION-FEB2023	\$	225,498.73
08/03/2023	3372.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 19,057.46
10/03/2023	080323		CARE GIVER SUBSIDIES	\$	19,057.46
14/03/2023	3373.14973-01	Mr B C Mitchell	REFUND		\$ 75.00
10/03/2023	REBATE		DOG STERILISATION REBATE	\$	75.00
14/03/2023	3373.14974-01	Ms D Taylor	REFUND		\$ 150.00
10/03/2023	REBATE		DOG STERILISATION REBATE	\$	150.00
14/03/2023	3373.174-01	Synergy	ELECTRICITY		\$ 18,962.35
21/02/2023	3671966720		ELECTRICITY	\$	4,874.12
21/02/2023	5056988325		ELECTRICITY	\$	1,425.80
22/02/2023	5145475816		ELECTRICITY	\$	2,521.30
24/02/2023	1808368323		ELECTRICITY	\$	3,552.58
28/02/2023	9816910820		ELECTRICITY	\$	1,251.59
28/02/2023	8809985121		ELECTRICITY	\$	1,420.66
02/03/2023	5035029810		ELECTRICITY	\$	1,015.19
02/03/2023	8446589925		ELECTRICITY	\$	904.82
02/03/2023	3011349923		ELECTRICITY	\$	121.21
02/03/2023	8764232325		ELECTRICITY	\$	483.10
02/03/2023	2298437127		ELECTRICITY	\$	133.10
02/03/2023	5059324411		ELECTRICITY	\$	340.60
02/03/2023	1563279527		ELECTRICITY	\$	604.20
02/03/2023	5035029115		ELECTRICITY	\$	147.55
10/03/2023	7484541121		ELECTRICITY	\$	166.53
14/03/2023	3373.541-01	Australian Red Cross	CONTRIBUTION		\$ 5,500.00
20/02/2023	10191286		CONTRIBUTION - WOOROLOO BUSHFIRE WELLBEING EXPO	\$	5,500.00
14/03/2023	3373.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 6,886.00
10/03/2023	080323		FDC PARENT LEVY	\$	6,886.00
14/03/2023	3373.9182-01	Mrs J N Dutton	REIMBURSEMENT		\$ 44.00
10/03/2023	REIMBURSE		REIMBURSEMENT - DEPARTMENT OF MINES HIGH RISK LICENCE	\$	44.00
14/03/2023	3373.9897-01	Mr E D Gough	REIMBURSEMENT		\$ 44.00
10/03/2023	REIMBURSE		REIMBURSEMENT - DEPARTMENT OF MINES HIGH RISK LICENCE	\$	44.00

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14/03/2023	3374.10637-01	Grants Empire	<b>PROFESSIONAL SERVICES</b>		\$ 1,122.00
13/03/2023	00002154		DEVELOP COMMUNITY/NATIONAL ACHIEVE AWARDS KAOS	\$ 1,122.00	
14/03/2023	3374.10807-01	Total Green Recycling Pty Ltd	<b>E-WASTE COLLECTION</b>		\$ 1,313.92
24/02/2023	INV13200		COPPIN RD TRANSFER STATION - E-WASTE COLLECTION	\$ 1,313.92	
14/03/2023	3374.10808-01	Snake Catchers (January P R and K K T/A	<b>SNAKE REMOVAL</b>		\$ 100.00
10/03/2023	232023		REMOVAL OF SNAKE - BOYA WORK ROOM	\$ 100.00	
14/03/2023	3374.10881-01	Alsco Pty Ltd	<b>FIRST AID REPLENISHMENT</b>		\$ 1,948.70
07/03/2023	CPER2299121		FIRST AID REPLENISHMENT - MUNDARING ARENA	\$ 113.00	
07/03/2023	CPER2299120		FIRST AID REPLENISHMENT - LAKE LESCHENAULTIA	\$ 121.83	
07/03/2023	CPER2299119		FIRST AID REPLENISHMENT - BOYA COMMUNITY CENTRE	\$ 31.85	
07/03/2023	CPER2299117		FIRST AID REPLENISHMENT - ADMIN BUILDING	\$ 399.41	
07/03/2023	CPER2299118		FIRST AID REPLENISHMENT - AFM LIBRARY	\$ 32.92	
07/03/2023	CPER2299116		FIRST AID REPLENISHMENT - OPERATIONS CENTRE	\$ 113.00	
10/03/2023	CPER2295870		SERVICING SANITARY & NAPPY UNITS	\$ 1,136.69	
14/03/2023	3374.10912-01	Capital Recycling	<b>RUBBLE RECYCLING</b>		\$ 10,771.91
24/02/2023	CSD15668-J11582		REMOVAL OF ASPHALT FROM MATHIESON RD TRANSFER STATION	\$ 354.42	
24/02/2023	CSD15520-J11572		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 4,558.34	
24/02/2023	CSD15520-J11583		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 935.99	
24/02/2023	CSD15520-J11552		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 4,923.16	
14/03/2023	3374.11000-01	Technology One Limited T/A Digital Map	<b>SUBSCRIPTION</b>		\$ 16,890.12
10/03/2023	210655		INTRAMAPS SUBSCRIPTION PLAN LICENCE FEES YEAR 3	\$ 16,890.12	
14/03/2023	3374.11391-01	Ms V Partington	<b>REMBURSEMENT</b>		\$ 18.70
14/03/2023	REIMBURSE		REMBURSEMENT - BOOKING FEE FOR NON USE OF FACILITY	\$ 18.70	
14/03/2023	3374.11398-01	JB HI-FI Group Pty Ltd	<b>IT HARDWARE</b>		\$ 146.75
07/03/2023	BD1062836		NEW HEADSET	\$ 146.75	
14/03/2023	3374.11578-01	Corsign WA Pty Ltd	<b>SIGNAGE</b>		\$ 413.60
07/03/2023	00072770		SUPPLY & DELIVER 2 X STEEL BOLLARDS	\$ 413.60	
14/03/2023	3374.12027-01	AFGRI Equipment Australia Pty Ltd	<b>PARTS</b>		\$ 168.83
17/02/2023	2685600		SUPPLY V-BELT FOR P261	\$ 168.83	
14/03/2023	3374.12078-01	Recruitwest Pty Ltd	<b>TEMP STAFF</b>		\$ 11,587.86
10/03/2023	C INV 586136		TEMP STAFF - DEPOT	\$ 4,119.65	
10/03/2023	C INV 586143		TEMP STAFF - DEPOT	\$ 915.75	
10/03/2023	C INV 586144		TEMP STAFF - DEPOT	\$ 403.19	
10/03/2023	C INV 586138		TEMP STAFF - DEPOT	\$ 4,088.22	
13/03/2023	C INV 586137		TEMP STAFF - DEPOT	\$ 2,061.05	
14/03/2023	3374.12143-01	Turf Care WA Pty Ltd	<b>TURF WORKS</b>		\$ 6,600.00
24/02/2023	INV-6202		TURF RENOVATION SERVICES - PARKERVILLE OVAL	\$ 6,600.00	
14/03/2023	3374.12470-01	Mr G Wood	<b>FENCING</b>		\$ 20,031.00
10/03/2023	IV00000001143		REPAIR FENCING - MATHIESON RD TRANSFER STATION	\$ 660.00	
10/03/2023	IV00000001156		SUPPLY & INSTALL BOLLARDS - NORRIS PARK STONEVILLE	\$ 19,371.00	
14/03/2023	3374.12579-01	Mr V Crowe	<b>LANDSCAPE SERVICES</b>		\$ 1,040.00
10/03/2023	2122		LANDSCAPE SERVICES	\$ 288.00	
10/03/2023	2121		LANDSCAPE SERVICES	\$ 288.00	
10/03/2023	2123		LANDSCAPE SERVICES	\$ 464.00	
14/03/2023	3374.12640-01	Officeworks Ltd	<b>STATIONERY</b>		\$ 36.69
07/03/2023	606042338		STATIONERY ITEMS	\$ 36.69	

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14/03/2023	3374.12899-01	NAPA (A Division of GPC Asia Pacific	<b>WORKSHOP CONSUMABLES</b>		\$ 1,996.27
07/03/2023	1320275177		SUPPLY OF WORKSHOP CONSUMABLES	\$ 94.53	
07/03/2023	1320275190		SUPPLY OF WORKSHOP CONSUMABLES	\$ 365.20	
07/03/2023	1320275727		SUPPLY OF WORKSHOP CONSUMABLES	\$ 95.69	
07/03/2023	1320274651		SUPPLY OF WORKSHOP CONSUMABLES	\$ 40.48	
07/03/2023	1320275016		SUPPLY OF WORKSHOP CONSUMABLES	\$ 207.41	
07/03/2023	1320275712		SUPPLY OF WORKSHOP CONSUMABLES	\$ 110.83	
07/03/2023	1320274650		SUPPLY OF WORKSHOP CONSUMABLES	\$ 111.10	
07/03/2023	1320274726		SUPPLY OF WORKSHOP CONSUMABLES	\$ 111.10	
07/03/2023	1320275341		SUPPLY OF WORKSHOP CONSUMABLES	\$ 415.80	
07/03/2023	1320275900		SUPPLY OF WORKSHOP CONSUMABLES	\$ 116.60	
07/03/2023	1320275716		SUPPLY OF WORKSHOP CONSUMABLES	\$ 34.65	
07/03/2023	1320275743		SUPPLY OF WORKSHOP CONSUMABLES	\$ 34.65	
07/03/2023	1320275835		SUPPLY OF WORKSHOP CONSUMABLES	\$ 258.23	
14/03/2023	3374.12938-01	Aussie Broadband Pty Ltd	<b>NBN FTTN, NBN FIBRE, SIP TRUNK &amp; VOIP CHARGES</b>		\$ 4,826.48
01/03/2023	23668540		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 4,826.48	
14/03/2023	3374.12944-01	Avon Tree Management (Kajanni Pty Ltd	<b>STUMP GRINDING</b>		\$ 4,896.89
10/03/2023	521		FORESTRY MULCHING - CLIFTON ST RESERVE	\$ 2,037.91	
10/03/2023	518		STUMP GRINDING - VARIOUS LOCATIONS	\$ 803.35	
10/03/2023	518		STUMP GRINDING - VARIOUS LOCATIONS	\$ 2,055.63	
14/03/2023	3374.13278-01	Safeway Building & Renovations Pty Ltd	<b>MAINTENANCE</b>		\$ 2,483.00
10/03/2023	5103		SUPPLY & INSTALL AWNING & BOLLARDS - MATHIESON RD TRANSFER	\$ 2,483.00	
14/03/2023	3374.13345-01	ABM Landscaping (Mikeivy Pty Ltd T/As:)	<b>LANDSCAPING</b>		\$ 42,643.29
02/03/2023	INV-3754		MOWING SERVICES - BILGOMAN AQUATIC CENTRE	\$ 847.00	
03/03/2023	INV-3757		LANDSCAPE MAINTENANCE - MORRISON RD STREETSCAPE	\$ 1,787.50	
13/03/2023	INV-3741		LANDSCAPE MAINTENANCE - ADMIN & MUNDARING TOWN CENTRE	\$ 11,944.41	
13/03/2023	INV-3744		LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRES	\$ 2,178.99	
13/03/2023	INV-3755		LANDSCAPE MAINTENANCE - SCULPTURE PARK & MORGAN JOHN MORGAN	\$ 3,747.48	
13/03/2023	INV-3742		LANDSCAPE MAINTENANCE - HELENA VALLEY RD ENTRY STATEMENT	\$ 13,600.16	
13/03/2023	INV-3743		LANDSCAPE MAINTENANCE - GREAT EASTERN HWY MUNDARING	\$ 2,370.05	
13/03/2023	INV-3746		LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$ 110.00	
13/03/2023	INV-3752		LANDSCAPE MAINTENANCE - STONEVILLE FIRE HALL	\$ 209.00	
13/03/2023	INV-3798		LANDSCAPE MAINTENANCE - DARWINIA ENTRANCE STATEMENT	\$ 319.00	
13/03/2023	INV-3796		LANDSCAPE MAINTENANCE - KYARRA CRESCENT HELENA VALLEY	\$ 3,775.20	
13/03/2023	INV-3797		LANDSCAPE MAINTENANCE - TRIANDRA PARK HELENA VALLEY	\$ 1,754.50	
14/03/2023	3374.13368-01	Midland Nissan and Isuzu (Idom Midland	<b>PARTS</b>		\$ 2,080.00
10/03/2023	62211600		REPAIR AIRCON FOR 1HSX335	\$ 2,080.00	
14/03/2023	3374.135-01	BOC Ltd	<b>CYLINDER RENTAL</b>		\$ 138.98
03/03/2023	4033344041		CYLINDER RENTAL CHARGES	\$ 138.98	
14/03/2023	3374.13609-01	WA Treeworks (D & TL Barker Nominee	<b>TREE WATERING SERVICE</b>		\$ 20,116.43
10/03/2023	24276		TREE WATERING SERVICE - VARIOUS LOCATIONS	\$ 5,999.40	
10/03/2023	24275		TREE WATERING SERVICE - VARIOUS LOCATIONS	\$ 14,117.03	
14/03/2023	3374.13698-01	Cafe Mojo Mundaring (A Space to Grow	<b>CATERING</b>		\$ 450.00
13/03/2023	1648		CATERING - ANNUAL ELECTORS MEETING ON 08/03/2023	\$ 450.00	
14/03/2023	3374.138-01	Sonic HealthPlus Pty Ltd	<b>MEDICAL EXAMINATION</b>		\$ 240.90
01/03/2023	2854866		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
14/03/2023	3374.13866-01	Booktopia Pty Ltd	<b>BOOKS</b>		\$ 1,850.84
07/03/2023	18994816		BOOK STOCK - KSP LIBRARY	\$ 544.70	
07/03/2023	18994835		BOOK STOCK - KSP LIBRARY	\$ 403.86	
07/03/2023	18964536		BOOK STOCK - AFM LIBRARY	\$ 192.49	
07/03/2023	18964794		BOOK STOCK - AFM LIBRARY	\$ 442.93	
07/03/2023	18972024		BOOK STOCK - AFM LIBRARY	\$ 266.86	
14/03/2023	3374.14013-01	Eastern Hills Chainsaws & Mowers Pty Ltd	<b>EQUIPMENT REPAIRS</b>		\$ 976.05
07/03/2023	50006 #4		SERVICE REPAIRS TO WORKSHOP MACHINERY	\$ 976.05	

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14/03/2023	3374.14170-01	The Re-Cyc-Ology Project	<b>BOOKS</b>		\$ 225.00
03/03/2023	010323		SUPPLY 5 COPIES OF THE BOOK HOLLOWED OUT	\$ 225.00	\$ 225.00
14/03/2023	3374.14229-01	Farmarama Pty Ltd	<b>FERTILISER</b>		\$ 2,024.00
10/03/2023	00024431		SUPPLY ECO PRIME EMERALD FERTILISER	\$ 2,024.00	\$ 2,024.00
14/03/2023	3374.14394-01	Creative Catering Trust (The Trustee	<b>CATERING</b>		\$ 1,013.60
10/03/2023	INV-2040		CATERING - COUNCIL MEETING ON 28/02/2023	\$ 1,013.60	\$ 1,013.60
14/03/2023	3374.14431-01	Blacklist Coffee Roasters Trading Trust	<b>PROVISIONS FOR REFLECTIONS CAFE</b>		\$ 280.00
10/03/2023	OMI10312a		PROVISIONS FOR REFLECTIONS CAFE	\$ 280.00	\$ 280.00
10/03/2023	OMI10397a		PROVISIONS FOR REFLECTIONS CAFE	\$ 280.00	\$ 280.00
14/03/2023	3374.14496-01	Tyrepower Mundaring (The Trustee for The	<b>TYRES &amp; REPAIRS</b>		\$ 1,040.00
07/03/2023	115433		SUPPLY & FIT 4 X NEW TYRES ON 054MDG	\$ 1,040.00	\$ 1,040.00
14/03/2023	3374.14723-01	Auto Tow Services (Auto Tow Nominees Pty	<b>TOWING</b>		\$ 440.00
07/03/2023	8440/31		TOWING SERVICES	\$ 220.00	\$ 220.00
07/03/2023	8439/31		TOWING SERVICES	\$ 220.00	\$ 220.00
14/03/2023	3374.14734-01	Abel Design (Brola Pty Ltd T/As:)	<b>DESIGN FEES/COSTS</b>		\$ 1,760.00
10/03/2023	INV-0429		COMPLETE ENGINEER DESIGN SHELTERS - LAKE LESCHENAUTLIA	\$ 1,760.00	\$ 1,760.00
14/03/2023	3374.14883-01	Bouvard Marine (The Dummett Family Trust	<b>MAINTENANCE</b>		\$ 4,483.60
10/03/2023	9627		SUPPLY & FIT NEW LADDER - BILGOMAN AQUATIC CENTRE	\$ 4,483.60	\$ 4,483.60
14/03/2023	3374.14908-01	Allpipe Technologies (Veolia Water Operatio	<b>PROFESSIONAL SERVICES</b>		\$ 1,834.25
01/03/2023	00000308		PROVIDE STORMWATER CCTV FOOTAGE & REPORT	\$ 1,834.25	\$ 1,834.25
14/03/2023	3374.14947-01	Ms M A Cameron	<b>AUTHOR PRESENTATION TALK</b>		\$ 165.00
24/02/2023	14		AUTHOR PRESENTATION TALK - BOYA LIBRARY	\$ 165.00	\$ 165.00
14/03/2023	3374.15-01	Australia Post	<b>POSTAGE</b>		\$ 3,872.62
07/03/2023	1012226269		RATES COLLECTION FEES 2022/2023	\$ 1,386.33	\$ 1,386.33
07/03/2023	1012236155		POSTAGE CHARGES LIBRARY	\$ 119.25	\$ 119.25
07/03/2023	1012236583		DAILY OUTGOING MAIL	\$ 2,367.04	\$ 2,367.04
14/03/2023	3374.1689-01	Compsys Pty Ltd T/A Harmony Software	<b>SOFTWARE EXPENSES</b>		\$ 275.00
10/03/2023	13280		SOFTWARE EXPENSES	\$ 275.00	\$ 275.00
14/03/2023	3374.191-01	Eastern Region Security	<b>SECURITY EXPENSES</b>		\$ 330.00
07/03/2023	00021275		SECURITY EXPENSES - SCFC CLAYTON VIEW	\$ 220.00	\$ 220.00
10/03/2023	00021273		SECURITY EXPENSES - MT HELENA POOL	\$ 110.00	\$ 110.00
14/03/2023	3374.2295-01	Rotary Club of Mundaring (Inc)	<b>FUNDING</b>		\$ 7,276.00
10/03/2023	6022-23/61		FUNDING MUNDARING SUNDAY & TWILIGHT MARKETS 2ND INSTALMENT	\$ 7,276.00	\$ 7,276.00
14/03/2023	3374.2625-01	Stewart & Heaton Clothing Co	<b>UNIFORMS</b>		\$ 54.48
03/03/2023	SIN-3676447		UNIFORMS - CHIDLOW VBFB	\$ 54.48	\$ 54.48
14/03/2023	3374.2769-01	Regenerated Landscapes	<b>WEED SPRAYING</b>		\$ 7,200.00
13/03/2023	86		HAZARD REDUCTION WORKS - R29959	\$ 325.00	\$ 325.00
13/03/2023	88		HAZARD REDUCTION WORKS - R47441	\$ 150.00	\$ 150.00
13/03/2023	73		HAZARD REDUCTION WORKS - R40690	\$ 1,625.00	\$ 1,625.00
13/03/2023	87		HAZARD REDUCTION WORKS - R41670	\$ 225.00	\$ 225.00
13/03/2023	84		HAZARD REDUCTION WORKS - R31839	\$ 100.00	\$ 100.00
13/03/2023	83		HAZARD REDUCTION WORKS - R36333	\$ 100.00	\$ 100.00
13/03/2023	82		HAZARD REDUCTION WORKS - R29544	\$ 175.00	\$ 175.00
13/03/2023	80		HAZARD REDUCTION WORKS - R36045	\$ 500.00	\$ 500.00
13/03/2023	75		HAZARD REDUCTION WORKS - R29795	\$ 450.00	\$ 450.00
13/03/2023	76		HAZARD REDUCTION WORKS - R36419	\$ 1,150.00	\$ 1,150.00
13/03/2023	77		HAZARD REDUCTION WORKS - R25700	\$ 1,000.00	\$ 1,000.00
13/03/2023	81		HAZARD REDUCTION WORKS - R37654	\$ 225.00	\$ 225.00
13/03/2023	85		HAZARD REDUCTION WORKS - R31777	\$ 525.00	\$ 525.00
13/03/2023	78		HAZARD REDUCTION WORKS - R45312	\$ 325.00	\$ 325.00
13/03/2023	79		HAZARD REDUCTION WORKS - R4359	\$ 325.00	\$ 325.00
14/03/2023	3374.314-01	Landgate	<b>TITLE SEARCHES</b>		\$ 283.64
01/03/2023	381894		GROSS RENTAL VALUATIONS CHARGEABLE	\$ 283.64	\$ 283.64
14/03/2023	3374.336-01	Fasta Courier Service	<b>COURIER SERVICES</b>		\$ 265.32
03/03/2023	278527		COURIER SERVICES	\$ 265.32	\$ 265.32

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14/03/2023	3374.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	COURIER SERVICES		\$ 113.98
01/03/2023	0558-S364420		COURIER SERVICES	\$ 113.98	
14/03/2023	3374.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 987.80
10/03/2023	7518		ELECTRICAL SERVICES - BROWN PARK YOUTH CENTRE	\$ 195.80	
10/03/2023	7525		ELECTRICAL SERVICES - ADMIN BUILDING	\$ 159.50	
10/03/2023	7524		ELECTRICAL SERVICES - MUNDARING REC GROUND	\$ 272.80	
10/03/2023	7517		ELECTRICAL SERVICES - ADMIN BUILDING	\$ 359.70	
14/03/2023	3374.385-01	Mundaring News & Lotto	SUBSCRIPTIONS		\$ 671.42
05/03/2023	6500		MAGAZINE SUBSCRIPTIONS	\$ 671.42	
14/03/2023	3374.3996-01	Bobcat-Attach	PARTS		\$ 935.00
23/02/2023	23576		SUPPLY & FIT NEW CUTTING EDGE ON BUCKET P279	\$ 935.00	
14/03/2023	3374.4252-01	Boya Equipment Pty Ltd	EQUIPMENT PURCHASES		\$ 70,009.50
10/03/2023	18003		SUPPLY & DELIVER NEW SKID STEER LOADER 017MDG	\$ 70,009.50	
14/03/2023	3374.480-01	Echo Newspaper	ADVERTISING		\$ 2,002.00
10/03/2023	00030362		ADVERTISING	\$ 1,672.00	
10/03/2023	00030250		ADVERTISING	\$ 330.00	
14/03/2023	3374.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		\$ 387.69
03/03/2023	00026722		SECURITY EXPENSES	\$ 129.23	
10/03/2023	00026723		SECURITY EXPENSES	\$ 129.23	
10/03/2023	00026724		SECURITY EXPENSES	\$ 129.23	
14/03/2023	3374.5390-01	WA Naturally Publications	VISITOR CENTRE STOCK		\$ 126.75
24/02/2023	P 1-01-031822		ASSORTED BOOKS & MAPS FOR VISITOR CENTRE STOCK	\$ 101.78	
24/02/2023	P 1-01-031823		GREETING CARDS FOR VISITOR CENTRE STOCK	\$ 24.97	
14/03/2023	3374.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 767.13
10/03/2023	BM52521.D1		WORK CLOTHES	\$ 767.13	
14/03/2023	3374.6355-01	Murdoch University	FEES		\$ 7,359.55
03/03/2023	CI-0000052		ELECTRO FISHING - BROZ PARK HELENA VALLEY	\$ 7,359.55	
14/03/2023	3374.6419-01	Hills Fresh (WA) Pty Ltd	CATERING		\$ 334.17
13/03/2023	ADMIN FEB 2023		MILK	\$ 279.17	
10/03/2023	00008582		FRUIT PLATTERS FOR MEETING 07/03/2023	\$ 55.00	
14/03/2023	3374.6657-01	Western Power	ELECTRICAL SERVICES		\$ 11,398.00
10/03/2023	CORPB0651953		INSTALLATION & CONNECTION POWER BENTLEY RD STONEVILLE	\$ 11,398.00	
14/03/2023	3374.6732-01	Relationships Australia Western Australia	EMPLOYEE ASSISTANCE PROGRAM		\$ 528.00
02/03/2023	00410764		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
02/03/2023	00410824		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
02/03/2023	00410889		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
14/03/2023	3374.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 1,112.89
03/03/2023	10232168		RETICULATION PARTS	\$ 948.00	
07/03/2023	10232215		RETICULATION PARTS	\$ 99.10	
07/03/2023	10232272		RETICULATION PARTS	\$ 65.79	
14/03/2023	3374.7030-01	Mundaring Seniors Incorporated	REIMBURSEMENT		\$ 1,444.00
14/03/2023	4		REIMBURSEMENT - VEHICLE INSURANCE FOR BUS 1EWR880	\$ 1,444.00	
14/03/2023	3374.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 1,692.90
10/03/2023	2696		FOOTPATH SWEEPING/MAINTENANCE	\$ 1,692.90	
14/03/2023	3374.7519-01	Moore Stephens (WA) Pty Ltd	REGISTRATION		\$ 770.00
10/03/2023	3349		WALGA TAX FBT WORKSHOP 2023	\$ 770.00	
14/03/2023	3374.7590-01	PFD Food Services Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 4,009.90
21/02/2023	LF957875		PROVISIONS FOR REFLECTIONS CAFE	\$ 704.35	
01/03/2023	LG228116		PROVISIONS FOR REFLECTIONS CAFE	\$ 40.60	
01/03/2023	LG228117		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,797.55	
02/03/2023	LF979403		KIOSK SUPPLIES	\$ 1,467.40	
14/03/2023	3374.7807-01	Water Installations	SERVICING		\$ 330.00
10/03/2023	1119		QUARTERLY SERVICING TREATMENT SYSTEM - MT HELENA PAVILION	\$ 110.00	
10/03/2023	1129		QUARTERLY SERVICING TREATMENT SYSTEM - MUNDARING ARENA	\$ 110.00	
10/03/2023	1118		QUARTERLY SERVICING TREATMENT SYSTEM - MORGAN JOHN MORGAN	\$ 110.00	



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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
14/03/2023	3374.80-01	Bunnings Group Limited	<b>HARDWARE</b>		\$ 491.55
07/03/2023	2440/01195674		HARDWARE ITEMS	\$ 56.55	
07/03/2023	2440/01194973		HARDWARE ITEMS	\$ 331.55	
07/03/2023	2440/00147379		HARDWARE ITEMS	\$ 103.45	
14/03/2023	3374.810-01	Royal Life Saving Society Western Australia	<b>POOL SUPPLIES</b>		\$ 146.10
02/03/2023	198150		SWIM SCHOOL CERTIFICATES	\$ 146.10	
14/03/2023	3374.8545-01	Sankey Plumbing Service	<b>PLUMBING</b>		\$ 1,496.00
10/03/2023	5612		PLUMBING SERVICES - BROWN PARK YOUTH CENTRE	\$ 440.00	
10/03/2023	5613		PLUMBING SERVICES - DARLINGTON PUBLIC TOILETS	\$ 715.00	
10/03/2023	5614		PLUMBING SERVICES - MORGAN JOHN MORGAN PUBLIC TOILETS	\$ 187.00	
10/03/2023	5615		PLUMBING SERVICES - MUNDARING HALL TOILETS	\$ 154.00	
14/03/2023	3374.8584-01	Great Sand Supplies Trust	<b>GRAVEL</b>		\$ 11,224.78
23/02/2023	00009166		SUPPLY SCREENED FACE GRAVEL	\$ 601.13	
23/02/2023	00009164		SUPPLY BALLAST	\$ 312.84	
23/02/2023	00009167		SUPPLY UNSCREENED YELLOW FILL SAND	\$ 111.67	
23/02/2023	00009165		SUPPLY 25MM FERRICRETE	\$ 4,515.75	
10/03/2023	00009084		SUPPLY SCREENED FACE GRAVEL	\$ 5,683.39	
14/03/2023	3374.8993-01	Cape to Cape Publishing	<b>VISITOR CENTRE STOCK</b>		\$ 106.12
02/03/2023	5142		VISITOR CENTRE STOCK	\$ 106.12	
14/03/2023	3374.904-01	Sign Supermarket (Grant Ian Westlund T/A	<b>SIGNS</b>		\$ 451.00
01/03/2023	22033		SUPPLY SIGNS - LAKE LESCHENAULTIA	\$ 451.00	
14/03/2023	3374.9627-01	MPK Tree Management Pty Ltd	<b>STREET TREE MAINTENANCE</b>		\$ 9,860.40
07/03/2023	5577		STREET TREE MAINTENANCE - GLEBE RD DARLINGTON	\$ 495.00	
07/03/2023	5707		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
07/03/2023	5779		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 3,044.80	
07/03/2023	5781		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 3,044.80	
07/03/2023	5578		STREET TREE MAINTENANCE - RICHARDSON RD PARKERVILLE	\$ 495.00	
14/03/2023	3375.11391-01	Ms V Partington	<b>REFUND</b>		\$ 65.00
14/03/2023	1445325		KEY BOND REFUND	\$ 65.00	
14/03/2023	3375.14464-01	H and H Developments (WA) No 2 Pty	<b>REFUND</b>		\$ 281,012.50
14/03/2023	1430260		PARTIAL REFUND UNCOMPLETED WORKS BOND	\$ 281,012.50	
14/03/2023	3375.14978-01	Mr M A Regalado	<b>REFUND</b>		\$ 65.00
14/03/2023	1445603		KEY BOND REFUND	\$ 65.00	
14/03/2023	3375.14979-01	J Ormsby	<b>REFUND</b>		\$ 109.00
14/03/2023	1446175		KEY BOND REFUND	\$ 65.00	
14/03/2023	1446175		KEY BOND REFUND	\$ 44.00	
16/03/2023	3376.14980-01	Mrs SC Smith	<b>REFUND</b>		\$ 796.50
16/03/2023	REFUND		RATES REFUND	\$ 796.50	
17/03/2023	3377.3462-01	Care Giver Subsidies	<b>CARE GIVER SUBSIDIES</b>		\$ 19,978.67
17/03/2023	150323		CARE GIVER SUBSIDIES	\$ 19,978.67	
20/03/2023	3378.14306-01	Mr J G Brooks	<b>REFUND</b>		\$ 590.00
20/03/2023	X-OVER		CROSSOVER CONTRIBUTION - KINGSMILL CRESCENT PARKERVILLE	\$ 590.00	
20/03/2023	3378.14408-01	Mrs P Hobson	<b>REIMBURSEMENT</b>		\$ 273.96
20/03/2023	REIMBURSEMENT		REIMBURSEMENT - REFLECTIONS CAFE EXPENSES	\$ 273.96	
20/03/2023	3378.14975-01	Ms V V Gordon	<b>REIMBURSEMENT</b>		\$ 99.00
14/03/2023	REIMBURSE		REIMBURSEMENT - COPPIN RD TIP PASS EXPENSES	\$ 99.00	
20/03/2023	3378.14976-01	Ms A Barfield	<b>GRANT</b>		\$ 200.00
14/03/2023	YOUTH GRANT		YOUTH GRANT PROGRAM	\$ 200.00	
20/03/2023	3378.14981-01	Mr A R Baldock	<b>REIMBURSEMENT</b>		\$ 58.70
17/03/2023	REIMBURSE		REIMBURSEMENT - POLICE CLEARANCE EXPENSES	\$ 58.70	

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20/03/2023	3378.174-01	Synergy	ELECTRICITY		\$ 68,723.79
17/03/2023	3310777127		ELECTRICITY	\$ 123.13	
20/03/2023	3021647529		STREET LIGHTING CHARGES	\$ 66,500.96	
28/02/2023	5603941927		ELECTRICITY	\$ 1,585.77	
10/03/2023	3625641925		ELECTRICITY	\$ 454.64	
10/03/2023	8749180328		ELECTRICITY	\$ 59.29	
20/03/2023	3378.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 6,908.00
17/03/2023	150323		FDC PARENT LEVY	\$ 6,908.00	
20/03/2023	3378.792-01	Mundaring Firefighters School	REIMBURSEMENT		\$ 1,877.82
14/03/2023	2023-9		REIMBURSEMENT - MFS EXPENSES - MARCH - OCTOBER 2022	\$ 1,877.82	
20/03/2023	3379.10912-01	Capital Recycling	EARTHWORKS		\$ 3,897.30
24/02/2023	CSD15668-J11597		REMOVAL OF ASPHALT FROM MATHIESON RD TRANSFER STATION	\$ 3,347.30	
24/02/2023	CSD15520-J11598		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 550.00	
20/03/2023	3379.11113-01	Aspects of Nature	VISITOR CENTRE STOCK		\$ 137.50
17/03/2023	15		STOCK PURCHASES - MUNDARING VISITOR CENTRE	\$ 137.50	
20/03/2023	3379.11135-01	Frontline Fire & Rescue (Bluesteel Enter	EQUIPMENT PURCHASES		\$ 606.25
14/03/2023	77152		EQUIPMENT PURCHASES - WOOROLOO VBFB	\$ 606.25	
20/03/2023	3379.11161-01	AXIIS Contracting Pty Ltd	EARTHWORKS		\$ 2,090.00
17/03/2023	7368		SUPPLY & CONSTRUCT FOOTPATH - GREENMOUNT/SWAN VIEW	\$ 2,090.00	
20/03/2023	3379.11195-01	Talyden Pty Ltd T/A Pro Crack Seal	EARTHWORKS		\$ 20,223.50
17/03/2023	0002477		CRACK SEALING - VARIOUS LOCATIONS	\$ 20,223.50	
20/03/2023	3379.11577-01	Tourism Council Western Australia Ltd	REGISTRATION		\$ 595.00
10/03/2023	I-00007830		REGISTRATION - WA TOURISM CONFERENCE 2023	\$ 595.00	
20/03/2023	3379.11953-01	The Stationery Co (C Willis & D J Willis T/A	STATIONERY		\$ 33.25
03/03/2023	169001		STATIONERY ITEMS	\$ 33.25	
20/03/2023	3379.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 408.84
12/03/2023	PY02-19-CHILD SU		CHILD SUPPORT PAYMENT	\$ 408.84	
20/03/2023	3379.12068-01	JEK Pty Ltd T/A Has Earthmoving	MACHINERY HIRE		\$ 1,677.50
07/03/2023	00001076		DRY HIRE SKIDSTEER - MATHIESON RD TRANSFER STATION	\$ 1,677.50	
20/03/2023	3379.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 8,993.85
17/03/2023	C INV 586201		TEMP STAFF - DEPOT	\$ 915.75	
17/03/2023	C INV 586202		TEMP STAFF - DEPOT	\$ 403.19	
17/03/2023	C INV 586196		TEMP STAFF - DEPOT	\$ 3,552.81	
17/03/2023	C INV 586195		TEMP STAFF - DEPOT	\$ 4,122.10	
20/03/2023	3379.12134-01	W.A. Library Supplies	LIBRARY SUPPLIES		\$ 851.65
07/03/2023	00133134		LIBRARY SUPPLIES	\$ 851.65	
20/03/2023	3379.12422-01	MDM Plumbing and Gas	PLUMBING SERVICES		\$ 2,732.84
14/03/2023	2337		PLUMBING SERVICES - BILGOMAN POOL	\$ 488.84	
14/03/2023	2251		PLUMBING SERVICES - BILGOMAN POOL	\$ 297.00	
17/03/2023	2338		PLUMBING SERVICES - BILGOMAN POOL	\$ 1,947.00	
20/03/2023	3379.12470-01	Mr G Wood	FENCING		\$ 352.00
17/03/2023	IV00000001185		REPAIR FENCING - MATHIESON RD TRANSFER STATION	\$ 352.00	
20/03/2023	3379.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 1,068.00
20/03/2023	2125		LANDSCAPE SERVICES	\$ 288.00	
20/03/2023	2124		LANDSCAPE SERVICES & TIP FEES	\$ 492.00	
20/03/2023	2126		LANDSCAPE SERVICES	\$ 288.00	
20/03/2023	3379.12640-01	Officeworks Ltd	STATIONERY		\$ 364.88
07/03/2023	606174436		STATIONERY ITEMS	\$ 155.62	
07/03/2023	606212914		STATIONERY ITEMS	\$ 23.00	
10/03/2023	606226060		SUPPLY COFFEE & HOT CHOCOLATE	\$ 186.26	
20/03/2023	3379.12703-01	Bartco Traffic Equipment Pty Ltd	SUBSCRIPTIONS		\$ 1,452.00
20/03/2023	23780		WEBSTUDIO LICENCE FOR 4 UNITS FOR 01/03/2023-31/08/2023	\$ 1,452.00	
20/03/2023	3379.12848-01	Halytech Pty Ltd	MAINTENANCE		\$ 9,557.02
17/03/2023	26372		SUPPLY & DELIVER HALYTECH SYSTEM FOR DARLINGTON	\$ 5,306.51	
17/03/2023	26362		SUPPLY & DELIVER HALYTECH SYSTEM FOR SAWYERS VALLEY	\$ 4,250.51	

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20/03/2023	3379.12899-01	NAPA (A Division of GPC Asia Pacific)	<b>WORKSHOP CONSUMABLES</b>		\$ 467.01
07/03/2023	1320277310		SUPPLY OF WORKSHOP CONSUMABLES	\$ 139.45	
07/03/2023	1320277326		SUPPLY OF WORKSHOP CONSUMABLES	\$ 99.99	
07/03/2023	1320276319		SUPPLY OF WORKSHOP CONSUMABLES	\$ 57.62	
07/03/2023	1320276393		SUPPLY OF WORKSHOP CONSUMABLES	\$ 74.80	
07/03/2023	1320276628		SUPPLY OF WORKSHOP CONSUMABLES	\$ 95.15	
20/03/2023	3379.13-01	Shire of Mundaring	<b>PAYROLL DEDUCTION</b>		\$ 14,329.58
12/03/2023	PY01-19-Private		PAYROLL DEDUCTION	\$ 990.00	
12/03/2023	PY01-19-Child Ca		PAYROLL DEDUCTION	\$ 1,424.57	
12/03/2023	PY01-19-Buy Addi		PAYROLL DEDUCTION	\$ 729.32	
12/03/2023	PY01-19-Novated		PAYROLL DEDUCTION	\$ 4,908.39	
12/03/2023	PY01-19-Novated		PAYROLL DEDUCTION	\$ 4,802.95	
12/03/2023	PY01-19-Novated		PAYROLL DEDUCTION	\$ 177.76	
12/03/2023	PY01-19-Novated		PAYROLL DEDUCTION	\$ 209.30	
12/03/2023	PY02-19-Private		PAYROLL DEDUCTION	\$ 330.00	
12/03/2023	PY02-19-Buy Addi		PAYROLL DEDUCTION	\$ 757.29	
20/03/2023	3379.13249-01	Pool & Pump Service & Repairs Pty Ltd	<b>PARTS</b>		\$ 730.07
14/03/2023	PPS00874		SUPPLY & INSTALL NEW CAP & O RING	\$ 730.07	
20/03/2023	3379.13268-01	Department of Human Services - The	<b>PAYROLL DEDUCTION</b>		\$ 194.74
12/03/2023	PY01-19-Centrel		PAYROLL DEDUCTION	\$ 194.74	
20/03/2023	3379.13490-01	Humanness (MKI Group Pty Ltd T/As:)	<b>DESIGN FEES/COSTS</b>		\$ 1,760.00
10/03/2023	INV-H0323001		WEBSITE CONSULTANCY SERVICES - MARCH 2023	\$ 1,100.00	
10/03/2023	INV-H0323002		WEBSITE CONSULTANCY SERVICES - MARCH 2023	\$ 660.00	
20/03/2023	3379.135-01	BOC Ltd	<b>CYLINDER RENTAL</b>		\$ 35.23
05/03/2023	4033447790		OXYGEN INDUSTRIAL E2 REFILL - DEPOT	\$ 35.23	
20/03/2023	3379.13540-01	ELM (WA) Pty Ltd	<b>MOWING SERVICES</b>		\$ 11,553.11
13/03/2023	INV-4524		MOWING SERVICES - FEBRUARY 2023	\$ 11,553.11	
20/03/2023	3379.13698-01	Cafe Mojo Mundaring (A Space to Grow)	<b>CATERING</b>		\$ 433.00
14/03/2023	1650		CATERING - ACTIVE AGEING NETWORK THANK YOU MORNING TEA	\$ 310.00	
17/03/2023	1652		CATERING - LGIS WORKFORCE WHS MEETING	\$ 123.00	
20/03/2023	3379.13705-01	Snake R & R Training (Bob Cooper Snake)	<b>SAFETY EQUIPMENT</b>		\$ 106.16
17/03/2023	R3066		SUPPLY OUTBACK SURVIVAL ITEMS - MUNDARING VISITOR CENTRE	\$ 106.16	
20/03/2023	3379.138-01	Sonic HealthPlus Pty Ltd	<b>MEDICAL EXAMINATION</b>		\$ 240.90
01/03/2023	2861417		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
20/03/2023	3379.13802-01	Construction Forestry Mining Energy	<b>PAYROLL DEDUCTION</b>		\$ 40.00
12/03/2023	PY02-19-CFMEU		PAYROLL DEDUCTION	\$ 40.00	
20/03/2023	3379.13860-01	Miss T Huston	<b>BOOKS</b>		\$ 96.00
17/03/2023	00000609		SUPPLY 5 COPIES OF BIRDS OF THE PERTH HILLS BOOK	\$ 96.00	
20/03/2023	3379.13866-01	Booktopia Pty Ltd	<b>BOOKS</b>		\$ 1,849.46
07/03/2023	19008921		BOOK STOCK - AFM LIBRARY	\$ 572.36	
07/03/2023	19014539		BOOK STOCK - AFM LIBRARY	\$ 380.96	
07/03/2023	19047163		BOOK STOCK - KSP LIBRARY	\$ 490.84	
07/03/2023	19048410		BOOK STOCK - KSP LIBRARY	\$ 405.30	
20/03/2023	3379.14013-01	Eastern Hills Chainsaws & Mowers Pty Ltd	<b>EQUIPMENT REPAIRS</b>		\$ 1,403.65
07/03/2023	50037 #4		SERVICE REPAIRS TO WORKSHOP MACHINERY	\$ 860.40	
07/03/2023	50031 #4		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 182.25	
07/03/2023	50019 #5		SUPPLY NEW HELMET KIT & ALUMINIMUM WEDGES	\$ 274.50	
07/03/2023	50024 #5		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 42.40	
07/03/2023	50021 #5		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 44.10	
20/03/2023	3379.14051-01	Sweeping Services Australia Pty Ltd	<b>STREET SWEEPING SERVICES</b>		\$ 7,483.31
14/03/2023	INV-0293		SUPPLY OF STREET SWEEPING SERVICES	\$ 7,483.31	
20/03/2023	3379.14229-01	Farmarama Pty Ltd	<b>FERTILISER</b>		\$ 1,573.00
10/03/2023	00024701		SUPPLY OMNIA MEGA KEL P	\$ 1,573.00	
20/03/2023	3379.14324-01	Proarb WA (R Hawkins & C.N Jones T/As)	<b>STREET TREE MAINTENANCE</b>		\$ 2,398.00
17/03/2023	765		STREET TREE MAINTENANCE - GLENWOOD HELENA VALLEY	\$ 2,398.00	

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20/03/2023	3379.14496-01	Tyrepower Mundaring (The Trustee for The	<b>TYRES &amp; REPAIRS</b>		\$ 1,512.00
07/03/2023	115576		SUPPLY & FIT 4 X NEW TYRES ON 030MDG	\$ 1,512.00	
20/03/2023	3379.14505-01	1300Tempence (Ready Industries Pty Ltd	<b>FENCING</b>		\$ 1,724.80
07/03/2023	547265		HIRE OF SOLAR SITE CAMERAS - MATHIESON RD TRANSFER STATION	\$ 862.40	
07/03/2023	546648		HIRE OF SOLAR SITE CAMERAS - COPPIN RD TRANSFER STATION	\$ 862.40	
20/03/2023	3379.14560-01	Busy Bee Hills Photography (Anita Clare	<b>VISITOR CENTRE STOCK</b>		\$ 11.55
17/03/2023	04		SUPPLY GREETING CARDS - VISITOR CENTRE STOCK	\$ 11.55	
20/03/2023	3379.14611-01	Ohura Consulting (Ohura Group Pty Ltd	<b>CONSULTANCY SERVICES</b>		\$ 2,893.80
03/03/2023	INV-0349		CONSULTANCY SERVICES - EA NEGOTIATIONS 2022-2023	\$ 2,893.80	
20/03/2023	3379.14643-01	Premier Envelopes Australia (The Trustee	<b>STATIONERY</b>		\$ 445.50
10/03/2023	00039510		STATIONERY SUPPLIES - ENVELOPES	\$ 445.50	
20/03/2023	3379.14652-01	HWL Ebsworth Lawyers	<b>PROFESSIONAL SERVICES</b>		\$ 3,090.78
03/03/2023	1539597		PROFESSIONAL SERVICES - LEASE VARIATION 804 ELMSFIELD RD	\$ 3,090.78	
20/03/2023	3379.147-01	CJD Equipment Pty Ltd	<b>PARTS</b>		\$ 780.90
24/02/2023	002579035		SUPPLY & DELIVERY AIR FILTER COVER FOR P258	\$ 237.07	
24/02/2023	002579037		SUPPLY COOLANT TANK FOR P258	\$ 543.83	
20/03/2023	3379.1644-01	Woolworths Group Limited	<b>FOOD &amp; CONSUMABLES</b>		\$ 36.00
10/03/2023	TI-019C7-FC288		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 20.00	
10/03/2023	TI-019C7-FD4D8		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 16.00	
20/03/2023	3379.1674-01	Midland Cement Materials	<b>CEMENT PRODUCTS</b>		\$ 35.64
07/03/2023	6176746		SUPPLY DRAINCOIL TEE 100MM FOR VARIOUS JOBS	\$ 35.64	
20/03/2023	3379.191-01	Eastern Region Security	<b>SECURITY EXPENSES</b>		\$ 8,483.75
14/03/2023	00021081		SECURITY EXPENSES	\$ 1,540.00	
14/03/2023	00021092		SECURITY EXPENSES	\$ 440.00	
14/03/2023	00021143		SECURITY EXPENSES	\$ 561.00	
14/03/2023	00021280		SECURITY EXPENSES	\$ 891.00	
14/03/2023	00021274		SECURITY EXPENSES	\$ 110.00	
14/03/2023	00021208		SECURITY EXPENSES	\$ 1,331.00	
20/03/2023	00021148		SECURITY EXPENSES	\$ 3,610.75	
20/03/2023	3379.21-01	Eastern Metropolitan Regional Council	<b>TRANSFER STATION FEES</b>		\$ 198,821.11
17/03/2023	EMRC49568		TRANSFER STATION FEES	\$ 38,126.41	
17/03/2023	EMRC49567		TRANSFER STATION FEES	\$ 40,640.74	
17/03/2023	EMRC49566		TRANSFER STATION FEES	\$ 33,849.56	
17/03/2023	EMRC49551		TRANSFER STATION FEES	\$ 42,534.28	
17/03/2023	EMRC49681		TRANSFER STATION FEES	\$ 43,670.12	
20/03/2023	3379.215-01	Deputy Commissioner of Taxation	<b>TAXATION</b>		\$ 164,435.00
12/03/2023	PY01-19-Deputy C		PAYROLL DEDUCTION	\$ 139,845.00	
12/03/2023	PY02-19-Deputy C		PAYROLL DEDUCTION	\$ 24,590.00	
20/03/2023	3379.234-01	Coles Supermarkets Australia Pty Ltd	<b>KIOSK SUPPLIES</b>		\$ 590.33
07/03/2023	162826351		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 590.33	
20/03/2023	3379.254-01	Mundaring Arts Centre Inc	<b>ART ACQUISITION EXHIBITION</b>		\$ 15,270.00
10/03/2023	1418		2023 SHIRE MUNDARING ART ACQUISITION EXHIBITION	\$ 2,200.00	
14/03/2023	2698		2023 SHIRE MUNDARING ART ACQUISITION EXHIBITION	\$ 13,070.00	
20/03/2023	3379.2625-01	Stewart & Heaton Clothing Co	<b>UNIFORMS</b>		\$ 2,106.63
14/03/2023	SIN-3680192		UNIFORMS - WOOROLOO VBFB	\$ 256.23	
14/03/2023	SIN-3675970		UNIFORMS - SAWYERS VALLEY VBFB	\$ 33.00	
14/03/2023	SIN-3675904		UNIFORMS - SAWYERS VALLEY VBFB	\$ 66.00	
14/03/2023	SIN-3674852		UNIFORMS - PARKERVILLE VBFB	\$ 165.89	
20/03/2023	SIN-3674788		UNIFORMS - GLEN FORREST VBFB	\$ 568.99	
20/03/2023	SIN-3679984		UNIFORMS - GLEN FORREST VBFB	\$ 936.89	
20/03/2023	SIN-3671617		UNIFORMS - ALL BRIGADE COTTON T.SHIRTS	\$ 79.63	
20/03/2023	3379.2769-01	Regenerated Landscapes	<b>WEED SPRAYING</b>		\$ 650.00
17/03/2023	91		HAZARD REDUCTION WORKS - BLACK COCKATOO RESERVE	\$ 650.00	
20/03/2023	3379.280-01	Winc Australia Pty Limited	<b>STATIONERY</b>		\$ 85.07
10/03/2023	9041788586		STATIONERY ITEMS	\$ 85.07	

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20/03/2023	3379.2815-01	Total Packaging (WA) Pty Ltd	DOG WASTE BAGS		\$ 1,716.00
07/03/2023	00036949		DOG WASTE BAGS	\$ 1,716.00	\$ 1,716.00
20/03/2023	3379.314-01	Landgate	TITLE SEARCHES		\$ 71.80
07/03/2023	382163		GROSS RENTAL VALUATIONS CHARGEABLE	\$ 71.80	\$ 71.80
20/03/2023	3379.320-01	Department of Fire & Emergency Service	ESL CONTRIBUTION		\$ 1,116,523.18
23/02/2023	155226		2022/2023 ESL QUARTER 3 CONTRIBUTION	\$ 1,116,523.18	\$ 1,116,523.18
20/03/2023	3379.35-01	Nutrien Ag Solutions Limited	EQUIPMENT		\$ 68.84
07/03/2023	908359714		SUPPLY PROGRADE SPRAYER	\$ 68.84	\$ 68.84
20/03/2023	3379.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	COURIER SERVICES		\$ 223.14
20/03/2023	0555-S364420		COURIER SERVICES	\$ 151.27	\$ 223.14
03/03/2023	0559-S364420		COURIER SERVICES	\$ 71.87	\$ 223.14
20/03/2023	3379.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 272.80
20/03/2023	7510		ELECTRICAL SERVICES - PARKERVILLE VBFB	\$ 272.80	\$ 272.80
20/03/2023	3379.397-01	J. Blackwood & Son Pty Ltd	STATIONERY		\$ 700.85
10/03/2023	S103923919		STATIONERY ITEMS - LAKE LESCHENAULTIA	\$ 186.90	\$ 700.85
07/03/2023	S103928133		STATIONERY ITEMS - LAKE LESCHENAULTIA	\$ 123.55	\$ 700.85
07/03/2023	S103924158		SUPPLY ASSORTED ITEMS FOR STORES	\$ 390.40	\$ 700.85
20/03/2023	3379.3996-01	Bobcat-Attach	PARTS		\$ 3,641.00
23/02/2023	23581		CONSTRUCT STANDARD RAKE BUCKET FOR 009MDG	\$ 3,146.00	\$ 3,641.00
03/03/2023	23594		REPAIR TIP FACE - COPPIN RD TRANSFER STATION	\$ 495.00	\$ 3,641.00
20/03/2023	3379.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 923.30
12/03/2023	PY01-19-HIF		PAYROLL DEDUCTION	\$ 923.30	\$ 923.30
20/03/2023	3379.441-01	Toolmart Australia Pty. Ltd.	TOOLS		\$ 82.00
24/02/2023	20230223-7163743		SUPPLY RECOIL HOSE FOR HOIST LIFT	\$ 82.00	\$ 82.00
20/03/2023	3379.4433-01	Marketforce Pty Ltd	ADVERTISING		\$ 439.60
20/03/2023	46595		ADVERTISING	\$ 439.60	\$ 439.60
20/03/2023	3379.452-01	Mahogany Building & Design	MAINTENANCE		\$ 6,127.00
14/03/2023	INV0444		MAINTENANCE - WOOROLOO FIRE STATION	\$ 1,969.00	\$ 6,127.00
14/03/2023	INV0448		MAINTENANCE - LAKE LESCHENAULTIA	\$ 869.00	\$ 6,127.00
17/03/2023	INV0445		MAINTENANCE - PARKERVILLE OVAL SHELTER	\$ 3,069.00	\$ 6,127.00
17/03/2023	INV0446		MAINTENANCE - ADMIN BUILDING	\$ 110.00	\$ 6,127.00
17/03/2023	INV0447		MAINTENANCE - PARKERVILLE HALL	\$ 110.00	\$ 6,127.00
20/03/2023	3379.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 680.58
20/03/2023	TRAVEL		TRAVEL REIMBURSEMENT 1,005KM 19/12/2022-14/03/2023	\$ 680.58	\$ 680.58
20/03/2023	3379.4749-01	Pure Air Filters	PARTS		\$ 169.40
10/03/2023	00014421		AIR FILTER CLEAN	\$ 169.40	\$ 169.40
20/03/2023	3379.480-01	Echo Newspaper	ADVERTISING		\$ 385.97
10/03/2023	00030548		ADVERTISING	\$ 385.97	\$ 385.97
20/03/2023	3379.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 224.87
07/03/2023	MD41253.D1		WORK CLOTHES	\$ 224.87	\$ 224.87
20/03/2023	3379.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
12/03/2023	PY01-19-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	\$ 271.60
12/03/2023	PY02-19-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	\$ 271.60
20/03/2023	3379.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 17.22
14/03/2023	2603833		GOVERNMENT 15L WATER	\$ 17.22	\$ 17.22
20/03/2023	3379.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 178.00
12/03/2023	PY01-19-MUNDARIN		PAYROLL DEDUCTION	\$ 176.00	\$ 178.00
12/03/2023	PY02-19-MUNDARIN		PAYROLL DEDUCTION	\$ 2.00	\$ 178.00
20/03/2023	3379.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 2,825.50
23/02/2023	00453050		SUPPLY QUATZ, TRANSMISSION FLUID & GREASE CARTRIDGES	\$ 2,825.50	\$ 2,825.50
20/03/2023	3379.6657-01	Western Power	ELECTRICAL SERVICES		\$ 1,508,381.25
23/02/2023	CORPB0649834		LED STREET LIGHT CONVERSION - SALISBURY RD SWAN VIEW	\$ 1,508,381.25	\$ 1,508,381.25
20/03/2023	3379.6732-01	Relationships Australia Western Australia	EMPLOYEE ASSISTANCE PROGRAM		\$ 352.00
10/03/2023	00411163		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	\$ 352.00
10/03/2023	00411296		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	\$ 352.00

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20/03/2023	3379.68-01	The Watershed Water Systems	<b>RETICULATION PARTS</b>		\$ 2,902.91
07/03/2023	10232710		RETICULATION PARTS	\$ 392.07	
07/03/2023	10232521		RETICULATION PARTS	\$ 265.00	
07/03/2023	10232595		RETICULATION PARTS	\$ 2,208.00	
07/03/2023	10232569		RETICULATION PARTS	\$ 37.84	
20/03/2023	3379.6876-01	RAC Motoring Pty Ltd	<b>CALL OUT CHARGES</b>		\$ 104.00
03/03/2023	6554198		CALL OUT CHARGES FOR 806MDG	\$ 104.00	
20/03/2023	3379.7-01	Australian Services Union	<b>PAYROLL DEDUCTION</b>		\$ 247.00
12/03/2023	PY01-19-AUSTRALI		PAYROLL DEDUCTION	\$ 117.50	
12/03/2023	PY02-19-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
20/03/2023	3379.7388-01	Doors Doors Doors Pty Ltd	<b>BUILDING SUPPLIES &amp; MATERIALS</b>		\$ 12,721.50
07/03/2023	00056971		SUPPLY & INTALL ROLLER DOORS - MUNDARING ARENA	\$ 12,721.50	
20/03/2023	3379.7426-01	Scoob's Dingo Service	<b>FOOTPATH SWEEPING/MAINTENANCE</b>		\$ 4,890.60
17/03/2023	2693		CLEAN UP & SWEEP TENNIS COURTS - BROWN PARK	\$ 846.45	
17/03/2023	2695		CLEAN UP & SWEEP TENNIS COURTS - VARIOUS LOCATIONS	\$ 846.45	
17/03/2023	2700		FOOTPATH SWEEPING/MAINTENANCE	\$ 3,197.70	
20/03/2023	3379.7489-01	Sparks Refrigeration & Airconditioning	<b>ELECTRICAL SERVICES</b>		\$ 675.00
10/03/2023	INV-2766		REPAIR BOYA STAFF KITCHEN HOT WATER SYSTEM	\$ 675.00	
20/03/2023	3379.7541-01	Connect Call Centre Services	<b>CALL CENTRE COSTS</b>		\$ 2,357.36
14/03/2023	00113628		CALL CENTRE COSTS - JANUARY 2023	\$ 2,357.36	
20/03/2023	3379.7807-01	Water Installations	<b>MAINTENANCE</b>		\$ 1,899.00
10/03/2023	1394		REPAIR TREATMENT SYSTEM - MORGAN JOHN MORGAN	\$ 1,899.00	
20/03/2023	3379.80-01	Bunnings Group Limited	<b>HARDWARE</b>		\$ 645.34
07/03/2023	2440/01253722		HARDWARE ITEMS	\$ 176.57	
07/03/2023	2440/01197743		HARDWARE ITEMS	\$ 221.57	
07/03/2023	2440/00160688		HARDWARE ITEMS	\$ 183.58	
07/03/2023	2440/01196577		HARDWARE ITEMS	\$ 63.62	
20/03/2023	3379.8-01	LGRCEU	<b>PAYROLL DEDUCTION</b>		\$ 44.00
12/03/2023	PY02-19-LGRCEU		PAYROLL DEDUCTION	\$ 44.00	
20/03/2023	3379.803-01	Seton Australia Pty Ltd	<b>FURNITURE</b>		\$ 837.14
20/03/2023	9352234486		SUPPLY FELT PINBOARD 1200 X 900MM	\$ 837.14	
20/03/2023	3379.8059-01	Kore Design	<b>DESIGN FEES/COSTS</b>		\$ 65.00
20/03/2023	00001788		ALTERATIONS TO LAKE LESCHENAULTIA MAP	\$ 65.00	
20/03/2023	3379.8374-01	Natural Area Holdings P/L T/A Natural Area	<b>WEED CONTROL</b>		\$ 5,281.82
20/03/2023	00019494		WEED CONTROL - STRETTLE ROAD	\$ 2,263.64	
07/03/2023	00019532		WEED CONTROL - MATHIESON RD TRANSFER STATION	\$ 3,018.18	
20/03/2023	3379.8611-01	Brownes Foods Operations Pty Ltd	<b>KIOSK SUPPLIES</b>		\$ 216.22
10/03/2023	17047090		KIOSK SUPPLIES	\$ 216.22	
20/03/2023	3379.8976-01	Kool Line Electrical & Refrigeration	<b>ELECTRICAL SERVICES</b>		\$ 1,705.00
17/03/2023	00127649		ELECTRICAL SERVICES - PARKERVILLE CHANGE ROOMS	\$ 841.50	
17/03/2023	00127650		ELECTRICAL SERVICES - BROWN PARK	\$ 863.50	
20/03/2023	3379.8991-01	L D Thompson & Co	<b>DELAPIDATION INSPECTIONS</b>		\$ 495.00
03/03/2023	00009189		DELAPIDATION INSPECTIONS - SEABORNE ST PARKERVILLE	\$ 495.00	
20/03/2023	3379.904-01	Sign Supermarket (Grant Ian Westlund T/A	<b>SIGNS</b>		\$ 75.00
24/02/2023	22012		SUPPLY VINYL LETTERING DECALS	\$ 75.00	
20/03/2023	3379.9596-01	Brice Pest Management	<b>TERMITE TREATMENT</b>		\$ 55.00
17/03/2023	IV05427		TERMITE TREATMENT - ELDER WAY BELLEVUE	\$ 55.00	
20/03/2023	3379.9627-01	MPK Tree Management Pty Ltd	<b>STREET TREE MAINTENANCE</b>		\$ 14,795.00
17/03/2023	5598		STREET TREE MAINTENANCE - SAWYERS VALLEY & DARLINGTON	\$ 2,780.80	
07/03/2023	5780		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
07/03/2023	5819		STREET TREE MAINTENANCE - HELENA VALLEY	\$ 349.80	
07/03/2023	5839		STREET TREE MAINTENANCE - GILFELLON RES STONEVILLE	\$ 1,988.80	
07/03/2023	5838		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
07/03/2023	5835		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
07/03/2023	5646		STREET TREE MAINTENANCE - BUSHLANDS RD HOVEA	\$ 1,333.20	

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20/03/2023	3379.9935-01	All Fence U Rent Pty Ltd	HIRE TEMPORARY FENCE		\$ 495.00
17/03/2023	00045617		HIRE TEMPORARY FENCE - BERKINSHAW PARK	\$ 495.00	
20/03/2023	3380.3088-01	Local Government Professionals	REGISTRATION		\$ 1,240.00
20/03/2023	30075		REGISTRATION - FINANCE PROFESSIONALS CONFERENCE 2023	\$ 1,240.00	
22/03/2023	3381.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 20,722.50
22/03/2023	220323		CARE GIVER SUBSIDIES	\$ 20,722.50	
24/03/2023	3382.10348-01	Hills Rangers Football Club Inc	REFUND		\$ 528.00
23/03/2023	1380172		KEY BOND REFUND	\$ 44.00	
23/03/2023	1380172		KEY BOND REFUND	\$ 44.00	
23/03/2023	1300185		KEY BOND REFUND	\$ 44.00	
23/03/2023	1300185		KEY BOND REFUND	\$ 44.00	
23/03/2023	1301746		KEY BOND REFUND	\$ 44.00	
23/03/2023	1301231		KEY BOND REFUND	\$ 44.00	
23/03/2023	1301231		KEY BOND REFUND	\$ 44.00	
23/03/2023	1301231		KEY BOND REFUND	\$ 44.00	
23/03/2023	1301231		KEY BOND REFUND	\$ 44.00	
23/03/2023	1370470		KEY BOND REFUND	\$ 44.00	
23/03/2023	1370470		KEY BOND REFUND	\$ 44.00	
23/03/2023	1370470		KEY BOND REFUND	\$ 44.00	
23/03/2023	1382086		KEY BOND REFUND	\$ 44.00	
27/03/2023	3383.34-01	Water Corporation	WATER RATES & FEES		\$ 870.29
26/03/2023	9009882418		WATER RATES & FEES	\$ 157.30	
26/03/2023	9004693298		WATER RATES & FEES	\$ 21.70	
26/03/2023	9004566598		WATER RATES & FEES	\$ 691.29	
27/03/2023	3384.12772-01	Mr S Kocian	REIMBURSEMENT		\$ 310.00
23/03/2023	REIMBURSEMENT		REIMBURSEMENT - ROADSIDE ASSISTANCE & NEW BATTERY P4812	\$ 310.00	
27/03/2023	3384.14910-01	Telstra Limited	TELEPHONE		\$ 11,967.03
27/03/2023	2085566000		TELEPHONE CHARGES - FEBRUARY 2023	\$ 11,967.03	
27/03/2023	3384.14985-01	Miss E Anderson	GRANT		\$ 200.00
23/03/2023	GRANT		YOUTH GRANT PROGRAM	\$ 200.00	
27/03/2023	3384.14986-01	Miss K Scarborough	REFUND		\$ 42.50
23/03/2023	REFUND		REFUND - ANIMAL REGISTRATION# 41149 PAID TWICE	\$ 42.50	
27/03/2023	3384.14989-01	Mr J A Mazurak	REIMBURSEMENT		\$ 63.95
24/03/2023	REIMBURSEMENT		REIMBURSEMENT - HIGH RISK LICENCE EXPENSES	\$ 63.95	
27/03/2023	3384.14990-01	Mr J Kelly	CROSSOVER CONTRIBUTION		\$ 590.00
26/03/2023	X-OVER		CROSSOVER CONTRIBUTION - WAYLEN RD DARLINGTON	\$ 590.00	
27/03/2023	3384.14991-01	Ms S N Lee	REFUND		\$ 208.00
26/03/2023	REFUND		REFUND - SWIMMING LESSONS	\$ 208.00	
27/03/2023	3384.14992-01	Ms L M Waters	REFUND		\$ 84.00
26/03/2023	REFUND		REFUND -SWIMMING LESSONS	\$ 84.00	
27/03/2023	3384.14993-01	Ms R Cooke	REFUND		\$ 84.00
26/03/2023	REFUND		REFUND - SWIMMING LESSONS	\$ 84.00	
27/03/2023	3384.14994-01	Mr P G Stubbs	REFUND		\$ 100.00
26/03/2023	REFUND		REFUND - CROSSOVER APPLICATION FEE - FARMVIEW DR BELLEVUE	\$ 100.00	
27/03/2023	3384.174-01	Synergy	ELECTRICITY		\$ 4,907.87
10/03/2023	3509628321		ELECTRICITY	\$ 2,090.26	
10/03/2023	5185501927		ELECTRICITY	\$ 1,007.23	
13/03/2023	5735349122		ELECTRICITY	\$ 1,234.92	
13/03/2023	5214128214		ELECTRICITY	\$ 159.17	
13/03/2023	3509628321		ELECTRICITY	\$ 310.70	
26/03/2023	4743483524		ELECTRICITY	\$ 105.59	
27/03/2023	3384.306-01	Darlington Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 2,572.78
24/03/2023	00000406		REIMBURSEMENT - ESL EXPENSES AUGUST 2022 TO DECEMBER 2022	\$ 2,572.78	

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27/03/2023	3384.355-01	Wesfarmers Kleenheat Gas Pty Ltd	<b>GAS</b>		\$ 761.83
22/02/2023	22069862		GAS SERVICES - LAKE LESCHENAULTIA ABLUTION BLOCK	\$ 148.86	
03/03/2023	22072033		GAS SERVICES - LAKE LESCHENAULTIA	\$ 120.41	
10/03/2023	22074627		GAS SERVICES - LAKE LESCHENAULTIA REFLECTIONS	\$ 435.08	
10/03/2023	22074628		GAS SERVICES - LAKE LESCHENAULTIA ABLUTION BLOCK	\$ 57.48	
27/03/2023	3384.5117-01	Mr L N Noonan	<b>REIMBURSEMENT</b>		\$ 99.81
24/03/2023	REIMBURSEMENT		REIMBURSEMENT - FUEL EXPENSES FOR P4819 1GVY161	\$ 99.81	
27/03/2023	3384.589-01	Shire of Mundaring	<b>FDC PARENT LEVY</b>		\$ 7,261.00
22/03/2023	220323		FDC PARENT LEVY	\$ 7,261.00	
27/03/2023	3385.14995-01	Mr A M Clark	<b>REFUND</b>		\$ 851.12
27/03/2023	REFUND		RATES REFUND	\$ 851.12	
27/03/2023	3385.14996-01	Mrs M C Mitchell	<b>REFUND</b>		\$ 499.52
27/03/2023	REFUND		RATES REFUND	\$ 499.52	
27/03/2023	3386.10414-01	Department of Transport - Vehicle Search	<b>VEHICLE SEARCH FEES</b>		\$ 41.80
23/03/2023	8042178		VEHICLE SEARCH FEES	\$ 41.80	
27/03/2023	3386.10470-01	Western Wildlife (Jennifer Ann Wilcox T/A	<b>PROFESSIONAL SERVICES</b>		\$ 1,985.50
21/03/2023	1087		FAUNA SURVEY & MEMO REPORT FOR RICHARDSON RD	\$ 1,985.50	
27/03/2023	3386.10807-01	Total Green Recycling Pty Ltd	<b>E-WASTE COLLECTION</b>		\$ 1,324.11
10/03/2023	INV13276		MATHIESON RD TRANSFER STATION - E-WASTE ITEMS	\$ 1,324.11	
27/03/2023	3386.10921-01	Ixom Operations Pty Ltd	<b>CHLORINE GAS SERVICE FEES</b>		\$ 3,725.65
13/03/2023	6636184		CHLORINE GAS SERVICE FEES	\$ 3,491.88	
10/03/2023	6640244		CHLORINE GAS SERVICE FEES	\$ 233.77	
27/03/2023	3386.11112-01	Supercivil Pty Ltd	<b>EARTHWORKS</b>		\$ 380.01
14/03/2023	inv-1193		KERBING WORKS - INNAMINCKA RD GREENMOUNT	\$ 380.01	
27/03/2023	3386.11135-01	Frontline Fire & Rescue (Bluesteel Enterpr	<b>EQUIPMENT PURCHASES</b>		\$ 2,081.13
14/03/2023	77550		EQUIPMENT PURCHASES - WOOROLOO VBFB	\$ 117.81	
14/03/2023	77576		EQUIPMENT PURCHASES - STONEVILLE VBFB	\$ 400.22	
14/03/2023	77625		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 19.25	
14/03/2023	77623		EQUIPMENT PURCHASES - WOOROLOO VBFB	\$ 88.00	
14/03/2023	77612		EQUIPMENT PURCHASES - WOOROLOO VBFB	\$ 435.60	
14/03/2023	77608		EQUIPMENT PURCHASES - PARKERVILLE VBFB	\$ 178.20	
14/03/2023	77602		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 44.00	
14/03/2023	77617		EQUIPMENT PURCHASES - WOOROLOO VBFB	\$ 444.07	
14/03/2023	77600		EQUIPMENT PURCHASES - PARKERVILLE VBFB	\$ 27.50	
14/03/2023	77674		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 32.78	
14/03/2023	77646		EQUIPMENT PURCHASES - SAWYERS VALLEY VBFB	\$ 293.70	
27/03/2023	3386.11374-01	Playground Centre Australia Pty Ltd	<b>PARTS</b>		\$ 2,146.10
24/03/2023	CINV14794		SUPPLY TRAVELLER SPRING STOPS - MUNDARING SCULPTURE PARK	\$ 2,146.10	
27/03/2023	3386.11398-01	JB HI-FI Group Pty Ltd	<b>IT HARDWARE</b>		\$ 4,718.58
07/03/2023	BD1057340		SUPPLY 12.9 INCH IPAD PRO	\$ 1,863.60	
07/03/2023	BD1057295		SUPPLY SAMSUNG S22 & ACCESSORIES	\$ 1,189.79	
07/03/2023	BD1050888		SUPPLY WIRELESS HEADSETS FOR DESIGN TEAM	\$ 416.71	
07/03/2023	BD1053372		SUPPLY IPHONE13 & CHARGER	\$ 1,248.48	
27/03/2023	3386.11648-01	Veris Australia Pty Ltd	<b>FEATURE SURVEY</b>		\$ 2,222.00
10/03/2023	VI073241		FEATURE SURVEY - MARLOO THEATRE GREENMOUNT	\$ 2,222.00	
27/03/2023	3386.11772-01	Quremed Pty Ltd	<b>FIRST AID SUPPLIES</b>		\$ 622.21
03/03/2023	QIN39032		SUPPLY DEFIB PADS & MEDICAL SUPPLIES - LAKE LESCHENAULTIA	\$ 622.21	
27/03/2023	3386.11953-01	The Stationery Co (C Willis & D J Willis	<b>STATIONERY</b>		\$ 662.47
13/03/2023	169076		STATIONERY ITEMS	\$ 89.00	
13/03/2023	169075		STATIONERY ITEMS	\$ 98.25	
03/03/2023	169074		STATIONERY ITEMS	\$ 475.22	
27/03/2023	3386.12078-01	Recruitwest Pty Ltd	<b>TEMP STAFF</b>		\$ 7,587.60
23/03/2023	C INV 586253		TEMP STAFF - DEPOT	\$ 3,606.23	
23/03/2023	C INV 586259		TEMP STAFF - CDS DRIVER CONTAINERS COLLECTION	\$ 915.75	
23/03/2023	C INV 586254		TEMP STAFF - PURCHASING OFFICER & DEPOT STAFF	\$ 3,065.62	



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<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
27/03/2023	3386.12134-01	W.A. Library Supplies	<b>LIBRARY SUPPLIES</b>		\$ 250.00
07/03/2023	00133134-BO		LIBRARY SUPPLIES	\$ 250.00	\$ 250.00
27/03/2023	3386.12149-01	TenderLink.com	<b>ADVERTISING</b>		\$ 442.20
07/03/2023	MUNDAR-541136		PUBLIC TENDER ADVERTISING	\$ 190.30	
07/03/2023	MUNDAR-538336		PUBLIC TENDER ADVERTISING	\$ 190.30	
07/03/2023	MUNDAR-537339		PUBLIC TENDER ADVERTISING	\$ 61.60	
27/03/2023	3386.12350-01	Devco Builders	<b>MAINTENANCE</b>		\$ 7,784.76
10/03/2023	00015640		REPLACE & PAINT EXTERNAL DOOR & FRAME - SWAN VIEW RUGBY CLUB	\$ 1,085.76	
10/03/2023	00015641		CONSTRUCT SKILLION ROOF SHELTER OUTDOOR AREA	\$ 5,445.00	
10/03/2023	00015639		REPLACE & PAINT EXTERNAL DOOR - PARKERVILLE OVAL	\$ 1,254.00	
27/03/2023	3386.12402-01	Grace Information & Records Management	<b>OFFSITE RECORDS STORAGE</b>		\$ 1,749.14
07/03/2023	RP01352281		OFFSITE RECORDS STORAGE	\$ 1,749.14	
27/03/2023	3386.12579-01	Mr V Crowe	<b>LANDSCAPE &amp; MAINTENANCE SERVICES</b>		\$ 1,008.00
26/03/2023	2129		LANDSCAPE & MAINTENANCE SERVICES	\$ 432.00	
26/03/2023	2128		LANDSCAPE SERVICES	\$ 288.00	
26/03/2023	2127		LANDSCAPE SERVICES	\$ 288.00	
27/03/2023	3386.127-01	Volich Waste Contractors Pty Ltd	<b>REFUSE CONTRACT</b>		\$ 285.43
03/03/2023	00006365		WASTE COLLECTION SERVICES - LAKE LESCHENAULTIA	\$ 285.43	
27/03/2023	3386.12794-01	Mount Helena Hardware	<b>HARDWARE ITEMS</b>		\$ 470.14
07/03/2023	101083844		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 21.35	
07/03/2023	101083916		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 100.93	
07/03/2023	102014396		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 120.04	
07/03/2023	101083210		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 50.11	
07/03/2023	101081296		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 12.75	
07/03/2023	101081267		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 6.00	
07/03/2023	101081290		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 27.80	
07/03/2023	101082056		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 31.99	
07/03/2023	101082383		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 99.17	
27/03/2023	3386.12899-01	NAPA (A Division of GPC Asia Pacific	<b>WORKSHOP CONSUMABLES</b>		\$ 414.15
07/03/2023	1320278067		SUPPLY OF WORKSHOP CONSUMABLES	\$ 117.70	
17/03/2023	1320278346		SUPPLY OF WORKSHOP CONSUMABLES	\$ 207.35	
17/03/2023	1320278431		SUPPLY OF WORKSHOP CONSUMABLES	\$ 89.10	
27/03/2023	3386.12938-01	Aussie Broadband Pty Ltd	<b>NBN FTTN, NBN FIBRE, SIP TRUNK &amp; VOIP CHARGES</b>		\$ 4,272.50
13/03/2023	23928254		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 4,272.50	
27/03/2023	3386.12944-01	Avon Tree Management (Kajanni Pty Ltd	<b>FORESTRY MULCHING</b>		\$ 25,311.00
23/03/2023	522		FORESTRY MULCHING - ALP ST RESERVE MT HELENA	\$ 25,311.00	
27/03/2023	3386.12951-01	Traffic Force	<b>TRAFFIC MANAGEMENT SERVICES</b>		\$ 70,034.68
13/03/2023	00032741		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 1,344.92	
13/03/2023	00032681		TRAFFIC MANAGEMENT SERVICES - RYCROFT RD PATH	\$ 2,519.41	
13/03/2023	00032677		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 4,972.14	
13/03/2023	00032678		TRAFFIC MANAGEMENT SERVICES - DRAINAGE STRUCTURE	\$ 5,675.03	
14/03/2023	00032742		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 1,018.23	
13/03/2023	00032743		TRAFFIC MANAGEMENT SERVICES - ROUNDABOUT MAINTENANCE	\$ 799.22	
14/03/2023	00032680		TRAFFIC MANAGEMENT SERVICES - WORKS CREW	\$ 3,109.10	
21/02/2023	00032491		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 1,426.43	
21/02/2023	00032492		TRAFFIC MANAGEMENT SERVICES - CHARTWELL PARK DRAINAGE	\$ 861.09	
21/02/2023	00032490		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 1,426.43	
22/02/2023	00032548		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS & DRAINAGE	\$ 5,537.99	
22/02/2023	00032547		TRAFFIC MANAGEMENT SERVICES - DRAINAGE & KERB MAINTENANCE	\$ 7,038.91	
23/02/2023	00032546		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 10,499.85	
23/02/2023	00032489		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 2,730.59	
02/03/2023	00032629		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 6,561.58	
03/03/2023	00032628		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 8,110.26	
03/03/2023	00032627		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 6,403.50	

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27/03/2023	3386.12984-01	AJL Plumbing and Gas Pty Ltd (ATF The	<b>PLUMBING SERVICES</b>		\$ 4,128.30
10/03/2023	AJL11554		PLUMBING SERVICES - DARLINGTON RAIL RESERVE	\$ 506.00	
10/03/2023	AJL11380		PLUMBING SERVICES - SWAN VIEW/GREENMOUNT PLAYGROUND	\$ 872.30	
10/03/2023	AJL11471		PLUMBING SERVICES - LAKE LESCHENAULTIA CHIDLOW	\$ 242.00	
10/03/2023	AJL11264		PLUMBING SERVICES - OWEN ROAD	\$ 264.00	
10/03/2023	AJL11442		PLUMBING SERVICES - ELSIE AUSTIN PAVILION	\$ 704.00	
10/03/2023	AJL11415		PLUMBING SERVICES - SALIBUSRY RD SWAN VIEW	\$ 176.00	
10/03/2023	AJL11404		PLUMBING SERVICES - VILLAGE GREEN PUBLIC TOILETS CHIDLOW	\$ 495.00	
10/03/2023	AJL11439		PLUMBING SERVICES - HARRY RISEBOROUGH OVAL PAVILION	\$ 176.00	
10/03/2023	AJL11406		PLUMBING SERVICES - BOYA COMMUNITY CENTRE	\$ 165.00	
10/03/2023	AJL11448		PLUMBING SERVICES - MUNDARING OPERATIONS DEPOT	\$ 528.00	
27/03/2023	3386.13097-01	Survey Civil	<b>DRAINAGE WORKS</b>		\$ 25,118.50
24/03/2023	213		DRAINAGE WORKS - SEABORNE STREET PARKERVILLE	\$ 25,118.50	
27/03/2023	3386.13124-01	Rebecca De Vries Photography	<b>PHOTOGRAPHIC SESSION</b>		\$ 300.00
17/03/2023	20220914		COMMUNITY COMMERCIAL PHOTOGRAPHIC SESSION	\$ 300.00	
27/03/2023	3386.13249-01	Pool & Pump Service & Repairs Pty Ltd	<b>PARTS</b>		\$ 772.20
10/03/2023	PPS00828		SUPPLY HANDLES TO SOLAR HAIR & LINT POTS	\$ 772.20	
27/03/2023	3386.13368-01	Midland Nissan and Isuzu (Idom Midland	<b>PARTS</b>		\$ 808.53
07/03/2023	62218225		SUPPLY PARTS FOR 817MDG	\$ 808.53	
27/03/2023	3386.13475-01	New Water Solutions Pty Ltd	<b>EQUIPMENT</b>		\$ 8,191.70
24/03/2023	00000619		SUPPLY GRUNDFOS VARIABLE SPEED PUMP - CHIDLOW OVAL	\$ 8,191.70	
27/03/2023	3386.13490-01	Humanness (MKI Group Pty Ltd T/As:)	<b>DESIGN FEES/COSTS</b>		\$ 1,375.00
17/03/2023	INV-H0323003		WEBSITE CONSULTANCY SERVICES - MARCH 2023	\$ 1,375.00	
27/03/2023	3386.13627-01	Honey in the Garden Pty Ltd	<b>GIFTS</b>		\$ 135.00
23/03/2023	INV23-3182		AUSTRALIAN CITIZENSHIP CEREMONY GIFTS 20/04/2023	\$ 135.00	
27/03/2023	3386.13715-01	Ensign (Ensign Services (Aust.) Pty Ltd	<b>SAFETY EQUIPMENT</b>		\$ 288.99
02/03/2023	6322829		SAFETY MATS & TEA TOWELS	\$ 288.99	
27/03/2023	3386.138-01	Sonic HealthPlus Pty Ltd	<b>MEDICAL EXAMINATION</b>		\$ 947.10
01/03/2023	2865624		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
07/03/2023	2868054		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 240.90	
10/03/2023	2870213		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 112.20	
10/03/2023	2870214		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 353.10	
27/03/2023	3386.13866-01	Booktopia Pty Ltd	<b>BOOKS</b>		\$ 2,151.30
17/03/2023	19061479		BOOK STOCK - AFM LIBRARY	\$ 739.75	
07/03/2023	19092035		BOOK STOCK - KSP LIBRARY	\$ 464.48	
07/03/2023	19086879		BOOK STOCK - KSP LIBRARY	\$ 437.45	
07/03/2023	19062703		BOOK STOCK - AFM LIBRARY	\$ 509.62	
27/03/2023	3386.13913-01	Dr S D Wasley	<b>AUTHOR PRESENTATION</b>		\$ 100.00
23/03/2023	SM1052		AUTHOR PRESENTATION - BOYA LIBRARY	\$ 100.00	
27/03/2023	3386.14013-01	Eastern Hills Chainsaws & Mowers Pty Ltd	<b>EQUIPMENT REPAIRS</b>		\$ 1,571.30
14/03/2023	50068		PRE SEASON EQUIPMENT SERVICING	\$ 268.30	
14/03/2023	50067		PRE SEASON EQUIPMENT SERVICING	\$ 224.50	
14/03/2023	50066		PRE SEASON EQUIPMENT SERVICING	\$ 218.00	
14/03/2023	50065		PRE SEASON EQUIPMENT SERVICING	\$ 354.50	
14/03/2023	50069		PRE SEASON EQUIPMENT SERVICING	\$ 327.80	
26/03/2023	50079 #4		SUPPLY ASSORTED CHAINSAW FILES	\$ 178.20	
27/03/2023	3386.14049-01	Museums Without Walls (J.M Lefroy & M.B	<b>TALK &amp; PRESENTATION</b>		\$ 300.00
26/03/2023	0217		TALK & PRESENTATION ON HMAS SYDNEY II ON 16/03/2023	\$ 300.00	
27/03/2023	3386.14051-01	Sweeping Services Australia Pty Ltd	<b>STREET SWEEPING SERVICES</b>		\$ 8,521.92
24/03/2023	INV-0302		SUPPLY OF STREET SWEEPING SERVICES	\$ 8,521.92	
27/03/2023	3386.14074-01	Midland Supa IGA (The Trustee for Pham	<b>CATERING</b>		\$ 146.06
02/03/2023	04/3630		FOOD & CONSUMABLES FOR CHILDREN - CPC MIDDLE SWAN	\$ 146.06	
27/03/2023	3386.14243-01	Western Tree Recyclers (Craneswest (WA)	<b>STREET TREE MAINTENANCE</b>		\$ 30,285.72
17/03/2023	00004027		GREEN WASTE PROCESSING SERVICES	\$ 19,871.23	
17/03/2023	00004028		GREEN WASTE PROCESSING SERVICES	\$ 10,414.49	

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27/03/2023	3386.14324-01	Proarb WA (R Hawkins & C.N Jones T/As:)	<b>STREET TREE MAINTENANCE</b>		\$ 2,299.00
23/03/2023	764		STREET TREE MAINTENANCE - GREENMOUNT & STONEVILLE	\$ 2,299.00	\$ 2,299.00
27/03/2023	3386.14331-01	Mundaring Florists By Design (Jennifer)	<b>FLOWERS</b>		\$ 500.00
23/03/2023	INV-0514		WREATHS FOR ANZAC DAY 2023 SERVICES	\$ 500.00	\$ 500.00
27/03/2023	3386.145-01	Schweppes Australia Pty Ltd (Asahi Bevera)	<b>KIOSK SUPPLIES</b>		\$ 1,617.71
02/03/2023	9011771397		PROVISIONS FOR REFLECTIONS CAFE	\$ 414.96	\$ 414.96
07/03/2023	9011674341		KIOSK SUPPLIES - WATER	\$ 186.80	\$ 186.80
07/03/2023	9011674344		KIOSK SUPPLIES	\$ 493.90	\$ 493.90
07/03/2023	9011741574		KIOSK SUPPLIES	\$ 522.05	\$ 522.05
27/03/2023	3386.14583-01	Fleet Network Pty Ltd	<b>NOVATED LEASE</b>		\$ 762.85
23/03/2023	118661		NOVATED LEASE CHARGES 01/03/2023	\$ 762.85	\$ 762.85
27/03/2023	3386.14644-01	Uniting Global Pty Ltd	<b>CLEANING</b>		\$ 72,003.80
22/03/2023	INV-0393		CLEANING - FEBRUARY 2023	\$ 72,003.80	\$ 72,003.80
27/03/2023	3386.14652-01	HWL Ebsworth Lawyers	<b>PROFESSIONAL SERVICES</b>		\$ 697.40
03/03/2023	1539596		PROFESSIONAL SERVICES - SALE LOT 4 SCOTT ST GREENMOUNT	\$ 697.40	\$ 697.40
27/03/2023	3386.14657-01	Atmos Foods Pty Ltd	<b>PROVISIONS FOR REFLECTIONS CAFE</b>		\$ 389.40
17/03/2023	4460956		PROVISIONS FOR REFLECTIONS CAFE	\$ 389.40	\$ 389.40
27/03/2023	3386.14672-01	NextTech Learning Pty Ltd	<b>TRAINING</b>		\$ 2,670.00
13/03/2023	INV-2602		MICROSOFT AZURE ADMINISTRATOR TRAINING	\$ 2,670.00	\$ 2,670.00
27/03/2023	3386.14865-01	Sage Consulting Engineers Pty Ltd	<b>CONSULTANCY SERVICES</b>		\$ 6,424.00
23/03/2023	INV-0492		CONSULTANCY SERVICES - LIGHTING DESIGN MT HELENA PAVILION	\$ 6,424.00	\$ 6,424.00
27/03/2023	3386.14868-01	Transwest WA (Australian Stone Company)	<b>GRAVEL</b>		\$ 959.20
10/03/2023	INV-3572		SUPPLY 10MM CRUSHED GRAVEL & 5MM GRAVEL	\$ 959.20	\$ 959.20
27/03/2023	3386.14900-01	Pool Robotics Perth (The trustee for Tomar)	<b>MAINTENANCE</b>		\$ 150.00
10/03/2023	23-00000721		ROBOT CLEANER REPAIR	\$ 150.00	\$ 150.00
27/03/2023	3386.14956-01	Ms H M Waugh	<b>PRESENTATION</b>		\$ 100.00
26/03/2023	20230316		AUSTRALIA READS PUBLIC EVENT PRESENTATION ON 09/03/2023	\$ 100.00	\$ 100.00
27/03/2023	3386.14966-01	A Patch of Country (The Trustee for)	<b>CATERING</b>		\$ 371.25
22/03/2023	090323TRH		CATERING - RECONCILIATION MEETING ON 24/03/2023	\$ 206.25	\$ 206.25
23/03/2023	0010		CATERING - TENNIS COURTS REPRESENTATION MEETING 07/03/2023	\$ 165.00	\$ 165.00
27/03/2023	3386.14984-01	Stylecraft Australia (Anthony Collins Discret)	<b>FURNITURE</b>		\$ 2,895.75
27/03/2023	SPI029846		SUPPLY & DELIVER FURNITURE - BOYA LIBRARY 50% DEPOSIT	\$ 2,895.75	\$ 2,895.75
27/03/2023	3386.191-01	Eastern Region Security	<b>SECURITY EXPENSES</b>		\$ 2,788.50
23/03/2023	00021277		SECURITY EXPENSES	\$ 550.00	\$ 550.00
23/03/2023	00021218		SECURITY EXPENSES	\$ 2,128.50	\$ 2,128.50
26/03/2023	00021276		SECURITY EXPENSES	\$ 110.00	\$ 110.00
27/03/2023	3386.1955-01	Cleanaway	<b>RECYCLING FEES</b>		\$ 76,883.34
13/03/2023	21726124		RECYCLING FEES	\$ 114.73	\$ 114.73
24/03/2023	21725633		RECYCLING FEES	\$ 76,768.61	\$ 76,768.61
27/03/2023	3386.21-01	Eastern Metropolitan Regional Council	<b>TRANSFER STATION FEES</b>		\$ 45,300.41
24/03/2023	EMRC49791		TRANSFER STATION FEES	\$ 1,694.00	\$ 1,694.00
24/03/2023	EMRC49739		TRANSFER STATION FEES	\$ 43,606.41	\$ 43,606.41
27/03/2023	3386.218-01	Security & Key Distributors	<b>SECURITY EXPENSES</b>		\$ 818.34
07/03/2023	92875		SUPPLY & DELIVER 4 X BILOCK KEYS - SWAN VIEW YOUTH	\$ 149.93	\$ 149.93
10/03/2023	93038		SUPPLY & DELIVER BILOCK PADLOCK COMPLETE	\$ 375.81	\$ 375.81
13/03/2023	93051		SUPPLY LHS NIGHTLATCH - MUNDARING ARENA STOREROOM	\$ 292.60	\$ 292.60
27/03/2023	3386.2395-01	Barfield Earthmoving (Jaycourt Nominees)	<b>EARTHWORKS</b>		\$ 1,188.00
23/03/2023	606		INSTALL FIRE BREAK CONTAINMENT - INCIDENT# 605455	\$ 1,188.00	\$ 1,188.00
27/03/2023	3386.2625-01	Stewart & Heaton Clothing Co	<b>UNIFORMS</b>		\$ 61.31
14/03/2023	SIN-3683728		UNIFORMS - GLEN FORREST VBFB	\$ 61.31	\$ 61.31
27/03/2023	3386.2714-01	Executive Media Pty Ltd	<b>ADVERTISEMENT</b>		\$ 850.00
26/03/2023	164094		ADVERTISEMENT - CARAVANNING AUSTRALIA AUTUMN 2023	\$ 850.00	\$ 850.00

**MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
27/03/2023	3386.280-01	Winc Australia Pty Limited	<b>STATIONERY</b>		\$ 731.81
07/03/2023	9041639865		STATIONERY ITEMS	\$ 506.54	
07/03/2023	9041739290		STATIONERY ITEMS	\$ 5.09	
07/03/2023	9041708309		STATIONERY ITEMS	\$ 220.18	
27/03/2023	3386.300-01	Civica Pty Ltd	<b>SUBSCRIPTIONS</b>		\$ 28,686.90
23/03/2023	C/LA030254		SPYDUS SERVICE AGREEMENT 01/05/2023 TO 31/07/2023	\$ 10,312.50	
26/03/2023	C/LG030316		PROJECT SUPPORT FOR CHART OF ACCOUNTS PROJECT	\$ 18,374.40	
27/03/2023	3386.307-01	McLeods Barristers and Solicitors	<b>LEGAL MATTER</b>		\$ 3,301.65
10/03/2023	128636		LEGAL MATTER 50611 - FENCING ADVICE	\$ 419.65	
10/03/2023	128631		LEGAL MATTER 41023 - BUSH FIRE BRIGADES ISSUES	\$ 1,742.95	
10/03/2023	128634		LEGAL MATTER 50590 - DEMOLITION ISSUES	\$ 599.50	
10/03/2023	128635		LEGAL MATTER 50610 - FENCING ADVICE	\$ 539.55	
27/03/2023	3386.314-01	Landgate	<b>TITLE SEARCHES</b>		\$ 486.82
07/03/2023	382364		GROSS RENTAL VALUATIONS CHARGEABLE	\$ 317.62	
07/03/2023	1258409		ONLINE TITLE SEARCHES	\$ 169.20	
27/03/2023	3386.33-01	Boral Construction Materials Group	<b>ASPHALT</b>		\$ 2,531.84
07/03/2023	WA17277994		ASPHALT	\$ 172.51	
07/03/2023	WA17309810		ASPHALT	\$ 172.51	
07/03/2023	WA17283760		ASPHALT	\$ 172.51	
07/03/2023	WA17283761		ASPHALT	\$ 172.51	
07/03/2023	WA17289760		ASPHALT	\$ 258.78	
07/03/2023	WA17289761		ASPHALT	\$ 172.51	
07/03/2023	WA17295190		ASPHALT	\$ 461.69	
07/03/2023	WA17295191		ASPHALT	\$ 258.78	
13/03/2023	WA17316913		ASPHALT	\$ 172.51	
13/03/2023	WA17321956		ASPHALT	\$ 172.51	
14/03/2023	WA17327885		ASPHALT	\$ 172.51	
14/03/2023	WA17321955		ASPHALT	\$ 172.51	
27/03/2023	3386.360-01	Eastern Hills Veterinary Centre	<b>MICROCHIPPING</b>		\$ 40.00
24/03/2023	2751472		MICROCHIPPING	\$ 40.00	
27/03/2023	3386.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	<b>COURIER SERVICES</b>		\$ 161.44
23/03/2023	0560-S364420		COURIER SERVICES	\$ 161.44	
27/03/2023	3386.381-01	Mundaring Electrical Contracting Service	<b>ELECTRICAL SERVICES</b>		\$ 521.40
24/03/2023	7529		ELECTRICAL SERVICES - SWAN VIEW TENNIS CLUB	\$ 244.20	
24/03/2023	7530		ELECTRICAL SERVICES - PARKERVILLE OVAL SHELTER	\$ 277.20	
27/03/2023	3386.385-01	Mundaring News & Lotto	<b>SUBSCRIPTIONS</b>		\$ 727.12
22/03/2023	6505		MAGAZINE SUBSCRIPTIONS	\$ 727.12	
27/03/2023	3386.388-01	Bunzl Ltd	<b>CLEANING SUPPLIES</b>		\$ 2,142.77
24/02/2023	X368430		CLEANING SUPPLIES - LAKE LESCHENAULTIA	\$ 1,122.71	
07/03/2023	X351017		CLEANING SUPPLIES - LAKE LESCHENAULTIA	\$ 1,020.06	
27/03/2023	3386.397-01	J. Blackwood & Son Pty Ltd	<b>SUPPLY CEMENT BAGS</b>		\$ 704.24
07/03/2023	SI03839049		SUPPLY CEMENT BAGS	\$ 511.28	
07/03/2023	SI03989693		SUPPLY ASSORTED ITEMS FOR STORES	\$ 24.97	
07/03/2023	SI03906986		SUPPLY ASSORTED ITEMS FOR STORES	\$ 167.99	
27/03/2023	3386.4054-01	Institute of Public Administration Australia	<b>TRAINING</b>		\$ 1,952.50
22/03/2023	7940		TRAINING - DEVELOP BUSINESS CASE, STRATEGIC DECISION MAKING	\$ 1,952.50	
27/03/2023	3386.4281-01	Direct Communications	<b>EQUIPMENT PURCHASES</b>		\$ 403.70
10/03/2023	115918		SUPPLY MIC LEADS	\$ 403.70	
27/03/2023	3386.441-01	Toolmart Australia Pty. Ltd.	<b>TOOLS</b>		\$ 207.00
10/03/2023	20230302-7264018		SUPPLY RATCHET WRENCH	\$ 207.00	
27/03/2023	3386.5737-01	Land Focus	<b>PROFESSIONAL SERVICES</b>		\$ 10,450.00
23/03/2023	C22009-03-1		CONSULTANCY SERVICES - BROOKING RD PHASE 4 DETAILED DESIGN	\$ 10,450.00	
27/03/2023	3386.5945-01	West Coast Spring Water Pty Ltd	<b>CAFE BAR CONSUMABLES</b>		\$ 43.05
23/03/2023	2614434		WATER BOTTLES FOR KSP LIBRARY	\$ 43.05	

**MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
27/03/2023	3386.6050-01	Fuel Distributors of Western Australia	<b>FUEL &amp; OILS</b>		\$ 25,466.01
23/03/2023	19102047		DIESEL FUEL	\$ 25,466.01	
27/03/2023	3386.68-01	The Watershed Water Systems	<b>RETICULATION PARTS</b>		\$ 207.38
23/03/2023	10232936		RETICULATION PARTS	\$ 67.04	
23/03/2023	10232967		RETICULATION PARTS	\$ 61.15	
23/03/2023	10232969		RETICULATION PARTS	\$ 79.19	
27/03/2023	3386.7230-01	Boss Bobcat & Truck Service	<b>EARTHWORKS</b>		\$ 10,878.17
24/03/2023	11423		PREPARE PLAYGROUND SITE - HARMONY PARK	\$ 9,192.72	
24/03/2023	11523		RETICULATION WORKS - BROWN PARK	\$ 1,685.45	
27/03/2023	3386.7426-01	Scoob's Dingo Service	<b>FOOTPATH SWEEPING/MAINTENANCE</b>		\$ 3,385.80
24/03/2023	2702		FOOTPATH SWEEPING/MAINTENANCE	\$ 3,385.80	
27/03/2023	3386.7489-01	Sparks Refrigeration & Airconditioning	<b>ELECTRICAL SERVICES</b>		\$ 726.00
24/03/2023	INV-2615		INVESTIGATE AIR-CON NOT WORKING - MUNDARING FIRE SCHOOL	\$ 264.00	
24/03/2023	INV-2626		CHECK AIRCON RUN TIMES, TEMP & ADJUST - MUNDARING PAVILION	\$ 462.00	
27/03/2023	3386.7590-01	PFD Food Services Pty Ltd	<b>PROVISIONS FOR REFLECTIONS CAFE</b>		\$ 5,095.45
13/03/2023	LG366672		PROVISIONS FOR REFLECTIONS CAFE	\$ 711.65	
13/03/2023	LG366671		PROVISIONS FOR REFLECTIONS CAFE	\$ 797.25	
14/03/2023	lg356754		KIOSK SUPPLIES	\$ 1,085.85	
14/03/2023	LG288246		KIOSK SUPPLIES	\$ 898.70	
10/03/2023	LG297273		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,602.00	
27/03/2023	3386.7633-01	Sealanes	<b>BOTTLED WATER</b>		\$ 963.00
03/03/2023	4794572		BOTTLED WATER FOR BRIGADES	\$ 963.00	
27/03/2023	3386.7641-01	Easifleet	<b>NOVATED LEASE</b>		\$ 21,416.72
23/03/2023	171102		NOVATED LEASE - MARCH 2023	\$ 1,559.64	
23/03/2023	170810		NOVATED LEASE - MARCH 2023	\$ 19,857.08	
27/03/2023	3386.7806-01	Weston Road Systems	<b>LINE MARKING</b>		\$ 4,620.00
24/03/2023	Mund 147		PAINTING KERB & BULL NOSES - WOOLMOOLOO RD ROUNDABOUT	\$ 2,420.00	
24/03/2023	Mund 146		LINE MARKING - DARLINGTON, SWAN VIEW & BELLEVUE	\$ 2,200.00	
27/03/2023	3386.80-01	Bunnings Group Limited	<b>HARDWARE</b>		\$ 1,640.03
01/03/2023	2440/00169410		HARDWARE ITEMS	\$ 176.95	
01/03/2023	2440/01100903		HARDWARE ITEMS	\$ 477.78	
07/03/2023	2440/01101509		HARDWARE ITEMS	\$ 259.89	
07/03/2023	2440/01102515		HARDWARE ITEMS	\$ 356.81	
10/03/2023	2440/99817728		HARDWARE ITEMS	\$ 368.60	
27/03/2023	3386.8060-01	Firetrain	<b>TRAINING</b>		\$ 456.50
07/03/2023	00040785		FIRE EXTINGUISHER TRAINING - MUNDARING FIRE SCHOOL	\$ 456.50	
27/03/2023	3386.8151-01	Kerbdoctor	<b>KERBING WORKS</b>		\$ 1,463.00
10/03/2023	20230161		SUPPLY & LAY KERBING - SAW DRIVE DARLINGTON	\$ 1,463.00	
27/03/2023	3386.8584-01	Great Sand Supplies Trust	<b>GRAVEL</b>		\$ 4,124.56
10/03/2023	00009225		SUPPLY SCREENED FACE GRAVEL	\$ 349.72	
10/03/2023	00009246		SUPPLY SCREENED FACE GRAVEL	\$ 1,365.72	
10/03/2023	00009245		SUPPLY SCREENED FACE GRAVEL	\$ 912.86	
13/03/2023	00009224		SUPPLY SCREENED FACE GRAVEL	\$ 128.30	
13/03/2023	00009223		SUPPLY 25MM FERRICRETE	\$ 768.46	
17/03/2023	00009226		SUPPLY SCREENED YELLOW FILL SAND	\$ 599.50	
27/03/2023	3386.8976-01	Kool Line Electrical & Refrigeration	<b>ELECTRICAL SERVICES</b>		\$ 935.00
24/03/2023	00127676		ELECTRICAL SERVICES - GLEN FORREST SPORTS CLUB	\$ 935.00	
27/03/2023	3386.9512-01	Australian Grown	<b>UNIFORMS</b>		\$ 547.07
01/03/2023	SI40691		UNIFORMS - LAKE LESCHENAULTIA STAFF	\$ 547.07	
27/03/2023	3386.9627-01	MPK Tree Management Pty Ltd	<b>STREET TREE MAINTENANCE</b>		\$ 9,706.40
13/03/2023	5888		STREET TREE MAINTENANCE - 1660 SEABORNE ST PARKERVILLE	\$ 6,925.60	
13/03/2023	5836		STREET TREE MAINTENANCE - SALISBURY RD & PAGNELL WAY	\$ 2,780.80	
27/03/2023	3386.9872-01	Darling Range Tilt & Hiab	<b>MAINTENANCE</b>		\$ 1,440.00
24/03/2023	78		INSTALLATION OF AFL GOAL POSTS ON OVALS	\$ 1,440.00	

**MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2023**

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
27/03/2023	3386.9892-01	Department of Water and Environment	ANNUAL LICENCE		\$ 1,738.00
10/03/2023	WL6921/2023		COPPIN ROAD TRANSFER STATION ANNUAL LICENCE FEE	\$ 1,738.00	\$ 1,738.00
27/03/2023	3386.9935-01	All Fence U Rent Pty Ltd	HIRE TEMPORARY FENCING		\$ 885.50
24/03/2023	00045818		HIRE TEMPORARY FENCING - TRIANDRA PARK	\$ 885.50	\$ 885.50
29/03/2023	3387.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 21,879.27
29/03/2023	290323		CARE GIVER SUBSIDIES	\$ 21,879.27	\$ 21,879.27
30/03/2023	3388.10660-01	Mr A J Haupt	REFUND		\$ 616.61
30/03/2023	REFUND		RATES REFUND	\$ 616.61	\$ 616.61
30/03/2023	3388.14998-01	Mr M L Emery	REFUND		\$ 2,810.60
30/03/2023	REFUND		RATES REFUND	\$ 2,810.60	\$ 2,810.60
31/03/2023	3389.10342-01	Mrs A L Charman	REFUND		\$ 65.00
31/03/2023	1448349		KEY BOND REFUND	\$ 65.00	\$ 65.00
31/03/2023	3389.13328-01	Mr J Thom	REFUND		\$ 110.00
31/03/2023	1447051		HALL BOND REFUND	\$ 110.00	\$ 110.00
31/03/2023	3389.13655-01	Mrs O A Burrows	REFUND		\$ 65.00
31/03/2023	1377201		KEY BOND REFUND	\$ 65.00	\$ 65.00
31/03/2023	3389.15000-01	Ms C E Hughes	REFUND		\$ 330.00
31/03/2023	1438854		HALL BOND REFUND	\$ 330.00	\$ 330.00
31/03/2023	3389.15001-01	S Warrenner	REFUND		\$ 330.00
31/03/2023	1448159		HALL BOND REFUND	\$ 330.00	\$ 330.00
31/03/2023	3389.254-01	Mundaring Arts Centre Inc	REFUND		\$ 65.00
31/03/2023	1448599		KEY BOND REFUND	\$ 65.00	\$ 65.00
<b>Total Electronic Funds Transfers From Municipal Account</b>				<b>\$ 5,681,975.32</b>	<b>\$ 5,681,975.32</b>
<b>Payments By Electronic Funds Transfer (Payroll)</b>					
1/03/2023	PP18/23 cycle 1	Pay Summary		\$ 457,609.65	
1/03/2023	PP18/23 cycle 2	Pay Summary		\$ 93,169.48	
15/03/2023	PP19/23 cycle 1	Pay Summary		\$ 459,583.72	
15/03/2023	PP19/23 cycle 2	Pay Summary		\$ 90,299.28	
29/03/2023	PP20/23 cycle 3	Pay Summary		\$ 462,073.95	
29/03/2023	PP20/23 cycle 4	Pay Summary		\$ 90,927.01	
<b>Total Payroll Payments Direct From Municipal Account</b>				<b>\$ 1,653,663.09</b>	
<b>Payment By Direct Debit From Municipal Account</b>					
		Bendigo - Merch Bank Fees		\$ 2,234.39	
		Bendigo - Direct Debit Fees (incl FTS)		\$ 3,405.95	
		Commonwealth Bank - Bpoint Fees		\$ 2,604.68	
		NAB - Purchase Cards		\$ 12,520.94	
		Fleetcare - Fuel Payments		\$ 3,485.80	
		ICMSFE		\$ 166.30	
		HP Financial Services - Equipment Lease		\$ 24,051.62	
		Konica Minolta - Printer Lease		\$ 2,520.74	
		WA Treasury Corporation		\$ 91,888.81	
		RMS - Lakes Monthly License Fee		\$ 188.10	
		RMS - Monthly SMS Fees		\$ 22.33	
		Qikkids - Fees		\$ 64.70	
		WEX Motorpass		\$ 403.46	
		Debitsuccess		\$ 343.39	
		Windcave - Merchant Fees		\$ 103.40	
<b>Total Electronic Fund Payments Direct From Municipal Account</b>				<b>\$ 144,004.61</b>	

## NAB Purchase Card Payments List for March 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
28-Feb-23	Coles 0330	Office and kitchen supplies - KSP Library	\$ 13.30	Ms G Evans
28-Feb-23	Vistaprint Australia Pty Ltd	Business cards - Deputy Chief Bush Fire Control Officer	\$ 48.98	Ms A E Douglas
28-Feb-23	Jaycar Electronics	10M ethernet cable and loom for Committee Room	\$ 45.90	Mr R J Grieves
28-Feb-23	Mundaring Tech	10M ethernet cable for Committee Room	\$ 17.00	Mr R J Grieves
28-Feb-23	Woolworths Mundaring	Refreshments and paper cups - Community consultant workshop	\$ 10.80	Mrs D W Wells
01-Mar-23	Strut Specialists WA	Gas strut for P276	\$ 45.10	Mrs J N Dutton
01-Mar-23	Subway Mundaring	Catering - Community consultation on 02/03/2023	\$ 112.00	Mrs D W Wells
01-Mar-23	Mt Helena Hardware	Hardware items - Mt Helena Public Toilet maintenance	\$ 11.75	Mr J M Neale
01-Mar-23	Vistaprint Australia Pty Ltd	Business Cards - Community Landcare Officer	\$ 48.98	Ms A E Douglas
01-Mar-23	Kmart 1052	Table cloths for Lego Club - AFM Library	\$ 9.00	Miss S Mullally
01-Mar-23	Coles 0330	Supplies for ice packs - Bilgoman Aquatic Centre	\$ 6.40	Ms S H Crawford
01-Mar-23	JB Hi-Fi Group Pty Ltd	DVD stock - KSP Library	\$ 122.89	Ms A L Rowe
01-Mar-23	JB Hi-Fi Group Pty Ltd	DVD stock - KSP Library	\$ 223.74	Ms A L Rowe
01-Mar-23	Campaign Monitor	Library eNewsletter What's on in March	\$ 142.11	Ms G Evans
01-Mar-23	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 117.81	Ms A L Rowe
01-Mar-23	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 147.89	Ms A L Rowe
02-Mar-23	Pricesavers Midland	Consumables for children's activity for events	\$ 12.00	Mrs J A Pearce
02-Mar-23	Kmart 1052	Consumables for children's activity for events	\$ 39.50	Mrs J A Pearce
02-Mar-23	Midland Mobiles Repair	Phone cover for ERFDC phone	\$ 20.00	Mrs G L Crosse
02-Mar-23	Coles 0278	Charge cable for ERFDC Phone	\$ 23.00	Mrs G L Crosse
02-Mar-23	Childcare Centre Desktop	Subscription - MECPC	\$ 147.00	Ms S Harlow
03-Mar-23	Qantas Airways Limited	Qantas e-ticket - Cr McNeil - NGA Attendance	\$ 1,619.35	Ms A M Italiano
03-Mar-23	Kmart 1052	Children's activities and frames for holiday programs	\$ 253.00	Ms R B McAllister
03-Mar-23	Mt Helena Hardware	Paint products - Graffiti removal on bus shelters	\$ 180.79	Mr J M Neale
03-Mar-23	Department of Transport	Plate transfer 1QCC164 to 085MDG and 1QCC163 to 080MDG	\$ 37.00	Mr C M Cuthbert
03-Mar-23	Planning Institute of Australia	Registration - WA Young Planner Summit	\$ 120.00	Mrs C M Batty
03-Mar-23	Jaycar Electronics	HDMI cables for Committee Room	\$ 44.90	Mr R J Grieves
03-Mar-23	Jaycar Electronics	HDMI extender for Committee Room	\$ 196.95	Mr R J Grieves
04-Mar-23	Big W Ellenbrook	Consumables for children's activity - MECPC	\$ 96.00	Ms S Harlow
06-Mar-23	JB Hi-Fi Midland Central	Lightning to audio cable for KSP library	\$ 49.95	Ms G Evans
07-Mar-23	Seek Limited	Job advertisement - Team Leader Maintenance	\$ 302.50	Mrs J N Dutton
07-Mar-23	Quad Lock	Hands-free mobile phone holder for FHIO and FPO	\$ 251.91	Mr C M Cuthbert
07-Mar-23	Noodler's Restaurant Mundaring	Catering - EDTIS meeting on 07/03/2023	\$ 174.40	Mrs D W Wells
08-Mar-23	Woolworths Midvale	Food - MECPC Childcare	\$ 66.13	Mrs S E Broad
08-Mar-23	Australia Wide First Aid	First Aid training for 2 staff members	\$ 292.00	Ms S Harlow
08-Mar-23	West Australian Young Readers Book Award	WAYRBA merchandise - AFM Library	\$ 61.00	Miss S Mullally
08-Mar-23	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 123.90	Ms A L Rowe
08-Mar-23	Department of Transport	Licence renewal - Chidlow Trailer MDG5903	\$ 71.20	Mr C M Cuthbert
08-Mar-23	Transwa	Transport for Tourism Conference in Kalgoorlie - Cr Beale	\$ 192.00	Ms A C Fernandez
08-Mar-23	Pizza Hut Swan View	Catering for children's event - AFM Library	\$ 156.50	Miss S Mullally
08-Mar-23	Bunnings 591000	PPE equipment - 3M respirator masks	\$ 95.00	Mr S Symes
09-Mar-23	City of Fremantle	Parking fee - IPWEA State Conference	\$ 13.00	Mr S M Purdy
09-Mar-23	Meta Platforms Ireland Limited	Recruitment Campaign Advertised on Facebook for ERFDC	\$ 14.39	Mrs G L Crosse
09-Mar-23	Woolworths Mundaring	Catering - Children's event AFM Library	\$ 47.80	Miss S Mullally

## NAB Purchase Card Payments List for March 2023

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
09-Mar-23	Mundaring Hotel	Active Ageing Network Members Thank You lunch	\$ 210.00	Mrs P Heath
10-Mar-23	The Australian Council for Educational Research	Cards for parenting programs	\$ 94.70	Mrs J A Pearce
10-Mar-23	Little people Nutrition	12 week Autumn Little People menu program - MECPC	\$ 302.35	Ms S Harlow
10-Mar-23	Officeworks 0608	Monitor stands for Family Day Care	\$ 48.95	Mrs G L Crosse
10-Mar-23	CleverPatch Pty Ltd	School holiday craft activity supplies	\$ 309.18	Miss S Mullally
10-Mar-23	Woolworths Mundaring	Hot food bags - Kiosk supplies for Aquatic centres	\$ 8.00	Ms S H Crawford
10-Mar-23	Tenderlink	Public Tender - RFQ 13.2223 Multi-purpose Community Facility	\$ 190.30	Mrs D W Wells
10-Mar-23	Local Government Professionals Australia WA	Young Professionals Webinar - Managing Change Upwards	\$ 50.00	Mrs D W Wells
10-Mar-23	Officeworks	Large colour Posters for MPCF surveys at libraries	\$ 44.00	Mrs D W Wells
11-Mar-23	Campaign Monitor	Library event marketing eNewsletter	\$ 142.26	Ms G Evans
13-Mar-23	Kmart 1052	Consumables for kitchen - MECPC	\$ 56.50	Ms S Harlow
13-Mar-23	Coles 0398	Refreshments and consumables - Library public events	\$ 38.04	Ms G Evans
13-Mar-23	Woolworths Midland Centrepoint	Refreshments and consumables - Library public events	\$ 20.61	Ms G Evans
13-Mar-23	Kounta	Monthly subscription	\$ 220.00	Mr S D Winfield
13-Mar-23	The Good Guys Discount Warehouses (Australia) Pty	Rice cooker for kitchen - MECPC	\$ 138.00	Ms S Harlow
13-Mar-23	Kitchen Warehouse Midland	Kitchen consumables - MECPC	\$ 299.10	Ms S Harlow
13-Mar-23	Bunnings 591000	Office kitchen consumables - KSP Library	\$ 10.11	Ms G Evans
14-Mar-23	Kmart 1052	Consumables for events - Midvale Hub	\$ 27.50	Mrs J A Pearce
14-Mar-23	Helena Valley IGA	Library public event refreshments	\$ 49.00	Ms G Evans
15-Mar-23	Woolworths Midvale	Public library events refreshments and consumables	\$ 39.04	Ms G Evans
15-Mar-23	Woolworths Midvale	Public library events refreshments and consumables	\$ 99.00	Ms G Evans
15-Mar-23	The Artisan Mundaring	Catering - ELT Strategic Session on 15/03/2023	\$ 21.85	Ms A C Fernandez
15-Mar-23	Cafe Mojo Mundaring	Catering - ELT Strategic Session on 15/03/2023	\$ 96.88	Ms A C Fernandez
15-Mar-23	Hills Fresh Mundaring	Catering - ELT Strategic Session on 15/03/2023	\$ 17.90	Ms A C Fernandez
16-Mar-23	Bunnings 591000	Hardware items - Morgan John Morgan toilet maintenance	\$ 163.59	Mr J M Neale
16-Mar-23	Subway Mundaring	Catering - Mad, Bad, Sad, Tears and Tantrums Workshop	\$ 112.00	Ms A E Douglas
17-Mar-23	Mt Helena Hardware	Paint products - Road graffiti removal	\$ 19.98	Mr J M Neale
17-Mar-23	Australia Post Mundaring	Gift Card - Employee Recognition - Bushfire Risk Mgmt Officer	\$ 55.95	Mrs C M Batty
17-Mar-23	Australia Post Mundaring	Gift Card - Employee 15 years - Coordinator ERFDC	\$ 380.95	Ms A C Fernandez
17-Mar-23	Adina Apartment Hotel Perth	Parking fee for training course	\$ 15.00	Ms M R Griffiths
19-Mar-23	Starlink Internet Services Pte Ltd	Starlink subscription Lake Leschenaultia	\$ 139.00	Mr R J Grieves
20-Mar-23	Stockfeed West Sawyers	Livestock feed - Pound	\$ 56.00	Mr C M Cuthbert
20-Mar-23	Tenderlink	Public Tender Advertisement - CEO 2022-2023 Performance Review	\$ 190.30	Ms A E Douglas
20-Mar-23	Booktopia Pty Ltd	DiscoveryBox 12 month Magazine subscription - AFM Library	\$ 120.00	Ms A L Rowe
20-Mar-23	Campaign Monitor	Library bulk eNewsletter - What's on in April	\$ 142.41	Ms G Evans
21-Mar-23	JB Hi-Fi Group Pty Ltd	DVD stock - KSP Library	\$ 45.95	Ms A L Rowe
21-Mar-23	City of Perth Parking	Parking Fee - SAT case	\$ 13.63	Mr C M Cuthbert
22-Mar-23	Mt Helena Hardware	Hardware items - Chidlow Pavilion maintenance	\$ 31.43	Mr J M Neale
22-Mar-23	Blue Dog Training	White Card training - Bushfire Risk Mgmt Officer	\$ 59.00	Mr C M Cuthbert
22-Mar-23	Campaign Monitor	Library bulk eNewsletter Boya closure	\$ 142.30	Ms G Evans
23-Mar-23	Hoseforce Midvale	Supply 2 x 3" galvanised combination nipples for P2497	\$ 140.43	Ms M Beley
23-Mar-23	Hoseco Midvale	Parts for P2497	\$ 1,057.89	Mrs J N Dutton
23-Mar-23	Coles 0398	Refreshments - AFM Library Public events	\$ 73.80	Ms G Evans
23-Mar-23	Woolworths Mundaring	Catering - Darling Range meeting	\$ 10.80	Mrs C M Batty



**NAB Purchase Card Payments List for March 2023**

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
23-Mar-23	Mundaring Newsagency	Farewell card - Parks Infrastructure Maintainer	\$ 12.00	Mrs J N Dutton
24-Mar-23	Red Dot Mundaring	Supplies for Annual Volunteer Fire Fighter BBQ	\$ 79.00	Mr A J Dyson
24-Mar-23	Woolworths Mundaring	Supplies for Annual Volunteer Fire Fighter BBQ	\$ 69.80	Mr A J Dyson
24-Mar-23	Mundaring Tech	Phone Case for Ranger 2	\$ 49.95	Mr C M Cuthbert
24-Mar-23	A Patch Of Country	Catering - Darling Range meeting	\$ 118.25	Mrs C M Batty
24-Mar-23	WA Forest Alliance	Registration Fire and Air Forum - Environmental Officer	\$ 75.00	Mrs C M Batty
24-Mar-23	Coles Online	Soft drinks and lollies - Annual Volunteer Fire Fighter BBQ	\$ 497.30	Ms C J Jones
25-Mar-23	Woolworths Mundaring	Drinks for Annual Volunteer Fire Fighter BBQ	\$ 55.00	Mr A J Dyson
25-Mar-23	Liquorland 3916	Lemonade - Annual Volunteer Fire Fighter BBQ	\$ 13.50	Mr C M Cuthbert
26-Mar-23	Coles 0398	Refreshments - AFM Library Public events	\$ 27.00	Ms G Evans
27-Mar-23	Coles 0330	Catering - EAC on 27/03/2023	\$ 22.73	Mrs J R Smith
27-Mar-23	Woolworths Midland Centrepoint	Refreshments - AFM Library public events	\$ 51.41	Ms G Evans
27-Mar-23	Woolworths Midland Centrepoint	Cleaning supplies and spoons - KSP Library	\$ 21.75	Ms G Evans
27-Mar-23	Woolworths Mundaring	Water for Mount Helena Aquatic Centre kiosk	\$ 9.75	Ms S H Crawford
30-Mar-23	NAB	Annual cardholder fee	\$ 90.00	
<b>Total Purchase Card Payments</b>			<b>\$ 12,520.94</b>	

## 10.6 Statement of Financial Activity for period ended 31 March 2023

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<b>File Code</b>	FI.RPT2
<b>Author</b>	Stan Kocian, Manager Finance and Governance
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Statement of Financial Activity for period ended 31 March 2023 <a href="#">↓</a>

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### SUMMARY

The monthly Statement of Financial Activity discloses the Shire's financial activities for the period ending 31 March 2023.

The actual closing budget position as at 31 March 2023 was a surplus of \$16,099,643 compared to a budgeted year to date surplus to the end of March of \$12,636,868. The budgeted year end surplus is \$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).

### 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

<b>Risk:</b> Financial performance is not monitored against approved budget.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
<b>Action / Strategy</b>		
The monthly financial report tracks the Shire's actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire's financial performance throughout the financial year.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

The reports that accompany this item are as follows:

- A graphical representation of the year to date comparison to budget for operating revenue, operating expenses and capital expenses;
- Statement of Financial Activity (based on the Rate Setting Statement adopted in the annual budget) for the period ending 31 March 2023;
- An explanation of the material variances in the Statement of Financial Activity;
- The closing budget position for the period ending 31 March 2023 and comparison to the year to date budget and same period last year;
- An explanation of the key terms and definitions used in the Statement of Financial Activity;
- The closing budget position for the period ending 31 March and comparison to the year to date budget and same period last year;
- A statement of year to date operating expenses by each area of budget responsibility and a graphical comparison of year to date operating expense to the year to date budget; and
- Summary of Cash Investments with financial institutions as at 31 March.

In relation to the material variances, "timing" differences are due to the monthly spread of the budget not matching the actual spread of revenue or expenditure. Timing differences will not result in a forecast adjustment. Where the material variance is flagged as

“permanent” this indicates that a forecast adjustment to the annual budget is required or has been made.

The Shire’s closing surplus as at 31 March 2023 was \$16,099,643 compared to a year to date budgeted surplus of \$12,636,868. 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 \$61,196 greater than the year to date budget (see explanation of variances);
3. The Shire’s year to date actual operating revenue being \$74,422 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 \$1,738,285 greater than the year to date budget (see explanation of variances); and
5. The Shire’s net expenditure on financing activities (Transfers to/from reserves and repayment of loans) being \$572,383 less than the year to date budget (see explanation of variances).

The Shire’s total municipal cash (cash available for operations) as at 31 March 2023 was \$13,565,680 in municipal funds compared \$16,888,788 at the same time last year.

Outstanding rates and waste charges as at 31 March was \$9,187,456 (21.8% of collectable rates and charges) compared to a figure of \$3,804,422 (9.4%) at the same time last year. There is a lag of more than a month in the comparison of the collection rates between this and last financial year. The due date for the payment of the fourth and final instalment was 28 April 2023, compared to the due date of 14 March last year.

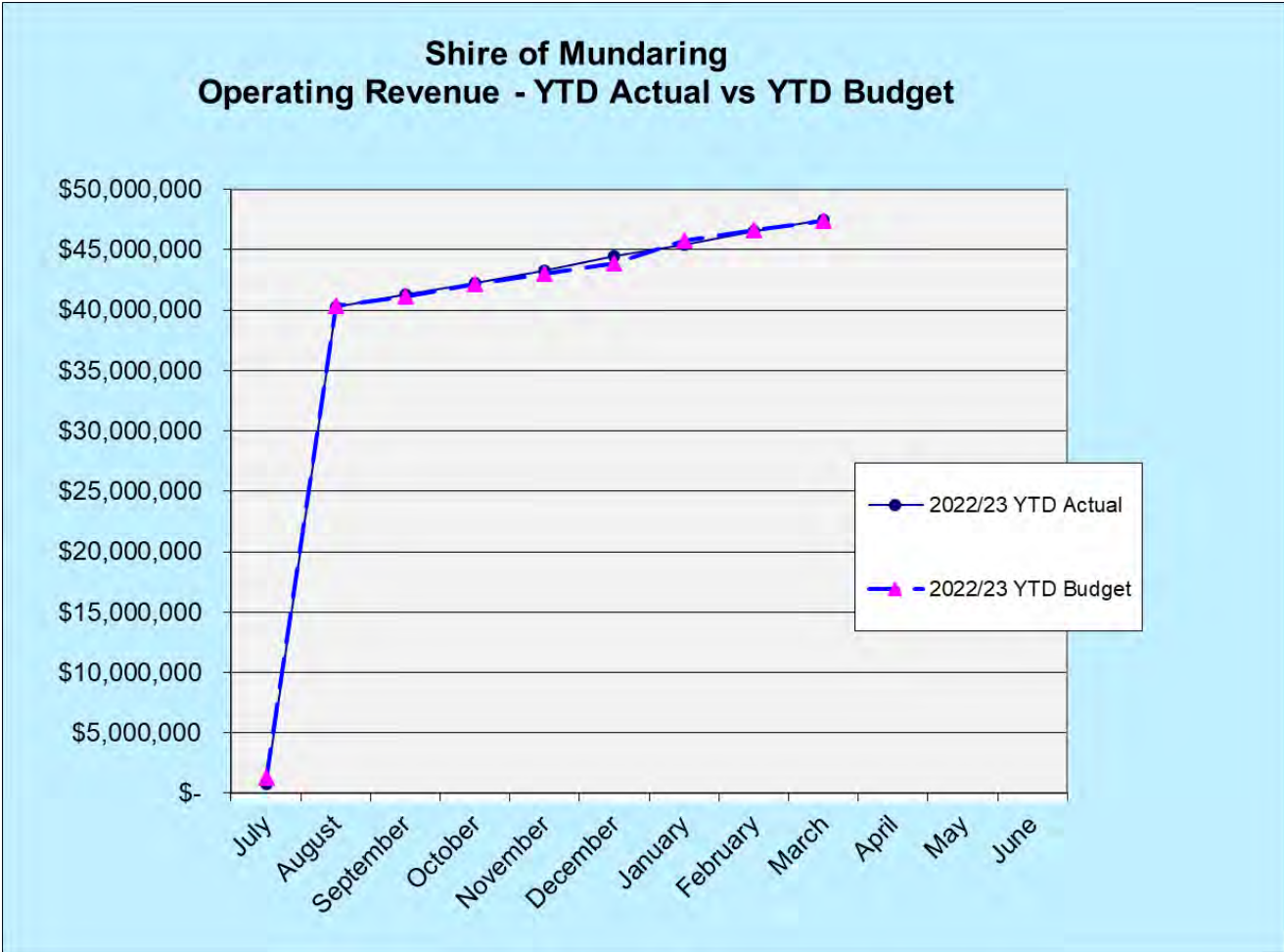
## VOTING REQUIREMENT

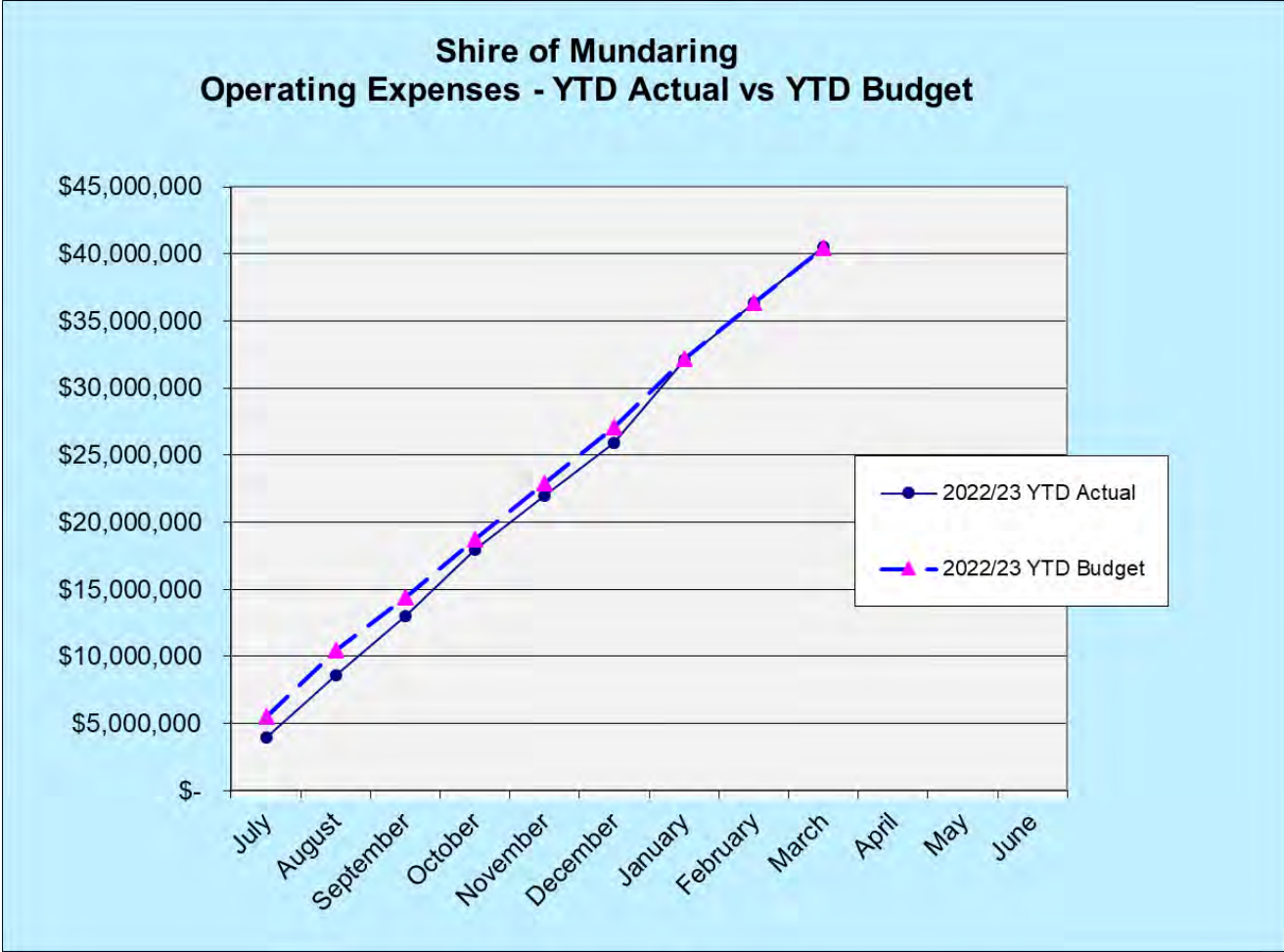
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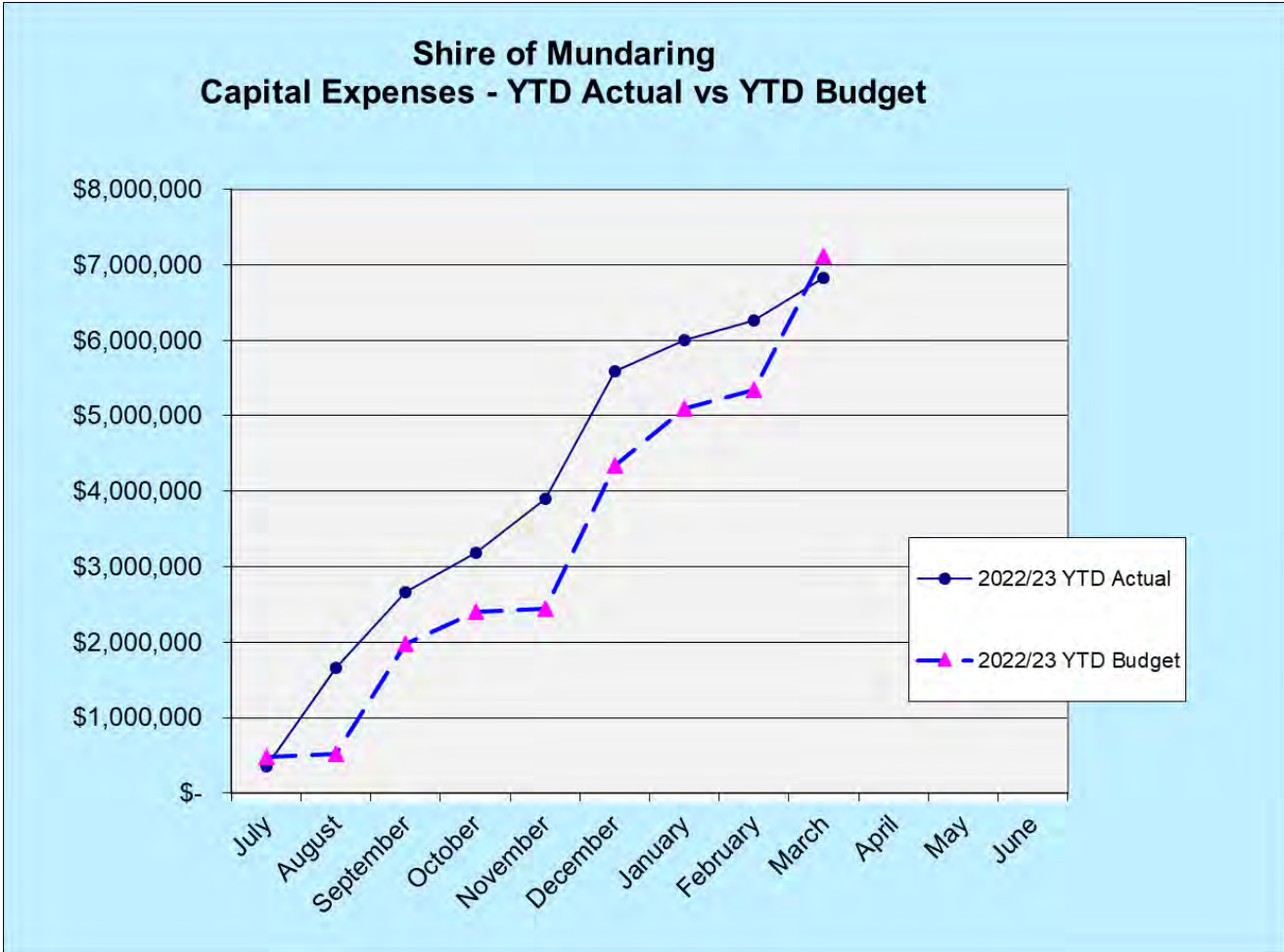
<b>RECOMMENDATION</b>
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That Council notes:

1. the closing position of the Shire for the period ending 31 March 2023 is a surplus of \$16,099,643 compared to the year to date budgeted surplus of \$12,636,868; and
2. the explanation of material variances in the Statement of Financial Activity contained in **Attachment 1**.







**Shire of Mundaring  
Statement of Financial Activity  
for period ending 31 March 2023**

	2022/23 YTD Budget	2022/23 YTD Actuals	2022/23 BUDGET	2022/23 REVISED FORECAST	YTD Variance	YTD Variance
	\$	\$	\$	\$	\$	%
<b>OPERATING ACTIVITIES</b>						
<b>Net current assets at start of financial year - surplus/(deficit)</b>	4,024,176	7,692,098	4,024,176	7,692,098	3,667,922	91.1%
<b>Revenue from operating activities</b>						
Rates	31,214,049	31,221,930	31,251,611	31,251,611	7,881	0.0%
Operating grants, subsidies and contributions	3,078,051	3,617,162	4,059,267	4,597,551	539,111	17.5%
Fees and charges	10,667,088	11,023,862	11,901,137	11,783,637	356,774	3.3%
Interest earnings	776,241	512,205	1,035,000	1,035,000	(264,036)	-34.0%
Other revenue	1,034,572	1,084,941	1,373,039	1,392,739	50,369	4.9%
Profit on asset disposals	630,700	15,022	660,900	660,900	(615,678)	-97.6%
	<b>47,400,701</b>	<b>47,475,123</b>	<b>50,280,954</b>	<b>50,721,438</b>	<b>74,422</b>	<b>0.2%</b>
<b>Expenditure from operating activities</b>						
Employee costs	(16,852,524)	(16,319,219)	(21,942,259)	(21,711,527)	533,305	-3.2%
Materials and contracts	(15,318,270)	(15,821,696)	(23,983,794)	(23,858,772)	(503,426)	3.3%
Utility charges	(1,074,177)	(959,513)	(1,427,097)	(1,414,097)	114,664	-10.7%
Depreciation on non-current assets	(5,630,058)	(5,888,206)	(7,676,042)	(7,813,239)	(258,148)	4.6%
Interest expenses	(275,382)	(248,831)	(383,818)	(383,818)	26,551	-9.6%
Insurance expenses	(601,049)	(590,087)	(601,071)	(590,187)	10,962	-1.8%
Other expenditure	(691,636)	(676,740)	(881,872)	(828,198)	14,896	-2.2%
Loss on asset disposals	-	-	(49,500)	(49,500)	-	0.0%
<b>Total</b>	<b>(40,443,096)</b>	<b>(40,504,292)</b>	<b>(56,945,453)</b>	<b>(56,649,338)</b>	<b>(61,196)</b>	<b>-0.2%</b>
<b>Non-cash amounts excluded from operating activities</b>						
Depreciation on Assets	5,630,058	5,888,206	7,676,042	7,813,239	258,148	-4.6%
(Profit)/Loss on Disposal of Assets	(630,700)	(15,022)	(611,400)	(611,400)	615,678	100.0%
Deferred Rates Adjustment	-	73,704	-	61,714	73,704	100.0%
Movement Non-Current Assets	-	-	-	-	-	100.0%
Movement Non-Current Liabilities	-	-	-	-	-	100.0%
<b>Amount attributable to operating activities</b>	<b>11,956,963</b>	<b>12,917,719</b>	<b>400,143</b>	<b>1,335,653</b>	<b>960,756</b>	<b>8.0%</b>
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	3,916,527	2,999,679	9,945,277	10,365,224	(916,848)	-23.4%
Payments for property, plant and equipment	(1,929,003)	(2,036,730)	(4,320,275)	(6,215,840)	(107,727)	5.6%
Payments for construction of infrastructure	(5,181,017)	(4,796,050)	(11,750,349)	(13,673,230)	384,967	-7.4%
Proceeds from disposal of assets	1,231,400	132,723	1,526,400	2,041,398	(1,098,677)	100.0%
<b>Amount attributable to investing activities</b>	<b>(1,962,093)</b>	<b>(3,700,378)</b>	<b>(4,598,947)</b>	<b>(7,482,448)</b>	<b>(1,738,285)</b>	<b>88.6%</b>
<b>FINANCING ACTIVITIES</b>						
Repayment of borrowings	(551,619)	(486,280)	(735,494)	(735,494)	65,339	-11.8%
Principal elements of finance lease payments	-	-	(145,497)	(145,497)	-	0.0%
Transfers to cash backed reserves	(1,408,744)	(536,276)	(3,678,968)	(3,945,968)	872,468	-61.9%
Transfers from cash backed reserves	578,185	212,760	5,450,590	7,168,887	(365,425)	-63.2%
<b>Amount attributable to financing activities</b>	<b>(1,382,178)</b>	<b>(809,795)</b>	<b>890,631</b>	<b>2,341,928</b>	<b>572,383</b>	<b>41.4%</b>
<b>Net current assets at end of financial period - surplus/(deficit)</b>	<b>12,636,868</b>	<b>16,099,643</b>	<b>716,003</b>	<b>3,887,230</b>	<b>3,462,775</b>	<b>27.4%</b>



<b>Explanation of Material Variances</b>				
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.				
<b>Reporting Program</b>	<b>Var. \$</b>	<b>Var. %</b>	<b>Timing/ Permanent</b>	<b>Explanation of Variance</b>
<b>Revenue from operating activities</b>				
Rates	7,881	0%		Within variance threshold.
Operating grants, subsidies and contributions	539,111	18%	Permanent	DFES Fire Mitigation Grant \$250,000 not included in Budget - adjusted in Mid-Year Budget Review. General Purpose and Local Road Grants greater than Budget.
Fees and charges	356,774	3%	Timing	Children services income \$175,667 greater than YTD Budget. Pool income \$68,904 greater than YTD Budget. Dog registration fees \$97,538 greater than YTD Budget; total budget inadvertently allocated to June. Waste services \$52,939 greater than YTD Budget due to greater number of services provided.
Interest earnings	(264,036)	-34%	Timing	Timing of interest earned on term deposits and impact of reversal of interest accrued as at 30 June 2022.
Other revenue	50,369	5%		Within variance threshold.
Profit on asset disposals	(615,678)	-98%	Timing	Sale of Scott Street Property has not occurred as yet. Timing of replacement of plant and vehicles and disposal of plant being replaced.
<b>Expenditure from operating activities</b>				
Employee costs	533,305	-3%	Permanent	Impact of reversal of salaries and wages accrued as at 30 June 2022 (\$478,198). Staff vacancies YTD have also had an impact - forecast reduced in Mid-Year Budget Review.
Materials and contracts	(503,426)	3%	Timing	Fire Control Hazard Abate expenditure \$290,213 greater than YTD Budget - adjusted in Mid-Year Budget Review. Refuse collection expenditure \$221,159 greater than YTD Budget. Audit fees \$28,850 greater than YTD Budget - second half of budget amount allocated to June.
Utility charges	114,664	-11%	Timing	Timing of utility bills.
Depreciation on non-current assets	(258,148)	5%		Within variance threshold, however there has been an adjustment made for depreciation on property, plant and equipment in the Mid-Year Budget Review.
Interest expenses	26,551	-10%	Timing	Relates to the timing of loans repayments; current month payment not due until 1st of following month.
Insurance expenses	10,962	-2%		Within variance threshold.
Other expenditure	14,896	-2%		Within variance threshold.
Loss on asset disposals	0	0%		Within variance threshold.

<b>Operating activities excluded from rate setting</b>				
Depreciation on Assets	258,148	-5%		Within variance threshold, however there has been an adjustment made for depreciation on property, plant and equipment in the Mid-Year Budget Review.
(Profit)/Loss on Disposal of Assets	615,678	100%	Timing	Timing of replacement of plant and vehicles and disposal of plant being replaced.
Deferred Rates Adjustment	73,704	100%	Permanent	Movement in deferred pensioner rates is not budgeted for.
<b>Investing Activities</b>				
Non-operating grants, subsidies and contributions	(916,848)	-23%	Timing	Relates to timing of receipt of capital grants, in particular DFES vehicles and LRCI grants. These grants are still expected to be received in 2022/23.
Payments for property, plant and equipment	(107,727)	6%	Timing	Variances across a number of assets.
Payments for construction of infrastructure	384,967	-7%	Timing	Timing of infrastructure capital works. Variance is also impacted by unbudgeted capital works being carried over from 2021/22. As these items were not included in the 2022/23 budget, they were subject to forecast adjustments in the Mid-Year Budget Review, which were offset by the higher than forecast brought forward surplus.
Proceeds from disposal of assets	(1,098,677)	100%	Timing	Sale of Scott Street property has not occurred as yet. Timing of replacement of plant and vehicles and disposal of plant being replaced.
<b>Financing Activities</b>				
Repayment of borrowings	65,339	-12%	Timing	Relates to the timing of loans repayments, current month payment not due until 1st of following month.
Principal elements of finance lease payments	0	0%		No variance. Subject to a year end adjustment journal.
Transfers to cash backed reserves	872,468	-62%	Timing	Majority of transfers to reserves to be processed as year end transactions. Scott Street has not been sold so no proceeds have been transferred to reserve. Only interest earned on reserves has been transferred thus far.
Transfers from cash backed reserves	(365,425)	-63%	Timing	No transfers from reserves required thus far, apart from the Long service Leave Reserve.

## KEY TERMS AND DEFINITIONS - NATURE OR TYPE

### REVENUES

#### RATES

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

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### FEES AND CHARGES

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

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

#### INTEREST EXPENSES

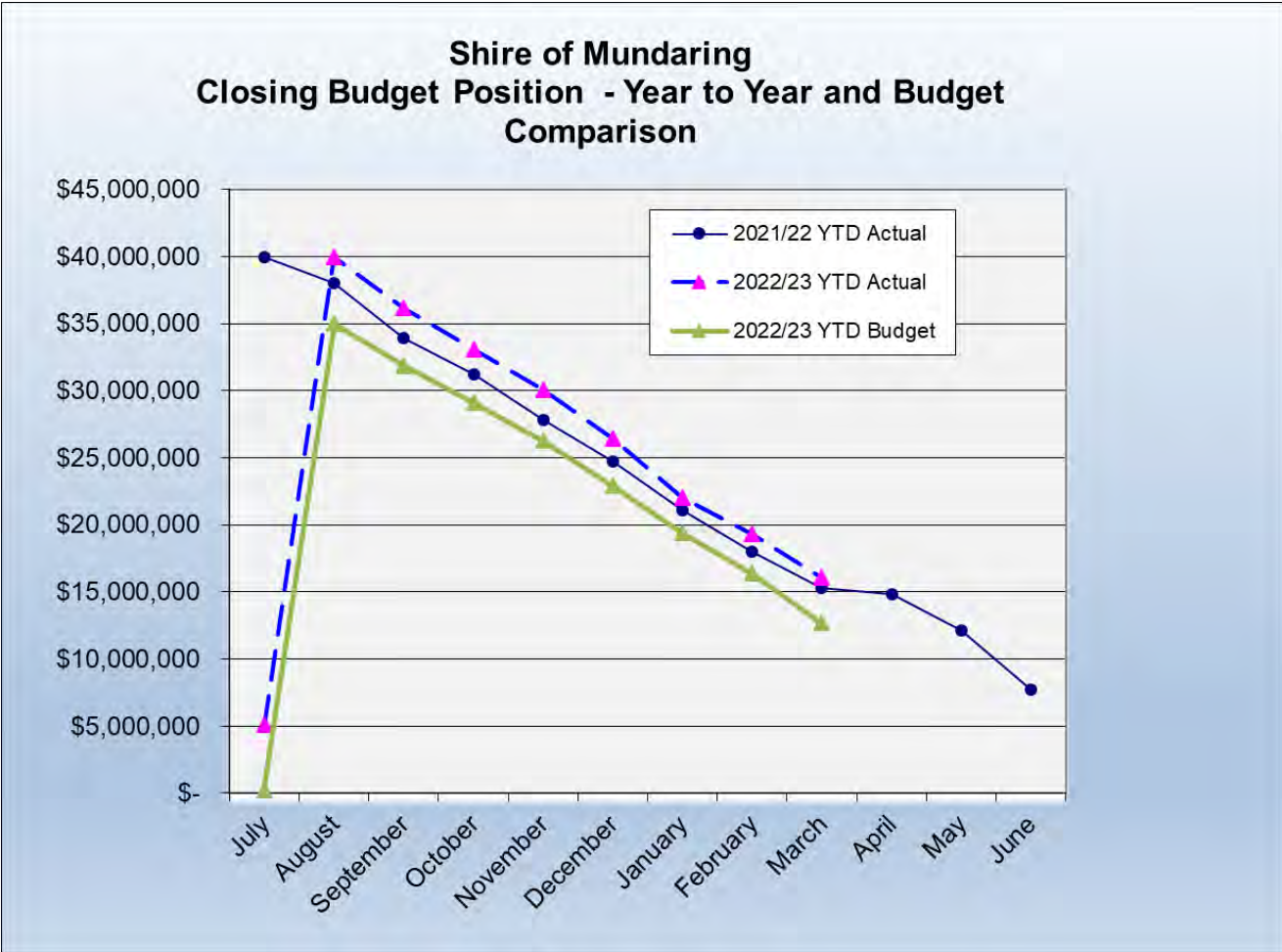
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

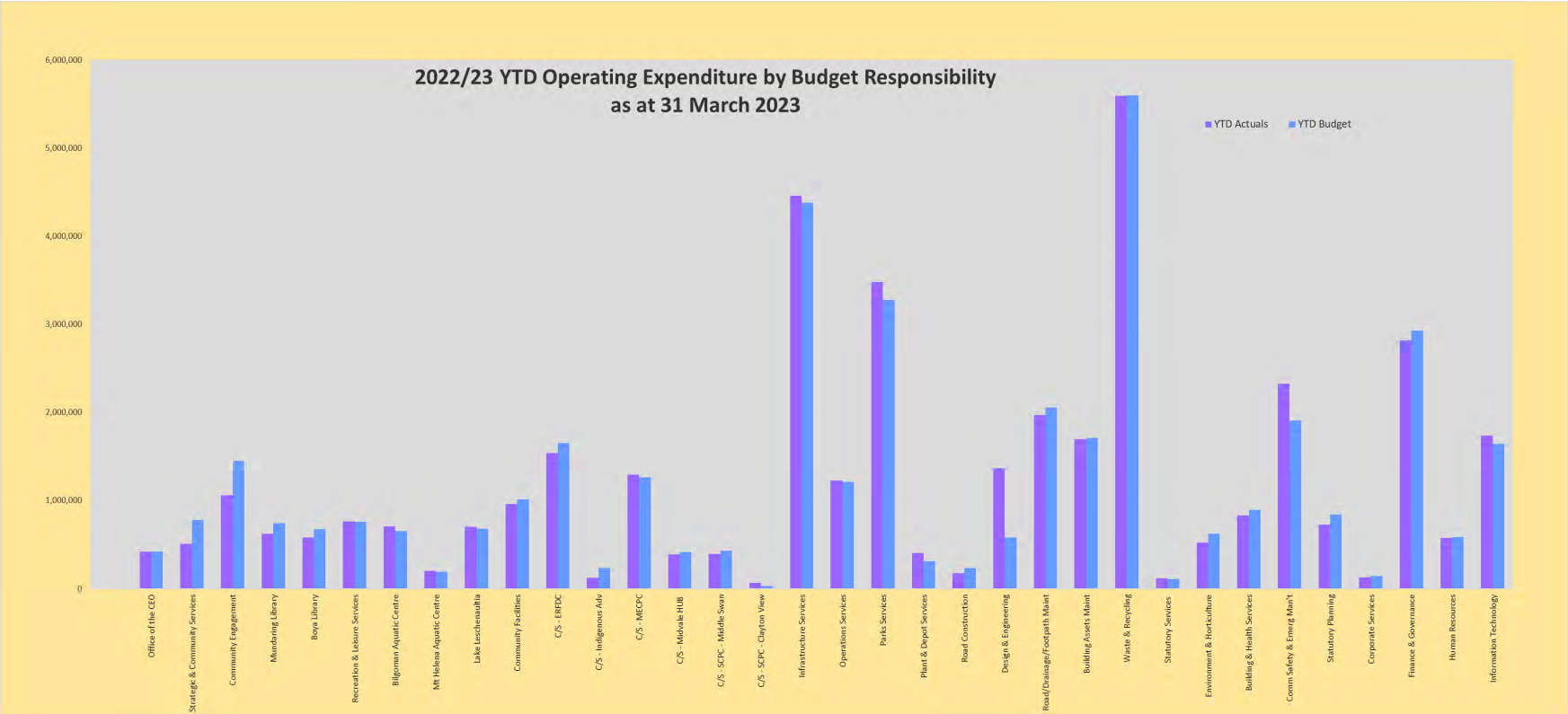
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**NET CURRENT ASSETS - BUDGET SURPLUS/(DEFICIT)**

	Actual 31 March 2022	Actual 31 March 2023
<b>CURRENT ASSETS</b>		
Rates & Sanitation Debtors	3,804,422	9,187,456
Debtors	643,375	304,187
<b>TOTAL RECEIVABLES - CURRENT</b>	<b>4,447,797</b>	<b>9,491,643</b>
<b>STOCK ON HAND</b>	<b>121,756</b>	<b>103,974</b>
<b>CASH ASSETS</b>		
Municipal	16,888,788	13,565,680
Restricted Cash	31,680,588	33,205,264
<b>Total Bank Accounts</b>	<b>48,569,376</b>	<b>46,770,943</b>
<b>TOTAL CURRENT ASSETS</b>	<b>53,138,929</b>	<b>56,366,561</b>
<b>CURRENT LIABILITIES</b>		
Creditors	(5,243,172)	(6,253,219)
Borrowings - Current Portion	(700,169)	(735,493)
Lease Liability - Current Portion	(66,701)	(156,853)
Provisions	(3,597,489)	(3,535,564)
	<b>(9,607,531)</b>	<b>(10,681,129)</b>
<b>NET CURRENT ASSETS</b>	<b>43,531,398</b>	<b>45,685,432</b>
Less Reserve Funds	<b>(28,996,405)</b>	<b>(30,478,135)</b>
Add Current Loan Liability	<b>700,169</b>	<b>735,493</b>
Add Current Lease Liability	<b>66,701</b>	<b>156,853</b>
<b>CLOSING BUDGET SURPLUS/(DEFICIT)</b>	<b>15,301,864</b>	<b>16,099,643</b>



<b>YTD Operating Expenditure by Budget Responsibility</b>		
<b>for period ending 31 March 2023</b>		
	<b>2022/23</b>	<b>2022/23</b>
	<b>YTD Actuals</b>	<b>YTD Budget</b>
Office of the CEO	419,918	421,177
Strategic & Community Services Directorate	511,230	780,391
Community Engagement	1,061,727	1,451,314
Mundaring Library	621,781	742,654
Boya Library	579,834	674,233
Recreation & Leisure Services	765,373	758,774
Billgoman Aquatic Centre	706,978	656,397
Mt Helena Aquatic Centre	198,914	192,781
Lake Leschenaultia	701,479	680,550
Community Facilities	959,654	1,011,156
Children's Services - Eastern Region Family Day Care Scheme	1,537,420	1,654,130
Children's Services - Indigenous Advancement Strategy	121,996	230,939
Children's Services - Midvale Early Childhood & Parenting Centre	1,295,773	1,265,092
Children's Services - Midvale HUB Parenting Services	387,707	416,915
Children's Services - Swan Child and Parent Centre - Middle Swan	393,333	429,193
Children's Services - Swan Children and Family Centre - Clayton View	67,854	27,900
Infrastructure Services Directorate	4,459,348	4,384,523
Operations Services	1,229,699	1,213,267
Parks Services	3,480,585	3,277,456
Plant & Depot Services	404,726	311,824
Road Construction	177,838	230,247
Design & Engineering	1,369,697	581,690
Road/Drainage/Footpath Maintenance	1,973,115	2,053,910
Building Assets Maintenance	1,695,694	1,711,815
Waste & Recycling	5,593,979	5,600,778
Statutory Services Directorate	120,618	108,009
Environment & Horticulture	522,161	622,313
Statutory Building & Health Services	829,731	893,127
Community Safety & Emergency Management	2,324,951	1,910,845
Statutory Planning	727,672	843,709
Corporate Services Directorate	129,851	142,360
Finance & Governance (inc Elected Members Expenses)	2,819,432	2,931,120
Human Resources	578,602	588,703
Information Systems/Technology	1,735,623	1,643,804
<b>Total</b>	<b>40,504,292</b>	<b>40,443,096</b>
<b>Totals from Statement of Financial Activity</b>	<b>(40,504,292)</b>	<b>(40,443,096)</b>



SHIRE OF MUNDARING  
INVESTMENT SUMMARY as at 31 March 2023

		Amount Invested	Interest Rate	Period of Investment	Investment Date	Maturity Date
<b>MUNICIPAL FUNDS</b>						
<b><i>Unrestricted Use Funds</i></b>						
1	Bendigo Investment Account (on Call)	2,149,576	3.60%	N/A	N/A	
132	Suncorp Bank	3,890,791	4.10%	150 days	28-Nov-22	27-Apr-23
153	Bendigo	2,048,355	3.95%	150 days	13-Dec-22	12-May-23
158	Suncorp Bank	4,063,452	4.20%	90 days	10-Mar-23	08-Jun-23
	<b>Total</b>	<b>12,152,174</b>				
<b>RESTRICTED ASSET FUNDS</b>						
<b><i>Restricted Use Funds</i></b>						
4	Bendigo Investment Account (on Call)	2,727,129	3.60%	N/A	N/A	N/A
	<b>Total</b>	<b>2,727,129</b>				
	<b>TOTAL MUNI INVESTMENTS</b>	<b>14,879,303</b>				
<b>RESERVE FUNDS</b>						
2	Bendigo Investment Account (on Call)	3,878,281	3.60%	N/A	N/A	N/A
60A	Bendigo	3,619,421	3.10%	181 days	20-Dec-22	20-Jun-23
107	ANZ	2,562,982	0.25%	365 days	30-Apr-22	30-Apr-23
127	NAB	3,932,486	1.75%	363 days	8-Apr-22	06-Apr-23
128	Westpac	4,945,393	4.35%	365 days	22-Mar-23	21-Mar-24
145	NAB	2,539,572	3.61%	240 days	29-Aug-22	26-Apr-23
147	Westpac	5,000,000	3.35%	365 days	15-Sep-22	15-Sep-23
159	NAB	4,000,000	4.28%	300 days	25-Oct-22	21-Aug-23
	<b>TOTAL RESERVE INVESTMENTS</b>	<b>30,478,135</b>				
	<b>TOTAL MUNI / RESERVE INVESTMENTS</b>	<b>45,357,437</b>				
<b>TRUST FUNDS</b>						
<b><i>PQS Funds</i></b>						
3	Bendigo Investment Account (on Call)	2,558,003	3.60%	N/A	N/A	N/A
	<b>TOTAL TRUST INVESTMENTS</b>	<b>2,558,003</b>				



**11.0 COUNCIL MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**12.0 URGENT BUSINESS (LATE REPORTS)**

Nil

**13.0 CONFIDENTIAL REPORTS**

Nil

**14.0 CLOSING PROCEDURES**

**14.1 Date, Time and Place of the Next Meeting**

The next Ordinary Council meeting will be held on Tuesday, 13 June 2023 at 6.30pm in the Council Chamber.

**14.2 Closure of the Meeting**