



1 April 2021

NOTICE OF MEETING

Dear Councillor,

The next Ordinary Meeting of Council will be held in the Council Chamber at 6.30pm on Tuesday, 13 April 2021.

The attached agenda is presented for your consideration.

Yours sincerely

Jonathan Throssell
CHIEF EXECUTIVE OFFICER

PLEASE NOTE:

There is limited capacity for members of the public to attend this meeting due to the COVID-19 public health emergency. Physical distancing restrictions will apply and you will also be required to provide your contact details. Restricted viewing will be available from the Civic Area adjacent to the Council Chamber. The Civic Area is restricted to a maximum number of 48 members of the public.

Public Question Time and Deputations will be able to be made to Council from the Civic Area.

This meeting will be audio recorded and livestreamed.



AGENDA
ORDINARY COUNCIL MEETING
13 APRIL 2021

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 an Elected 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 an Elected 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 – 6.30 PM**

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

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

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

3.2 Declaration of Interest Affecting Impartiality

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

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.1 Response to Question Taken on Notice - Ordinary Council Meeting 13 March 2021 - Mr Eric Smith

At the Ordinary Council meeting held 9 March 2021, Mr Eric Smith of Glen Forrest asked a question which was taken on notice. A response was provided to Mr Smith by the Chief Executive Officer in writing. Below is a summary of the question and the response provided.

Question 1

What was the final result of the fleet survey? The CEO responded that the report was considered by the Audit & Risk Committee and recommendations from the report have been considered and implemented.

What were those recommendations?

Response

A copy of the report to the 18 August 2020 Audit and Risk Committee which outlined the responses to the seven recommendations of the independent Light Fleet Internal Audit report was provided.

5.0 PUBLIC QUESTION TIME

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

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

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 9 March 2021 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

Nil

10.0 REPORTS OF EMPLOYEES

10.1 Reconsideration - Gravel Extraction Industry - 3650 Toodyay Road

File Code	PS.DEV 08.01
Author	Allerding & Associates, Planning Consultants
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Development Plans - Extractive Industry ↓2. Applicant's Compiled Dust Management Plan; site plan including a section of the noise bund, an updated report on the dam/soak ↓3. Independent Dust Consultants Peer Review of the Applicant's Dust Management Plan ↓4. Applications response to SAT orders ↓5. Aerial ↓

Landowner	Trico Resources Pty Ltd
Applicant	Trico Resources Pty Ltd
Zoning	General Agriculture
Area	3,754,641m ² (375 hectares)
Use Class	'A'

Note: *The following report has been prepared by Amanda Butterworth, a Senior Associate from Allerding & Associates. An independent advisor was necessary to assist Council in defending its decision, as Council's decision was different to the Shire officer's recommendation.*

SUMMARY

At its meeting of 13 October 2020, Council refused a planning application seeking approval to increase the gravel extraction and processing at an approved 'Extractive Industry' at 3650 (Lot 556) Toodyay Road, Bailup, from 47,000 tonnes/year to 950,000 tonnes per annum (maximum). The total extraction amount of 1,200,000 cubic metres of gravel remains unchanged.

Following Council's determination to refuse the application, the landowner lodged an Application for Review to the State Administrative Tribunal (SAT) against the Council's decision. The SAT held a Directions hearing and two mediations, attended by the Shire's independent planner and two Councillors. The Shire of Toodyay gave a presentation to the second mediation explaining their concerns in relation to the proposal. As part of the mediation process, the applicant provided additional information to accompany the application. SAT has issued orders inviting the Council to reconsider its decision at its meeting of 13 April 2021.

The plans showing the two (2) extraction areas including the stages for extraction area 1, which remains unchanged. Refer to **Attachment 1** for the plans.

The Applicant has provided the following documents as part of the mediation, copies of which are included in **Attachment 2**:

- An updated compiled Dust Management Plan;
- An updated site plan showing contours, excavation areas and a section of the noise bund; and
- Additional updated information in regard to the sustainability of the soak/dam being used for dust suppression water supply purposes.

The Applicant's updated Dust Management Plan was provided to an independent consultant appointed by the Shire to peer review. A copy of the peer review is provided with this report (**Attachment 3**). The Shire's independent peer review of the Dust Management Plan was provided to the Applicant. The Applicant provided a response to the peer review as well as responses to the reasons for refusal and conditions of approval as detailed in the officer report from October 2020. A copy of this correspondence is provided in **Attachment 4**.

Copies of the following state government approvals have also been obtained/provided and can be provided to Councillors upon request:

- Department of Water and Environmental Regulation Works Approval issued 4 August 2016 for an approved production capacity of 950 000 tonnes per annual period;
- Department of Water and Environmental Regulation Licence (issued pursuant to Division 3, Part V, *Environmental Protection Act 1986*), dated 4 April 2017 and the amendment dated 3 July 2020 noting that this current license relates to extraction Area 1 only; and
- WAPC approval dated 8 September 2020 which limited the output to 950,000 tonnes per annum and a 15 year approval. Furthermore, the WAPC included conditions requiring a detailed staging plan for extraction area 2 and detailed plans of the acoustic barrier to be provided to the Shire of Mundaring prior to development of extraction area 2. Other conditions included the requirement to provide a Land Protection Plan for road widening, ceding of the land for road widening and sight lines being maintained at all times.

Given the additional information and the findings of the peer review of the updated Dust Management Plan, it is recommended that Council provides conditional approval to the application under LPS4.

BACKGROUND

Extraction up to 47,000tpa:

- 26 October 2010 - Council issued conditional planning approval for an extractive industry for annual gravel extraction up to 47,000 tonnes;
- 31 October 2013 - Western Australian Planning Commission (WAPC) issued conditional planning approval for an extractive industry for annual gravel extraction up to 47,000 tonnes. This approval is valid for a period of 10 years, expiring 31 October 2023; and

- February 2014 - An Extractive Industry Licence (EIL) was issued by the Shire in 2014. The EIL was last renewed in June 2020 and is still valid.

Extraction up to 950,000tpa:

In 2016 the proprietor (Trico Resources Pty Ltd) and contractor (Swan Gravel Pty Ltd) applied to the Department of Water and Environmental Regulation (DWER) for a works approval and licence for the screening, crushing, and processing of gravel up to 950,000 tonnes per annum.

DWER granted a works approval in August 2016 and licence in April 2017 and the amendment to the licence dated July 2020 (expiry Oct 2023) under Part V Division 3 of the *EP Act 1986*, authorising crushing and screening of gravel up to 950,000 tonnes per year, on a 'prescribed premises' as defined under Schedule 1, Category 12 of the *Environmental Protection Regulations 1987*.

The works approval and licence regulate the emissions and/or pollution resulting from the crushing and screening of the raw material on site and other operational activities on site including the control of noise emissions, dust emissions, stormwater management, rehabilitation and revegetation as well as the quantity of materials extracted. Additionally, it ensures that controls are in place for a staged rehabilitation and revegetation process. The construction noise management plan deals with the construction of a noise bund adjacent to Gravel Extraction Area 2 and the conditions from DWER require the noise bund be constructed prior to gravel extraction from extraction area 2.

As part of this works approval process, DWER issued a clearing permit for the clearing of 100 native trees on site.

DWER did not consider referral to the Environmental Protection Agency (EPA) necessary, as the implications of the proposal would not create significant environmental impacts, nor has the site been identified as an 'environmentally sensitive area'.

The WAPC granted conditional planning approval under the MRS on 8 September 2020 for the extractive industry to increase gravel extraction from 47,000tpa to 950,000tpa.

In its decision to refuse the application for increased extraction on 13 October 2020 (C12.10.20), Council provided the following reasons:

- 1. Environmental concerns i.e. stormwater and dust management*
- 2. Loss of amenity for surrounding communities*
- 3. Traffic impacts; and*
- 4. No confirmation that the proposal will comply with all required state legislation.'*

In accordance with the SAT Orders under Section 31 of the *State Administrative Tribunal Act 2004* (WA), Council is invited to reconsider the applicant's proposal and supporting information.

This report has been prepared primarily addressing the reasons for refusal. The contents of the 13 October 2020 report are still relevant and have not been repeated in full. This report does contain extracts of the 13 October 2020 report as well as updated comment

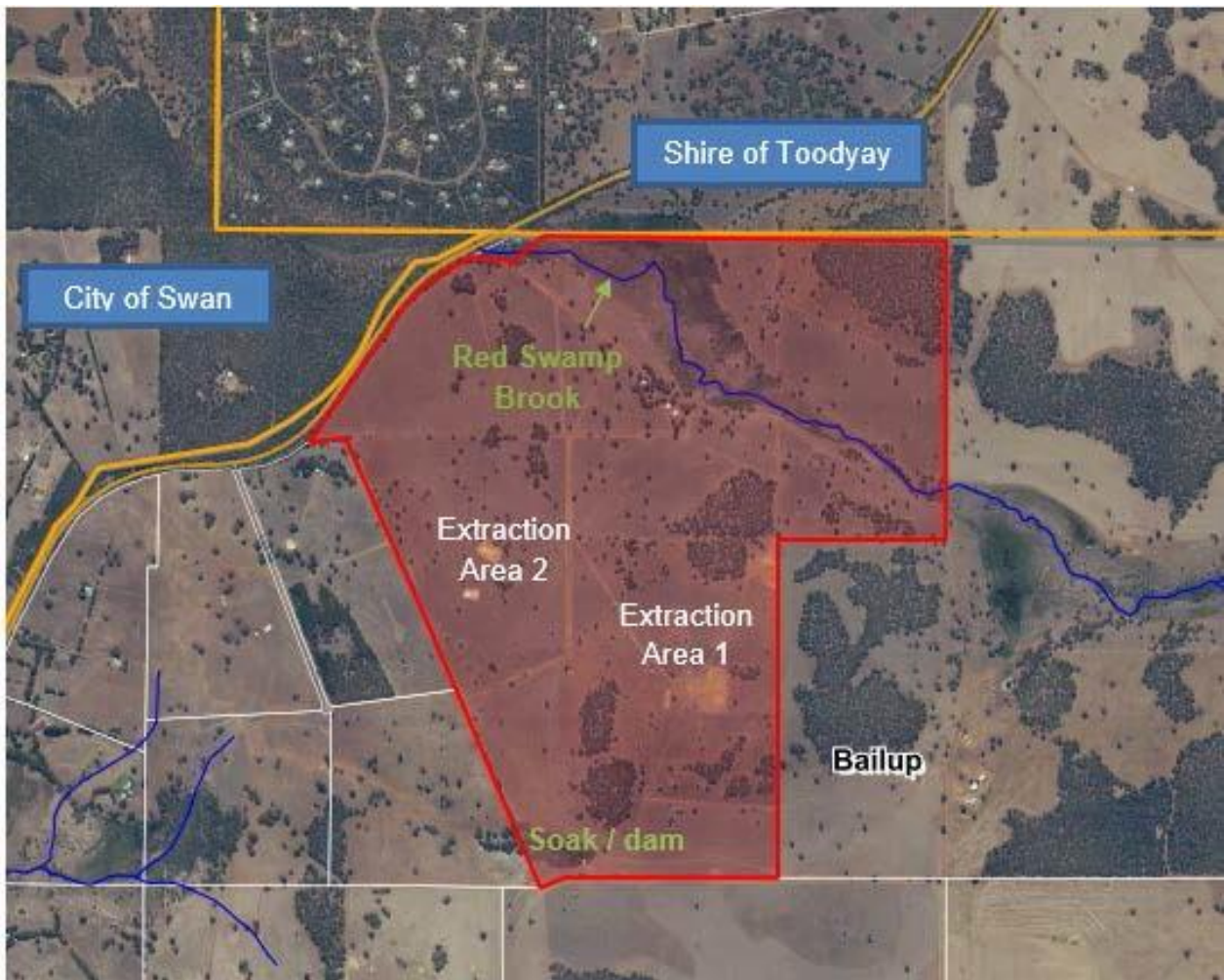
primarily relating to the matters discussed in the mediation and comment that relates to the conditions. For a full assessment of the proposal, this report is to be read in conjunction with the 13 October 2020 report (C12.10.20).

Description of Subject Site:

The subject site is approximately 375 hectares in area. The majority of the site has been historically cleared and consists of grassland with free standing trees. There are some clustered areas of natural vegetation, predominantly located within the north eastern corner of the site. There is an uninhabited residence located in the north central part of the site. The site is considered to have a low capability of supporting intensive agricultural uses, and therefore is not identified as high quality or 'priority' agricultural land.

The site is surrounded by General Agriculture zoned properties to the east, west and south. Vehicular access to the site is off Toodyay Road, which is a primary regional road, and adjoins the property along its northern boundary.

Figure 1: 3650 (Lot 556) Toodyay Road, Bailup (yellow lines indicate adjoining Council boundaries)



The Red Swamp Brook traverses the northern section of the site and flows in a north westerly direction however there is no development in or near Red Swamp Brook. There is an existing soak/dam within the south western corner of the site in an isolated low-lying area. This surface pond is completely separate from the Red Swamp Brook

and does not form part of any creek or river system. It is proposed to use this soak/dam to obtain water for dust management.

The topography of the site is undulating, and slopes down towards the northern boundary, forming a valley where Toodyay Road and Red Swamp Brook are situated. The land directly north of the site slopes upwards.

Proposal:

The proposal seeks to increase the amount of gravel extracted annually from site from 47,000 tonnes per annum, to 950,000 tonnes per annum. The location, depth and total area of excavation will remain unaltered from the existing approval.

Extraction will occur via two excavation pits that have a combined area of 40 hectares. The location of the two excavation pits are within areas predominantly denuded of vegetation.

The proposed depth of the pits will be between 2 - 6 metres deep (average 3 metre depth). No blasting is proposed for the extractive operations.

Extraction Area 1 is the first area to be excavated, with preliminary works currently underway on site. Extraction will occur progressively in stages to minimise the total area of disturbed surface on site. Each stage will consist of:

- a maximum excavated area of 2-3 hectares at a time;
- an area for processing and stockpiles of 1-2 hectares;
- A rehabilitation area of up to 3 hectares.

At the cessation of each stage, rehabilitation will occur sequentially to support the future long-term use of the site. Excavation of Area 1 is proposed to be staged over a 10 year period as illustrated in Attachment 1. Whilst detailed staging plans for Extraction Area 2 have been requested, they have not been provided.

Prior to excavation works commencing within Extraction Area 2, an acoustic noise barrier is required to be constructed alongside part of the western side boundary. This is to ensure the development will comply the *Environmental Protection (Noise) Regulations 1997* due to the proximity of an uninhabited dwelling on the adjoining property to the west at 445 Squarcini Close. The dwelling is approximately 200m away from Extraction Area 2.

All topsoil and overburden (unsuitable as gravel product) will be stockpiled directly adjacent to the extraction areas up to an approximate height of 4m. This material will then be used post excavation for the rehabilitation of the land. The revegetation plan will incorporate the planting of a greater number and larger area of native vegetation on site than what existed pre-development. Only local plant species endemic to the area will be planted.

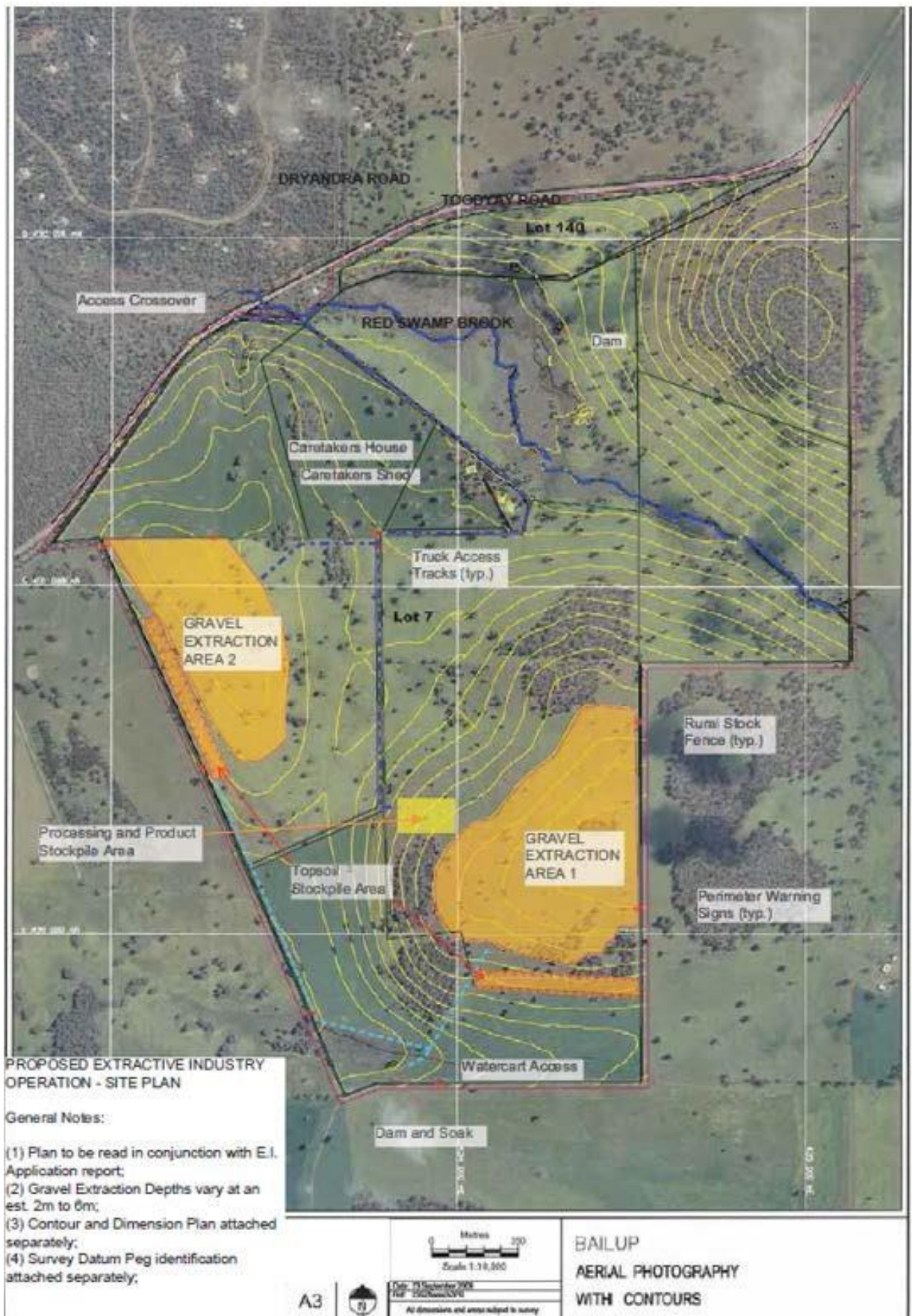
An existing dam/soak located within the south western corner of the site is to be used as the water supply for onsite operations, including dust suppression.

The processing of gravel will consist of crushing and screening only. The processing area is located in a topographical depression midpoint to the two extraction areas (approximately 15-25 metres lower than excavation areas). This mitigates dust and noise emissions, and visually conceals this area from public view.

The basic raw material and finished gravel product will be stockpiled within the processing area and managed for dust. The gravel stockpiles will be up to 8 metres high and will be obstructed from view from surrounding properties due to the topographical landform. Gravel product may be stockpiled for up to three months, depending on market demand. A processing plant consisting of a 25m long by 5m wide crusher and generator which will be temporarily located within this area during operations. The existing residence located to the north will be utilised as a site office and will provide ablution facilities for workers.

The WAPC approval limits operating hours to 7am to 5pm Mondays to Saturdays with no work to be carried out on Sundays or public holidays.

Figure 2: Site Plan - Proposed Extractive Industry Operation



STATUTORY / LEGAL IMPLICATIONS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Metropolitan Region Scheme (MRS) Clause 32

Shire of Mundaring Local Planning Scheme No. 4 (LPS 4)

Shire of Mundaring Extractive Industries Local Law 2013

The approval process for a Gravel Extractive Industry use at Local and State Government levels is outlined below:

Local and State Government Approval Process:

The subject lot is zoned 'General Agriculture' under the Shire's LPS 4. An 'extractive industry' is an 'A' use in the General Agriculture zone and requires development approval in accordance with LPS 4.

The subject lot is zoned 'Rural' under the Metropolitan Region Scheme (MRS). In accordance with Clause 32 of the MRS, extractive industries within the Rural zone require development approval by the West Australian Planning Commission (WAPC) under the MRS. Therefore, dual development approval is required for the proposal by the Shire and WAPC. The WAPC has issued its approval for this application for a maximum of 950,000 tonnes/annum.

The Applicant has a current Extractive Industry Licence (EIL) for extraction of up to 47,000 tonnes/annum, which was renewed in June 2020. Whilst there is a current (EIL), once development approvals are obtained, the proponent needs to apply to the Shire for an EIL for the increased capacity, in accordance with the Shire's Extractive Industry Local Law.

Department of Water and Environment Regulation (DWER) Approval Process:

Under Part V of the *Environmental Protection Act 1986 (EP Act)*, an extractive industry that has a throughput of extracted material that exceeds 50,000 tonnes per annum requires a works approval and licence approved by the Department of Water and Environment Regulation (DWER). The works approval and licence regulates industrial emissions and discharges to air, land and water that may be caused through the crushing, screening and processing of gravel on site. As part of the works approval process, a clearing assessment for the removal of any trees/vegetation on site will also be conducted. A works approval and licence have been issued by DWER for the increased output of 950,000 tpa.

Environmental Protection Authority (EPA) Approval Process:

For sites considered 'environmentally significant', or where the proposal is likely to cause considerable impact to the environment, DWER will consider referral of the application to the Environmental Protection Authority (EPA) under Part IV of the *Environmental Protection Act 1986* for an Environmental Impact Assessment (EIA). In this instance, the DWER did not refer the application to the EPA for assessment.

Timeframe:

On 8 April 2020, the Minister for Planning issued a Notice of Exemption pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*, which, amongst other matters, grants an automatic two-year extension to all development approvals issued under a local planning scheme to respond, and recover from, the State of Emergency declared for the COVID-19 pandemic. At the time of writing this report, the State of Emergency was valid until 6 April 2021. If the State of Emergency is extended, and if the application is approved whilst the State of Emergency is still declared, the approval will allow for a four-year (instead of the usual 2 year) commencement period as per the Notice of Exemption. If the state of emergency is not extended after 6 April 2021, then the approval will be valid for commencement of construction within 2 years, unless otherwise stated in the Council decision.

POLICY IMPLICATIONS

State Planning Policy 2 – Environment and Natural Resource Policy

State Planning Policy 2.4 – Basic Raw Materials (2000) and Draft State Planning Policy

2.4 – Basic Raw Materials (2018)

State Planning Policy 4.1 – State Industrial Buffer Policy (1997)

Shire of Mundaring Local Planning Policy – Advertising Planning Applications

Details of consideration under these policies is provided in the Council report of 13 October 2020 (C12.10.20) and such comments remain unchanged and have not been repeated in this report.

FINANCIAL IMPLICATIONS

Should Council resolve to not reconsider its decision, the Applicant has a right to request that the matter proceed to a final hearing. Considering the costs of expert evidence for planning and environmental (such as dust) as well as representation, the costs could exceed an additional \$30,000 or more if legal representation is required.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 2 - Natural Environment

Objective 2.2 – Water management that is efficient and sustainable

Strategy 2.2.3 – Manage watercourses appropriately to maintain habitat values

Shire of Mundaring - Local Planning Strategy

The Shire's Local Strategy Background Document, which is to be read in conjunction with the scheme, upholds that planning strategies, schemes and decision making should identify and protect important basic raw material resources. Provision should be made for extractive industry use within the Shire, consistent with the purposes of State Planning Policies.

Under LPS 4, provision has been made for extractive industry uses only within the General Agriculture zone, to limit any potential off-site impacts. The proposal will provide for the extraction of a vital resource required for construction and road building materials, essential to the development of the State, and will assist with sustainable economic growth an important consideration during the current economic climate.

SUSTAINABILITY IMPLICATIONS

Environmental Impacts

The following environmental impacts are regulated under the DWER works approval and licence. The Environmental Impacts section of this report is mostly a direct repeat of the information contained in the October 2020 report.

Water usage

The environmental impacts associated with the proposed increase in gravel extraction will include an increase in daily water use from the on-site soak/dam for dust suppression and other site operations. The soak /dam is formed from surface water only, and is not sourced from ground water, or connected to any watercourse system (i.e. Red Swamp Brook). The availability of water will be dependent on the recharge of the soak from seasonal rainfall. Updated estimates for annual rainfall provided by the applicant indicate the recharge of the soak will be adequate to provide for the required increase in water use. Water carts and/or alternative dust suppression measures will be used if there is insufficient water available from the soak.

The dust management plan has been approved under the DWER licence and works approval and conditions imposed requiring compliance with the dust management plan.

Erosion and sedimentation

An increase in water use for dust suppression may create additional overland water flow issues from the works area. Stockpiling of gravel product will also increase on site, therefore stormwater management of these areas will be required to control erosion and potential sedimentation of the Red Swamp Brook. A stormwater management plan has been prepared to mitigate these risks and this has been approved by DWER. Pursuant to the DWER licence, the applicant is required to submit annual water quality testing to DWER, therefore DWER can monitor water quality and quantity downstream of Red Swamp Brook from the extractive industry, ensuring appropriate standards are maintained.

Groundwater contamination

Fuel is proposed to be stored on site, which has the potential to contaminate groundwater. In order to minimise this risk, all diesel tanks are to be mounted on a concrete pad, and all tanks are to be double-skinned. A hydrocarbon spill kit must be mounted next to the fuel tank at all times. Conditions addressing these matters re imposed under the DWER licence.

To ensure sufficient separation between ground water levels, final excavation depths will be no deeper than 285m AHD, consistent with the existing approval and the DWER licence.

Dust impacts

An updated dust management plan has been provided, this is discussed further in the report.

Vegetation Clearing

There will be no additional impact on the amount of clearing required within the site for excavation. The location and overall area of the proposed gravel pits will remain the same as the existing proposal. A clearing permit has been issued for 100 trees and the WAPC approval requires clear sight lines be maintained that may require pruning or removal of vegetation alongside Toodyay Road.

Social Impacts:

An extensive assessment has been carried out by DWER on the potential impacts to air quality, water pollution and environmental noise. Detailed management plans to control the main types of emissions of dust, noise and stormwater run-off have been prepared by the applicant and approved by DWER as part of the works approval and licence process. The continuous management of these impacts will be required to safeguard the amenity of surrounding communities.

In regard to public safety, the Applicant's Transport Impact Assessment Rev H (May 2020) Appendix A (refer Council report 13 October 2020 for this document) provides signage details to advise motorists of the intersection ahead. However, as all road signage is proposed within a road reserve under the care and control of Main Roads it is not appropriate that the Shire impose a condition in its planning approval that is to be satisfied by Main Roads. An advice note has been included recommending that the Applicant liaise directly with Main Roads regarding road signage.

Economic Impacts:

The proposal will provide for the extraction of gravel in a non-urban area of the metropolitan region to enable a ready supply of essential basic raw materials close to sources of demand throughout the metropolitan region. This resource is a broad state-wide resource and critical for many road construction projects. The availability of gravel will likely become even more important to assist state investment and spending post the Covid pandemic.

This will subsequently facilitate employment opportunities throughout the greater metropolitan region, especially within the construction industry.

RISK IMPLICATIONS

Risk: Reputation (Social / Community)

If Council approved the application, as recommended, there may be localised opposition.

Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		

Extractive industries are heavily regulated and in this instance all relevant State agencies have approved the proposal and associated management plans. Any concerns or issues raised by the public in relation to the proposal will be promptly addressed by the Shire and in coordination with any external agencies as required.

Risk: Reputation

If Council refuses the application, it is likely to proceed to a SAT hearing where Council will lose the ability to control which conditions are imposed on any SAT issued approval.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

Action / Strategy

That Council considers the application in the context of the planning framework and the state government approvals that have been granted for this application.

Risk: Financial

The preparation for SAT hearings is resource intensive and will consume considerable time for participating officer/s as well as the cost associated with appointing independent consultants as expert witnesses, and also appointing a planner/lawyer to represent the Shire at a Hearing.

Likelihood	Consequence	Rating
Possible	Moderate	Moderate

Action / Strategy

That Council consider the application in the context of the planning framework and the state government approvals that have been granted for this application.

EXTERNAL CONSULTATION

Consultation occurred prior to Council's initial determination to refuse the proposal. There is no statutory requirement to consult when a decision is the subject of a SAT review.

The site is in proximity to the local government boundary of the Shire of Toodyay. The Shire of Toodyay made a presentation to the second SAT mediation to outline their concerns as detailed in their Council resolution of 21 January 2021. Those concerns (as outlined in the Shire of Toodyay Council minutes) were that "... *Shire of Toodyay constituents in the Morangup locality may potentially be adversely affected by the proposal due to the likely effect of the proposal on the natural environment, available water resources and the potential traffic impact on Toodyay Road, being the primary district distributor road linking Perth and Toodyay.*"

The application was initially advertised for public comment for 21 days in accordance with the Shire's Local Planning Policy (LPP) *Advertising Planning Applications* for 'significant' development applications. A total of 100 submissions were received, all objecting to the proposal with valid issues raised including: road and traffic safety; noise and dust pollution; water management, impact on vegetation, tourism, amenity and landscape values and increased bushfire risk.

Department of Water and Environment Regulation (DWER)

As previously stated, the Department of Water and Environment Regulation (DWER) has carried out an extensive risk assessment on the environmental impacts of the proposal as part of the works approval and licence for a 'prescribed premises' as defined under Schedule 1, Category 12 of the *Environmental Protection Regulations 1987*.

In addition to the works approval (issued August 2016) and licence (issued April 2017 with an amended licence being issued 3 July 2020), DWER provided the following advice with respect to the application:

"The Department of Water and Environmental Regulation recommends that stormwater management be in accordance with the Stormwater Management Manual of Western Australia (DoW, 2004-2007)."

Main Roads

Main Roads support of the application, based on the following site intersection upgrades and amendments:

- An acceleration lane for vehicles exiting the site in a south westerly direction onto Toodyay Road;
- A channelised right turn to allow vehicles to turn right off Toodyay Road without affecting the flow of traffic travelling behind;
- Ceding a portion of the front boundary of the site to Main Roads for road reserve, to ensure sufficient vehicle sightlines are achieved to Main Roads' requirements; and
- Road traffic signs to be installed to the east and west approaches of the site access, to warn motorists of the upcoming site access and potential trucks (i.e. road trains) entering Toodyay Road.

The approval of WAPC includes conditions which address Main Roads requirements. However, there is no condition requiring installation of the traffic signs. As this condition is to be satisfied by Main Roads, it is not appropriate that it be a condition of approval to the local government approval. An advice note is recommended that the Applicant liaise with Main Roads in regard to traffic signage prior to the commencement of construction.

COMMENT

The officer report to Council in October 2020 detailed comment in relation to compliance with the:

- State Planning Policy 2.4 Basic Raw Materials;
- State Planning Policy 2 – Environment and Natural Resources Policy;
- State Planning Policy 4.1 – State Industrial Buffer Policy (1997);
- Environmental Protection Authority's (EPA) '*Separation Distances between Industrial and Sensitive Land Uses*'; and
- Local Planning Scheme No. 4: Zoning and use class; general development provisions; bushfire and matters to be considered

The comment in relation to these matters remains unchanged and has not been repeated in this report.

The following is provided in response to the reasons for refusal:

Refusal reason 1: Environmental concerns i.e. stormwater and dust management:

As detailed in the DWER licence, issued 4 April 2017, the application proposes cut off drains to be constructed at the commencement of earthworks to divert stormwater from the extraction areas away from Red Swamp Brook and to use sediment traps, rip-rap and screening fabrics to attenuate sediment in stormwater flowing from the extraction areas.

To minimise any potential for stormwater from the extraction areas flowing through to Red Swamp Brook, conditions are recommended to require construction of cut off drains, rip rap and screening fabrics to trap sediment. The stormwater management plan dated August 2016 addresses these matters. Furthermore, the stormwater management plan requires water sampling from Red Swamp Brook including a control sample, annual test samples and sets in place trigger events and a contamination action plan should water quality tests identify a trigger event. If a trigger event occurs, the contamination action plan requires immediate action to prevent further contamination and monthly review until such time as the contamination is eradicated. A condition of any approval should require a copy of the water quality testing to be provided to the Shire annually, in accordance clause 5.4 of the Applicant's stormwater management plan.

It is considered that the construction of the cut off drains, sediment traps and water quality testing of Red Swamp Brook would assist to minimise the potential for any adverse impact to Red Swamp Brook and the residents downstream of Red Swamp Brook. The DWER licence requires ongoing monitoring of the water quality of Red Swamp Brook, notification to DWER if there is an increase in total suspended solids downstream of the extractive industry and prompt action taken if such a reportable event occurs.

Dust management:

In response to a request for additional information as part of the mediation process, the applicant provided an updated complete dust management plan (DMP), which the Shire had peer reviewed by an independent dust consultant. The applicant then provided additional comment on the peer review with subsequent information received from the Shire's independent consultant being taken into account in this report.

The closest residential properties (known as sensitive land uses) are:

- An uninhabited house on the adjoining property to the west at No. 445 Squarcini Close, located approximately 200m away from Extraction Area 2;
- A house on the adjoining property to the south east at Lot 1 Toodyay Road, located 750m away from Extraction Area 1; and
- A housing development located north of Toodyay Road, consisting of rural land holdings located a minimum 1.5km away from Extraction Area 1 and a minimum 750m away from Extraction Area 2.

One of the main methods of dust suppression proposed by the Applicant is via a water cart, using the water from the soak/dam located on site. In response to SAT Orders, the Applicant has provided an updated report on the capacity of the soak to provide sufficient water for dust suppression (Attachment 2). The report concludes that the dam/soak will be capable of providing sufficient water for dust suppression. The dust management plan approved by DWER also includes:

- Alternative dust control measures such as hydromulch and seeding, water additives (Clause 6 of the DMP);
- The requirement to install 2 dust monitors in specified locations which provide continuous dust monitoring with automatic feedback (SMS or equivalent) if a pre set trigger is reached (clause 4.2 of DMP);
- Meteorological monitoring containing a real time weather station for at least one of the dust monitors (clause 4.2 of DMP);
- A water cart being available on site at all times during operations (clause 4.3.1 of the DMP);
- A complaints management system being put in place; and
- A trigger event action plan which shows actions to be taken when a trigger event occurs (dust event).

A review has also been undertaken of the DWER reports in relation to the licence and the works approval, including the amended licence issued on 2 July 2020. In addition to the above, the July 2020 licence includes a table of activities that are to be complied with. Two of the relevant provisions of Table 2 include:

- Water carts being available on site at all times for purposes of dust suppression when any earthmoving, crushing, screening or cartage activities are occurring;
- Water carts being operated when visible dust is generated;

- Water carts operated proactively subject to weather forecasting; and
- Vehicle speeds limited to less than 25 km/hr on areas of unconsolidated or unsealed road. It is recommended that this be included as a condition of planning approval to minimise dust from vehicle movements across unsealed internal roads.

Further condition 20 of the DWER licence approval of 2 July 2020 also requires the licence holder to submit an annual compliance report indicating the extent to which the licence holder has complied with the conditions on the DWER licence. If the application is approved, it is recommended that a copy of the annual compliance report be provided to the Shire given that they are usually the first point of contact for complaints and it will provide the Shire with ongoing information in relation to this development.

The dust management plan has been peer reviewed and after receipt of comments from the Applicant in relation to the peer review, further comment has been provided by the Shire's independent dust consultant. The subsequent feedback from the dust consultant upon review of further information supplied by the Applicant is that:

- Two dust monitoring stations is sufficient (the peer review recommended 4 stations, but with subsequent information being provided by the applicant, two stations are now deemed satisfactory); and
- The construction of the noise bund, with appropriate dust suppression measures, will negate the need for wind fencing as recommended in the peer review.

In summary, whilst dust management was identified as a reason for refusal, the Shire's independent dust consultant has reviewed the dust management plan and is satisfied that it is acceptable, subject to meeting the requirements of the licence.

It is considered that with additional conditions as detailed in this report that dust can be satisfactorily managed on site, noting that if a trigger event occurs, the action plan details action to be taken. In the event of activities occurring on site create a trigger event, in certain conditions, the action plan requires the activity to cease until favourable weather or dust strategies are implemented.

Refusal reason 2: Loss of amenity for surrounding communities:

This is a broad reason for refusal which does not detail specific amenity concerns.

The acoustic report by the Applicant identifies that Noise from Extraction Area 1 and the associated crusher and plant area is capable of complying with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations). However, noise modelling suggests that the noise from Extraction Area 2 is not likely to comply with the Noise regulations. The acoustic report recommends the construction of a noise bund prior to extraction from Excavation Area 2. The detailed plan of the noise bund is provided in Attachment 2. The construction management plan approved by DWER requires construction of the noise bund over a period of time not exceeding six (6) weeks. The noise bund is located a minimum of 20 metres from the western boundary and will have a width of 20 metres and length of 490 metres long, with the bund being 10 metres in height above the ground level with a width of 4 metres along the top of the bund.

The acoustic noise barrier (or bund) will result in excavation at Extraction Area 2 complying with the *Environmental Protection (Noise) Regulations 1997*.

Amenity concerns regarding dust management are detailed above. The onsite weather monitoring station will provide an opportunity to log local weather conditions so that if dust is identified as a concern by the residents, then the meteorological data can be reviewed to clarify the wind direction to confirm whether windblown dust from the site could be creating an issue.

Concerns were raised in relation to the impact of the proposal on Red Swamp Brook and the local water supply used by local residents. DWER have advised that the site is in an unproclaimed area and therefore a licence is not required for any groundwater fed soaks.

Further the DWER website advises *“You do not need a licence to take water or a permit, for the collection of 'run-off' water in a dam on your own property as long as the off-stream dam does not intercept the water table.”*

The stormwater management plan clearly identifies that the stormwater from the excavation areas will be directed away from Red Swamp Brook. Further monitoring is required to be undertaken by the Applicant to demonstrate that the proposal is not adversely affecting the water quality of Red Swamp Brook. The DWER licence requires the Applicant to advise DWER of any reportable event (such as an unacceptable increase to solid particles in Red Swamp Brook) and requires prompt action if certain conditions are not met, such as if there is an unacceptable increase to solid particles in Red Swamp Brook. Such results are also required to be provided to DWER annually for ongoing monitoring. Therefore any concerns about an adverse impact on the water quality of Red Swamp Brook could be referred to DWER given annual monitoring results are provided to DWER.

In terms of visual amenity, excavation and rehabilitation will occur incrementally over a maximum area of 2-3 hectares at a time to minimise the overall visual impact of the development on surrounding rural properties.

The processing area for the storage of temporary plant and equipment and for the stockpiling of gravel product will be located within a topographical depression between the two excavation pits to help visually conceal this area from surrounding views. This area is located in a valley approximately 15-25 metres lower than the excavation areas.

Topographical landforms to the northern section of the site create a visual barrier for the gravel stockpiles, which will be up to a maximum height of 8 metres. Views of excavation works and topsoil stockpiling are likely to be distant and partly obscured due to the undulating topography of the site and existing vegetation. The development is therefore not considered to create adverse visual impact to these properties or for those driving along Toodyay Road.

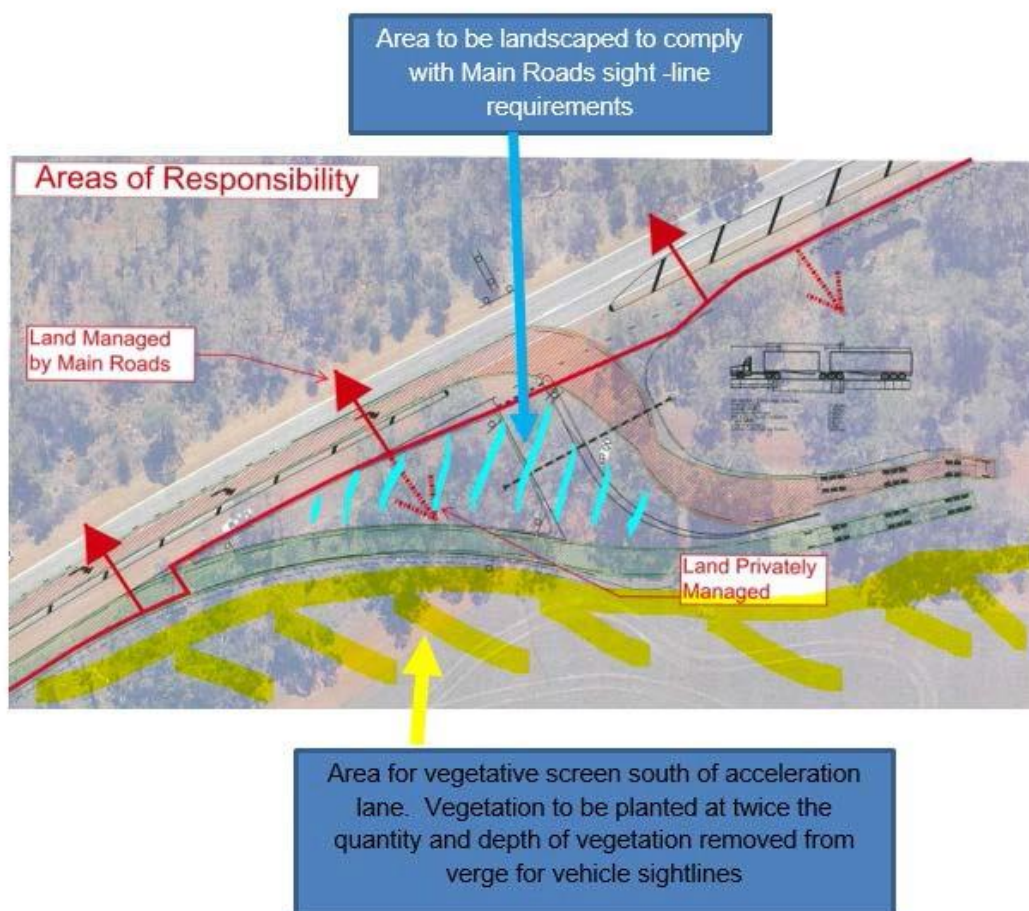
It is recognised that the noise bund will present a significant change in topography for the neighbour to the west, given its height at 10 metres and length of 490 metres. However, it is intended that the bund will be seeded and landscaped. Further once excavation of Area 2 is complete, it is likely that the bund will be flattened, and the land returned as near as possible to its original state. A condition could be imposed on the planning approval to ensure that the bund is removed and land brought back to original contours and rehabilitated.

The report of 13 October 2020 included photographs of the site and an assessment of the proposal from the nearby dwellings and from Toodyay Road.

Some of the details are summarized in this report but the full assessment as provided in the 13 October 2020 report has not been repeated in this report. The 13 October 2020 report did recommend that to ensure visual amenity and screening of operations are maintained, the Applicant provide a vegetative screen within the boundaries of the site, to reduce the visibility of the operations from Toodyay Road.

As outlined in the October 2020 report, the quantity of plants for the vegetative screen should consist of 2 trees/plants for every 1 tree/plant removed for sightlines. Ideally this landscaping should occupy an area twice the depth of the area of vegetation removed from the verge (i.e. 15m depth of vegetation removed from road verge = 30m depth of vegetation screen). To ensure this vegetation screen does not impinge vehicle sightlines, the screen should be located south of the acceleration lane for vehicles turning left in a south westerly direction (as highlighted in yellow below).

Figure 11: Recommended location of vegetative screen



The pocket of vegetation located to the north of the acceleration lane will need to be managed in accordance with Main Roads requirements (blue hashed area). Although this land area will fall within the site boundaries, the site access begins to converge with Toodyay Road within this locality, and therefore may affect vehicle sightlines. It is recommended that a condition be imposed in regard to requiring a landscape plan adjacent to the Toodyay Road site intersection. This proposed landscaping may assist to minimise impact upon amenity by screening the operations from view from passers by.

Refusal Reason 3: Traffic Impacts:

One of the reasons for refusal of the application related to traffic impacts. Main Roads reviewed the proposal prior to the Council's refusal and provided its conditional support to the application. The WAPC approval granted 8 September 2020 includes conditions requiring:

- The Applicant to design and construct, at its own cost, the Toodyay Road and access point modifications to Main Roads satisfaction;
- The Applicant to provide a Land Protection Plan identifying the additional area of land required to undertake the work in accordance with Main Roads requirements;
- Land required for the widening of Toodyay Road must be set aside as a separate lot and ceded to Main Roads;
- The Applicant to seal the access from Toodyay Road to a point being 100 metres into the property;
- The landowner entering into an agreement with Main Roads in relation to the responsibility for maintenance;
- No gates being permitted within 100m of the Toodyay Road reserve; and
- Site lines must be maintained.

Council's concerns in relation to the additional trucks travelling through nearby Gidgegannup are noted, however, Toodyay Road is a designated regional road under the Metropolitan Region Scheme and is designed to accommodate the additional traffic. Further, in regard to trucks in peak hour traffic, it is in the Applicant's best interest to minimise the number of trucks being held up in peak times. With trucks not being kept on the property and the time taken for trucks to travel to Bailup and then load, it is less likely that trucks will then be driving through Gidgegannup during peak morning time traffic.

The modifications to the access to Toodyay Road as detailed in the conditions of the WAPC approval assist to provide a safe egress/access to Toodyay Road. Taking into account the WAPC conditional approval and that access to the Regional Road of Toodyay Road is approved by WAPC, it is considered that traffic impact is unlikely to be a reason for refusal that could be sustained should the matter proceed to a hearing.

The WAPC conditions require that the access road shall be sealed between the edge of Toodyay Road and 100 metres into the property and this is to be in accordance with the local government and Main Road requirements. If approved, it is considered appropriate that a condition be imposed on the planning approval that the details of the access for the first 100 metres into the property be provided to the local government and approved and constructed to the satisfaction of the Shire prior to the commencement of construction.

Refusal reason 4: No confirmation that the proposal will comply with all required state legislation

The proposed excavation has received the following approvals, which indicate that the approving state government departments are satisfied that the proposal will comply with the associated state legislation:

- DWER Works Approval issued 4 August 2016 for an approved production capacity of 950 000 tonnes per annual period;
- DWER Licence (issued pursuant to Division 3, Part V, *Environmental Protection Act 1986*), dated 4 April 2017 and the amendment dated 3 July 2020 noting that this current license to extraction Area 1 only; and
- WAPC approval dated 8 September 2020.

The WAPC approval includes a Main Roads drawing so that is indicative that the proposal is to the satisfaction of Main Roads. DWER has confirmed that a licence is not required for taking water from the soak on site. DWER did not consider it necessary to refer the application to EPA.

Subject to conditions being imposed, it is considered that the proposal is capable of meeting the relevant state legislation.

CONCLUSION:

For the reasons outlined above, and summarised below, it is recommended that Council reconsider its decision and approve the application, taking into account the additional information provided as part of the SAT mediation process.

In regard to recommended conditions in this report having to be satisfied prior to the commencement of construction, it is noted that a review of aerial photography shows that there is some excavation that commenced in late 2017 but it appears as though there has been limited excavation since that time. A copy of the aerial is included at Attachment 5, given a number of conditions are required to be complied with “prior to the commencement of construction” this provides a record to show that the site works prior to approval.

In summary in response to the reasons for refusal, the following provides a brief comment on each reason for refusal:

Environmental Concerns i.e., stormwater and dust management

- Conditions have been included to require construction of cut off drains and sediment traps to ensure that stormwater from the extractive industry operations will be directed away from Red Swamp Brook and that sediment traps be put in place to minimise stormwater impacts;
- The DWER licence includes a condition requiring the Applicant to provide to DWER annual water quality testing of Red Swamp Brook to ensure that the development is not adversely affecting water quality of Red Swamp Brook;
- The Applicant’s Dust Management Plan has been peer reviewed by an independent dust consultant. Upon further review after considering the comments from the Applicant the Shire’s independent dust consultant considers that the Dust Management Plan is acceptable and appropriate with the two dust monitors and no dust/wind fencing but subject to vehicle speeds of trucks on site being not less than 25 km/hr, noting that this is also a condition on the DWER licence;
- The environmental concerns of refusal reason 1 have been addressed.

Loss of amenity for surrounding communities:

- The loss of amenity concerns was considered to relate primarily to dust and access to water. The dust management plan is considered to be acceptable by the independent dust consultant;
- In regard to access to water for surrounding property owners, firstly the water quality monitoring should assist DWER to verify that the operations are not adversely impact upon the water quality of Red Swamp Brook (such as there not being a substantial increase in solid particles in the creek). In regard to water quantity, the operations utilise water from an on site dam/soak that does not form part of the Red Swamp Brook water course. The Applicant's report outlines that the dam/soak "*is sourced from rainfall that falls in a 90 hectares catchment that drains through the subsurface to the water logged area.*" DWER have confirmed that use of the water from the dam/soak does not require a licence to take water. Based upon the above, it is considered that the proposal is unlikely to adversely affect the water quality and/or quantity to nearby residents;
- In regard to visual impact, a condition for landscaping adjacent to Toodyay Road is recommended. The rehabilitation plan proposes landscaping and it is proposed to landscape the noise bund once constructed;
- Construction of the noise bund within a 6 week period, as required by DWER will minimise the time that the western neighbour will be subject to disruption due to construction of the bund. Based upon the modelling, once the bund is constructed the proposal is capable of complying with the *Environmental Protection (Noise) Regulations 1985*;
- The Applicant has not provided staging plans for Extractive Area 2. A condition is recommended that detailed staging plans be supplied prior to extraction from extractive area 2 to ensure that not more than 3 hectares is proposed to be excavated at any one time;
- DWER have issued a licence and works approval for the increased production and will require compliance with the applicant's approved:
 - construction noise management plan;
 - stormwater management plan; and
 - dust management plan; and
- Based upon the above, it is considered that the proposal will not result in a significant adverse impact on the amenity of the surrounding communities and on this basis refusal reason 2 has been adequately addressed.

Traffic impacts:

- In regard to traffic impacts, Toodyay Road is a regional road under the Metropolitan Region Scheme and Main Roads and WAPC are satisfied that the access arrangements are acceptable and that the roads can accommodate the additional traffic. Furthermore, WAPC has issued planning approval including conditions relating to modifying the access to Toodyay

Road. On this basis, refusal reason 3 is not considered a sustainable reason to not reconsider the application.

Compliance with state legislation:

- Given that WAPC have issued planning approval, DWER has issued a Works Approval and Licence and confirmed that there is no need to obtain a licence in regard to use of the water from the dam (on the basis that it is not in a proclaimed groundwater catchment or a proclaimed surface water catchment). Accordingly, it is considered that the proposal reasonably complies with the required state legislation and therefore refusal reason 4 has been satisfied.

Conditions:

The conditions as recommended in the officer's report of October 2020 have been reviewed and updated based upon the additional information supplied as part of the SAT mediation. The condition requiring revegetation within 60 days of completion of a stage has been modified to require planting in the winter/autumn after land works are complete. This is the time when vegetation has the greatest chance of survival. The condition requiring revegetation of Red Swamp Brook has not been recommended as the proposal does not propose any work near Red Swamp Brook and the cut off drains and sediment traps proposed near the excavation area should result in no adverse impact to Red Swamp Brook. The condition relating to the Extractive Industry Local Law have been provided as advice notes. The condition requiring an extractive industry licence within 8 months is not considered appropriate as a planning approval is valid for 2 years. A condition requiring a bond be provided pursuant to the Extractive Industry Local Law is more appropriately imposed as a condition of the EIL so has been put as an advice note.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council, after consideration of the additional information provided as a result of the SAT mediation process, pursuant to Section 31 of the *State Administrative Tribunal Act 2005*, set aside its decision of 13 October 2020 (C12.10.20) and grants planning approval for the proposed gravel extractive industry at 3650 (Lot 556) Toodyay Road, Bailup, 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 Director of Statutory Services for any minor variation made necessary by detailed design; (P)
2. The extraction of gravel shall not exceed 950,000 tonnes per annum;
3. The hours of operation shall be limited to 7:00am to 5:00pm Mondays to Saturdays. No work shall be carried out on Sundays or Public Holidays;

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4. Excavation at Extraction Area 1 shall be carried out in accordance with the 'Staging Plan (Area 1)' dated 17 August 2016 and shall not exceed three (3) hectares in area at any time;
 5. Prior to the development of Extraction Area 2, a detailed staging plan for Extraction Area 2 is to be submitted to satisfaction of the Shire, including a limitation that no more than 3 hectares can be excavated at any one time;
 6. Prior to the commencement of operations at Extraction Area 2, the proponent / landowner shall submit detailed plans for the acoustic barrier / noise bund along the western boundary of Extraction Area 2 to the satisfaction of the Shire of Mundaring, on advice from the Department of Water and Environment Regulation (DWER). The plans shall detail the method of construction, proposed dimensions, gradients, setbacks, dust suppression methods and landscaping of the acoustic barrier;
 7. Prior to the commencement of development, the proponent / landowner shall submit detailed plans to the Shire of Mundaring, showing the location and treatment for sealing the first 100 metres of the access road from Toodyay Road to the satisfaction of the Shire of Mundaring. Prior to the commencement of development, the access road shall be constructed in accordance with the approved detailed plans to the satisfaction of the Shire of Mundaring and shall thereafter be maintained to the satisfaction of the Shire of Mundaring;
 8. Prior to the commencement of development, the proponent / landowner shall lodge detailed schematics of the drainage proposed to the Shire of Mundaring, including cut off drains and sediment traps and treatments demonstrating that stormwater from the areas being utilised for the extractive industry is diverted away from Red Swamp Brook and Toodyay Road to the satisfaction of the Shire of Mundaring, on the advice of Department Water Environment and Regulation (DWER). Prior to excavation of Excavation Area 1, drainage treatments shall be constructed and thereafter maintained to the satisfaction of the Shire of Mundaring for to an agreed time frame;
 9. Rehabilitation and revegetation of the site shall be in accordance with 'Annexure 2 – Master Management Plan; Section 4 - Rehabilitation & Revegetation Management Plan' dated 10 September 2010. The areas subject of ongoing rehabilitation (that have not been planted) shall not exceed that identified in the approved plans as "rehabilitation" for each year;
 10. In accordance with Section 4.5.3.3 of the Master Management Plan dated 10 September 2010 revegetation of each stage shall occur in the first autumn/winter following landform rehabilitation, or earlier. Revegetation shall be undertaken in accordance with the approved revegetation management plan. Areas that have been excavated but not yet rehabilitated shall be treated in accordance with the dust management plan;
 11. No development shall occur within 20 metres of any lot boundaries, with the exception of vehicular access to the site, and works associated with rehabilitation and revegetation;
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12. No blasting shall be conducted without prior approval of the Shire of Mundaring;
 13. A Dieback Management Plan shall be submitted to the satisfaction of the Shire of Mundaring, within three (3) months of the date of this approval. The plan shall identify appropriate management practices for preventing the spread of Phytophthora dieback, ensuring all machinery, particularly earth-moving equipment is clean (i.e. free of soil and vegetative materials) on entry and exit of the site;
 14. The proposed access is not to be gated within 100m of Toodyay Road Reserve.
 15. Sight lines must be maintained at all times to ensure driver safety and may require further earth-works and vegetation removal;
 16. A landscaping plan for a vegetative screen within the site and adjacent to the Toodyay Road site intersection upgrades, shall be submitted to the satisfaction of the Shire of Mundaring within three (3) months of the date of this approval. The landscaping plan shall detail planting to the south of the proposed acceleration lane, at a minimum depth of 30 metres, to a ratio of 1:2 (removed : replaced). The vegetative screen shall thereafter be established and maintained in accordance with the approved landscaping plan and to the satisfaction of the Shire of Mundaring within 12 months of the date of this approval;
 17. No works associated with the alteration to the size of the dam/soak are permitted without the prior approval of the Shire of Mundaring, unless otherwise exempt under the *Planning & Development Act 2005*;
 18. The stockpiling of gravel product shall be limited to a maximum height of eight (8) metres;
 19. The stockpiling of topsoil and overburden shall be limited to a maximum height of four (4) metres;
 20. In order to minimise the risk of windblown dust from trucks on internal roads and in accordance with Table 2 of the amended DWER licence dated 3 July 2020, loads of trucks leaving the site shall be covered to prevent dust generation and vehicle speeds on unsealed roads shall be limited to less than 25 km/hr;
 21. A copy of the water quality testing of Red Swamp Brook (which is required to be undertaken pursuant to condition 9 of the DWER licence dated 3 July 2020) shall be provided to the Shire annually, in accordance with the stormwater management plan;
 22. A copy of the annual compliance report (as required by condition 20 of the DWER licence dated 3 July 2020) shall be provided to the Shire each year indicating the extent to which the licence holder has complied with those conditions of the DWER licence;
 23. Once excavation is completed in Excavation Area 2, the noise bund shall be removed within 12 months and the land taken back to the natural contours and landscaped to the satisfaction of the Shire of Mundaring;
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24. Final excavation levels shall be no deeper than 285m AHD; and

25. The approval being valid for a period not exceeding 15 years from the date of the decision letter.

ADVICE NOTES:

1. In relation to Condition No. 1, the approval relates to the following plans:

- Proposed Extractive Industry Operation – Site Plan;
- Proposed Extractive Industry Operation – Revegetation Plan;
- Bailup Proposed Extractive Industry – Revegetation Diagram 1&2;
- Concept Design Drawing (Main Roads intersection design);
- Extractive Industry Operation Staging Plan (Extraction Area 1); and
- Areas of Responsibility (Land Managed by Main Roads / Land Privately Managed)

The approval also relates to the following document:

“Extractive Industry Application report” (20 October 2009); which includes the Master Management Plan (10 September 2010), Construction Noise Management Plan (November 2016), Dust Management Plan (August 2016), Staging Plan - Extractive Area 1 (17 August 2016), and Stormwater Management Plan (10 August 2016);

2. All landscaping and revegetation of the site shall be undertaken using local endemic plant species only;

3. In relation to Condition No. 6, the acoustic barrier shall ensure that noise at the nearest sensitive receptors to Extraction Area 2 does not exceed the noise assigned levels as per the Environmental Protection (Noise) Regulations 1997. No excavation shall occur within Extraction Area 2 until the approved acoustic barrier has been constructed. Construction of the noise bund shall be completed within a 6 week timeframe consistent with the requirements of the DWER Licence. If constructed of earth, material for the noise bund shall not be sourced from topsoil or excavated material from Extraction Area 2;

4. The Shire notes WAPC’s approval under the MRS requires the following to occur:

1. Prior to the commencement of the development, the applicant/landowner shall design and construct at its own cost the Toodyay Road and access point modifications generally in accordance with the concept drawings (see attached) and Main Roads requirements to the satisfaction of the Western Australian Planning Commission;

2. Prior to the commencement of the development the applicant is to provide an updated Land Protection Plan identifying the additional area of land required to undertake the works in accordance with Main Roads requirements to the satisfaction of the Western Australian Planning

Commission;

3. *Prior to the commencement of development, the land required for the widening of Toodyay Road as shown on the plan as per condition 7, must be set aside as a separate lot and is to be ceded to Main Roads free of cost to the satisfaction of the Western Australian Planning Commission;*
4. *Prior to the commencement of the development the access road shall be sealed between the edge of the Toodyay Road sealed surface and 100m into the property in accordance with local government and Main Roads requirements to the satisfaction of the Western Australian Planning Commission; and*
5. *Prior to the commencement of development, the applicant is to enter into an agreement with Main Roads that addresses the areas of responsibility in terms of maintenance in accordance with Main Roads requirements to the satisfaction of the Western Australian Planning Commission.*
5. The development may require significant earthworks within the road reserve due to the topography, including the clearing of native vegetation. This will require further third party environmental approvals to ensure such clearing can occur;
6. The applicant is required to submit an application form to undertake works within the road reserve prior to undertaking any works within the road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website 'Technical & Commercial- Working on Roads';
7. Further Restricted Access Vehicle (RAV) access approvals may be required from Main Roads Heavy Vehicle Services;
8. The applicant is to liaise directly with Main Roads in regard to installation of the road signage to the site to ensure that all signage as detailed in Appendix A of the Transport Impact Assessment Revision H is installed prior to the commencement of development;
9. Any modification to increase the size/capacity of the existing dam/soak may be deemed to be development and require separate planning approval from the Shire pursuant to the *Planning & Development Act 2005*. The applicant is encouraged to liaise with the Shire in regard to any proposed works to the existing dam/soak on site in regard to whether planning approval is required;
10. Stormwater management is to be in accordance with the *Stormwater Management Manual of Western Australia (DoW, 2004-2007)* and the approved stormwater management plan;
11. The applicant shall apply for an Extractive Industry Licence in accordance with the requirements of the Shire's Extractive Industry Local Law, prior to expiry of

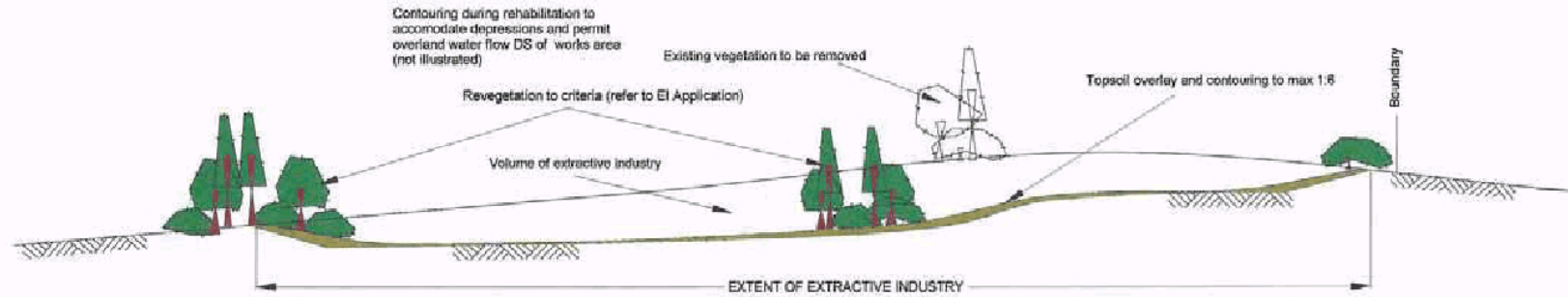
this planning approval or when the annual extraction of gravel is expected to exceed 47,000 tonnes, whichever occurs first. The Extractive Industry Licence shall be in accordance with the conditions and plans of this approval, for the annual extraction of gravel up to 950,000 tonnes; and

12. The applicant is advised that in accordance with the requirements of the Extractive Industry Local Law a bond/security will be required to be provided to the Shire for site revegetation and remediation works.



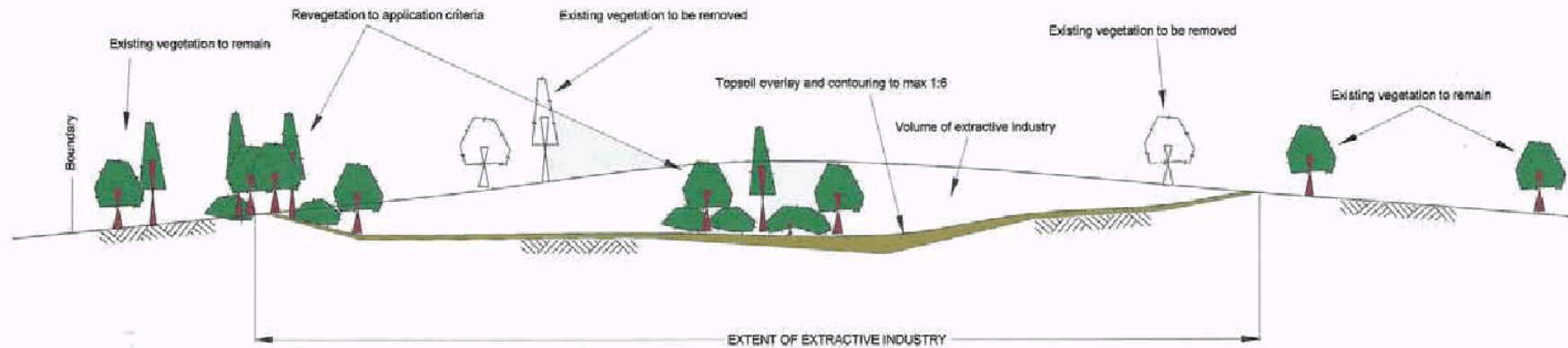


BAILUP PROPOSED EXTRACTIVE INDUSTRY - REVEGETATION DIAGRAM 1 & 2

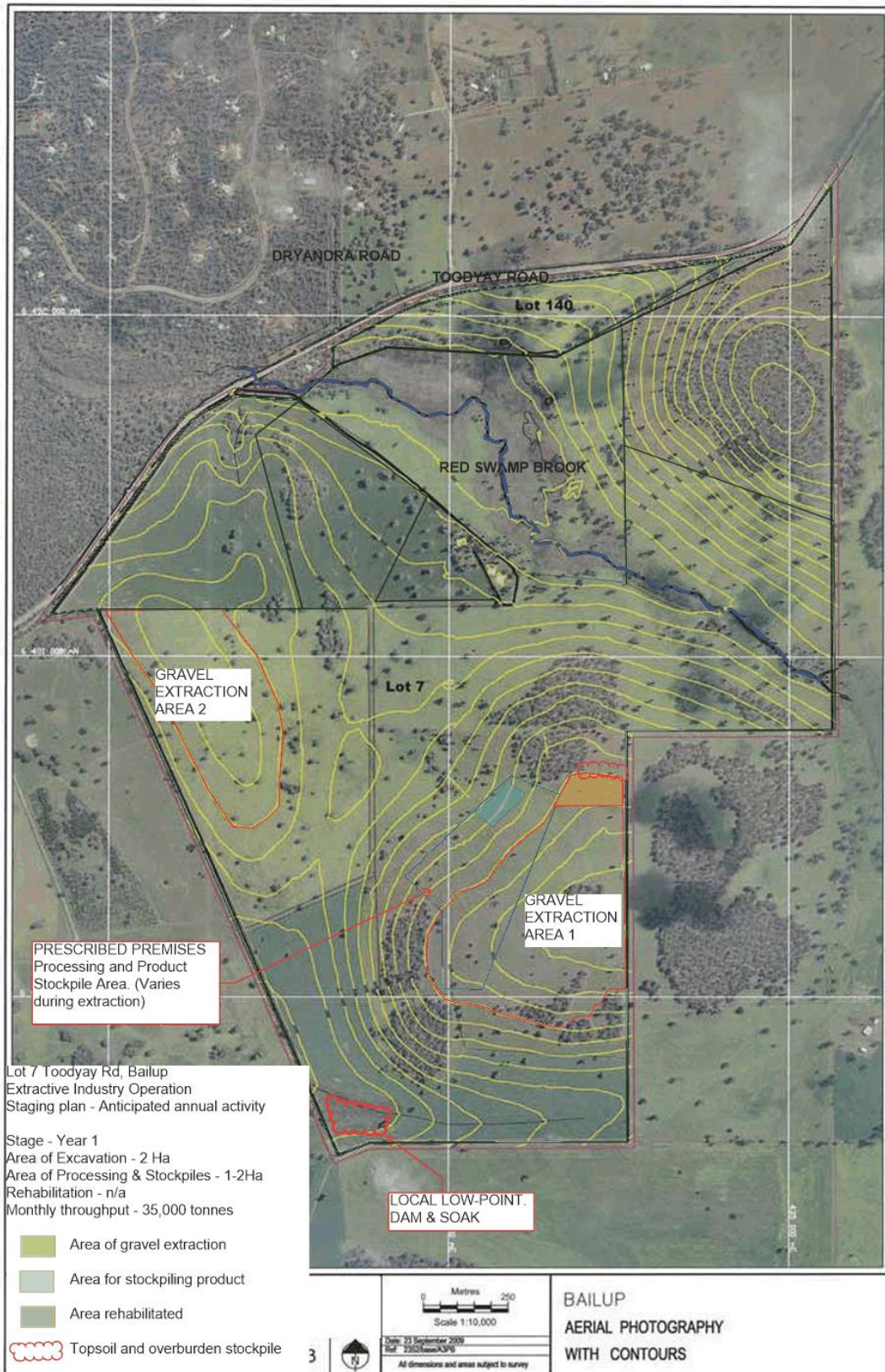


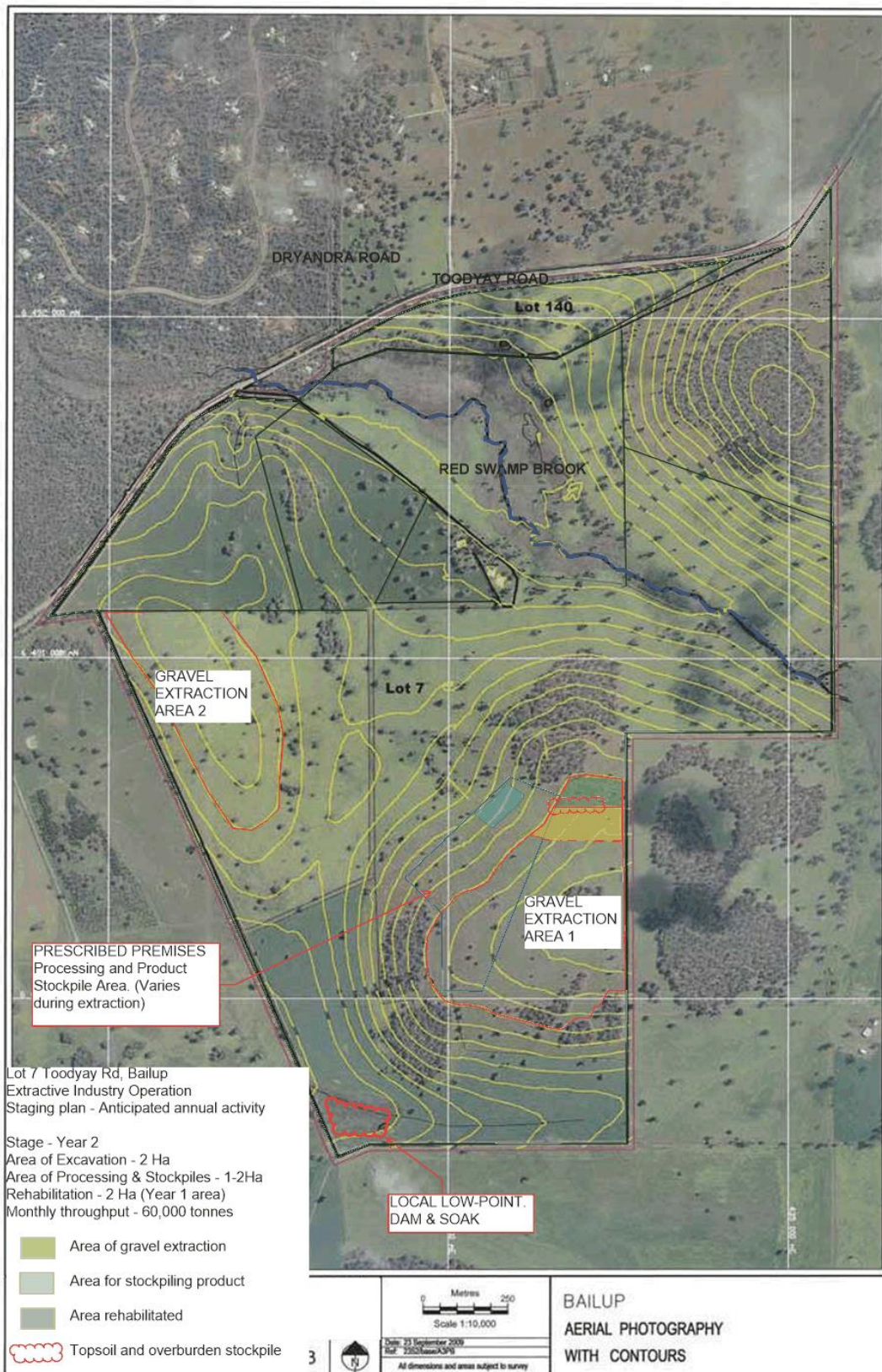
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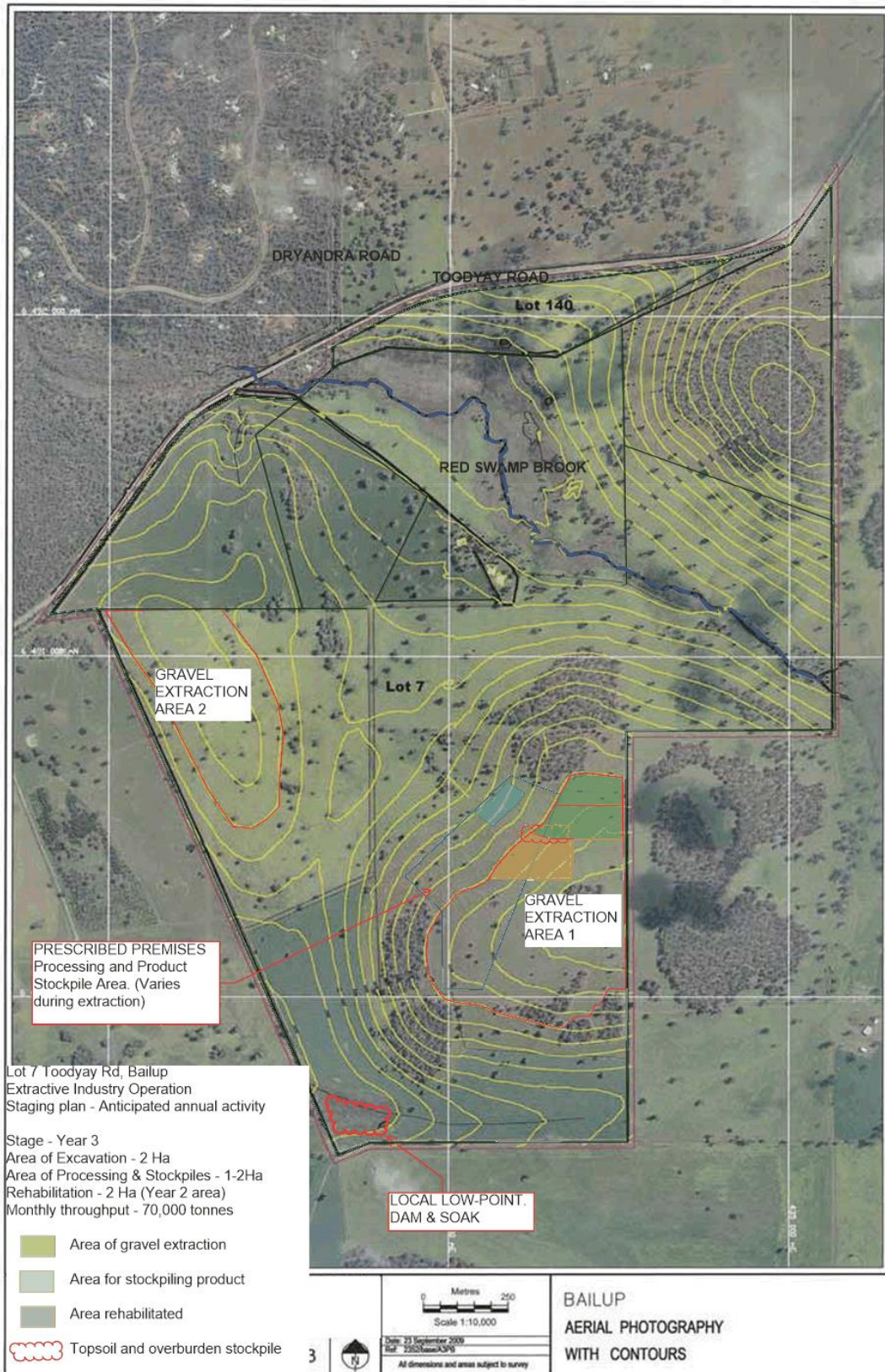
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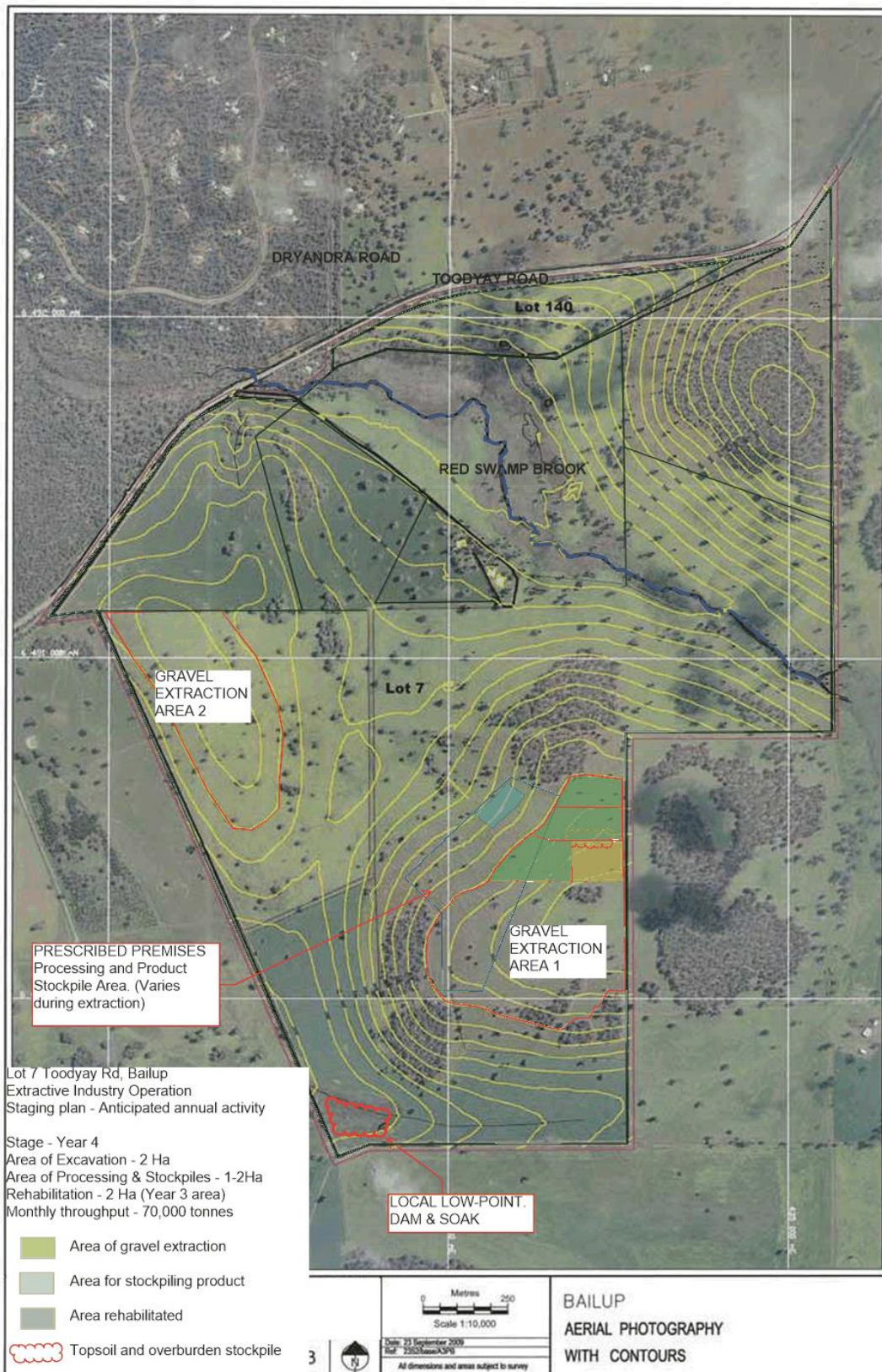


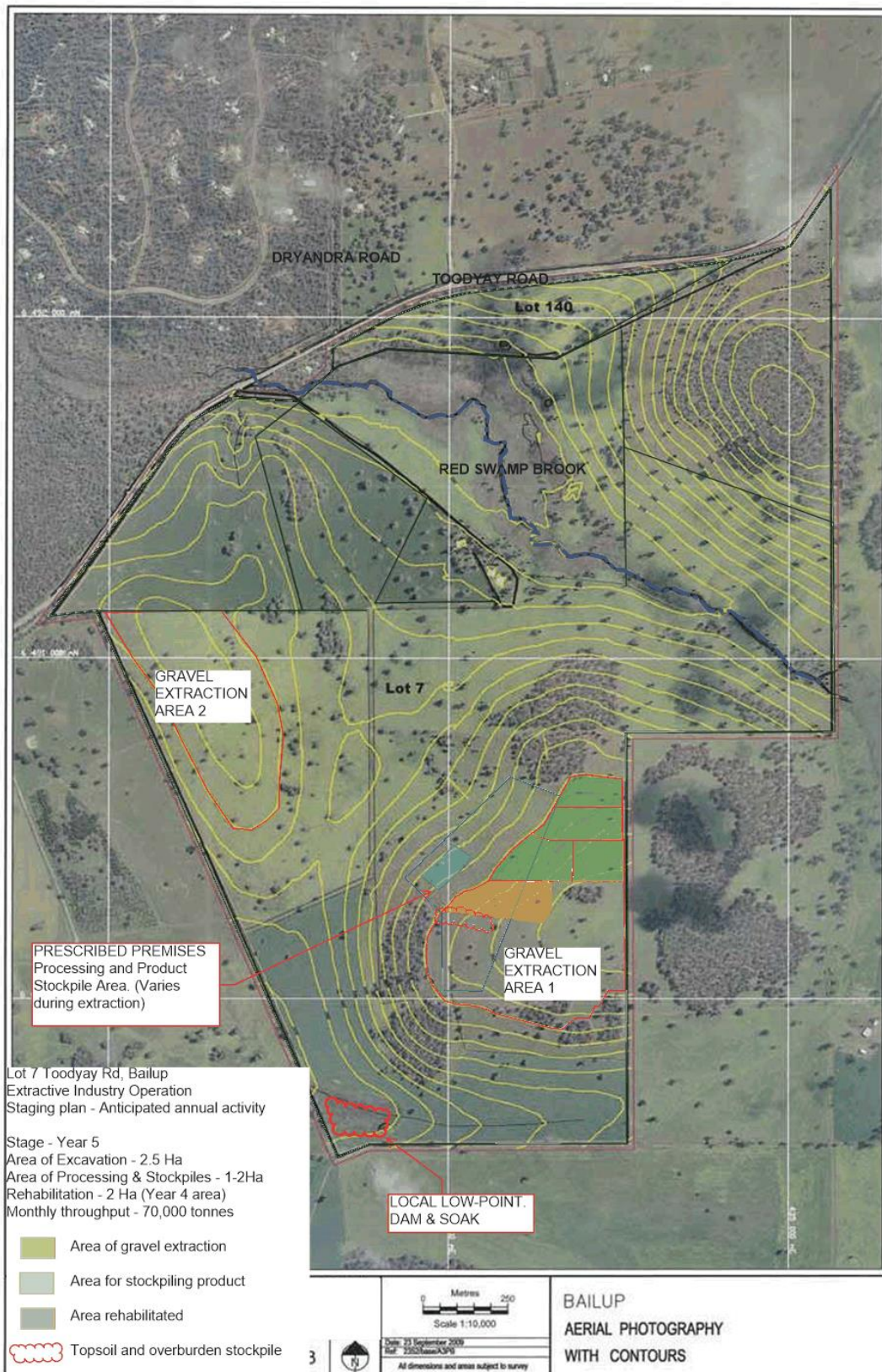
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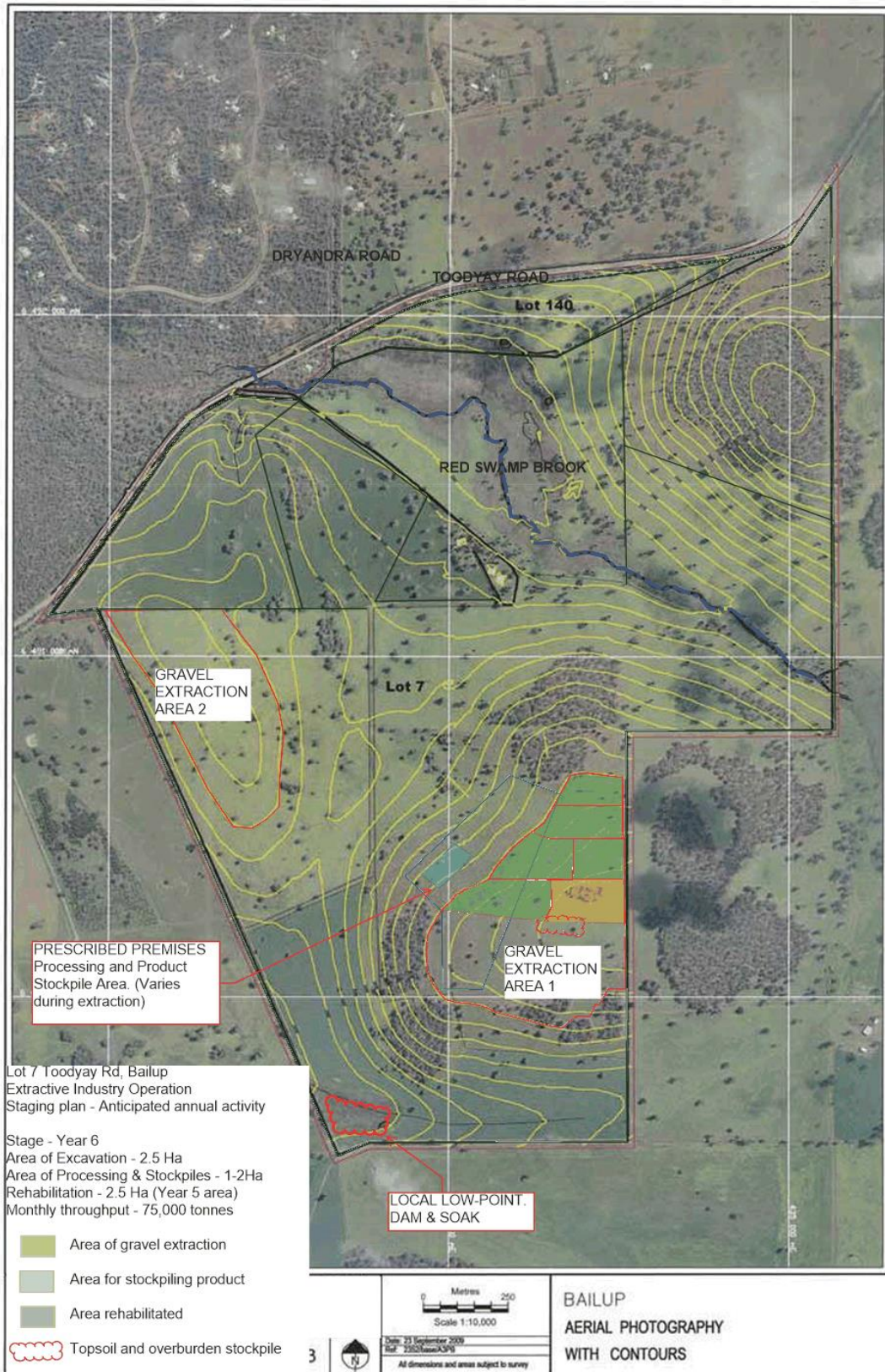


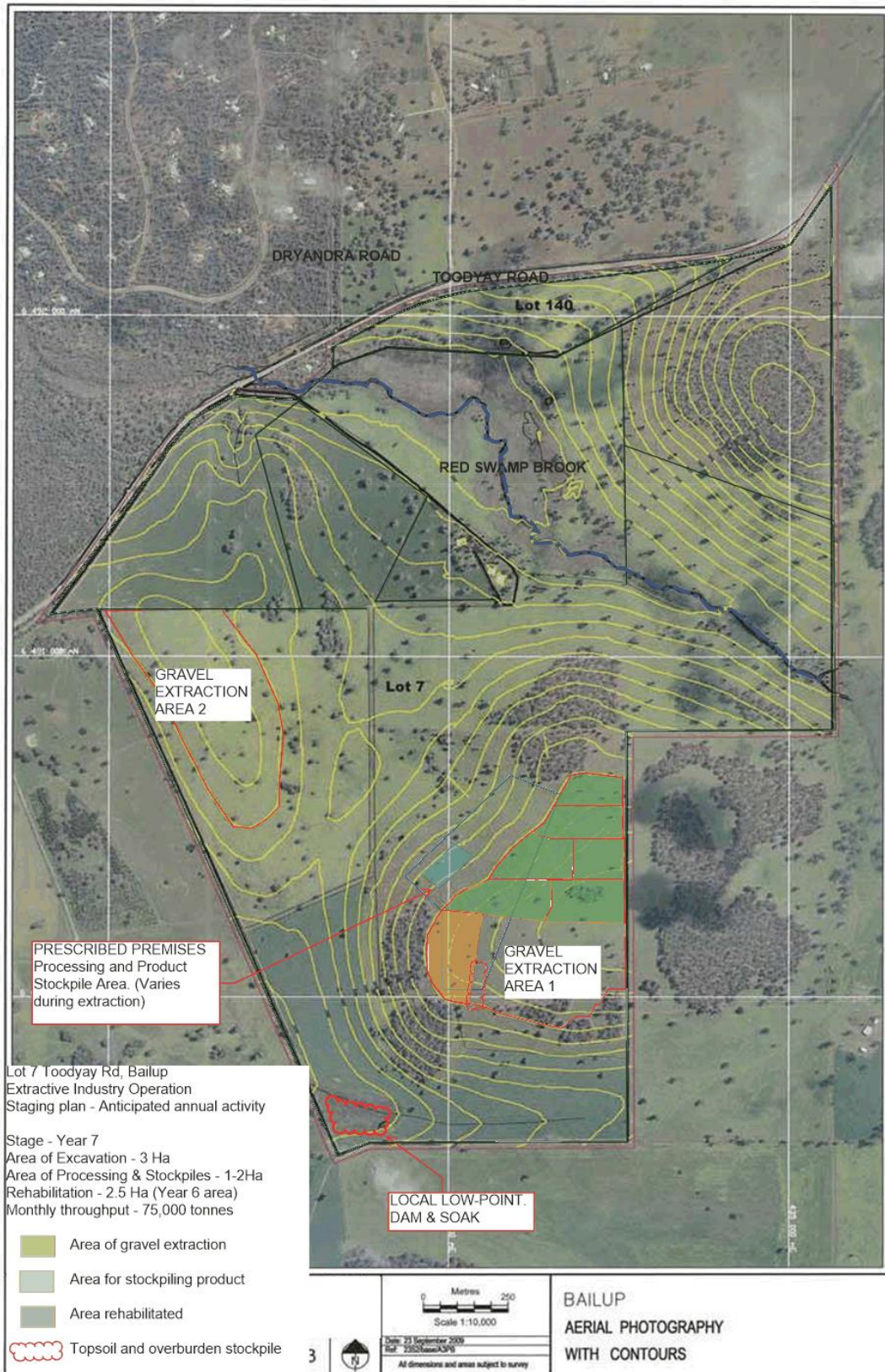


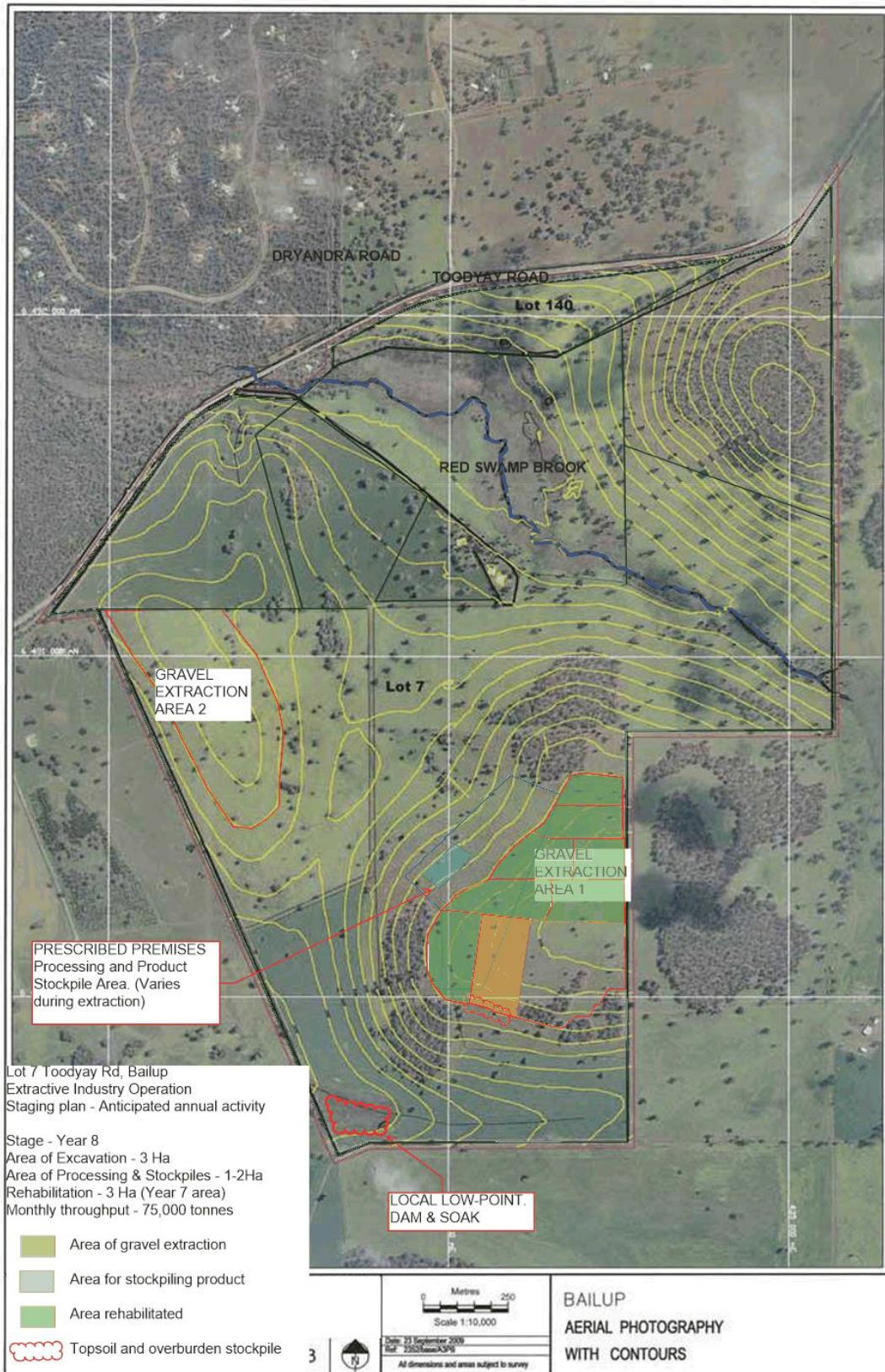


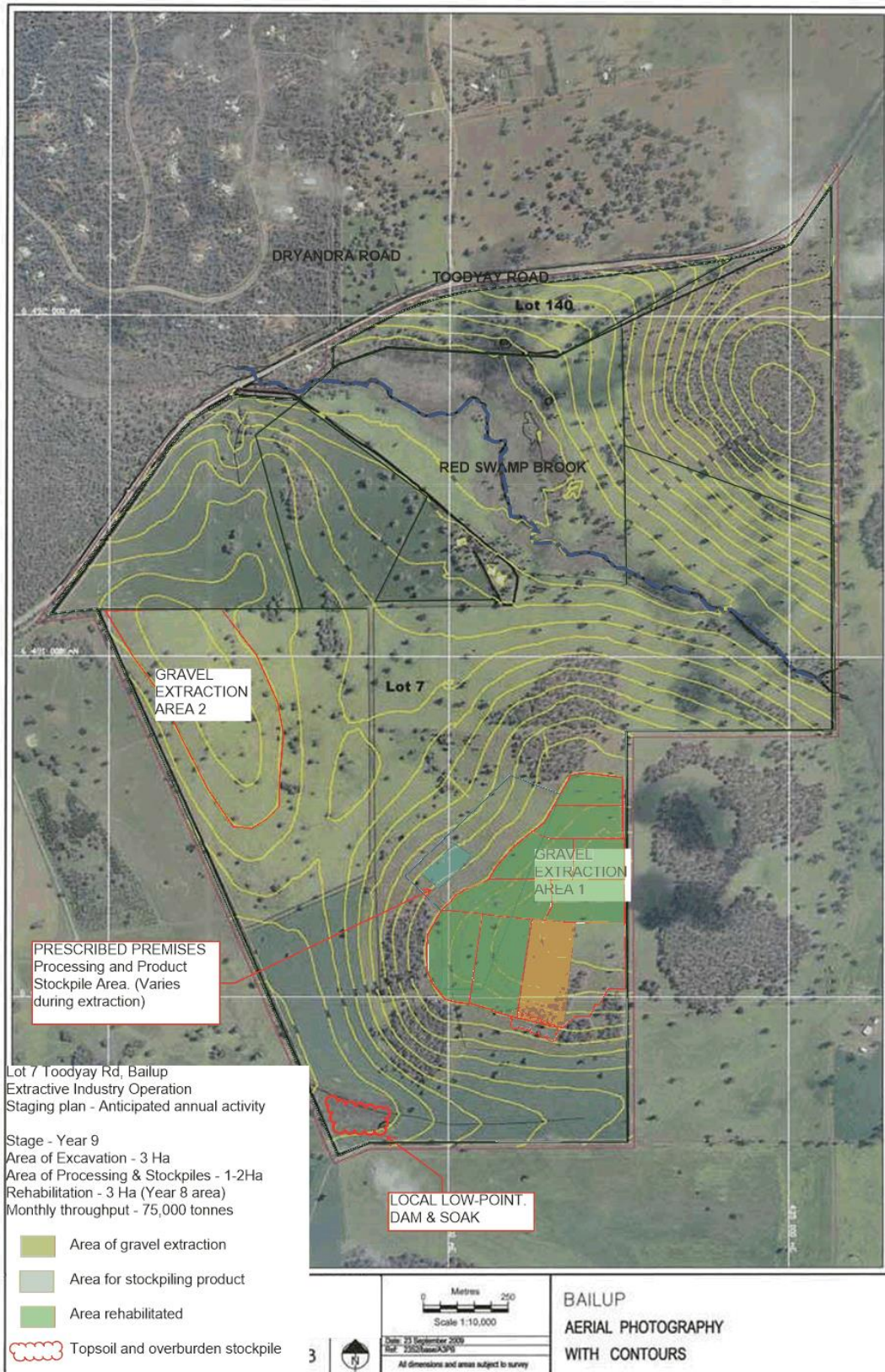


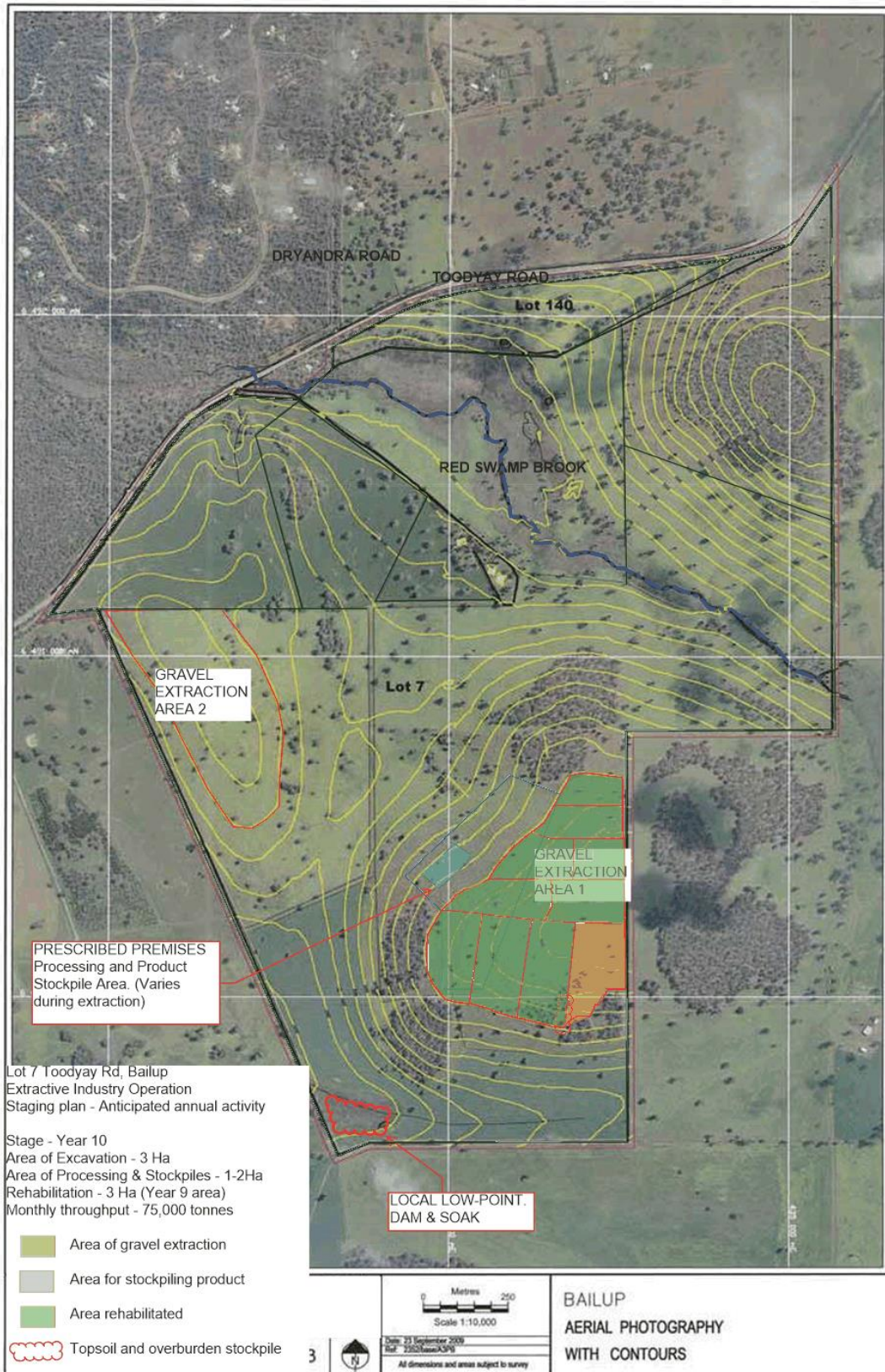


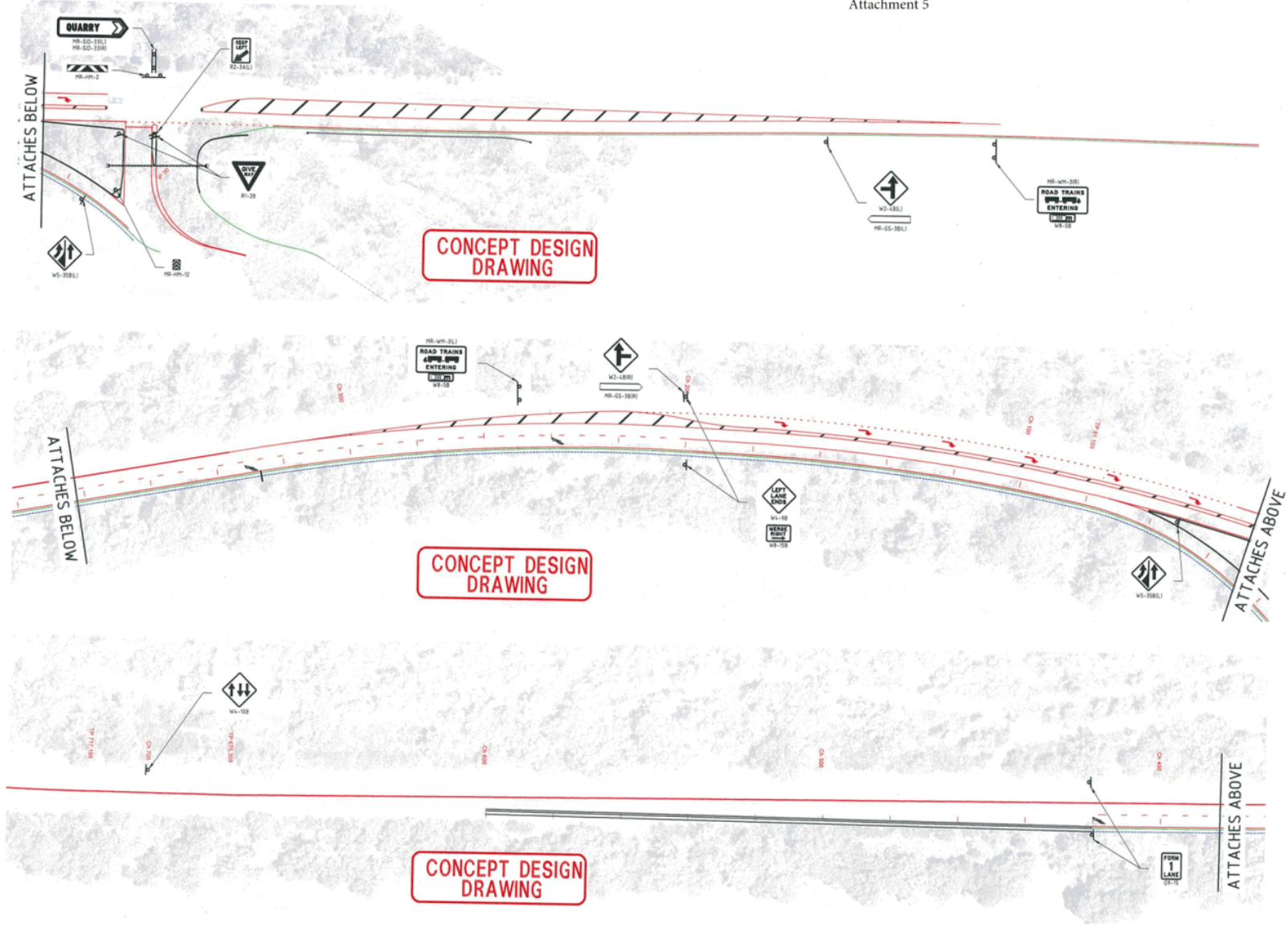


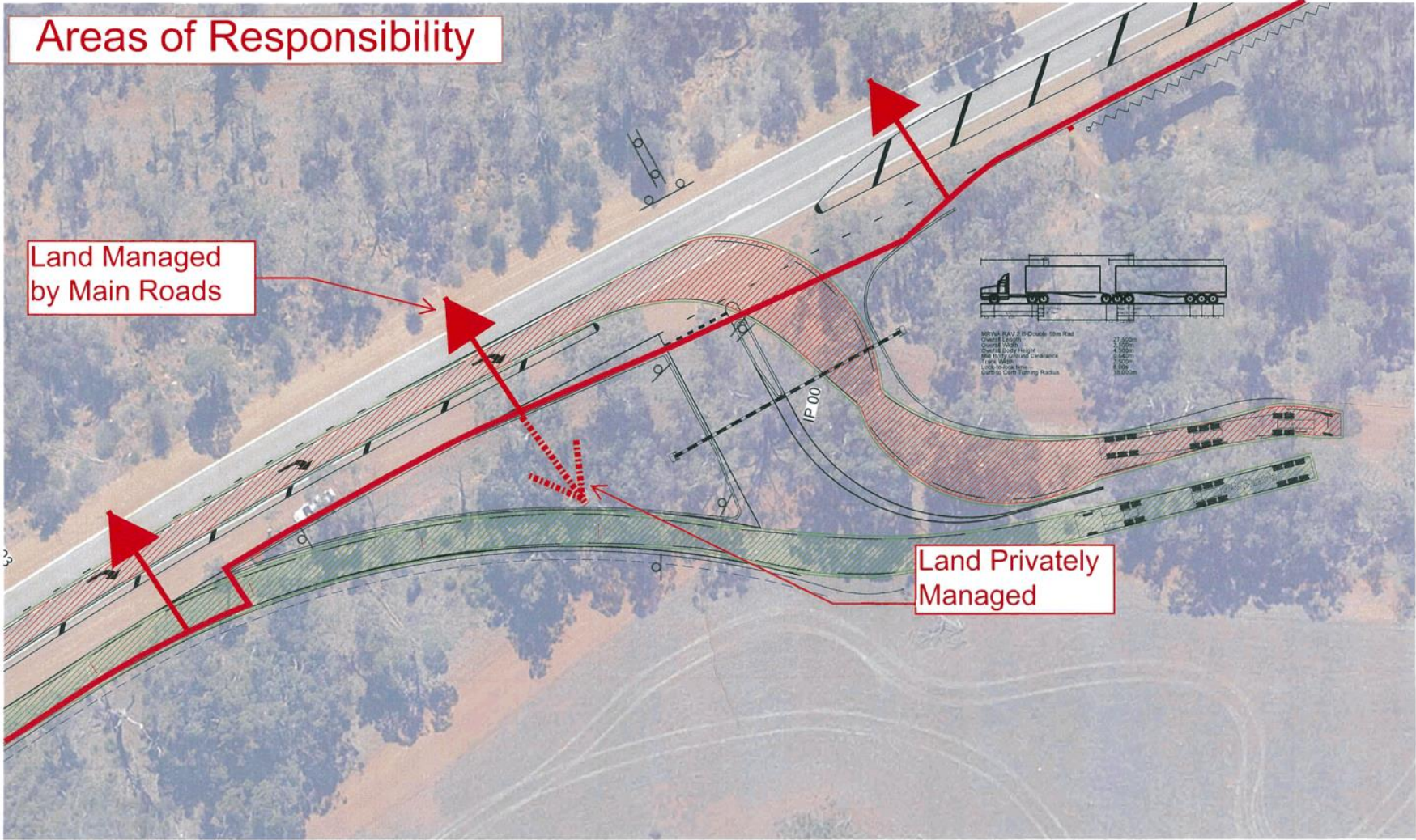












DUST MANAGEMENT PLAN

for

TRICO RESOURCES PTY LTD

at

Lot 7 Toodyay Road, Bailup

*Amended 10 August 2016

Prepared by:
TriCo Resources Pty Ltd
PO Box 1008 Osborne Park WA 6916

EXECUTIVE SUMMARY

This *Dust Management Plan amended 10-Aug-16* is prepared on behalf of TriCo Resources for the proposed development at Lot 7 Toodyay Road, Bailup (“the Site”). It forms part of the Department of Environmental Regulation (DER) Works Approval W5917/2015/1 for a Category 12 *prescribed premises*.

The proponents have sought and obtained Planning Approval and LGA Extractive Industry license from WAPC and the Shire of Mundaring respectively. Through the application process, a revised set of *Management Plans* were developed and approved to govern protection measures during proposed activity. This included a Dust Management Plan.

In consultation with DER, application was made for A Category 12 *prescribed premises* under Part V of the Environmental Protection Act. A works approval has been granted by DER (W5917/2015/1) and includes an improvement requirement IR2 for the *Dust Management Plan dated 10 Sep-2014* which was approved by WAPS and LGA. IR2 required that the Works Approval Holder submit a *revised* Dust Management Plan to include additional information on complaints handling and a dust monitoring program.

This *Dust Management Plan amended 10-Aug-2016* addresses the improvements required by DER.

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DUST MANAGEMENT PLAN

1 BACKGROUND & SITE DESCRIPTION

TriCo Resources (“the proponent”) have sought a Works Approval from the Department of Environmental Protection (“DER”) for a Category 12 Prescribed Premises *Screening etc. of material: premises (other than premises within category 5 or 8) on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated*” at Lot 7 Toodyay Road, Bailup (“The Site”). A Draft Works Approval has been issued by DER (#W5917/2015/1).

The site has already been granted WAPC planning approval and an LGA Extractive Industry license for the proposed works.

The site comprises of Lot 7, which is approximately 375.79 hectares of *rural* zoned land.

The majority of the site has been historically cleared and used for many decades for cropping and grazing. Some large clusters of natural vegetation, in the form of trees and shrubs, are found in various locations. Other isolated trees are located sporadically elsewhere.

The topography is generally gentle with relatively flat to moderate grades which elevate the land from approximately RL 265 AHD to RL 338 AHD. The land form rises in the south, west and east and is divided by Red Swamp Brook running southeast to northwest through the northern central portion of the property. The site is not considered at risk of flooding. Red Swamp Brook is recognised as a constrained area and this feature is therefore protected from the proposed development.

The site is boarded to the north by Toodyay Road for approximately 2.8 kilometres. Toodyay Road is the primary road access for the site. Lot 140, which borders most of the northern boundary is also owned by the same entity as Lot 7.

A dwelling is located central north in the valley where Red Swamp Brook runs north under Toodyay Road. The other neighbouring land holdings are large, undeveloped, rural landholdings to its west, east and south which have been predominantly cleared for rural use. Further north are semi-rural residential properties nested amongst dense native vegetation.

There are two dwellings which DER have deemed to be at risk from emissions. They are:

- 445 Squarcini Close (0.2 km West of the site) [“dwelling B”]; and,
- 3650 Toodyay Road (0.84km East of the site) [“dwelling G”].

Extractive Industry is proposed at 2 locations which total approximately 42 hectares in size. Processing of material (crushing and screening) shall occur in a depression midpoint between the two extraction areas. Works shall be progressive with up to 8 hectares under operation at any one time, and for rehabilitation to be progressive during the life of the project.

2 PURPOSE OF THIS MANAGEMENT PLAN

Proposed Extractive Industry activities are of an earthworks nature, which is recognised as a ground-disturbing operation which can create emissions.

The recognition of potential adverse impacts from noise, dust, clearing and other elements requires the proponents to appropriately manage those things. This *Dust Management Plan* discusses these potential social and environmental risks arising from dust emission and prescribes on-site control and management processes accordingly.

Draft Works Approval W5917/2015/1 sets out the requirements of the proponent, including dust management to be in accordance with a Dust Management Plan dated 10-Sep-2010, which IR2 requires to be revised and issued to the CEO to including information on:

- a) complaints management including recording of all complaints, investigation and remedial actions; and
- b) a dust monitoring program including details on:
 - continuous dust monitoring at the boundary that has automatic feedback (SMS or equivalent) if a pre-set trigger value is reached;
 - meteorological monitoring to provide wind data to assist in determining the source of dust;
 - sampling locations at the Premises boundary between operations and residences B and G as depicted in Schedule 1;
 - trigger values to evoke actions to manage dust generation;
 - management actions and timeframes in the event of a trigger values being reached including consideration of wind speed and direction and whether the exceedance is attributable to 3650 Toodyay Road.

For clarity, “residences B and G” are those detailed in section 1.1 above.

In brief, the proposed areas of activity are:

- isolated from dwellings, other than residences B (0.2km) and G (0.84km) [Buffer Distance];
- hidden from adjacent land holdings’, dwellings’ and thoroughfares’ line-of-site by undulating land topography and existing vegetation [Visual Impairment];
- moderately screened from prevailing winds by existing dense clumps of natural (and tall) vegetation, which are to be protected [Natural Protection];

Recognised and industry standard practises for dust control are well-established across Australia. Those methods are proposed to be utilised at the Site to suppress dust and reduce the risk of adverse wind-born dust lift-off.

Predicted activities creating *dust risk* are:

- exposing un-stabilised and non-vegetated soils to prevailing winds;
- carrying, loading and stockpiling soils;

- wheeled plant movements over un-stabilised surfaces, including cartage tucks travelling on gravel tracks to and from The Site.

Management of these activities are an effective way to prevent adverse effects of dust. The purpose of this Management Plan is to review the risks and control measures to appropriately manage dust and mitigate its impact. Site managers and personnel shall be instructed on Dust Management issues outlined in this document.

This *Dust Management Plan Amended Aug-2016* incorporated the required amendments and is issued to the CEO as required.

3 AUTHORITY REQUIREMENTS

As commented in the LGA Officers' Report, File Code To3.3650 11-May-10, "Dust is to be managed in accordance with the Health Act 1911 and the Shire's Health Local laws 2003."

The Health Act 1911 prescribes the need for industry to mitigate the impact of "offensive matter" which includes "dust". The potential impact of dust from extractive industry on sensitive premises needs to be investigated and appropriate management plans implemented.

The Shire of Mundaring Health Local Laws 2003 does not specifically address dust created from construction or activities similar to those proposed by extractive industry, over and above The Health Act 1911.

DER also require dust to be managed in compliance with the Health Act.

This Dust Management Plan considers the potential impact, control mechanisms and action plans for day-to-day mitigation of dust and its impact on the surrounding environment.

4 DUST MANAGEMENT

Recognising the potential dust-creating activities, a number of key management practises and procedures are to be implemented. This Section describes those dust control measures in detail. However, the day-to-day implementation is a matter of on-site management considered daily events. Therefore, a matrix of events versus on-site action is found at Appendix 1D to prescribe when different dust control measures are to be used.

4.1 MONITORING OF WEATHER CONDITIONS

Dust created and/or carried by prevailing winds is the primary culprit of dust problems. Strong winds can create dust lift-off from exposed un-stabilised surfaces. Localised dust created from activities such as lifting and handling soils are also carried by winds. Vehicle traffic along unsealed roads causes dust lift-off, which is not a nuisance unless carried by prevailing winds.

Therefore, weather and wind conditions must be monitored. Generally, no wind means minor dust nuisance; high wind cause dust to travel off site. The direction and speed will vary that effect.

Wind influence is also related to rain events. Natural dust suppression shall be considered on a day-to-day basis. Rain events will wet unsealed surfaces and naturally prevent dust lift-off. This manages both the potential nuisance and negates the need for drawing of water from the allocated water source and employing watercarts for dust control.

Bureau of Meteorology and other weather forecast services are to be used by site supervisors to assist in issuing day-to-day instructions relating to dust control and if necessary temporarily suspend works. If strong winds are predicted, or are experienced, then appropriate and additional dust control measures are to be implemented to ensure that dust is not excessively carried off the works area.

Furthermore, onsite, real-time weather monitoring stations can provide assistance in identifying if dust complaints, or dust events captured on monitoring systems are attributable to the site.

4.1.1 Bureau of Meteorology Data

Rose of Wind direction versus Wind speed and Median Rainfall data is found at Appendix 1E. This data compiled over 45 years from the nearest weather monitoring station, provides the following relevant information is demonstrating potential dust impact from the site to dust sensitive premises:

- Wetter period (May through September):
 - This is the period of greatest rainfall which will create natural dust suppression in lieu of using a watercart
 - Morning wind speeds are recorded as calm for approximately half of all days and otherwise predominantly very low
 - Afternoon wind speeds are approximately 11% calm while otherwise are predominately low (0 to 10 kph).
 - Wind direction is even throughout the dial, although afternoon winds are recorded more regularly in a west-northwest direction.
- Drier period (October though April):
 - This is the drier period of the year with less regular rainfall and manual application of water would be necessary for dust suppression
 - Morning wind speeds are approximately 13% clam as calm and otherwise very from 0 to 20 kph and up to 30 kph
 - Afternoon wind speeds are approximately 8% calm while otherwise are predominately low to moderate low (0 to 30 kph and up to 40 kph).
 - Wind direction is generally southeast and east in the morning while recorded predominantly east through to southwest in the afternoon

Rose recording of wind direction provides the following conclusions:

- During wetter months rainfall will assist in daily dust suppression, reducing the needs for drawing water and applying with a watercart
- During wetter months wind speeds is often 'calm', or otherwise low.
- During wetter months wind direction in a northerly direction is encountered much less frequently.
- During drier months, low rainfall will create the need for regular use of a watercart to suppress dust on exposed, un-stabilised surfaces.
- During drier months, wind is encountered more regularly and at a greater speed than wetter months. Wind direction is predominantly south, southwest and west in the morning and across the southern part of the dial in the afternoon.

Therefore, a *Wind-Rose* analysis demonstrates that impact to dust sensitive premises is low and often reduced by the prevailing winds. Of the sensitive receptors, dwelling B and G are located within a distance where dust control will be most important. The monitoring and management of dust will need to specifically consider dwellings B and G.

Dust management shall always be a day-to-day operational consideration as rainfall, wind direction and wind speed vary daily.

4.2 MONITORING OF DUST

There are two dwellings which DER have deemed to be at risk from dust, being the closest to the works area. They are:

- 445 Squarcini Close (0.2 km West of the site) ["dwelling B"]; and,
- 3650 Toodyay Road (0.84km East of the site) ["dwelling G"].

DER requires that real-time, continuous, remote dust sampling stations be located on the site boundaries between operational areas and residences B and G. Furthermore, an on-site weather station is to be setup to provide meteorological monitoring to assist in determining the source of dust should a trigger-value event occur.

Section 2.4 of DER's "A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities" states:

"Particle size Human health effects of dust tend to be associated with particles with an aerodynamic diameter of 10 µm or less ($\leq PM_{10}$). These smaller particles tend to remain suspended in the air for longer periods and can penetrate into the lungs. "

Based on the site characteristics and distance to receptors from the boundary *trigger-value* for a dust event is 0.5 mg/m³.

Dust monitoring shall continuously sample air quality and provide notification if the trigger value is reached. Notification is to be made with SMS or other equivalent method, to the site foreman responsible for the implementation of dust control measures. Monitoring

devices must also produce data logs which can be interrogated in the event of a dust complaint.

Prior to the commencement of ground engaging activities associated with the proposed gavel extraction, the proponent shall ensure that:

- (a) Continuous dust monitoring devices (*Dustrak II Aerosol Monitor* or equivalent) are located between Extraction Area 1 and dwelling G (Station 101); and between Extraction Area 2 and dwelling B (Station 201) as depicted in the Dust Monitoring Station Location Plan at Appendix 1F;
- (b) At least one of the dust monitoring stations has a real-time weather station to monitor meteorological data – specifically wind speed and direction;
- (c) Data to be logged for retrieval (remove download or internet connection);
- (d) Dust monitoring stations to be equipped with SMS or equivalent automatic feedback to a duly authorised person should a trigger level dust event occurs. Monitoring of dust to be for particle size of 10 µm or less with a trigger-value concentration of 0.5 mg/m³.

Should a trigger-level event occur, the authorised person (or site foreman) shall determine if dust is being generated from the site activities. This includes visual inspection of the works area (if on site during activity) and checking meteorological data. The use of meteorological data shall be considered as follows:

- If Station 101 reaches trigger value AND wind is west-northwest, then dust is likely caused from site activity. Action to be taken.
- If Station 201 reaches trigger value AND wind is east-southeast, then dust is likely caused from site activity. Action to be taken.

In either event, the site foreman (or other duly authorised person) shall that the appropriate action as detailed in section 4.3 and 6 and Appendix 1C and 1D of this DMP.

4.3 DUST SUPPRESSION & PREVENTION

Dust suppression is the management of activities and aspects on The Site which cause dust lift-off. Those aspects are detailed below and prescribe management processes to mitigate dust nuisance. However in all of these, seasonal influence will decrease or increase the case-by-case needs. For example, dry seasons will reduce the effectiveness of water suppression; windy periods will increase the distance of dust escape; wet seasons will generate natural dust suppression.

4.3.1 Exposed Surfaces and Traffic

Soil stockpiles, un-stabilised surfaces and areas under traffic (including internal roads used by trucks) will be suppressed with water applied by appropriate machinery kept on site full time ('watercarts'). Water is available from a localised soak and adjacent dam in the south-west corner of The Site. Volumes of water used will be dependent on the prevailing weather conditions, however, minimised to reduce waste, erosion and

machine use. Wind speed, direction, location and point of influence shall determine site specific decisions for where water shall be applied. Section 5 of this document describes the water source proposed and discusses its limitations.

More permanent stabilisation of surfaces (primarily those areas being rehabilitated) shall be employed in lieu of on-going application of water. These are discussed in Section 6 of this document.

4.3.2 Soil Transport Off Site

Material exported off The Site (gravel) will be carried in truck bodies of various size and configuration – generally open-top, tipping trailers. During transport, dust can be lifted out of these open trailers and cause nuisance and other problems along the travel route from The Site to delivery destination.

Two industry standards have been in effect which either/or shall be used for all loaded trucks leaving the Site:

- Gravel shall be wet after being loaded.
- Truck loads shall be covered with suitable tarpaulins.

4.3.3 Processing material

Crushing, screening and stockpiling gravel will be undertaken by fixed temporary plant and can cause dust pollution when soils are elevated and moved. Thoughtful location of the processing plant can greatly reduce wind-influence.

The processing plant shall be established at a location having the greatest wind protection within close proximity to the extraction area. Located at lower ground levels and concealed by nearby existing clumps of dense vegetation will screen gravel which is being processed from wind. Close proximity shall also reduce the time gravel is exposed to wind during transportation within The Site. Refer to Location Plan found at Appendix 1A.

Site supervision shall still have the authority and responsibility to suspend works should wind still adversely impact the processing plant.

4.3.4 Road Sealing

The crossover for The Site has been proposed at the existing access onto Toodyay Road. This location has been accepted by MRWA with condition for an intersection upgrade. In conjunction with the intersection upgrade, the adjacent portion of the internal gravel road shall be sealed with a bitumen and aggregate surface treatment. For a length of 70 meters, this portion of sealed road will encourage the removal of dust from vehicle wheels before traversing Toodyay Road. This shall mitigate dust moving off site and affecting Toodyay Road and its users.

5 WATER USAGE

Although dust control is managed by a number of key operation activities (described above), the primary mechanism for dust control is by the application of water over exposed surfaces. This requires a suitable water source.

5.1 WATER SOURCE

Water for dust suppression is proposed to be taken from a dam located in the south-west corner of The Site as detailed in the EIL Application 20-Oct-09, refer to location plan found at Appendix 1A. This is recognised as a suitable, safest, cheapest and least impacting source.

The existing dam is located on the eastern side of an isolated low-lying area where approximately 2.5 hectares is either waterlogged or has water ponding on the surface (often termed a 'soak'). Adjacent elevated landforms with dense surface and underlying soils direct stormwater to this low-point. There are several trees located on the boundary of The Site in this area and further west is a small group of trees. The surrounding land is used for cropping and grazing. There are no near-by areas of significant vegetation or bushland susceptible to significant fluctuations in surface water. This wet area is completely separate from Red Swamp Brook. It is not and does not form any type of creek or river system.

Department of Water has been consulted regarding taking of water and concur with the above conclusions. They have not placed any conditions on the development and have confirmed that the proponent "does not require a licence [to regulate consumption] as water is being taken from an existing dam/soak which is not creek or bore fed."

5.2 WATER VOLUMES REQUIRED

An estimate maximum volume of water required to be taken from the dam for dust suppression is as follows:

During Dry/summer:	up to 9 loads per day (1 load per hour)
During Wet/winter:	down to nil loads per day
Volume of watercart:	10 kilolitres
Estimated days of watercart operation:	100 days per year
Estimated average daily use:	45 kilolitres
Estimate annual use:	4,500 kilolitres

These volumes are an estimated maximum consumption, however other factors will reduce the requirement to take water and include:

- during days where The Site is not in operation such as public holidays;
- during periods where sales and depressed market factors required the temporary closure of The Site;
- the use of alternative forms of dust control as detailed in Section 2.6.

5.3 ASSESSMENT OF CAPABILITY AND ENVIRONMENTAL IMPACT

The impact of taking water from this dam on the surrounding area can only be estimated. However, some circumstantial information can be considered to ascertain if the water required to be taken would be considered a 'significant volume' or a 'significant impact'. That being:

- The shallow water table (or localised shallow spring) penetrates the surface in this area and ponds on the surface. Water appears to enter the dam from the underlying surface and localised ponding. Catchment from the surrounding hills direct stormwater overland and subsurface to this adjacent low-point where sufficient water volumes breach the surface.
- An area of approximately 2.5 hectares is waterlogged and inaccessible by vehicle. Some water travels overland west but quickly re-enters the ground as there is no clear depression or identifiable creek-line.
- Surface water is created by a localised catchment and affected by a shallow, superficial water table. Collection of overland and subsurface water flow from adjacent elevated land directs water to this location. Catchment water volumes are estimated in the millions of kilo-litres and are affected by a multitude of variables. They are also affected seasonally such as the winter increase in the water table which expands the size of the waterlogged surface. Refer to Hydrologist Report found at Appendix 1B for more detail.
- There is no water course, creek, wetland or other special environmental concern nearby. Water which penetrates the surface and ponds in this area is confined to the area. There is no evidence of a spring fed creek-line and it is not linked to Red Swamp Brook.

As the low area is likely to be a point with which the local water catchment protrudes the surface it is not feasible to measure the volume of water which may be encountered. Estimates of catchment has been made and found at Appendix 1B. Suffice to say, perched and local water tables can be affected by subsoil drains, earth working land forms and performing dewatering or other temporary water taking activities. The sorts of activities which are temporary in nature and not considered to be large volumes, such as 4,500 kL per annum, would do little to affect the localised ground water impact.

Ground water mapping and other exhaustive water monitoring would need to be undertaken for multiple seasons to obtain an estimate of maximum and minimum levels and would not demonstrate volumes to a degree of accuracy which would identify drawing 4,500kL over the whole of the year. *The volume proposed to be taken is simply not significant.* Being shallow/superficial, any data collected would not be suitable for relevance over subsequent years.

Shallow aquifer groundwater is, by nature, encountered in large volumes. Water extraction from the surface would bear little to no impact as the existing dam would simply recharge

with the ground water from the immediate area. The rate of recovery would vary by the soil type, topography and head-pressure of underground water.

A recent study undertaken by a Hydrogeological Consultant concurs with the above assessment of the water availability and concludes:

"The groundwater causing the waterlogged area around the soak/dam should be capable of supplying 4,500kL per annum based on the rainfall recharge calculation."

A full copy of the Hydrogeological report is found at Appendix 1B

6 ALTERNATIVE DUST CONTROL MEASURES

Although the identified water source has sufficient capacity and capability, because exact available volumes are unknown during seasons where water is more often required to be drawn for dust control (summer), this management plan identifies provisions for alternative dust control measures which reduce the requirements for drawing water and are a back-up should water be temporarily unavailable from the proposed dam.

6.1 HYDROMULCHING AND SEEDING

The proposed extractive industry operation is staged. Sections of the pit are mined in stages up to 8 hectares at a time and then rehabilitated in a manner befitting efficient operation, but minimising the nett area of disturbed surface. Dust control includes the need to mitigate dust lift-off from areas which are rehabilitated but not yet revegetated sufficiently to naturally stop dust nuisance.

The application of a paper-water mixture to bare soil surfaces is used to create a temporary crust and prevent wind-borne dust lift-off. The addition of grass seeds within hydromulch can increase the population of native vegetation germination where applied. Hydromulch is suitable for large areas that are not trafficked or disturbed and allow for the eventual overgrowth of grasses which then form a permanent soil stabilization and dust control mechanism.

Seasonal weather permitting, direct seeding of native or other grasses suitable for the return to rural agricultural activity can be an effective long-term stabilisation plan. Once topsoil is respread over completed extractive industry stages, those areas not revegetated with trees and shrubs can be sown with seeds during winter/spring season which will allow germination and stabilisation of the surface. Species of seed shall be selected after consultation with the Shire of Mundaring Environmental officer.

The revegetation management plan for the proposed Extractive Industry includes on-going monitoring to ensure that revegetation, including dust control measures detailed above, are successful, and if necessary, require on-going or repeat action.

6.2 WATER ADDITIVES

An alternative to Hydromulching, and used for temporary stabilisation of gravel roads, are water 'additives' which superficially penetrate the gravel surface and coagulate as water evaporates to leave a starch-like bond of the surface. Acting as a bonding agent, fine gravel particles are held from becoming air-borne. This is a temporary alternative with its effect determined by traffic volumes.

The effect is that water consumption can be reduced. The use of water additives is an available all-year-around option for The Site supervisor when considering the number of vehicle movements as well as the volume of water available at the water source, should the dam recharge rate be too slow.

Although this alternative does not completely negate the need for water, it can reduce the amount of water required. Listed as an 'alternative', water additives are likely to be used nonetheless, subject to satisfactory supplier demonstration for the works proposed.

6.3 SUSPENSION OF WORKS

Operation of the Extractive Industry is managed day-to-day by an on-site manager. His/her responsibility shall include the recognition of dust control and the mitigation of dust nuisance to the greater environment.

Armed with the dust control measures described in this management plan, an all-authoritative back-up for adverse dust nuisance condition shall be to temporarily suspend works causing the dust problem.

In the same manner, complaints and order to stop work are enforceable under the governing laws which mandate dust control must be undertaken to the satisfaction of the regulatory authorities.

6.4 OTHER ALTERNATIVES

Storage of excess winter water in holding tanks is unviable as massive water tanks would be necessary and are an inefficient and expensive option to the existing dam/soak which historically holds water all year. Minor engineering of that dam, including deepening and formalising its shape will help concentrate localised water to an efficient reservoir expected to contain sufficient water for the proposed activity's needs.

The proponents are also permitted to apply for a water bore through the appropriate regulatory authority should this be an option of last resort to obtain water for dust control purposes.

7 COMPLAINTS PROCEDURE

Complaints from approved extractive industry generally apply to the escape of noise and dust pollution. Odour pollution is not a product of excavating and crushing gravel.

Complaints made to the operator/licencee will be documented and dealt with expeditiously.

Complaints received either directly from the complainant or via an authority will be reviewed by the operator and interested parties to assess:

- the legitimacy of the complaint;
- the aspects of the operation that triggered the complaint;
- management actions required to address the issues raised to bring operations into line with conditions imposed under the Extractive Industries Licence;

Actions deemed necessary to comply with relevant legislation, regulation and licence conditions will be undertaken immediately. If necessary, works will be suspended until appropriate rectification has occurred.

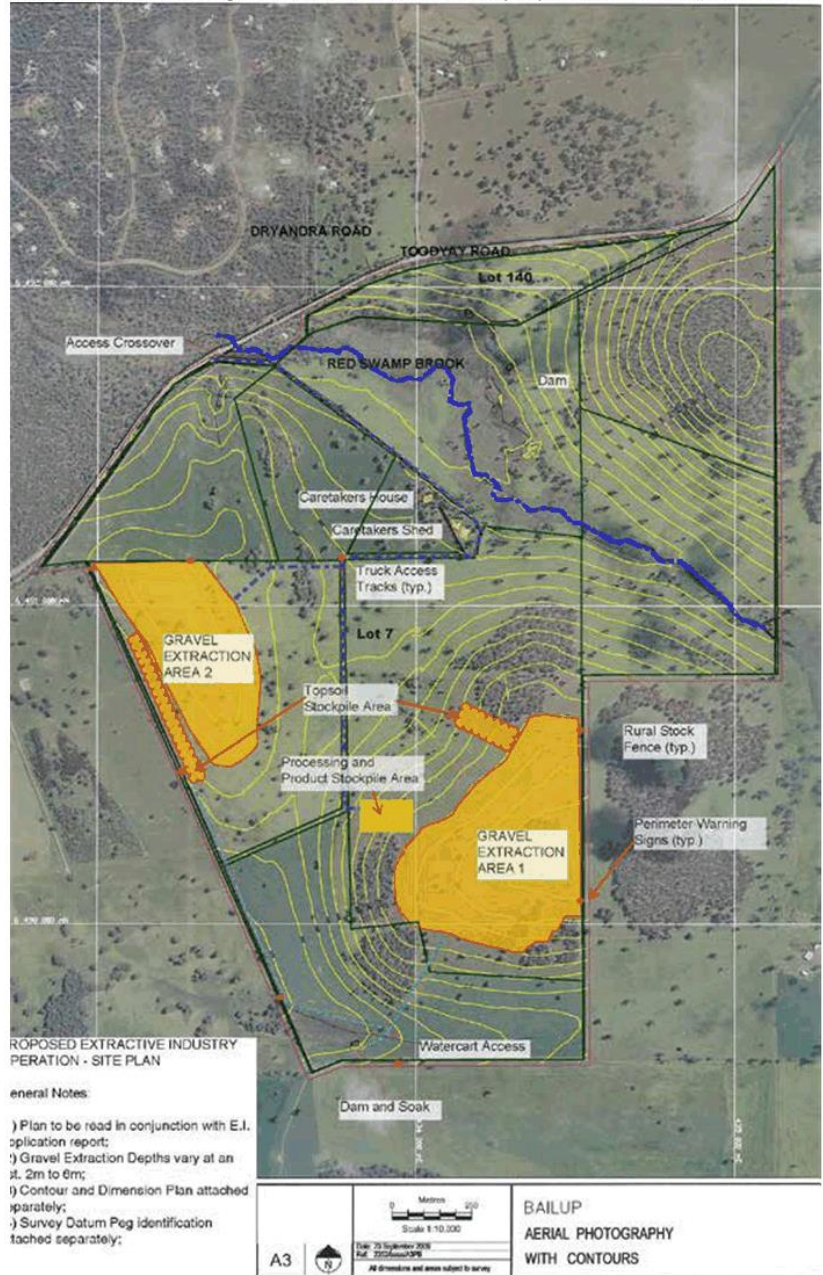
Summaries of complaints and action taken to address each specific issue will be recorded in a Complaint Report (found at Appendix 1G). The Complaint Report shall document the following:

- a) Investigation:
 - Details of site, location, licensee and operator;
 - Time and date of complaint;
 - Details of complainant (including how complaint was made);
 - Details of complaint;
 - Name of person investigating on behalf of operator/licencee;
 - Details of weather conditions at time of complaint;
 - Details of site activity at time of complaint;
 - Interrogation of dust monitoring and meteorological data from on-site devices;
 - Details of any witness interviews;
- b) Action & Resolution:
 - Comment as to complaint and cause;
 - Time and nature of immediate action taken;
 - Time and nature of follow-up action taken (if any);
 - Date and time complaint was resolved;
 - Recommended changes to operating procedures to prevent complaint recurrence;

Complainants will be advised of the complaint handling and resolution process, including receipt of a copy of the Complaint Report.

APPENDIX 1A

Location Plan including water source location and proposed water cart access routes.



APPENDIX 1B

Hydrologist's Report on Water Source Suitability.



25 August 2010
Project No. 00244
Ref. AB

Elswick Developments Pty Ltd
945 Abernethy Road
Oakford WA 6121

Attention: Mr Ren Lexander

Subject: Lot 7 Toodyay Road, Bailup

Dear Sir,

This letter is being written to support the sustainability for a soak/dam being used for dust suppression purposes during extractive operations at Lot 7 Toodyay Road, Bailup. The soak/dam has not been pump tested to determine inflow rates.

1. Requirements

The water requirement for the dust suppression has been estimated at 45 kilolitres (kL) per day. The water will mainly be required in the hotter months and it is anticipated that the use will be for approximately 100 days per year. The total annual water requirement for dust suppression would be in the order of 4,500kL per annum.

2. Source

The source of the dust suppression water supply is a small soak/dam located in the south-western corner of the property. The location of the soak/dam is 433820E 6489610N. The soak/dam has been constructed to enable stock to get to water without getting stuck in waterlogged ground and is approximately 20 metres long and 12 metres wide and is located on the southern side of a spring-fed water logged area. Assuming

Water Direct Pty Ltd
PO Box 3135, Perth Adelaide Terrace WA 6832
Phone: 08 9325 3966, Facsimile: 08 9325 3988
Email: rianmoore@wdl.com.au

an average depth of 1m the soak/dam would have a capacity of approximately 240kL or several days requirement

3. Topography

The property is located on the Darling Plateau which represents an ancient erosion surface that has been dissected by streams and rivers. The highest portions of the Darling Plateau consist of pisolitic laterite gravels that form flat topped hills. The two highest hills on Lot 7 consist of up to a 15m thickness of lateritic gravels with the highest having an elevation of nearly 340m AHD. The lowest portions of the property are to the north on Red Swamp Brook where the elevation drops to approximately 260m AHD.

4. Rainfall

The nearest reliable weather station is the Noble Falls (9252) that has a reliable rainfall record from 2001 to present. The average annual rainfall over this period has been approximately 745mm.

5. Geology

The tops of the hills on Lot 7 are pisolitic lateritic gravels. These are very freely draining sands and gravels and drainages are generally absent on the tops of the hills. Immediately below the lateritic gravels is a weathering lithology that is composed of clays that are nearly impervious. Underlying the laterite and clays are granitic and migmatitic rocks of Archaean age.

6. Hydrogeology

The groundwater found on the Darling Plateau is generally very shallow and referred to as surficial water. The surficial aquifers are generally small and yield limited supplies of fresh to brackish water. The aquifers consist of thin generally sub-horizontal layers of

laterite and sands or sands. At Lot 7 the aquifer supplying the soak/dam is composed of thin sands below a lateritic capping.

The groundwater that is contained in the water-logged area originally started as rainfall. A portion of the rainfall that reaches the ground may in the correct circumstances percolate into the laterite or sands and become groundwater. The rain water will travel vertically downwards through the lateritic gravels until it reaches the underlying clays which as described earlier are nearly impervious. When the groundwater reaches the underlying clays the movement changes from vertical to horizontal and the water moves towards the edges of the lateritic capping and the waterlogged area. In the vicinity of the waterlogged area the groundwater appears to reach the surface at an elevation of approximately 280m AHD. From the edges of the laterite to the soak/dam the water moves through a thin layer of sands and residual gravels that have resulted from the weathering of the lateritic cap.

If this water is not utilised it continues moving westwards down the valley and at the western end of the waterlogged area is absorbed back into the ground. There does not appear to be any significant groundwater dependent ecosystems relying on the groundwater to the west of the water logged area.

7. Source Sustainability

The amount of rainfall entering the lateritic gravels depends on the physical area of the laterite. To the east of the water logged area on Lot 7, the area that could act as the recharge area is approximately 30 hectares. If the rainfall recharge is conservatively estimated at 10% of annual average rainfall or 0.0745m then the possible recharge from Lot 7 alone would be in the order of 22,305kL per annum. The lateritic hill to the immediate south of Lot 7 would have a similar annual contribution of groundwater to the water logged area. The resultant out-flow from the base of the laterite capping would be in the order of 45,000kL per annum or ten times the water required for the dust suppression.

The clearing of the original forest from the laterite areas has resulted in an increase in the amount of rainfall recharging the aquifer. The increase has resulted in an increase in water logging in areas were groundwater reaches the surface and in some cases has

resulted in rising salinity problems. At Lot 7 it is most likely that the rainfall recharge is significantly higher than 10% which would result in a significantly higher amount of groundwater being available.

8. Contingency

Should the supply of groundwater to the soak/dam be temporarily depleted then the Extractive Industry Dust Management Plan shall prescribe alternative dust control measures until more water becomes available.

9. Conclusions

- The proposed extractive industry operation at Lot 7 Toodyay Road, Bailup, has a dust suppression water requirement estimated at 45kL per day for approximately 100 days per year or 4,500kL per annum.
- The soak/dam in the southern portion of the property has been identified as the likely source of the dust suppression water.
- The groundwater contained in the water logged area around the soak/dam is originally sourced from rainfall that falls on the lateritic gravels that form the hill tops in the Bailup area and then moves under the influence of gravity through the gravels until it reaches the underlying clays and then to the edges of the laterite cap.
- Recharge from rainfall is conservatively estimated at 10% of total rainfall. The area above the water logged area to the north, east and south has an approximate area of 60 hectares. The rainfall at the nearest rainfall recording station at Noble Falls indicates that the average rainfall is 745mm per annum. Therefore the potential recharge to the aquifer from rainfall is conservatively estimated at 45,000kL per annum.
- Should the supply of groundwater to the soak/dam be temporarily depleted then the Extractive Industry Dust Management Plan shall prescribe alternative dust control measures until more water becomes available.

Elswick Developments Pty Ltd
25 August 2010
Page 5

10. Recommendations

The groundwater causing the waterlogged area around the soak/dam should be capable of supplying 4,500kL per annum based on the rainfall recharge calculation. However, the rate at which the soak/dam will recharge has not been tested. A shallow drain running north of the dam across the waterlogged area and connected to the soak/dam would assist in catching more of the groundwater.

We trust this information is sufficient for your immediate purposes. Please do not hesitate to call should you have any queries or require additional information.

Yours faithfully

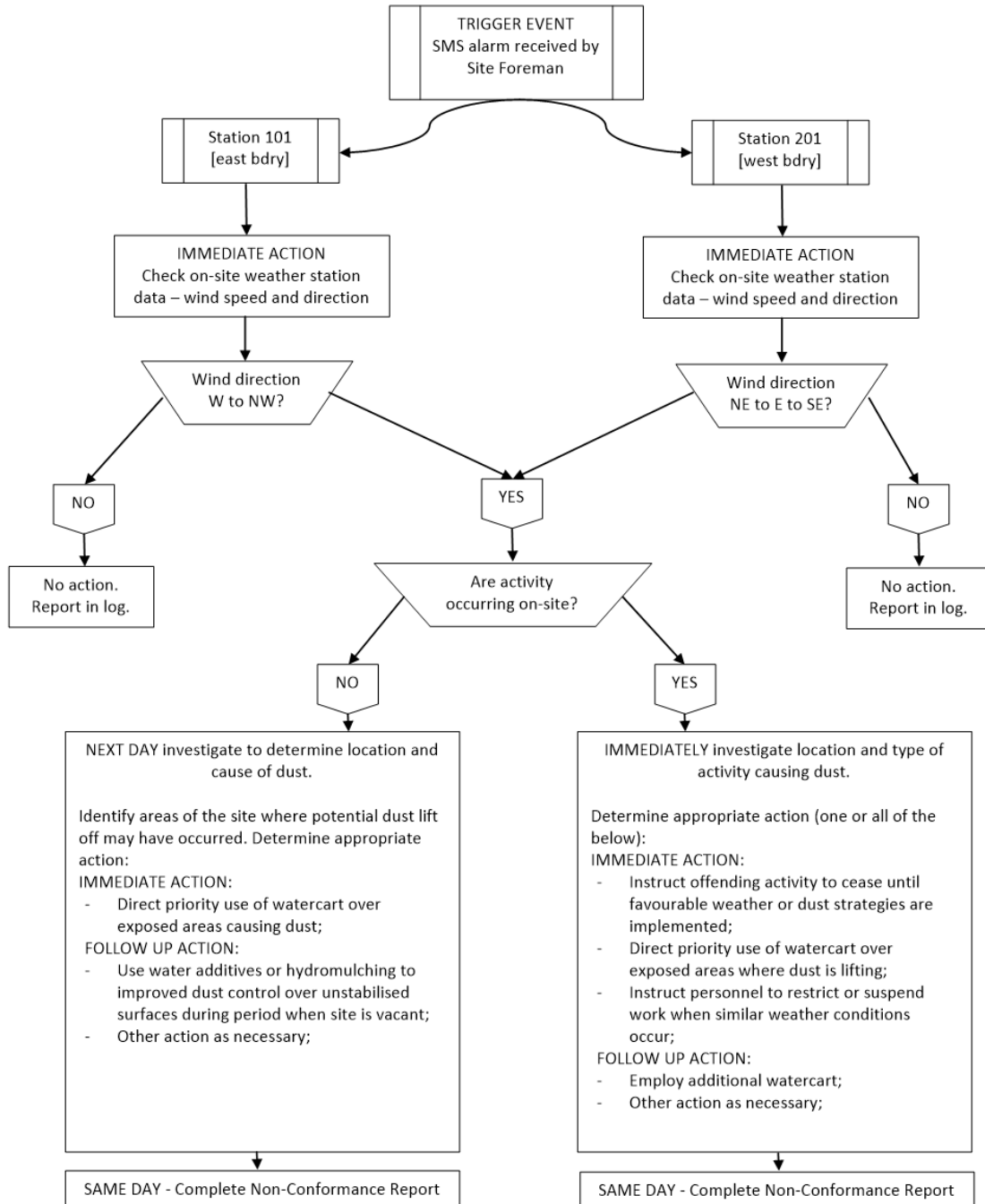
Water Direct Pty Ltd



RIAN MOORE
Hydrogeological Project Manager

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APPENDIX 1C
Trigger Event Action Plan.



APPENDIX 1D

Dust Suppression Matrix

Events vs. Action → *Outcome* table for day-to-day site management to mitigate dust

DUST SUPPRESSION MATRIX

Dust Management Plan for Extractive Industry Lot 7 Toodyay Road, Bailup

Table below details day-to-day site activities/events and required action to mitigate dust nuisance.

Site Event	Action	Outcome
(A1) Continuous – during all operation activities	<ul style="list-style-type: none"> Daily visual monitoring of weather conditions, including (wind speed, wind direction, surface moisture and rain events). 	Determine and prepare needs for dust suppression.
(A2) Continuous – during all operation activities	<ul style="list-style-type: none"> On-going monitoring of gravel tracks, access to Toodyay Road, stockpiles and activity areas for dust lift-off. 	Determine and prepare needs for dust suppression.
(A3) Continuous – during all operation activities	<ul style="list-style-type: none"> Continuous dust monitoring and meteorological data logging with onsite devices with SMS notification if a trigger-level has been breached (0.5 mg/m³ for particles 10 µm or less). Locations in accordance with <i>Dust Management Plan August 2016</i>. 	<p>Inform site manager if dust is escaping the site and action is required.</p> <p>Provide data for interrogation if a dust complaint is received.</p>
(B1) Topsoil – stripping and respreading	<ul style="list-style-type: none"> Topsoil stockpiles not to exceed 1.5m in height and located where prescribed. Application of water (use of watercart) to disturbed surfaces. 	Reduce wind impact and suppress dry surfaces.
(B2) Topsoil – stockpiles	<ul style="list-style-type: none"> Application of water to encourage germination. Hydromulch surface if self-germination not effective. 	Topsoil to be stabilised long-term.
(C1) Extractive industry – ripping and pushing up gravel	<ul style="list-style-type: none"> Application of water to works area (use of watercart). 	Stabilise exposed surfaces.
(C2) Extractive industry – materials handling (hauling and stockpiling)	<ul style="list-style-type: none"> Application of water over material being handled (use of watercart). 	Wet loose gravel to reduce wind lift-off.
(C3) Extractive industry – processing and crushing	<ul style="list-style-type: none"> Application of water to material being processed (use of watercart). 	Wet loose gravel to reduce wind lift-off
(C4) Extractive industry – location of	<ul style="list-style-type: none"> Location of plant and gravel processing to be near extraction, 	Distance to haul gravel to be

processing plant and stockpiles	downhill and adjacent remnant vegetation.	minimised. Vegetation and topography to reduce exposed of soil to prevailing winds.
(D1) Transport – crossover and tracks	<ul style="list-style-type: none"> ▪ Crossover to Toodyay Road to be upgraded and sealed for 70 meters ▪ Application of water on internal gravel roads when under heavy use (use of watercart). ▪ Occasional use of water additives/coagulates for application over gravel tracks 	Prevent dust carried off site onto Toodyay Road.
(D2) Transport – trucks	<ul style="list-style-type: none"> ▪ Trucks bodies to be covered with suitable tarpaulins. 	Prevent dust lift off during transport of gravel.
(E1) Special – complaint regarding dust	<ul style="list-style-type: none"> ▪ Immediate investigation and follow-up as prescribed in the Complaint Procedure. 	Identify cause of dust nuisance and eliminate/action.
(E2) Special – insufficient water volumes available at nominated soak	<ul style="list-style-type: none"> ▪ Application made to Shire for alteration to the existing soak/dam. ▪ Application made to Department of Water to install a bore. 	Sufficient water available for dust suppression
(E3) Special – adverse weather condition where dust control measures are ineffective (very strong northerly winds, hot and dry surfaces)	<ul style="list-style-type: none"> ▪ Temporary suspension of works. Application of water to critical areas causing dust lift off. 	Eliminate dry, exposed surface from being disturbed and allowing dust to be carried off the site.

APPENDIX 1E

BOM Data

Rose of Wind Direction versus Wind Speed and Median Rainfall Data

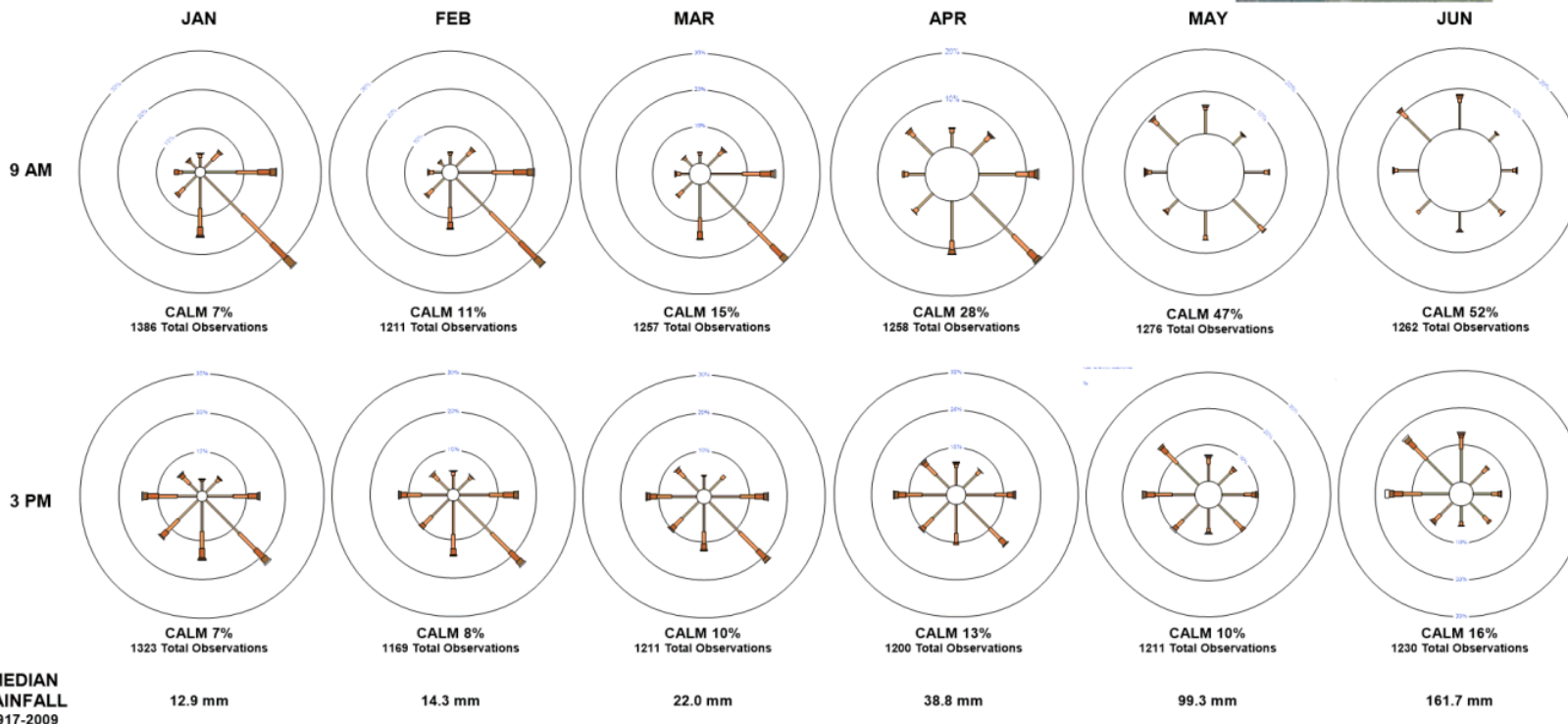
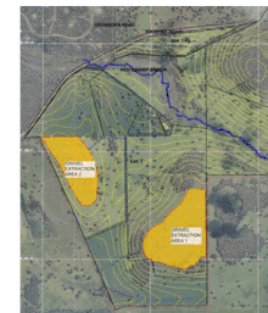
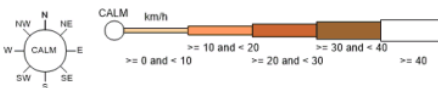
Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 28 Feb 2010)

Custom times selected, refer to attached note for details

NORTHAM

Site No: 010111 • Opened Jan 1877 • Still Open • Latitude: -31.6508° • Longitude: 116.6586° • Elevation 170m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



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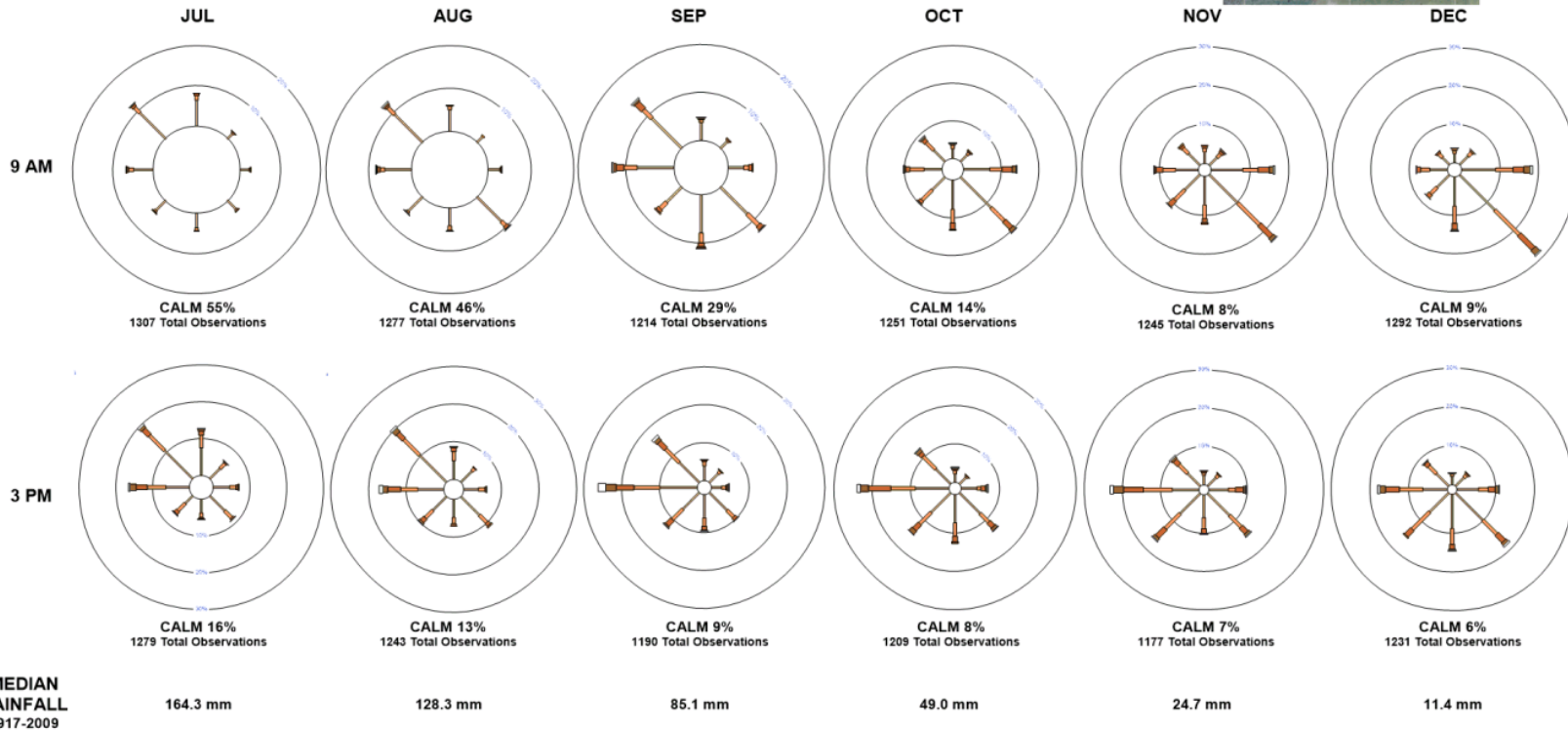
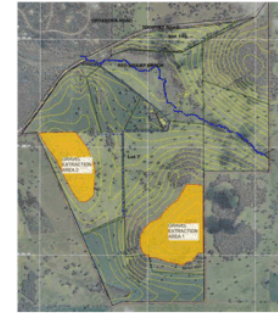
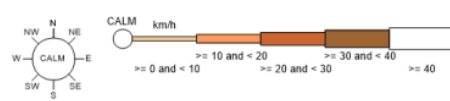
Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 28 Feb 2010)

Custom times selected, refer to attached note for details

NORTHAM

Site No: 010111 • Opened Jan 1877 • Still Open • Latitude: -31.6508° • Longitude: 116.6586° • Elevation 170m

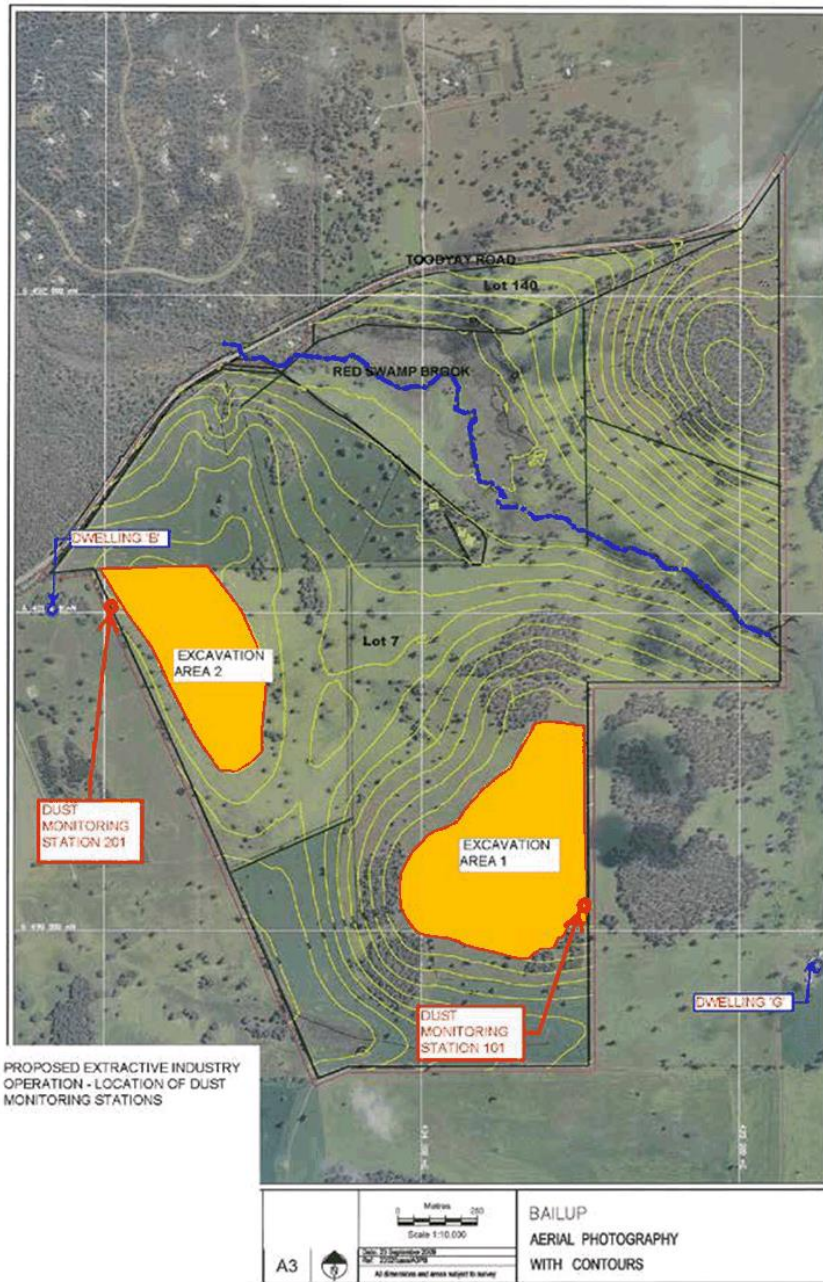
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APPENDIX 1F

Dust Monitoring Station Location plan:



APPENDIX 1G

Complaint Form (Non-Conformance Report):

TRICO RESOURCES PTY LTD
Lot 7 Toodyay Road, Bailup

NON-CONFORMANCE / COMPLAINT REPORT

NCR #:		Date of event:		Person completing this report:	
---------------	--	-----------------------	--	---------------------------------------	--

NON-CONFORMANCE TYPE (tick):

<input type="checkbox"/> Customer/Product	<input type="checkbox"/> Audit Compliance
<input type="checkbox"/> Supplier or Sub-Contractor	<input type="checkbox"/> Internal
<input type="checkbox"/> Complaint (select one)	<input type="checkbox"/> DUST <input type="checkbox"/> ODOUR <input type="checkbox"/> NOISE <input type="text"/> Other.....

PERSON REPORTING OR COMPLAINANT:

NAME:		COMPANY:	
CONTACT DETAILS:			

DESCRIPTION OF NON-CONFORMANCE OR COMPLAINT:

--

INVESTIGATION (Detail when and how investigation is made; weather conditions, data from monitoring devices, etc):

--

DETERMINATION/CAUSE:

--

CORRECTIVE / PREVENTATIVE ACTION TAKEN (Detail when action was taken, immediate or change in process):

--

OUTCOME:

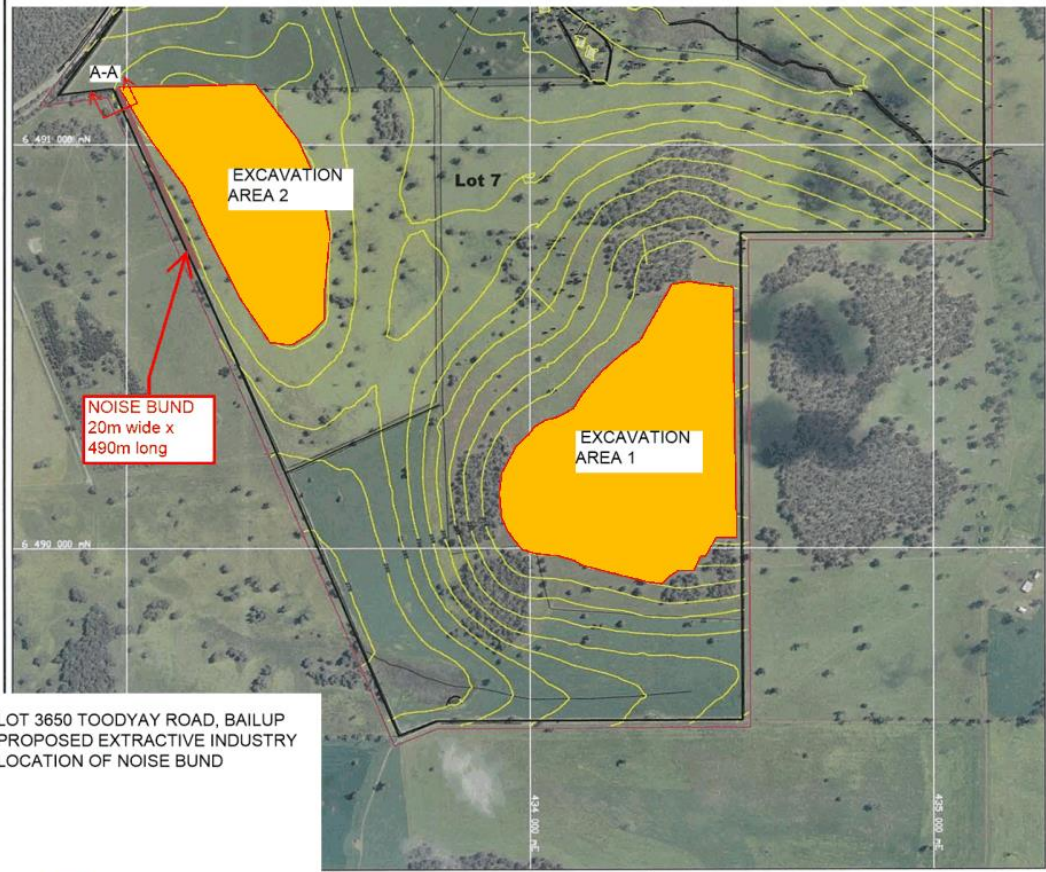
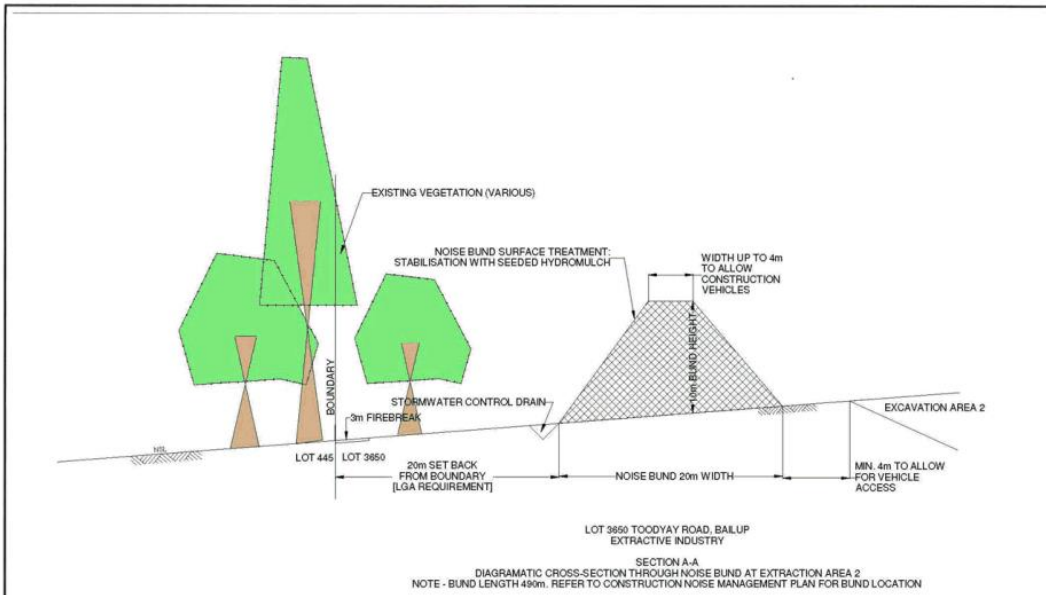
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REVIEW / FOLLOW UP:

REVIEW REQUIRED?:	Y / N	REVIEW DATE:		BY:	
--------------------------	--------------	---------------------	--	------------	--

REVIEW OF CORRECTIVE ACTION (Follow up with Complainant):	
--	--

SIGNED OFF BY QUALITY MANAGER:		DATE:	
---------------------------------------	--	--------------	--



A3		BAILUP AERIAL PHOTOGRAPHY WITH CONTOURS
	Date: 23 September 2008 Ref: 2382/assd/ASP8 All dimensions and areas subject to survey	



27 January 2021
 Project No.
 Ref. Avila Bauxite

TriCo Resources Pty Ltd
 945 Abernethy Road
 Oakford WA 6122

Attention: Mr Ben Avila
 Director

Subject: Lot 3650 Toodyay Road, Bailup

Dear Sir,

This letter is being written to support the sustainability for a soak/dam being used for dust suppression water supply purposes during proposed extractive industry operations at Lot 3650 Toodyay Road, Bailup.

The property has previously had a total dust suppression water supply of 4,500 kilolitres over 100 operating days approved for the extraction of 50,000 tonnes of gravel per annum.

The new proposal is for a dust suppression water supply of 14,400 kilolitres over 365 days to support the extraction of 950,000 tonnes of gravel per annum.

1. Water Requirements

Water from the soak/dam is to be used for dust suppression purposes. Mr Ben Avila has supplied the following estimation of the required supply.

Period	Months	Weekday Loads	Saturday Loads	Total Loads
Peak	January – March	8	3	516
Shoulder	April to May	6	3	270
Low	June to September	3	0	258
Shoulder	October to December	6	3	396
Total				1,440

Water Direct Pty Ltd
 PO Box 3135, East Perth WA 6892
 Phone: 0417 916 131
 Email: rianmoore@wdl.com.au

The total number of loads would be in the order of 1,440 at 10kL per load or approximately 14,400kL per annum.

2. Water Source

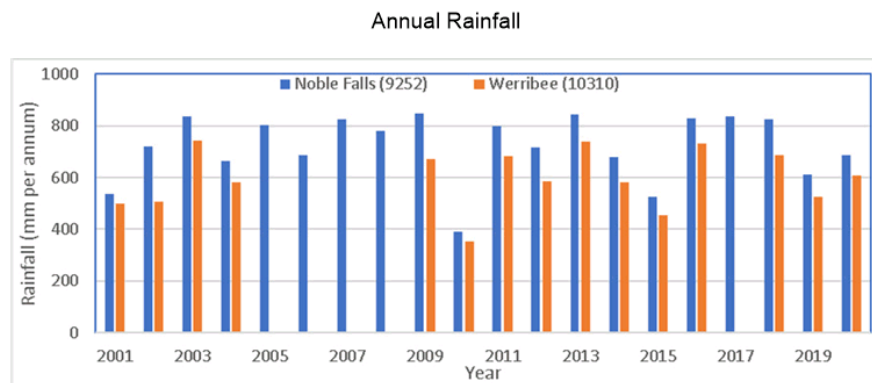
The source of the dust suppression water supply is a small soak/dam located on the southern boundary of the property (Figure 1 0433820E 6489610N). The original dam was constructed to enable stock to get to water without getting stuck in the surrounding water-logged area. The water-logged area was created after the native vegetation was removed. Viewing of Landgate aerial photography has indicated that the property was cleared between 1965 and 1977. The 1977 photo imagery clearly shows the soak/dam in the water-logged area. The imagery indicates that the dam has an area of about 100 square metres and assuming a 1m depth would contain about 100 kilolitres.

3. Topography

The property is located on the Darling Plateau which represents an ancient erosion surface that has been dissected by streams and rivers. The highest portions of the plateau consist of pisolitic lateritic gravels that form flat topped hills and are the source of the gravel for the extractive industry. The highest hill has an elevation of about 340m AHD and the lowest part of the water-logged area is located at about 276m AHD. The catchment above the water-logged area covers approximately 90 hectares.

4. Rainfall

There are two Bureau of Meteorology monitored weather stations near the property. These are Noble Falls (9252) located about 7 kilometres to the southwest and Werribee (10310) located about 6 kilometres to the southeast. The Bureau of Meteorology averages are Noble Falls 724.2mm and Werribee 594.7mm. The following graph shows the recorded rainfall from 2001 to 2020.



An average rainfall for the property has been determined as about 660mm per annum. Of note when the data was being graphed a linear trend line was plotted that indicated a very slight increase in annual rainfall over the plotted period.

5. Geology/Hydrogeology

Geologically the area consists of Archaean granites and migmatites overlain by weathering products consisting of sands, silts and clays in the valleys with the upper portions of the hills being lateritic pisolites overlying saprolitic clays.

The property is mainly covered with weathering products that have been mapped by the Geological Survey of Western Australia as laterite (Czl) - consisting of massive laterite but includes overlying pisolitic gravel and lateritised sand. A portion of the property near the soak/dam and along Red Brook is mapped as alluvium (Qra) consisting of clay, sand and loam. Only a small portion of the property near Red Brook and Toodyay Road has identifiable migmatite bedrock (Am).

Hydrogeologically the groundwater found on the Darling Plateau is generally very shallow and referred to as surficial groundwater. Surficial aquifers are generally very small with limited thickness and aerial extent. The surficial aquifers consist of thin sub-horizontal layers of colluvial lateritic gravels and sands or sandy clays. Groundwater is generally brackish to saline with the Department of Water and Environmental Regulation (Groundwater Salinity Statewide (DWER-026)) indicating a salinity in the area of between 1,000 and 3,000mg/L Total Dissolved Salts.

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The soak/dam at Lot 3650 is located at the eastern end of a waterlogged area. The spoils from the excavation to form the soak/dam indicates that the waterlogged area consists of massive laterite, sands, silts and clays. On 13 January 2021, four holes were hand augured along the fence line to the west of the water logged area. The southern two of these encountered sands from the surface. The sands were water saturated by 0.8m below ground level and extended beyond 1.5m however the caving sands halted penetration. The northern hole encountered tight plastic clays from 0.5m to 1.5m. The last hole encountered dry weathered bedrock materials to 1m below ground level.

The excavation for the soak/dam has a water level slightly higher than the ground level and is flowing out of the excavation towards the west. The soak/dam is acting like a spring and it is possible that the base of the excavation intersects a layer of sand below a confining layer of clay. The fact that the water is overflowing the soak/dam indicates that the water is coming from up the hill to the east.

6. Source Sustainability

The source of the groundwater at this site is rainfall falling in the catchment area and a portion soaking into the ground. The water then travels vertically until it hits a lithology that impedes the movement. The water then travels laterally until it reaches the surface down the hill.

The catchment area is approximately 90 hectares. The rainfall has been determined at approximately 660mm per annum and it is noted that the annual rainfall recorded over the last 20 years does not appear to be declining. The rainfall recharge is conservatively estimated at 10% of the rainfall or 0.066m. The possible recharge in the catchment area is then estimated at 59,400 kilolitres per annum. Not all of this is recoverable and it is assumed that only about 25% is recoverable the annual recovery would be in the order of 15,000 kilolitres and sufficient for the required amount.

7. Contingency

Should the supply of groundwater to the soak/dam be temporarily depleted then the Extractive Industry Dust Management Plan shall prescribe alternative dust control measures of or alternative water sources.

8. Conclusions

- The proposed 950,000 tonne per annum extractive industry operation at Lot 3650 Toodyay Road, Bailup, has a dust suppression water requirement estimated by the operator at 14,400 kilolitres per annum.
- The soak/dam in the southern portion of the property has been identified as the source of the dust suppression water.
- The groundwater contained in the water-logged area around the soak/dam is originally sourced from rainfall that falls in a 90 hectare catchment that drains through the subsurface to the water-logged area.
- The annual rainfall at the Noble Falls and Werribee meteorological recording sites has been tabled and it is estimated that at the extractive industry site the annual rainfall would be about 660mm. The 20 years of annual rainfall data shows no declining trend in the annual rainfall.
- The water source has been conservatively estimated at about 15,000 kilolitres per annum or 104% of the required amount.
- Should the supply of groundwater to the soak/dam be temporarily depleted then the Extractive Industry Dust Management Plan shall prescribe alternative dust control measures or alternative water sources.
- No testing of the rate of discharge of the soak/dam has been undertaken to determine sustainability of supply.
- The southern portion of the water-logged area is underlain by saturated sands and may be a secondary source of groundwater.

9. Recommendations

The groundwater causing the water logging to the west of the soak/dam should be capable of supplying 14,400 kilolitres per annum to be used for dust suppression.

A shallow drain may be of some use for collecting groundwater downstream from the soak/dam during peak use periods.

Lot 3650 Toodyay Road, Bailup
27 January 2021
Page 6

We trust this information is sufficient for you to process this transfer. Please do not hesitate to call should you have any queries or require additional information.

Yours faithfully

Water Direct Pty Ltd

A handwritten signature in black ink, appearing to read 'R. Moore'.

RIAN MOORE
Hydrogeological Project Manager

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REVISION:
 SCALE: 1:10,000
 DRAW NO:
 JOB NO:
 DATE: 15-Jan-21

DESIGNED:
 DRAWN: RRM
 STATUS: Final

CLIENT: TriCo Resources Pty Ltd
 PROJECT: Extractive Industry Application
 TITLE: Southern Portion Of Lot 3650 Toodyay Road



Waterdirect
 Pty Ltd

FIGURE: 1



3650 TOODYAY ROAD, BAILUP: PEER
REVIEW - TRICO RESOURCES DUST
MANAGEMENT PLAN

SHIRE OF MUNDARING (STATE ADMINISTRATIVE TRIBUNAL DR 238/2020)



Shire of Mundaring (State Administrative Tribunal DR 238/2020)

Prepared for: Shire of Mundaring for SAT DR 238/2020

Project Ref: EAQ-21001
January 2021



Environment | Air Quality

3650 Toodyay Road, Bailup: Peer Review - TriCo Resources Dust Management Plan
 Shire of Mundaring (State Administrative Tribunal DR 238/2020)
EAQ-21001



Environmental & Air Quality Consulting Pty Ltd
 PO Box 897
 JOONDALUP DC
 WA 6919
 +61 (8) 6108 3760
+61 (0) 449 915 043
www.eaqconsulting.com.au
jhurley@eaqconsulting.com.au

Report Revision(s)

Version(s)	Description	Date	Author(s)	Reviewer(s)
Draft_0.0	Internal Review	13.01.2021	J. Hurley	DSB
Final	Released to Client	13.01.2021	J. Hurley	

Approved for Release

Name	Position	File Reference
John Hurley	Principal Consultant	EAQ21001 - DustMP_PeerReview(Tooday Road, Bailup)_20210113

Signature

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1 Background to Peer Review

Environmental & Air Quality Consulting Pty Ltd (EAQ) was engaged by the Shire of Mundaring (the Shire) to undertake a Peer Review (the Review) of a Dust Management Plan (DMP) prepared by TriCo Resources Pty Ltd (the Proponent) for a proposed Extractive Industry (the Proposal) at 3650 Toodyay Road, Bailup, Western Australia (the Site).

The Shire engaged EAQ to undertake the Review to satisfy the outcomes of the most recent Mediation proceedings at the State Administrative Tribunal (SAT) where the Review of the DMP will furnish the Shire with a higher-level of information to assist the Shire's decision to proceed with the Proponent's proposal, or refuse the proposal.

1.1 The Proposal

The Proponent proposes to undertake gravel extraction from the Site which comprises a total area of approximately 375.79 hectares of land that is currently zoned for rural use. The extraction will occur in two locations within the Site, specifically; adjacent to the western Site boundary (Extraction Area 2) and adjacent to the lower north-east Site boundary (Extraction Area 1).

Planning approval has already been granted by the Western Australian Planning Commission (WAPC) and a current Works Approval (W5917/2015/1) has also been granted by the Department of Water and Environmental Regulation (DWER).

The current Works Approval was approved based on an original DMP by the Proponent. Upon review the DWER recognised shortcomings in the original DMP and subsequently the current Works Approval is conditioned to include, among others:

-"a revised Dust Management Plan (DMP). The DMP must include, but not be limited to, information on:
 - a) complaints management including recording of all complaints, investigation and remedial actions; and
 - b) a dust monitoring program including details on;
 - continuous dust monitoring at the boundary that has automatic feedback (SMS or equivalent) if a pre-set trigger value is reached;
 - meteorological monitoring to provide wind data to assist in determining the source of dust;
 - sampling locations at the Premises boundary between operations and residences B and G, as depicted in Schedule 1;
 - trigger values to evoke actions to manage dust generation;
 - management actions and timeframes in the event of a trigger values being reached including consideration of wind speed and direction and whether the exceedance is attributable to 3650 Toodyay Road."



It is the revised DMP ([refer Appendix A](#)) that EAQ is undertaking the Review of.

DWER, through its review of the original DMP, has identified two dwellings (“B” and “G”) as potentially sensitive receptors where dust emissions from the Proposal could affect the health and/or amenity of persons living at those dwelling locations.

The DWER Guidance, specifically the “Separation Distances between Industrial and Sensitive Land Uses” recommends a separation distance from the nearest sensitive receptor of between 300 metres (m) to 500 m for extractive industries and emissions due to noise and dust.

Dwelling “B” is approximately 200 metres (m) West of the Site activities, whilst dwelling “G” is approximately 840 m East of Site activities. The Site activities will occur in two locations (refer Appendix 1F of [Appendix A](#)).

The Proposal seeks to remove topsoil, stockpile these topsoils and then subsequently extract the gravel products and process by way of crushing, screening and stockpiling within the Site using a temporary processing plant (the Plant). The location of the processing plant is situated adjacent to the western edge of Extraction Area 1. This location was chosen to limit the risk of dust exposure from processing activities at the Plant. The Plant is located at least 1 kilometre (km) from either of dwelling “B” or “G”.

The final gravel products will be transported from Site utilising haulage trucks along designated haul roads. These haul roads are mostly unsealed, with a small 70 m sealed section nearer to Toodyay Road to encourage dust removal from wheels prior to the haul trucks entering Toodyay Road.

1.2 Dust Risk Assessment

The Department of Environment and Conservation [March 2011 Guideline](#) for managing the impacts of dust and associated contaminants from land development sites, contaminated sites, remediation and other related activities is applicable to the dust management requirements of the Proposal.

In accordance with the March 2011 Guideline, EAQ’s Site classification for uncontaminated dust to determine the level of dust management and monitoring required is presented in **Table 1-1**.

**Table 1-1: Site Classification Assessment Chart****Part A: Nature of Site**

Item	Score Options				Allocated Score
1. Nuisance potential of soil when disturbed	Very low - 1	Low - 2	Medium - 4	High - 6	4
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened - 1	Medium screening - 6	Little screening - 12	Exposed and wind prone - 18	6
3. Area of site disturbed by the works	Under 1ha - 1	Between 1 and 5ha - 3	Between 5 and 10ha - 6	Over 10ha - 9	9
4. Type of work being done	Roads or shallow trenches - 1	Roads, drains and medium depth sewers - 3	Roads, drains, sewers and partial earthworks - 6	Bulk earthworks, deep trenches - 9	9
<i>Total score for Part A</i>					<u>28</u>

Part B: Proximity of site to other land uses

Item	Score Options				Allocated Score
1. Distance of other land uses from site	Over 1km - 1	Between 1km and 500m - 6	Between 100m and 500m - 12	Under 100m - 18	12
2. Effect of prevailing winds (at time of construction) on other land uses	Not affected - 1	Isolated Land uses affected by one wind direction - 3	Dense land uses affected by one wind direction - 6	Dense/sensitive land uses highly affected by prevailing winds - 9	3
0 – 199	Class 1	<i>Total score for Part B</i>			<u>15</u>
200 – 399	Class 2	SITE CLASSIFICATION SCORE (A x B) = 420			
400 – 799	Class 3				
800 +	Class 4				



Based on **Table 1-1** the Site classification is deemed a medium risk, where the dust monitoring requirements are:

- Site dust management system in place;
- On-site dust monitoring against short term criteria;
- Off-site (compliance) dust monitoring at site boundary (if close to sensitive receptors) or at sensitive receptors;
- Complaints management system in place (complaints recorded and acted on promptly);
- Exceedances to be reported to the relevant authority DWER (formerly DEC), Local Government or DOH; and
- Notice to be erected at the site, providing contact details of the person to be contacted regarding the works.

Contingency arrangements are also required under a medium risk classification which includes standby arrangements for responses to a dust event, such as:

- Water carts of not less than 10,000 Litre capacity per 7.5 hectares of disturbed site, or suitable alternatives able to be deployed and active within 18 hours of being required to do so;
- Surface stabilization equipment required within 48 hours of being required to do so and with sufficient capacity to cover the disturbed site area within a further 48 hours;
- Wind fencing mobilized and erected within 18 hours of being required to do so where dust generating works are to cease in the interim;
- Advisory notices provided to nearby sensitive land owners/receptors within 48 hours of dust related complaints due to site activities;
- Trenched materials excavated and generating dust impacts/complaints required to be stabilized within 48 hours of being required to do so; and
- Allowance inclusions for water-cart operation, wind fencing and surface stabilization during construction/excavation phase/s and for post-construction/excavation periods.

1.3 Factors Influencing Dust Emissions and Impacts

The Proposal and subsequent dust emissions and impacts will be influenced by the particle size of the soils excavated. The finer the particles the greater the risk of dust generating activities resulting in offsite dust impacts at the nearest receptor. The clearing of vegetation and the top soil layer will comprise those finer dust particles. Furthermore, the processing of the excavated ore (crushing, screening, stockpiling) will also produce finer dust particles able to be carried offsite.

Soil moisture will also influence the level of dust emissions with dry conditions more conducive to airborne dust. Typically, wind speeds reflecting breeze conditions (starting Beaufort Scale of 12 km/hr) or greater are strong enough to lift dust from the Earth's surface, although the finer particles are in general made airborne under these initial breeze conditions followed by heavier particles under increased wind speeds.



The large Extraction Areas (approximately 42 hectares in total) further increase the risk of dust emissions, in particular given the processing Plant will be sited between both Extraction Areas and operational. Approximately 8 hectares will be extracted at any one time (working area) with rehabilitation being progressive during the works.

Proximity of sensitive receptors will increase the risk of dust impacts as the works get closer to those sensitive receptors.

Contamination of the extracted ores must be considered, however; there is a low/negligible expectation of soil contamination given the previous land use was rural.

Land clearing and stockpiling of extracted soils and ores pose issues for increased dust emissions. Appropriate management of the extraction, transport to the processing Plant and final processing and loading of trucks for removal from Site must be optimised to avoid overburden and subsequent unnecessary exposure of stockpiles to ambient winds.

1.3.1 Meteorological Conditions

The Proponent has reviewed the nearest Bureau of Meteorology (BoM) Automatic Weather Station/s (AWS) at Northam. The Northam AWS is approximately 35 kms from the Extraction Areas.

Noting that this AWS may be the closest available dataset for consideration of monthly and annual meteorological conditions, specifically wind direction and speed, its distance from the Extraction Areas is significant with respect to real-time information of wind direction and speed at the Extraction Areas, moreover; the topography is undulating over the distance from the AWS and there are non-trivial fluctuations in terrain height from approximately 270 m at the Extraction Areas, 370 m midway heading toward Northam, and 170 m at the Northam AWS location.

Monthly trends indicate that south-easterly winds are prominent within January – April throughout the day, as well as October – December in the morning timeframes. These wind origins pose a risk for sensitive dwelling “B” which is considerable closer to its adjacent Extraction Area compared to dwelling “G”.

Onsite meteorological conditions must therefore be monitored and relied upon as the source of real-time meteorological conditions that will inform the works, and subsequent dust suppression measures and contingencies that may be required during works.



2 Peer Review

Table 2-1 lists the actions and commitments by TriCo within their DMP. Also within Table 2-1 are the regulatory requirements as well as EAQ's comments and recommendations based on the Review of the DMP.



Table 2-1: Peer Review Outcomes (Site Classification 3)

TriCo DMP Tasks & Commitments	TriCo DMP Actions	2011 DEC Guideline Requirements	EAQ Comments	EAQ Recommendations
Approximately 8 hectares will be extracted at any one time (working area) with rehabilitation being progressive during the works.	Apply dust control measures as required and/or temporary cessation of works based on visual observations of dust plumes, forecast meteorological conditions and “trigger” alarms at monitoring stations.	Limit exposure areas to in turn limit dust emissions. Stockpiling and overburden increase the risk of dust emissions unless adequately planned and controlled.	<p>As per 2011 DEC Guidelines.</p> <p>Clearing and topsoil stripping are likely to be the higher risk tasks at each Extraction Area. Retaining existing vegetation for along as practicable should be a priority consideration.</p> <p>Heights of lifting and dumping of topsoils minimised to reduce dust emissions.</p> <p>Consideration should be given to monthly and time of day wind trends for works at both Extraction Areas.</p> <p>Is there any feasibility in shifting the daily works between the two Extraction Areas based on time of day winds?</p>	<p>Preferential winds in opposite directions from sensitive dwellings (seasonal conditions, monthly, time of day etc) should be prioritised during land clearing and removal of topsoils, in particular where overburden stockpiling occurs.</p> <p>Clearing of vegetation and top soil should not be undertaken when winds are ≥ 15 km/hr. Under these wind conditions works should be temporarily suspended and/or cease.</p> <p>Hydromulch/Stabilising should be utilised as far as practicable for topsoil and overburden stockpiles where applicable.</p> <p>Sensitive dwelling “B” is approximately 200 m from the nearest Extraction Area and is in EAQ’s opinion the higher risk dwelling given the typical prevailing winds. As such it may be prudent to consider additional measures of protection for this dwelling when the works are closest to it, by;</p> <ul style="list-style-type: none"> Considering the viability of wind fencing at the boundary of Extraction Area 2 to a height of 2 m and of a nominal porosity of 50% or less during clearing and topsoil stockpiling.
Tracking of daily weather trends, specifically wind direction by reference to localised BoM/DPIRD etc AWSs.	Apply dust control measures as required and/or temporary cessation of works.	Onsite monitoring required. Real-time, continuous monitoring will track airborne dust in the direction of dwellings “B” and “G”.	Onsite monitoring required.	Onsite monitoring at both sensitive dwelling locations to be used to track and plan instantaneous and forecast conditions for daily works and dust suppression measures and contingencies.



TriCo DMP Tasks & Commitments	TriCo DMP Actions	2011 DEC Guideline Requirements	EAQ Comments	EAQ Recommendations
<p>Two (2) monitoring stations capturing PM₁₀ concentrations at the boundary locations separating the Extraction Areas and dwellings "B" and "G".</p>	<p>Boundary "trigger" values for PM₁₀ of 0.5 mg/m³ will trigger a dust response in the form of dust suppression and mitigation actions. The trigger will inform the Site foreman to respond via SMS or similar alert.</p> <p>The concentration of 0.5 mg/m³ (equivalent to 500 µg/m³) has been chosen to reflect a larger concentration closer to the dust source (Extraction Areas) and in considering the distance from each Extraction Area to those sensitive dwellings "B" and "G".</p>	<p>Onsite monitoring is required, where: The PM₁₀ exposure limit based on the current Draft Guidance is;</p> <ul style="list-style-type: none"> • 50 µg/m³ @ 25°C for a 24 hr averaging period; and • 25 µg/m³ annually averaged. 	<p>Dust particle monitors, to include meteorological measurement station(s), should be sited in accordance with:</p> <ul style="list-style-type: none"> • AS/NZS 3580.1.1:2007 Methods for sampling and analysis of ambient air, Part 1.1: Guide to siting air monitoring equipment; and • AS 3580.14-2011 Methods for sampling and analysis of ambient air, Part 14: Meteorological monitoring for ambient air quality monitoring applications. <p>Particle size distribution analysis of the Extraction Areas will determine the percentage (%) of finer particles compared to the coarse fraction and therefore inform the type of particulate monitoring required.</p> <p>The "trigger" value of 500 µg/m³ is 10 x higher than the exposure limit (50 µg/m³ @ 25°C) over a 24 hr averaging period. This trigger value may have been chosen with an expectation that the distance between the monitoring instruments and the sensitive dwellings (200 m to dwelling "B", and 840 m to dwelling "G") is sufficient enough to dilute the trigger value concentration before it reaches the sensitive dwellings. <u>This lacks conservatism</u> when considering the proximity of sensitive dwelling "B" to Extraction Area 2, specifically the northern half of Extraction Area 2.</p> <p>EAQ expects that much of the dust plumes released during clearing and topsoil</p>	<p>Undertake a particle size distribution analysis of the two Extraction Areas.</p> <p>Consider onsite monitoring of Total Suspended Particulates (TSP), as well as PM₁₀, with an expectation that the excavation will consist of coarser particles rather than finer particles of PM₁₀ or less, where; TSP monitoring will capture particulates up to a nominal diameter of 50 micrometres (µm) ensuring that nuisance dust (coarse particulates) and the finer particulate fractions are measured.</p> <p>Four (4) dust particle monitors should be installed to measure particulates in the vicinity of the sensitive dwellings. One (1) monitor acting for each sensitive dwelling is in EAQ's view a limitation of the monitoring program given the distances the dust plumes will travel in width and length. Plumes meander with changing wind directions and speed and are influenced by topography and surface roughness. A meandering plume, in particular of finer dust particles, is unlikely to be captured by 1 monitor alone.</p> <p>Both PM₁₀ and TSP monitors should be deployed in particular in consideration of sensitive dwelling "B", where:</p> <ul style="list-style-type: none"> • Revised PM₁₀ "trigger" value of 100 µg/m³ (0.1 mg/m³) utilised to detect and inform a dust plumes ingress toward the sensitive dwellings; • Kwinana EP Regulations TSP short-



			<p>stripping will be finer dusts of PM₁₀ or less, and that during the Extraction works will be nuisance dust of coarser particle size.</p> <p>The processing Plant approximately 1 km or more from each sensitive dwelling will produce dust emissions and overall the Extraction Areas and Plant will have cumulative dust emissions.</p>	<p>term “trigger” value of 1,000 µg/m³ (15 minute averaging time) used to detect and inform when a dense dust plume reaches the monitoring location; and</p> <ul style="list-style-type: none"> • TSP “trigger” value of 180µg/m³ (24 hr averaging time) used to measure the boundary concentrations of TSP in the direction of the sensitive dwellings. 180µg/m³ is double the Kwinana EP Regulations 24 hr criteria which is applicable to the receptor location. <p>NOTE: Once the Extraction works are well advanced and moving away from the sensitive dwellings, it may only be necessary to retain deployment of, for example; TSP monitors (assuming nuisance dust).</p> <p>An audit of the dust monitoring logs and any alarms that evoked a dust suppression response and/or cessation of works should be conducted after the first 6-months of works to determine any ongoing requirements for four (4) boundary monitors and the concentration levels used to “trigger” response alarms.</p> <p>The processing Plant is likely to be of a sufficient distance from both sensitive dwellings to be of low risk for dust impacts. It would expected that dust plumes can be managed according to visual onsite plumes, prevailing wind directions, dust suppression and overall dilution.</p>
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Attachment 3 to Report 10.1



TriCo DMP Tasks & Commitments	TriCo DMP Actions	2011 DEC Guideline Requirements	EAQ Comments	EAQ Recommendations
Stockpiles, un-stabilised surfaces and unsealed Haulage Roads treated for dust suppression.	<p>Water cart usage for dust suppression as required.</p> <p>Longer-term stabilization of exposed surfaces undertaken using Hydromulch and Seeding applications.</p> <p>Water additives (chemical stabilisers/polymers etc) to be employed to reduce water usage onsite depending on vehicle movements and onsite dam recharge of water.</p>	<p>Retain as much as practicable existing vegetation. Restore native vegetation progressively during the works.</p> <p>Utilization of chipped removed vegetation to act as mulch and for re-seeding.</p> <p>Wind barriers can be effective in controlling dust over shorter distances.</p> <p>Schedule works to the advantage of non-problematic wind directions i.e. where prevailing winds are preferentially not in the direction of the nearest sensitive dwelling/s.</p>	As per 2011 DEC Guidelines.	<p>Trafficable and operational areas are to be managed by:</p> <ul style="list-style-type: none"> • Vehicles not to exceed a Site speed restriction of 10 km/hr or less; • Surfaces of access roads sealed where able; • Surfaces of access roads unsealed to be maintained free of potholes and rills etc., with suitable grades; • Retain water cart nearer to entrance access roads to pre-wet the unsealed portion of these road/s as required; • Consider installing a wheel-wash basin at the juncture of the unsealed/sealed road prior to exiting the Site onto Toodyay Road. This will maximise reduction of wheel generated dust when trucks exit the Site and thus limit wheel-generated dust plumes along Toodyay Road; and • Loads of gravel to be preferentially covered to maximise dust suppression during transit offsite.
Suspension of Works during worst-case dust emissions as required.	<p>Temporary suspension of works in the event of uncontrolled dust emissions that are likely to impact sensitive dwellings.</p> <p>Complaints will also drive suspension of works where applicable.</p>	Complaints may require regulatory intervention to suspend works.	As per 2011 DEC Guidelines.	Where “trigger” level alarms are enacted, and in particular during sustained alarms, the works must cease and additional dust measures considered if applicable and/or await daily, monthly, seasonal variation in wind direction and speed before recommencement of works.
Complaints Procedure	A detailed complaints procedure has been developed.	Complaints Procedure and log required.	<p>As per 2011 DEC Guidelines.</p> <p>Complaints response and procedures appear adequate.</p>	Erect a Notice at Site Entrance to inform the public of the activities and contact person/s in the event of complaint/query. Issue notices to nearest sensitive dwellings if not already committed to do so.



3 Peer Review Conclusions

Overall the TriCo DMP is compliant with those regulatory requirements of the DEC 2011 Guidelines.

Additionally, as instructed by the regulator TriCo has provided additional details in relation to dust monitoring and complaints handling and response procedures.

EAQ's Peer Review has considered those areas of critical importance that will provide sufficient dust suppression and/or mitigation of dust events.

In summary, EAQ's key recommendations are:

- 1) Soil testing be undertaken to determine particle fraction distribution of the Extraction Areas which will determine if PM₁₀ monitors are required, or nuisance dust is preferentially monitored in the form of TSP monitors;
- 2) Where particle fraction distribution is not undertaken, EAQ recommends that both PM₁₀ and TSP be monitored by a network of four (4) monitors (2 x PM₁₀ and 2 x TSP);
- 3) Where particle fraction distribution is undertaken, EAQ recommends that the network of 4 x monitors reflect the particle distribution i.e. PM₁₀ or TSP;
- 4) "Trigger" alarm levels to be revised as follows;
 - PM₁₀ "trigger" value of 100 µg/m³ (0.1 mg/m³) utilised to detect and inform a dust plumes ingress toward the sensitive dwellings,
 - Kwinana EP Regulations TSP short-term "trigger" value of 1,000 µg/m³ (15 minute averaging time) used to detect and inform when a transient and dense dust plume reaches the monitoring location, and
 - TSP "trigger" value of 180µg/m³ (24 hr averaging time) used to measure the boundary concentrations of TSP in the direction of the sensitive dwellings. 180µg/m³ is double the Kwinana EP Regulations 24 hr criterion which is applicable to the sensitive receptor location.
- 5) An audit of the monitoring network to be undertaken at 6 months following initiation of works to determine the ongoing requirements, and where applicable reduce the monitors to two (2) as originally proposed by TriCo;
- 6) Sensitive dwelling "B" should be given increased attention for potential dust impacts during work periods where Extraction Area 2 is closest to the dwelling, and when prevailing south-easterly winds are prominent;
 - Wind fencing may be useful in providing additional protection from the northern half of Extraction Area 2 under prevailing south-easterly winds. This fencing should be located close to the works and not in the vicinity of the dwelling.
- 7) Stockpiles and overburden to be appropriately handled and suppressed and remediation/revegetation to immediately follow extraction works;



- 8) Onsite vehicles not to exceed a Site speed limit of 10 km/hr with signage posted to inform drivers or appropriate training and acknowledgment to be a commitment by transit personnel;
- 9) Readily accessible water carts or preferentially wheel-wash basin to be operational to maximise dust suppression prior to trucks exiting the Site onto Toodyay Road;
- 10) Trucks preferentially covered during transit of gravel from Site; and
- 11) If not already a commitment, TriCo to erect Site signage at the Sites' entrance to inform public of activity and contact personnel, and issue notices to nearby sensitive dwellings informing of the same.



Appendix A – TriCo Dust Management Plan

DUST MANAGEMENT PLAN

for

TRICO RESOURCES PTY LTD

at

Lot 7 Toodyay Road, Bailup

***Amended 10 August 2016**

Prepared by:
TriCo Resources Pty Ltd
PO Box 1008 Osborne Park WA 6916

EXECUTIVE SUMMARY

This *Dust Management Plan amended 10-Aug-16* is prepared on behalf of TriCo Resources for the proposed development at Lot 7 Toodyay Road, Bailup (“the Site”). It forms part of the Department of Environmental Regulation (DER) Works Approval W5917/2015/1 for a Category 12 *prescribed premises*.

The proponents have sought and obtained Planning Approval and LGA Extractive Industry license from WAPC and the Shire of Mundaring respectively. Through the application process, a revised set of *Management Plans* were developed and approved to govern protection measures during proposed activity. This included a Dust Management Plan.

In consultation with DER, application was made for A Category 12 *prescribed premises* under Part V of the Environmental Protection Act. A works approval has been granted by DER (W5917/2015/1) and includes an improvement requirement IR2 for the *Dust Management Plan dated 10 Sep-2014* which was approved by WAPS and LGA. IR2 required that the Works Approval Holder submit a *revised* Dust Management Plan to include additional information on complaints handling and a dust monitoring program.

This *Dust Management Plan amended 10-Aug-2016* addresses the improvements required by DER.

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Dust Management Plan

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DUST MANAGEMENT PLAN

1 BACKGROUND & SITE DESCRIPTION

TriCo Resources (“the proponent”) have sought a Works Approval from the Department of Environmental Protection (“DER”) for a Category 12 Prescribed Premises *Screening etc. of material: premises (other than premises within category 5 or 8) on which material extracted from the ground is screened, washed, crushed, ground, milled, sized or separated*” at Lot 7 Toodyay Road, Bailup (“The Site”). A Draft Works Approval has been issued by DER (#W5917/2015/1).

The site has already been granted WAPC planning approval and an LGA Extractive Industry license for the proposed works.

The site comprises of Lot 7, which is approximately 375.79 hectares of *rural* zoned land.

The majority of the site has been historically cleared and used for many decades for cropping and grazing. Some large clusters of natural vegetation, in the form of trees and shrubs, are found in various locations. Other isolated trees are located sporadically elsewhere.

The topography is generally gentle with relatively flat to moderate grades which elevate the land from approximately RL 265 AHD to RL 338 AHD. The land form rises in the south, west and east and is divided by Red Swamp Brook running southeast to northwest through the northern central portion of the property. The site is not considered at risk of flooding. Red Swamp Brook is recognised as a constrained area and this feature is therefore protected from the proposed development.

The site is bordered to the north by Toodyay Road for approximately 2.8 kilometres. Toodyay Road is the primary road access for the site. Lot 140, which borders most of the northern boundary is also owned by the same entity as Lot 7.

A dwelling is located central north in the valley where Red Swamp Brook runs north under Toodyay Road. The other neighbouring land holdings are large, undeveloped, rural landholdings to its west, east and south which have been predominantly cleared for rural use. Further north are semi-rural residential properties nested amongst dense native vegetation.

There are two dwellings which DER have deemed to be at risk from emissions. They are:

- 445 Squarcini Close (0.2 km West of the site) [“dwelling B”]; and,
- 3650 Toodyay Road (0.84km East of the site) [“dwelling G”].

Extractive Industry is proposed at 2 locations which total approximately 42 hectares in size. Processing of material (crushing and screening) shall occur in a depression midpoint between the two extraction areas. Works shall be progressive with up to 8 hectares under operation at any one time, and for rehabilitation to be progressive during the life of the project.

2 PURPOSE OF THIS MANAGEMENT PLAN

Proposed Extractive Industry activities are of an earthworks nature, which is recognised as a ground-disturbing operation which can create emissions.

The recognition of potential adverse impacts from noise, dust, clearing and other elements requires the proponents to appropriately manage those things. This *Dust Management Plan* discusses these potential social and environmental risks arising from dust emission and prescribes on-site control and management processes accordingly.

Draft Works Approval W5917/2015/1 sets out the requirements of the proponent, including dust management to be in accordance with a Dust Management Plan dated 10-Sep-2010, which IR2 requires to be revised and issued to the CEO to including information on:

- a) complaints management including recording of all complaints, investigation and remedial actions; and
- b) a dust monitoring program including details on:
 - continuous dust monitoring at the boundary that has automatic feedback (SMS or equivalent) if a pre-set trigger value is reached;
 - meteorological monitoring to provide wind data to assist in determining the source of dust;
 - sampling locations at the Premises boundary between operations and residences B and G as depicted in Schedule 1;
 - trigger values to evoke actions to manage dust generation;
 - management actions and timeframes in the event of a trigger values being reached including consideration of wind speed and direction and whether the exceedance is attributable to 3650 Toodyay Road.

For clarity, “residences B and G” are those detailed in section 1.1 above.

In brief, the proposed areas of activity are:

- isolated from dwellings, other than residences B (0.2km) and G (0.84km) [Buffer Distance];
- hidden from adjacent land holdings’, dwellings’ and thoroughfares’ line-of-site by undulating land topography and existing vegetation [Visual Impairment];
- moderately screened from prevailing winds by existing dense clumps of natural (and tall) vegetation, which are to be protected [Natural Protection];

Recognised and industry standard practises for dust control are well-established across Australia. Those methods are proposed to be utilised at the Site to suppress dust and reduce the risk of adverse wind-born dust lift-off.

Predicted activities creating *dust risk* are:

- exposing un-stabilised and non-vegetated soils to prevailing winds;
- carrying, loading and stockpiling soils;

- wheeled plant movements over un-stabilised surfaces, including cartage tucks travelling on gravel tracks to and from The Site.

Management of these activities are an effective way to prevent adverse effects of dust. The purpose of this Management Plan is to review the risks and control measures to appropriately manage dust and mitigate its impact. Site managers and personnel shall be instructed on Dust Management issues outlined in this document.

This *Dust Management Plan Amended Aug-2016* incorporated the required amendments and is issued to the CEO as required.

3 AUTHORITY REQUIREMENTS

As commented in the LGA Officers' Report, File Code To3.3650 11-May-10, "Dust is to be managed in accordance with the Health Act 1911 and the Shire's Health Local laws 2003."

The Health Act 1911 prescribes the need for industry to mitigate the impact of "offensive matter" which includes "dust". The potential impact of dust from extractive industry on sensitive premises needs to be investigated and appropriate management plans implemented.

The Shire of Mundaring Health Local Laws 2003 does not specifically address dust created from construction or activities similar to those proposed by extractive industry, over and above The Health Act 1911.

DER also require dust to be managed in compliance with the Health Act.

This Dust Management Plan considers the potential impact, control mechanisms and action plans for day-to-day mitigation of dust and its impact on the surrounding environment.

4 DUST MANAGEMENT

Recognising the potential dust-creating activities, a number of key management practises and procedures are to be implemented. This Section describes those dust control measures in detail. However, the day-to-day implementation is a matter of on-site management considered daily events. Therefore, a matrix of events versus on-site action is found at Appendix 1D to prescribe when different dust control measures are to be used.

4.1 MONITORING OF WEATHER CONDITIONS

Dust created and/or carried by prevailing winds is the primary culprit of dust problems. Strong winds can create dust lift-off from exposed un-stabilised surfaces. Localised dust created from activities such as lifting and handling soils are also carried by winds. Vehicle traffic along unsealed roads causes dust lift-off, which is not a nuisance unless carried by prevailing winds.

Therefore, weather and wind conditions must be monitored. Generally, no wind means minor dust nuisance; high wind cause dust to travel off site. The direction and speed will vary that effect.

Wind influence is also related to rain events. Natural dust suppression shall be considered on a day-to-day basis. Rain events will wet unsealed surfaces and naturally prevent dust lift-off. This manages both the potential nuisance and negates the need for drawing of water from the allocated water source and employing watercarts for dust control.

Bureau of Meteorology and other weather forecast services are to be used by site supervisors to assist in issuing day-to-day instructions relating to dust control and if necessary temporarily suspend works. If strong winds are predicted, or are experienced, then appropriate and additional dust control measures are to be implemented to ensure that dust is not excessively carried off the works area.

Furthermore, onsite, real-time weather monitoring stations can provide assistance in identifying if dust complaints, or dust events captured on monitoring systems are attributable to the site.

4.1.1 Bureau of Meteorology Data

Rose of Wind direction versus Wind speed and Median Rainfall data is found at Appendix 1E. This data compiled over 45 years from the nearest weather monitoring station, provides the following relevant information is demonstrating potential dust impact from the site to dust sensitive premises:

- Wetter period (May through September):
 - This is the period of greatest rainfall which will create natural dust suppression in lieu of using a watercart
 - Morning wind speeds are recorded as calm for approximately half of all days and otherwise predominantly very low
 - Afternoon wind speeds are approximately 11% calm while otherwise are predominately low (0 to 10 kph).
 - Wind direction is even throughout the dial, although afternoon winds are recorded more regularly in a west-northwest direction.
- Drier period (October though April):
 - This is the drier period of the year with less regular rainfall and manual application of water would be necessary for dust suppression
 - Morning wind speeds are approximately 13% clam as calm and otherwise very from 0 to 20 kph and up to 30 kph
 - Afternoon wind speeds are approximately 8% calm while otherwise are predominately low to moderate low (0 to 30 kph and up to 40 kph).
 - Wind direction is generally southeast and east in the morning while recorded predominantly east through to southwest in the afternoon

Rose recording of wind direction provides the following conclusions:

- During wetter months rainfall will assist in daily dust suppression, reducing the needs for drawing water and applying with a watercart
- During wetter months wind speeds is often 'calm', or otherwise low.
- During wetter months wind direction in a northerly direction is encountered much less frequently.
- During drier months, low rainfall will create the need for regular use of a watercart to suppress dust on exposed, un-stabilised surfaces.
- During drier months, wind is encountered more regularly and at a greater speed than wetter months. Wind direction is predominantly south, southwest and west in the morning and across the southern part of the dial in the afternoon.

Therefore, a *Wind-Rose* analysis demonstrates that impact to dust sensitive premises is low and often reduced by the prevailing winds. Of the sensitive receptors, dwelling B and G are located within a distance where dust control will be most important. The monitoring and management of dust will need to specifically consider dwellings B and G.

Dust management shall always be a day-to-day operational consideration as rainfall, wind direction and wind speed vary daily.

4.2 MONITORING OF DUST

There are two dwellings which DER have deemed to be at risk from dust, being the closest to the works area. They are:

- 445 Squarcini Close (0.2 km West of the site) ["dwelling B"]; and,
- 3650 Toodyay Road (0.84km East of the site) ["dwelling G"].

DER requires that real-time, continuous, remote dust sampling stations be located on the site boundaries between operational areas and residences B and G. Furthermore, an on-site weather station is to be setup to provide meteorological monitoring to assist in determining the source of dust should a trigger-value event occur.

Section 2.4 of DER's "A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities" states:

"Particle size Human health effects of dust tend to be associated with particles with an aerodynamic diameter of 10 µm or less ($\leq PM_{10}$). These smaller particles tend to remain suspended in the air for longer periods and can penetrate into the lungs. "

Based on the site characteristics and distance to receptors from the boundary *trigger-value* for a dust event is 0.5 mg/m³.

Dust monitoring shall continuously sample air quality and provide notification if the trigger value is reached. Notification is to be made with SMS or other equivalent method, to the site foreman responsible for the implementation of dust control measures. Monitoring

devices must also produce data logs which can be interrogated in the event of a dust complaint.

Prior to the commencement of ground engaging activities associated with the proposed gavel extraction, the proponent shall ensure that:

- (a) Continuous dust monitoring devices (*Dustrak II Aerosol Monitor* or equivalent) are located between Extraction Area 1 and dwelling G (Station 101); and between Extraction Area 2 and dwelling B (Station 201) as depicted in the Dust Monitoring Station Location Plan at Appendix 1F;
- (b) At least one of the dust monitoring stations has a real-time weather station to monitor meteorological data – specifically wind speed and direction;
- (c) Data to be logged for retrieval (remove download or internet connection);
- (d) Dust monitoring stations to be equipped with SMS or equivalent automatic feedback to a duly authorised person should a trigger level dust event occurs. Monitoring of dust to be for particle size of 10 µm or less with a trigger-value concentration of 0.5 mg/m³.

Should a trigger-level event occur, the authorised person (or site foreman) shall determine if dust is being generated from the site activities. This includes visual inspection of the works area (if on site during activity) and checking meteorological data. The use of meteorological data shall be considered as follows:

- If Station 101 reaches trigger value AND wind is west-northwest, then dust is likely caused from site activity. Action to be taken.
- If Station 201 reaches trigger value AND wind is east-southeast, then dust is likely caused from site activity. Action to be taken.

In either event, the site foreman (or other duly authorised person) shall that the appropriate action as detailed in section 4.3 and 6 and Appendix 1C and 1D of this DMP.

4.3 DUST SUPPRESSION & PREVENTION

Dust suppression is the management of activities and aspects on The Site which cause dust lift-off. Those aspects are detailed below and prescribe management processes to mitigate dust nuisance. However in all of these, seasonal influence will decrease or increase the case-by-case needs. For example, dry seasons will reduce the effectiveness of water suppression; windy periods will increase the distance of dust escape; wet seasons will generate natural dust suppression.

4.3.1 Exposed Surfaces and Traffic

Soil stockpiles, un-stabilised surfaces and areas under traffic (including internal roads used by trucks) will be suppressed with water applied by appropriate machinery kept on site full time ('watercarts'). Water is available from a localised soak and adjacent dam in the south-west corner of The Site. Volumes of water used will be dependent on the prevailing weather conditions, however, minimised to reduce waste, erosion and

machine use. Wind speed, direction, location and point of influence shall determine site specific decisions for where water shall be applied. Section 5 of this document describes the water source proposed and discusses its limitations.

More permanent stabilisation of surfaces (primarily those areas being rehabilitated) shall be employed in lieu of on-going application of water. These are discussed in Section 6 of this document.

4.3.2 Soil Transport Off Site

Material exported off The Site (gravel) will be carried in truck bodies of various size and configuration – generally open-top, tipping trailers. During transport, dust can be lifted out of these open trailers and cause nuisance and other problems along the travel route from The Site to delivery destination.

Two industry standards have been in effect which either/or shall be used for all loaded trucks leaving the Site:

- Gravel shall be wet after being loaded.
- Truck loads shall be covered with suitable tarpaulins.

4.3.3 Processing material

Crushing, screening and stockpiling gravel will be undertaken by fixed temporary plant and can cause dust pollution when soils are elevated and moved. Thoughtful location of the processing plant can greatly reduce wind-influence.

The processing plant shall be established at a location having the greatest wind protection within close proximity to the extraction area. Located at lower ground levels and concealed by nearby existing clumps of dense vegetation will screen gravel which is being processed from wind. Close proximity shall also reduce the time gravel is exposed to wind during transportation within The Site. Refer to Location Plan found at Appendix 1A.

Site supervision shall still have the authority and responsibility to suspend works should wind still adversely impact the processing plant.

4.3.4 Road Sealing

The crossover for The Site has been proposed at the existing access onto Toodyay Road. This location has been accepted by MRWA with condition for an intersection upgrade. In conjunction with the intersection upgrade, the adjacent portion of the internal gravel road shall be sealed with a bitumen and aggregate surface treatment. For a length of 70 meters, this portion of sealed road will encourage the removal of dust from vehicle wheels before traversing Toodyay Road. This shall mitigate dust moving off site and affecting Toodyay Road and its users.

5 WATER USAGE

Although dust control is managed by a number of key operation activities (described above), the primary mechanism for dust control is by the application of water over exposed surfaces. This requires a suitable water source.

5.1 WATER SOURCE

Water for dust suppression is proposed to be taken from a dam located in the south-west corner of The Site as detailed in the EIL Application 20-Oct-09, refer to location plan found at Appendix 1A. This is recognised as a suitable, safest, cheapest and least impacting source.

The existing dam is located on the eastern side of an isolated low-lying area where approximately 2.5 hectares is either waterlogged or has water ponding on the surface (often termed a 'soak'). Adjacent elevated landforms with dense surface and underlying soils direct stormwater to this low-point. There are several trees located on the boundary of The Site in this area and further west is a small group of trees. The surrounding land is used for cropping and grazing. There are no near-by areas of significant vegetation or bushland susceptible to significant fluctuations in surface water. This wet area is completely separate from Red Swamp Brook. It is not and does not form any type of creek or river system.

Department of Water has been consulted regarding taking of water and concur with the above conclusions. They have not placed any conditions on the development and have confirmed that the proponent "does not require a licence [to regulate consumption] as water is being taken from an existing dam/soak which is not creek or bore fed."

5.2 WATER VOLUMES REQUIRED

An estimate maximum volume of water required to be taken from the dam for dust suppression is as follows:

During Dry/summer:	up to 9 loads per day (1 load per hour)
During Wet/winter:	down to nil loads per day
Volume of watercart:	10 kilolitres
Estimated days of watercart operation:	100 days per year
Estimated average daily use:	45 kilolitres
Estimate annual use:	4,500 kilolitres

These volumes are an estimated maximum consumption, however other factors will reduce the requirement to take water and include:

- during days where The Site is not in operation such as public holidays;
- during periods where sales and depressed market factors required the temporary closure of The Site;
- the use of alternative forms of dust control as detailed in Section 2.6.

5.3 ASSESSMENT OF CAPABILITY AND ENVIRONMENTAL IMPACT

The impact of taking water from this dam on the surrounding area can only be estimated. However, some circumstantial information can be considered to ascertain if the water required to be taken would be considered a 'significant volume' or a 'significant impact'. That being:

- The shallow water table (or localised shallow spring) penetrates the surface in this area and ponds on the surface. Water appears to enter the dam from the underlying surface and localised ponding. Catchment from the surrounding hills direct stormwater overland and subsurface to this adjacent low-point where sufficient water volumes breach the surface.
- An area of approximately 2.5 hectares is waterlogged and inaccessible by vehicle. Some water travels overland west but quickly re-enters the ground as there is no clear depression or identifiable creek-line.
- Surface water is created by a localised catchment and affected by a shallow, superficial water table. Collection of overland and subsurface water flow from adjacent elevated land directs water to this location. Catchment water volumes are estimated in the millions of kilo-litres and are affected by a multitude of variables. They are also affected seasonally such as the winter increase in the water table which expands the size of the waterlogged surface. Refer to Hydrologist Report found at Appendix 1B for more detail.
- There is no water course, creek, wetland or other special environmental concern nearby. Water which penetrates the surface and ponds in this area is confined to the area. There is no evidence of a spring fed creek-line and it is not linked to Red Swamp Brook.

As the low area is likely to be a point with which the local water catchment protrudes the surface it is not feasible to measure the volume of water which may be encountered. Estimates of catchment has been made and found at Appendix 1B. Suffice to say, perched and local water tables can be affected by subsoil drains, earth working land forms and performing dewatering or other temporary water taking activities. The sorts of activities which are temporary in nature and not considered to be large volumes, such as 4,500 kL per annum, would do little to affect the localised ground water impact.

Ground water mapping and other exhaustive water monitoring would need to be undertaken for multiple seasons to obtain an estimate of maximum and minimum levels and would not demonstrate volumes to a degree of accuracy which would identify drawing 4,500kL over the whole of the year. *The volume proposed to be taken is simply not significant.* Being shallow/superficial, any data collected would not be suitable for relevance over subsequent years.

Shallow aquifer groundwater is, by nature, encountered in large volumes. Water extraction from the surface would bear little to no impact as the existing dam would simply recharge

with the ground water from the immediate area. The rate of recovery would vary by the soil type, topography and head-pressure of underground water.

A recent study undertaken by a Hydrogeological Consultant concurs with the above assessment of the water availability and concludes:

"The groundwater causing the waterlogged area around the soak/dam should be capable of supplying 4,500kL per annum based on the rainfall recharge calculation."

A full copy of the Hydrogeological report is found at Appendix 1B

6 ALTERNATIVE DUST CONTROL MEASURES

Although the identified water source has sufficient capacity and capability, because exact available volumes are unknown during seasons where water is more often required to be drawn for dust control (summer), this management plan identifies provisions for alternative dust control measures which reduce the requirements for drawing water and are a back-up should water be temporarily unavailable from the proposed dam.

6.1 HYDROMULCHING AND SEEDING

The proposed extractive industry operation is staged. Sections of the pit are mined in stages up to 8 hectares at a time and then rehabilitated in a manner befitting efficient operation, but minimising the nett area of disturbed surface. Dust control includes the need to mitigate dust lift-off from areas which are rehabilitated but not yet revegetated sufficiently to naturally stop dust nuisance.

The application of a paper-water mixture to bare soil surfaces is used to create a temporary crust and prevent wind-borne dust lift-off. The addition of grass seeds within hydromulch can increase the population of native vegetation germination where applied. Hydromulch is suitable for large areas that are not trafficked or disturbed and allow for the eventual overgrowth of grasses which then form a permanent soil stabilization and dust control mechanism.

Seasonal weather permitting, direct seeding of native or other grasses suitable for the return to rural agricultural activity can be an effective long-term stabilisation plan. Once topsoil is respread over completed extractive industry stages, those areas not revegetated with trees and shrubs can be sown with seeds during winter/spring season which will allow germination and stabilisation of the surface. Species of seed shall be selected after consultation with the Shire of Mundaring Environmental officer.

The revegetation management plan for the proposed Extractive Industry includes on-going monitoring to ensure that revegetation, including dust control measures detailed above, are successful, and if necessary, require on-going or repeat action.

6.2 WATER ADDITIVES

An alternative to Hydromulching, and used for temporary stabilisation of gravel roads, are water 'additives' which superficially penetrate the gravel surface and coagulate as water evaporates to leave a starch-like bond of the surface. Acting as a bonding agent, fine gravel particles are held from becoming air-borne. This is a temporary alternative with its effect determined by traffic volumes.

The effect is that water consumption can be reduced. The use of water additives is an available all-year-around option for The Site supervisor when considering the number of vehicle movements as well as the volume of water available at the water source, should the dam recharge rate be too slow.

Although this alternative does not completely negate the need for water, it can reduce the amount of water required. Listed as an 'alternative', water additives are likely to be used nonetheless, subject to satisfactory supplier demonstration for the works proposed.

6.3 SUSPENSION OF WORKS

Operation of the Extractive Industry is managed day-to-day by an on-site manager. His/her responsibility shall include the recognition of dust control and the mitigation of dust nuisance to the greater environment.

Armed with the dust control measures described in this management plan, an all-authoritative back-up for adverse dust nuisance condition shall be to temporarily suspend works causing the dust problem.

In the same manner, complaints and order to stop work are enforceable under the governing laws which mandate dust control must be undertaken to the satisfaction of the regulatory authorities.

6.4 OTHER ALTERNATIVES

Storage of excess winter water in holding tanks is unviable as massive water tanks would be necessary and are an inefficient and expensive option to the existing dam/soak which historically holds water all year. Minor engineering of that dam, including deepening and formalising its shape will help concentrate localised water to an efficient reservoir expected to contain sufficient water for the proposed activity's needs.

The proponents are also permitted to apply for a water bore through the appropriate regulatory authority should this be an option of last resort to obtain water for dust control purposes.

7 COMPLAINTS PROCEDURE

Complaints from approved extractive industry generally apply to the escape of noise and dust pollution. Odour pollution is not a product of excavating and crushing gravel.

Complaints made to the operator/licencee will be documented and dealt with expeditiously.

Complaints received either directly from the complainant or via an authority will be reviewed by the operator and interested parties to assess:

- the legitimacy of the complaint;
- the aspects of the operation that triggered the complaint;
- management actions required to address the issues raised to bring operations into line with conditions imposed under the Extractive Industries Licence;

Actions deemed necessary to comply with relevant legislation, regulation and licence conditions will be undertaken immediately. If necessary, works will be suspended until appropriate rectification has occurred.

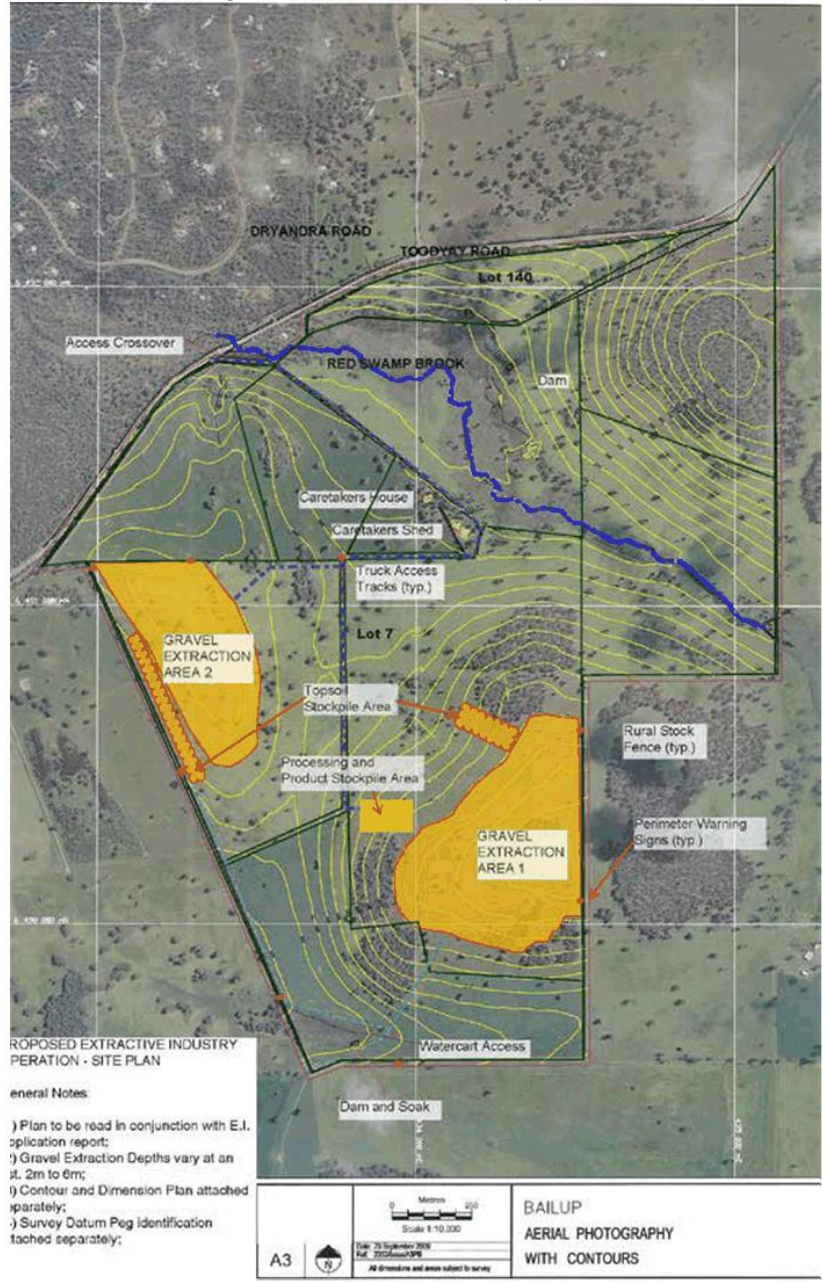
Summaries of complaints and action taken to address each specific issue will be recorded in a Complaint Report (found at Appendix 1G). The Complaint Report shall document the following:

- a) Investigation:
 - Details of site, location, licensee and operator;
 - Time and date of complaint;
 - Details of complainant (including how complaint was made);
 - Details of complaint;
 - Name of person investigating on behalf of operator/licencee;
 - Details of weather conditions at time of complaint;
 - Details of site activity at time of complaint;
 - Interrogation of dust monitoring and meteorological data from on-site devices;
 - Details of any witness interviews;
- b) Action & Resolution:
 - Comment as to complaint and cause;
 - Time and nature of immediate action taken;
 - Time and nature of follow-up action taken (if any);
 - Date and time complaint was resolved;
 - Recommended changes to operating procedures to prevent complaint recurrence;

Complainants will be advised of the complaint handling and resolution process, including receipt of a copy of the Complaint Report.

APPENDIX 1A

Location Plan including water source location and proposed water cart access routes.



APPENDIX 1B

Hydrologist's Report on Water Source Suitability.



25 August 2010
Project No. 00244
Ref. AB

Elswick Developments Pty Ltd
945 Abernethy Road
Oakford WA 6121

Attention: Mr Ren Lexander

Subject: Lot 7 Toodyay Road, Bailup

Dear Sir,

This letter is being written to support the sustainability for a soak/dam being used for dust suppression purposes during extractive operations at Lot 7 Toodyay Road, Bailup. The soak/dam has not been pump tested to determine inflow rates.

1. Requirements

The water requirement for the dust suppression has been estimated at 45 kilolitres (kL) per day. The water will mainly be required in the hotter months and it is anticipated that the use will be for approximately 100 days per year. The total annual water requirement for dust suppression would be in the order of 4,500kL per annum.

2. Source

The source of the dust suppression water supply is a small soak/dam located in the south-western corner of the property. The location of the soak/dam is 433820E 6489610N. The soak/dam has been constructed to enable stock to get to water without getting stuck in waterlogged ground and is approximately 20 metres long and 12 metres wide and is located on the southern side of a spring-fed water logged area. Assuming

Water Direct Pty Ltd
PO Box 3135, Perth Adelaide Terrace WA 6832
Phone: 08 9325 3966, Facsimile: 08 9325 3988
Email: rianmoore@wdl.com.au

an average depth of 1m the soak/dam would have a capacity of approximately 240kL or several days requirement

3. Topography

The property is located on the Darling Plateau which represents an ancient erosion surface that has been dissected by streams and rivers. The highest portions of the Darling Plateau consist of pisolitic laterite gravels that form flat topped hills. The two highest hills on Lot 7 consist of up to a 15m thickness of lateritic gravels with the highest having an elevation of nearly 340m AHD. The lowest portions of the property are to the north on Red Swamp Brook where the elevation drops to approximately 260m AHD.

4. Rainfall

The nearest reliable weather station is the Noble Falls (9252) that has a reliable rainfall record from 2001 to present. The average annual rainfall over this period has been approximately 745mm.

5. Geology

The tops of the hills on Lot 7 are pisolitic lateritic gravels. These are very freely draining sands and gravels and drainages are generally absent on the tops of the hills. Immediately below the lateritic gravels is a weathering lithology that is composed of clays that are nearly impervious. Underlying the laterite and clays are granitic and migmatitic rocks of Archaean age.

6. Hydrogeology

The groundwater found on the Darling Plateau is generally very shallow and referred to as surficial water. The surficial aquifers are generally small and yield limited supplies of fresh to brackish water. The aquifers consist of thin generally sub-horizontal layers of

laterite and sands or sands. At Lot 7 the aquifer supplying the soak/dam is composed of thin sands below a lateritic capping.

The groundwater that is contained in the water-logged area originally started as rainfall. A portion of the rainfall that reaches the ground may in the correct circumstances percolate into the laterite or sands and become groundwater. The rain water will travel vertically downwards through the lateritic gravels until it reaches the underlying clays which as described earlier are nearly impervious. When the groundwater reaches the underlying clays the movement changes from vertical to horizontal and the water moves towards the edges of the lateritic capping and the waterlogged area. In the vicinity of the waterlogged area the groundwater appears to reach the surface at an elevation of approximately 280m AHD. From the edges of the laterite to the soak/dam the water moves through a thin layer of sands and residual gravels that have resulted from the weathering of the lateritic cap.

If this water is not utilised it continues moving westwards down the valley and at the western end of the waterlogged area is absorbed back into the ground. There does not appear to be any significant groundwater dependent ecosystems relying on the groundwater to the west of the water logged area.

7. Source Sustainability

The amount of rainfall entering the lateritic gravels depends on the physical area of the laterite. To the east of the water logged area on Lot 7, the area that could act as the recharge area is approximately 30 hectares. If the rainfall recharge is conservatively estimated at 10% of annual average rainfall or 0.0745m then the possible recharge from Lot 7 alone would be in the order of 22,305kL per annum. The lateritic hill to the immediate south of Lot 7 would have a similar annual contribution of groundwater to the water logged area. The resultant out-flow from the base of the laterite capping would be in the order of 45,000kL per annum or ten times the water required for the dust suppression.

The clearing of the original forest from the laterite areas has resulted in an increase in the amount of rainfall recharging the aquifer. The increase has resulted in an increase in water logging in areas were groundwater reaches the surface and in some cases has

resulted in rising salinity problems. At Lot 7 it is most likely that the rainfall recharge is significantly higher than 10% which would result in a significantly higher amount of groundwater being available.

8. Contingency

Should the supply of groundwater to the soak/dam be temporarily depleted then the Extractive Industry Dust Management Plan shall prescribe alternative dust control measures until more water becomes available.

9. Conclusions

- The proposed extractive industry operation at Lot 7 Toodyay Road, Bailup, has a dust suppression water requirement estimated at 45kL per day for approximately 100 days per year or 4,500kL per annum.
- The soak/dam in the southern portion of the property has been identified as the likely source of the dust suppression water.
- The groundwater contained in the water logged area around the soak/dam is originally sourced from rainfall that falls on the lateritic gravels that form the hill tops in the Bailup area and then moves under the influence of gravity through the gravels until it reaches the underlying clays and then to the edges of the laterite cap.
- Recharge from rainfall is conservatively estimated at 10% of total rainfall. The area above the water logged area to the north, east and south has an approximate area of 60 hectares. The rainfall at the nearest rainfall recording station at Noble Falls indicates that the average rainfall is 745mm per annum. Therefore the potential recharge to the aquifer from rainfall is conservatively estimated at 45,000kL per annum.
- Should the supply of groundwater to the soak/dam be temporarily depleted then the Extractive Industry Dust Management Plan shall prescribe alternative dust control measures until more water becomes available.

Elswick Developments Pty Ltd
25 August 2010
Page 5

10. Recommendations

The groundwater causing the waterlogged area around the soak/dam should be capable of supplying 4,500kL per annum based on the rainfall recharge calculation. However, the rate at which the soak/dam will recharge has not been tested. A shallow drain running north of the dam across the waterlogged area and connected to the soak/dam would assist in catching more of the groundwater.

We trust this information is sufficient for your immediate purposes. Please do not hesitate to call should you have any queries or require additional information.

Yours faithfully

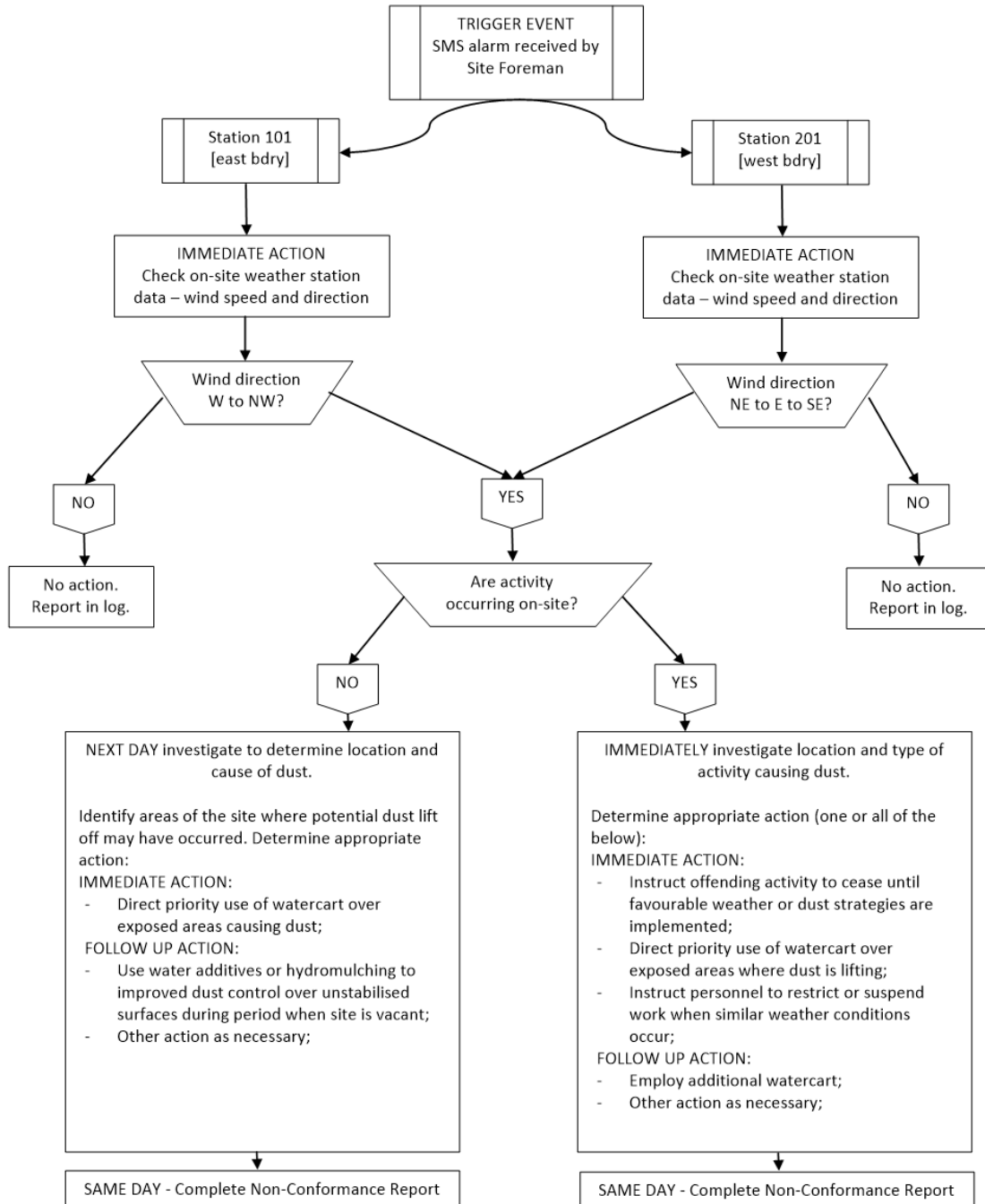
Water Direct Pty Ltd



RIAN MOORE
Hydrogeological Project Manager

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APPENDIX 1C
Trigger Event Action Plan.



APPENDIX 1D

Dust Suppression Matrix

Events vs. Action → *Outcome* table for day-to-day site management to mitigate dust

DUST SUPPRESSION MATRIX

Dust Management Plan for Extractive Industry Lot 7 Toodyay Road, Bailup

Table below details day-to-day site activities/events and required action to mitigate dust nuisance.

Site Event	Action	Outcome
(A1) Continuous – during all operation activities	<ul style="list-style-type: none"> Daily visual monitoring of weather conditions, including (wind speed, wind direction, surface moisture and rain events). 	Determine and prepare needs for dust suppression.
(A2) Continuous – during all operation activities	<ul style="list-style-type: none"> On-going monitoring of gravel tracks, access to Toodyay Road, stockpiles and activity areas for dust lift-off. 	Determine and prepare needs for dust suppression.
(A3) Continuous – during all operation activities	<ul style="list-style-type: none"> Continuous dust monitoring and meteorological data logging with onsite devices with SMS notification if a trigger-level has been breached (0.5 mg/m³ for particles 10 µm or less). Locations in accordance with <i>Dust Management Plan August 2016</i>. 	<p>Inform site manager if dust is escaping the site and action is required.</p> <p>Provide data for interrogation if a dust complaint is received.</p>
(B1) Topsoil – stripping and respreading	<ul style="list-style-type: none"> Topsoil stockpiles not to exceed 1.5m in height and located where prescribed. Application of water (use of watercart) to disturbed surfaces. 	Reduce wind impact and suppress dry surfaces.
(B2) Topsoil – stockpiles	<ul style="list-style-type: none"> Application of water to encourage germination. Hydromulch surface if self-germination not effective. 	Topsoil to be stabilised long-term.
(C1) Extractive industry – ripping and pushing up gravel	<ul style="list-style-type: none"> Application of water to works area (use of watercart). 	Stabilise exposed surfaces.
(C2) Extractive industry – materials handling (hauling and stockpiling)	<ul style="list-style-type: none"> Application of water over material being handled (use of watercart). 	Wet loose gravel to reduce wind lift-off.
(C3) Extractive industry – processing and crushing	<ul style="list-style-type: none"> Application of water to material being processed (use of watercart). 	Wet loose gravel to reduce wind lift-off
(C4) Extractive industry – location of	<ul style="list-style-type: none"> Location of plant and gravel processing to be near extraction, 	Distance to haul gravel to be

processing plant and stockpiles	downhill and adjacent remnant vegetation.	minimised. Vegetation and topography to reduce exposed of soil to prevailing winds.
(D1) Transport – crossover and tracks	<ul style="list-style-type: none"> ▪ Crossover to Toodyay Road to be upgraded and sealed for 70 meters ▪ Application of water on internal gravel roads when under heavy use (use of watercart). ▪ Occasional use of water additives/coagulates for application over gravel tracks 	Prevent dust carried off site onto Toodyay Road.
(D2) Transport – trucks	<ul style="list-style-type: none"> ▪ Trucks bodies to be covered with suitable tarpaulins. 	Prevent dust lift off during transport of gravel.
(E1) Special – complaint regarding dust	<ul style="list-style-type: none"> ▪ Immediate investigation and follow-up as prescribed in the Complaint Procedure. 	Identify cause of dust nuisance and eliminate/action.
(E2) Special – insufficient water volumes available at nominated soak	<ul style="list-style-type: none"> ▪ Application made to Shire for alteration to the existing soak/dam. ▪ Application made to Department of Water to install a bore. 	Sufficient water available for dust suppression
(E3) Special – adverse weather condition where dust control measures are ineffective (very strong northerly winds, hot and dry surfaces)	<ul style="list-style-type: none"> ▪ Temporary suspension of works. Application of water to critical areas causing dust lift off. 	Eliminate dry, exposed surface from being disturbed and allowing dust to be carried off the site.

APPENDIX 1E

BOM Data

Rose of Wind Direction versus Wind Speed and Median Rainfall Data

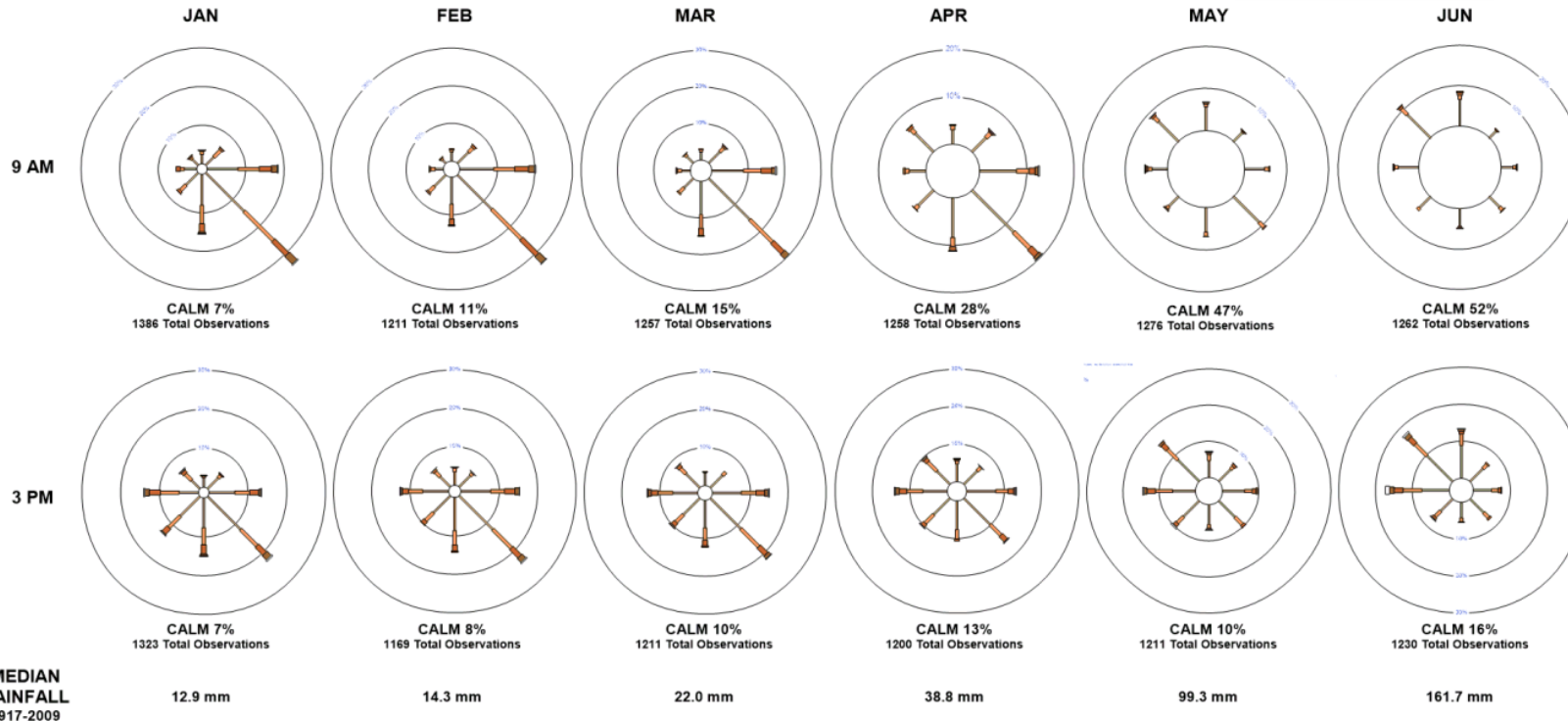
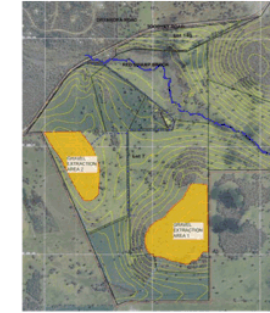
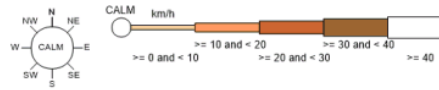
Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 28 Feb 2010)

Custom times selected, refer to attached note for details

NORTHAM

Site No: 010111 • Opened Jan 1877 • Still Open • Latitude: -31.6508° • Longitude: 116.6586° • Elevation 170m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



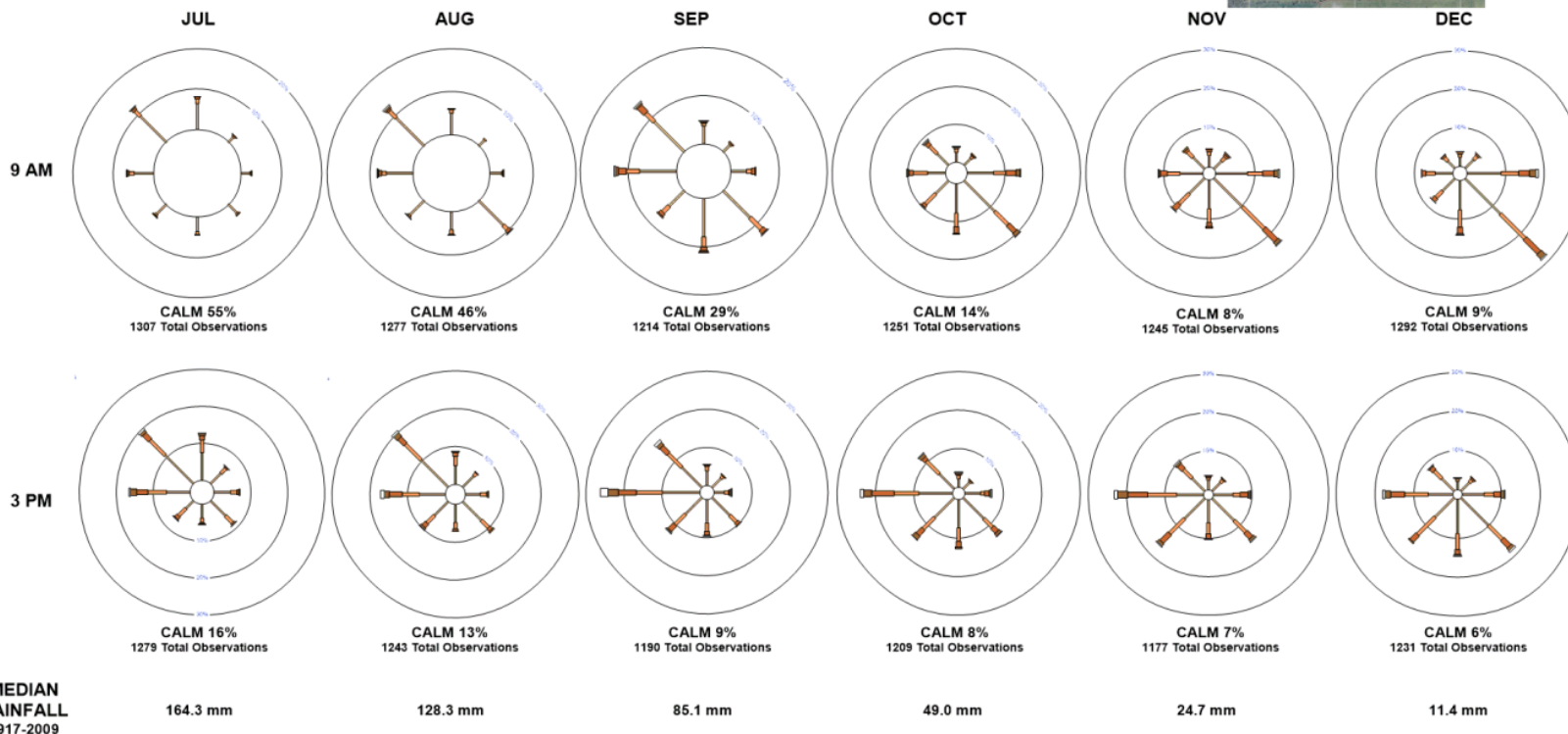
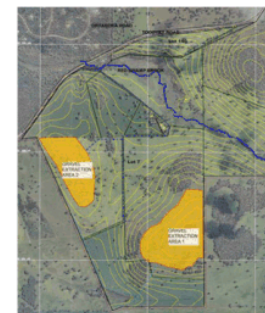
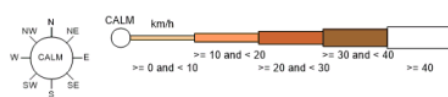
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We have taken all due care but cannot provide any warranty nor accept any liability for this information.

Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 28 Feb 2010)
 Custom times selected, refer to attached note for details

NORTHAM

Site No: 010111 • Opened Jan 1877 • Still Open • Latitude: -31.6508° • Longitude: 116.6586° • Elevation 170m

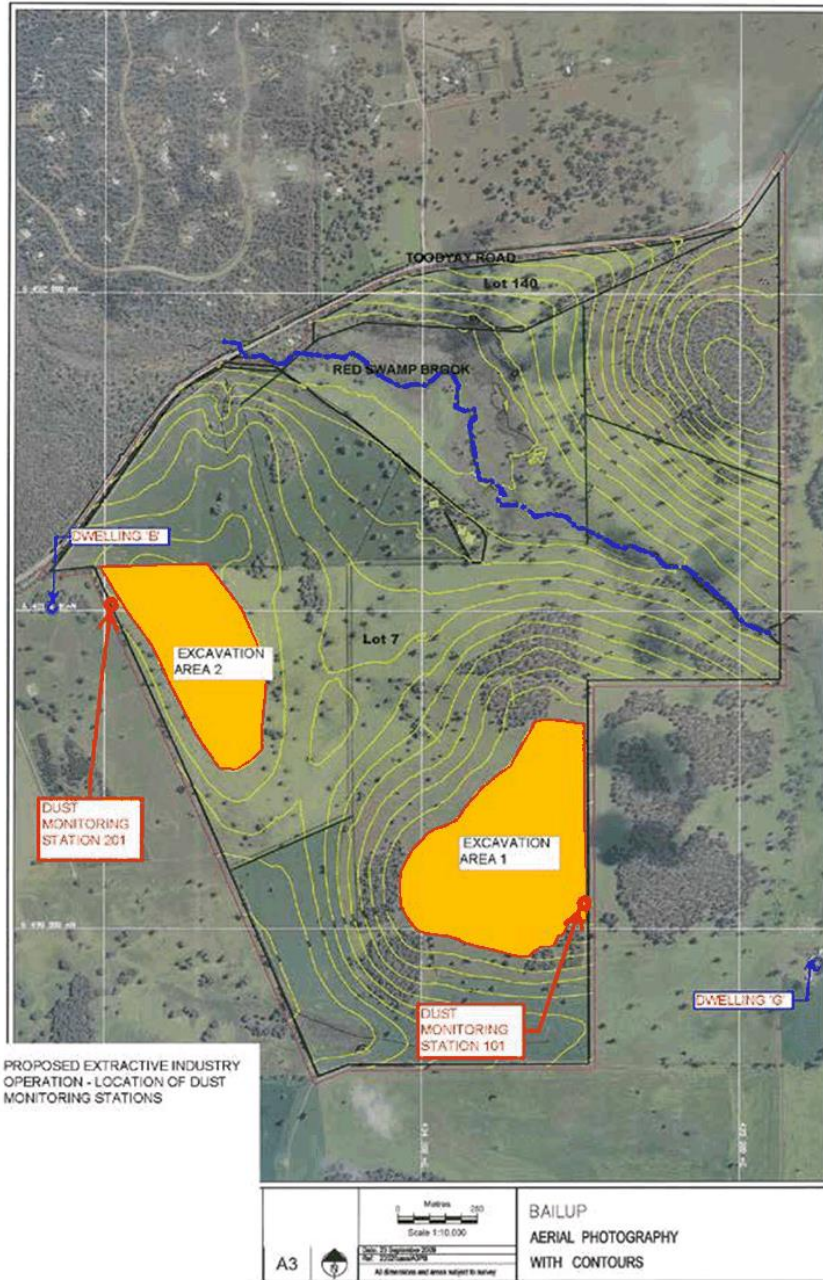
An asterisk (*) indicates that calm is less than 0.5%.
 Other important info about this analysis is available in the accompanying notes.



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APPENDIX 1F

Dust Monitoring Station Location plan:



APPENDIX 1G

Complaint Form (Non-Conformance Report):

TRICO RESOURCES PTY LTD
Lot 7 Toodyay Road, Bailup

NON-CONFORMANCE / COMPLAINT REPORT

NCR #:		Date of event:		Person completing this report:	
---------------	--	-----------------------	--	---------------------------------------	--

NON-CONFORMANCE TYPE (tick):

<input type="checkbox"/> Customer/Product	<input type="checkbox"/> Audit Compliance
<input type="checkbox"/> Supplier or Sub-Contractor	<input type="checkbox"/> Internal
<input type="checkbox"/> Complaint (select one)	<input type="checkbox"/> DUST <input type="checkbox"/> ODOUR <input type="checkbox"/> NOISE <input type="text"/> Other.....

PERSON REPORTING OR COMPLAINANT:

NAME:		COMPANY:	
CONTACT DETAILS:			

DESCRIPTION OF NON-CONFORMANCE OR COMPLAINT:

--

INVESTIGATION (Detail when and how investigation is made; weather conditions, data from monitoring devices, etc):

--

DETERMINATION/CAUSE:

--

CORRECTIVE / PREVENTATIVE ACTION TAKEN (Detail when action was taken, immediate or change in process):

--

OUTCOME:

--

REVIEW / FOLLOW UP:

REVIEW REQUIRED?:	Y / N	REVIEW DATE:		BY:	
--------------------------	-------	---------------------	--	------------	--

REVIEW OF CORRECTIVE ACTION (Follow up with Complainant):	
--	--

SIGNED OFF BY QUALITY MANAGER:		DATE:	
---------------------------------------	--	--------------	--

3 March 2021

State Administrative Tribunal
Level 6, 565 Hay Street
PERTH WA 6000

Dear Member,

DR 238/2020

TRICO RESOURCES PTY LTD (Applicant)

-v-

SHIRE OF MUNDARING (Respondent)

Tribunal Order 11 February 2021 [Item 1]

Pursuant to the Tribunal's orders, the Applicant makes the following submission in respect to the following matters: (1) clarifying details discussed in mediation; (2) responding to the Dust Management Plan peer review; (3) commenting on the Respondent's list of 'draft' conditions; and, (4) commenting on the Respondent's reasons for refusal with respect to matters discussed at mediation. We hope this will assist the Respondent in reconsidering its decision and approving the application.

(1) Requirement to obtain groundwater bore licence.

DWER has confirmed in writing that a licence is not required for the taking of water from a bore or surface dam/soak at the site. The Applicants confirm that the source for water to be used in dust control remains as the soak located in the southwest corner of the site, which is not associated with Red Swamp Brook and has been assessed by hydrology experts Water Direct as being adequate for the proposed development.

A copy of the DWER's email confirmation, dated 2 February 2021, was provided to the Respondent at the conclusion of SAT mediation held on 11 February 2021.

(2) Comments on Dust Management Plan (DMP) 'peer-review'.

The Applicant submits the following comments in response to the report prepared for the Applicant by EAQ Consulting which reviews the Applicant's Dust Management Plan.

Section 1.1 par 3. DWER's Works Approval conditioned matters pertaining to the DMP submitted by the Applicant. Subsequently, the DMP was amended to incorporate all of DWER's recommendations and was submitted for approval by the regulator. The amended DMP is dated 10 August 2016 and was assessed by DWER prior to issuing an Operating Licence to the Applicant. In the SAT mediation held 14 December 2020, the Applicants were asked to clarify that the 10 August 2016 DMP was the full and latest version which DWER had assessed and approved for the site. The Applicant confirmed this to be true. EAQ's report acknowledges that it was asked to review the 10 August 2016 DMP.

EAQ state (page 15), "Overall, the TriCo DMP is compliant with those regulatory requirements of the DEC 2011 Guidelines. Additionally, as instructed by the regulator, TriCo has provided additional details in relation to dust monitoring and complaints handling and response procedures."

Page 6 par 3. EAQ's report correctly notes that DWER's *Guidance for the separation distances between industrial and sensitive land uses* recommends a separation distance from the nearest sensitive receptor of between 300m to 500m for extractive industry and emissions due to noise and dust.

Concerns were raised by the Respondent regarding risk of dust emissions affecting the semi-rural residents to the north of the site. Closest distance from those dwellings to the extractive industry is approximately 1,000 metres, being twice the recommended separation distance noted in DWER's Guidance. Moreover, dwellings to the north are sheltered within heavily vegetated land. It is for these reasons that the DMP, *and the peer review*, have not undertaken additional assessment of those dwellings. In that case, the Classification Assessment Chart would score the site as Class 1. DWER Guidance advises that this is considered "negligible risk", with no provisions or contingencies required.

Nevertheless, dust is required to be managed at the site in compliance with the *Environmental Protection Act 1986*. Complaints regarding dust (or any other issue) from *any* affected resident are investigated and actioned in accordance with the approved DMP.

Page 6 par 4. Further to paragraph 3, EAQ's report refers to two dwellings with potential dust impact.

Dwelling "G" is approximately 840m east of the site activities. This is outside of DWER's Guidelines for recommended separation distance (300m to 500m). It is the closest dwelling to extraction area 1. Nevertheless, the DMP prescribes monitoring and practices to be employed to mitigate dust lift off escaping the site and affecting Dwelling "G". The siting for dust monitors has been carefully selected at the boundary of the site at the point closest to Dwelling "G" in relation to extraction area 1.

Dwelling "B" is 200m west of extraction area 2. The DMP prescribes monitoring and dust suppression activities at the site to mitigate the likelihood of dust impacting that building which appears to be a shed for occasional use. Again, the siting for a second dust monitor has been specifically located at the boundary of the site closest to Dwelling "B" in relation to extraction area 2.

EAQ may not have been aware that the proposed development includes the construction of a 10m high noise bund along the western boundary adjacent to Dwelling "B", for the full length of extraction area 2 (490m long). This will further decrease any likelihood of dust impact by creating a substantial physical barrier between gravel extraction activities and Dwelling "B". The bund surface is to be stabilised.

Page 6 par 6 notes that the internal tracks within the site are unsealed except for 70 metres adjacent to the entrance off Toodyay Road. EAQ is correct in noting that this section of track is sealed "to encourage dust removal prior to vehicles entering Toodyay Road." This forms part of the DWER Works Approval. However, EAQ may not have realised that the length of sealed track was extended to 100 metres by Main Roads WA as part of its approval of the intersection design, being a WAPC condition. This is a minor correction to the report.

Section 1.2 pages 6-7, Dust Risk Assessment. EAQ adopt DWER's Guidelines to classify the site according to various attributes. The site classification score associates various provisions and contingencies a site should have to mitigate dust impacts.

EAQ classify the site on a risk assessment chart (page 7) and set a score of 420, being Class 3, considered medium risk. EAQ use this classification to make its peer review and recommendations in the remainder of the report.

EAQ has wrongfully classified the site. As justified below, with reference to Dwelling "G" the site is Class 2. With reference to Dwelling "B" the site is also Class 2.

EAQ has adopted a simplistic analysis by amalgamating and overestimating the proposed development. There are two distinct areas of activity and two distinct sensitive dwellings separated by long distances; one to the east near the eastern works area and one to the west near the western works area. The site is large, and it is erroneous to amalgamate activities more than 1km away with areas much closer when scoring the site classification assessment chart. Dust lift off carried by wind will affect either Dwelling "B" or Dwelling "G" depending on which area of the site is being excavated. Extraction area 1 is close to Dwelling "G" and far removed from Dwelling "B". Extraction area 2 is the opposite. EAQ's simplistic assessment requires wind to be blowing both easterly and westerly at the same time, and for simultaneous extraction at areas 1 and 2 have a combined impact on the closest dwelling. This is a wrong application of the DWER Guidelines.

With reference to their Table 1-1, EAQ adopt part B1 distance at between 100m and 500m (score of 12), and part A3 area of site disturbed by the works as over 10ha (score of 9). In doing so, the assessment has amalgamated disturbed areas more than 1km away with areas that are 200m away as if they are occurring simultaneously. This is not the case. EAQ may not have understood the entirety of the application and this is why they have wrongly scored Table 1-1. Extraction areas 1 and 2 are not operated simultaneously. Extraction area 1 is of negligible risk to Dwelling "B", and extraction area 2 is of negligible risk to Dwelling "G".

Given that site activities are staged, a proper assessment can be made by considering each of the two non-simultaneous areas of activity and then adopting the highest site classification of the two. The following assessment considers the closest dwelling to an extraction area only when that area is being disturbed. This means, to assess the impact at Dwelling "G" when operating at extraction area 1, or the impact at Dwelling "B" when operating at extraction area 2. As seen below, the site is Class 2, considered low risk according to DWER Guidelines.

Assessment relative to Dwelling "G":

- I. Approximately 840m east of the site, specifically from extraction area 1;
- II. Impact from westerly prevailing winds;
- III. Disturbed areas and distance:
 - a. Access tracks – greater than 1km away. Negligible risk.
 - b. Processing/stockpiling areas - approximately 1.5km away. Negligible risk.
 - c. Extraction Area 2 – approx. 2km away. Negligible risk.
 - d. Extraction Area 1 – distance varies from 840m to 1.3km. Potential risk.
 - i. Maximum staged area (any stage) – 3 hectares.
 - ii. Maximum rehabilitation area (previous stage) – 3 hectares.

In this instance, criteria B1 distance is 'between 1km and 500m' (840m) from extraction area 1's stages and rehabilitation [score of 6]. The area disturbed is 'between 5ha and 10ha' (6ha) [score of 3].

Adopting EAQ's other assessment scores, the total assessment is 225. This is a Site 2 Classification, which is considered "low risk" by DWER.

Assessment relative to Dwelling "B":

- I. Approximately 200m west of the site, specifically from extraction area 2;
- II. Impact from easterly prevailing winds;
- III. Disturbed areas and distance:
 - a. Access tracks – approx. 500m of track within 1km has a total disturbed area of 0.15ha. Negligible risk.
 - b. Processing/stockpiling areas - approximately 1.3km away. Negligible risk.
 - c. Extraction Area 1 – approx. 1.5km away. Negligible risk.
 - d. Extraction Area 2 – varies from 200m to 1km. Potential risk.
 - i. Maximum staged area (any stage) – 3 hectares.
 - ii. Maximum rehabilitation area (previous stage) – 3 hectares.

In this instance criteria B1 distance is 'between 100m and 500m' (200m) from extraction area 2 stages and rehabilitation [score of 12]. The area disturbed is 'between 5ha and 10ha' (6.15ha) [score of 3].

Adopting EAQ's other assessment scores, the total assessment is 375. This is a Site 2 Classification, which is considered "low risk" by DWER.

In either instance, for the life of the project, the site has a maximum classification of Class 2.

Rehabilitation work is prescribed in the Revegetation Management Plan. It details the activity of resspreading topsoil and overburden to a staged area immediately upon its completion, consecutively as the proceeding staged area is first prepared. When convenient, these works are done simultaneously where stripped topsoil is immediately placed in areas being rehabilitated. After spreading topsoil and contouring, rehabilitated areas to be seeded and revegetated in accordance with the revegetation plan. With regards to ongoing dust control, rehabilitation includes the use of water additives (such as starch) and hydromulching as a cheap, quick and easy process to stabilise a surface which will no longer be disturbed by vehicles. Rehabilitation to a 3 hectare stage occurs over a matter of 2-4 weeks.

Therefore, the total disturbed area (part A3 of Table 1-1) has a score of 6, but reduces to a score of 3 once rehabilitation is complete and the surface is stabilised. In relation to Dwelling "G", the site classification of Class 2 is only for a few weeks (during rehabilitation) and then drops down to Class 1, considered negligible risk.

To reconfirm details which EAQ may not have been aware of when preparing its report: staged works at extraction area 2 does not commence until the completion of staged extraction area 1. Therefore there is no dust risk created at both to the east and west of the site at any one time. Maximum total area disturbed at any one time for the whole of the site is estimated as follows:

- (1) Area of gravel tracks – 2km x 3m = 0.6ha.
 - (2) Area of processing and stockpiles – up to 1-2ha.
 - (3) Area of (any) stages excavation – up to 3ha.
 - (4) Area of (any) previous rehabilitation – up to 3ha.
- Total area = 7.6ha to 8.6ha.

However, these distinct areas are at varying distances from Dwellings “B” and “G” – mostly greater than 1km away. EAQ has applied an area of ‘over 10ha’ [score of 9] to part A3 and a distance of ‘between 200m and 500m’ [score of 12] to part B1 of Table 1-1. This significantly overestimates the dust site classification. EAQ has made recommendations (pages 15-16) based on Class 3 when it should be Class 2, as DWER have also assessed.

A review of DWER’s Guidelines for a Class 2 site shows there is no requirement for dust monitoring devices. However, to provide comfort to the Department, as well as to the Shire of Mundaring, the Applicant’s DMP includes the use of real-time continuous dust/weather monitors – normally only a requirement for Class 3 and 4 sites.

The Applicant respectfully acknowledges that EAQ may not be aware or misunderstood the staging for extraction area 2 and therefore overestimated the total disturbed area, and assumed that both area 1 and area 2 would be operating simultaneously.

The Applicant submits that the DMP has been carefully reviewed by DWER (as the primary regulator for dust emission and licensing of prescribed premises) and also by the Shire’s officers at the time of first recommending the application be approved by the Council. In both instances, the DMP has been assessed as appropriate and sufficient to mitigate the risk of dust.

The Applicant makes the following comments on EAQ recommendations:

- i. Covering of trucks. This is a mandatory requirement by MRWA that all haulage vehicles are covered when carrying gravel (or similar) materials on public roads. This occurs at the point of loading. Therefore trucks will be covered during transit regardless of the site classification.
- ii. Two dust monitor locations is more than adequate for the site. EAQ’s recommendation for four, when the DWER Guidelines required none is not justifiable. Locations have been carefully selected based on the two dwellings with potential dust impact from the proposed site activity.
- iii. The use of wind fencing on a 375 hectare site located across several undulating hills in rural land is regarded as useless. A standard 1.8m high wind fence may provide only up to 12m of horizontal wind protection. One dwelling of impact is 200m away and the other is 840m. In a practical sense, wind fencing will achieve nothing.
- iv. Normal operating speeds for haulage trucks within sites similar to this is 40km/h for straight runs and less at bends. Internal travelling distance of up to 2km from Toodyay Road to stockpile areas makes very slow speeds (like 10 km/h as suggested) impractical as it requires four times the travel time within the site.

(3) Comments on the Respondent’s draft conditions

The Applicant provides the following responses to ‘draft’ conditions recommended in the Council minutes:

#	Draft Condition (Shire of Mundaring)	Response/comment (Applicant)
1	The development shall comply with the approved plans (including any amendments marked in red) unless approval is granted by the Director of Statutory Services for any minor variation made necessary by detailed design; (P)	No objection.

2	The extraction of gravel shall not exceed 950,000 tonnes per annum;	No objection.
3	The hours of operation shall be limited to 7:00am to 5:00pm Mondays to Saturdays. No work shall be carried out on Sundays or Public Holidays;	No objection.
4	Stormwater shall be diverted away from the Red Swamp Brook and Toodyay Road reserve at all times;	No objection.
5	Excavation at Extraction Area 1 shall be carried out in accordance with the 'Staging Plan (Area 1)' dated 17 August 2016, and shall not exceed three (3) hectares in area at any time;	No objection.
6	Rehabilitation and revegetation of the site shall be in accordance with 'Annexure 2 –Master Management Plan; Section 4 -Rehabilitation & Revegetation Management Plan' dated 10 September 2010. Rehabilitation and revegetation of each stage of excavation shall occur within 60 days upon cessation of that stage, and completed prior to the commencement of excavation of subsequent areas;	<p>Part accepted.</p> <p>Delete the section, "and completed prior to the commencement of excavation of subsequent areas."</p> <p>Rehabilitation can most efficiently be carried out when initially commencing works at the following stage, if that should occur. For instance, stripping of topsoil can be immediately respread on the previous stage rather than creating additional stockpiles. This is often a better option than using previous stockpiles where native seeds are buried in stockpiles and surfaces are already stabilised.</p> <p>The Dust Management Plan incorporates mitigation measures of both the area of works as well as the area of its previous stage being rehabilitated. The aggregate of those areas has been used to assess the site in accordance with the DWER Guidelines on dust management (DEC 2011). This condition, as written, is not consistent with the DMP assessment.</p> <p>Should a stage be complete and not immediately followed by another, the condition (including the recommended amendment) still requires rehabilitation to promptly occur. The proposed amendment does not affect this event.</p>
7	Prior to the commencement of operations at Extraction Area 2, a detailed staging plan for Extraction Area 2 shall be submitted and approved to the satisfaction of the Shire of Mundaring;	No objection.
8	Prior to the commencement of operations at Extraction Area 2, detailed plans for the acoustic barrier / noise bund along the western boundary of Extraction Area 2 shall be submitted to and approved by the Shire of Mundaring, on advice from the Department of Water and Environment Regulation (DWER). The plans shall detail the method of construction, proposed dimensions, gradients, setbacks, dust suppression methods and landscaping of the acoustic barrier;	No objection.
9	No development shall occur within 20 metres of any lot boundaries, with the exception of vehicular access to the site, and works associated with rehabilitation and revegetation;	No objection.
10	No blasting shall be conducted without prior approval	No objection.

	of the Shire of Mundaring;	
11	A Dieback Management Plan shall be submitted to the satisfaction of the Shire of Mundaring, within three (3) months of the date of this approval. The plan shall identify appropriate management practices for preventing the spread of <i>Phytophthora dieback</i> , ensuring all machinery, particularly earth moving equipment is clean (i.e. free of soil and vegetative materials) on entry and exit of the site;	No objection.
12	The proposed access is not to be gated within 100m of Toodyay Road Reserve;	No objection.
13	Sight lines must be maintained at all times to ensure driver safety and may require further earth works and vegetation removal	No objection.
14	A landscaping plan for a vegetative screen within the site and adjacent to the Toodyay Road site intersection upgrades, shall be submitted to the satisfaction of the Shire of Mundaring within three (3) months of the date of this approval. The landscaping plan shall detail planting to the south of the proposed acceleration lane, at a minimum depth of 30 metres, to a ratio of 1:2 (removed : replaced). The vegetative screen shall thereafter be established and maintained in accordance with the approved landscaping plan within 12 months of the date of this approval;	No objection.
15	A landscaping plan for the revegetation of Red Swamp Brook, shall be submitted to the satisfaction of the Shire of Mundaring within three (3) months of the date of this approval. The landscaping plan shall detail all native vegetation to be retained; weed management to be undertaken; and additional planting of riparian vegetation (including numbers and species). The approved landscaping plan shall be implemented within 12 months of the date of this approval;	<p>Not accepted.</p> <p>The application advises that no activity will occur in Red Swamp Brook (RSB). The proposed development is already revegetating at 2:1 (or greater) relative to activities at Toodyay Road [condition 14] and activities at the gravel extraction area [conditions 1 and 6].</p> <p>The development will not interfere with RSB for the purposes of extraneous revegetation the following reasons:</p> <ol style="list-style-type: none"> i. Disturbing the area in and around RSB will promote accelerated weed growth, particularly as the land has historically been cleared and used for grazing for several decades. Germination of weed-seed banks on the surface is sensitive to ground disturbance. ii. Commitment has been made to the community that RSB would not be interfered with. This condition contradicts that commitment. iii. No vegetation being removed from RSB. iv. RSB and its banks are already well stabilised with various vegetation – mostly dense ground covers and grasses (endemic and non-endemic). Disturbing that vegetation will increase the risk of erosion and sediment run off which will reduce water quality. Water quality has been identified as a key concern for residents north of the site and the Shire of Toodyay. v. Revegetation will require the use of herbicides and fertiliser to clear non-endemic species and assist growth of newly planted endemic species. Chemicals

		<p>may affect water quality and impact downstream uses of RSB.</p> <p>vi. Revegetation will require surface/soil treatment (scouring, ripping or mounding). Disturbed surfaces may affect water quality by adding sediment.</p> <p>RSB has very little water retention on the site. Therefore debris and sediment caused by revegetation activities (or any other activity) is unrestricted from being carried off the site when RSB is flowing. This will adversely affect downstream water quality unless water is first attenuated (i.e. a dam construction at the north boundary of the site to capture all creek water flow and allow sediments to settle before water overflows and continues downstream). Damming of RSB is not permitted without application to and approve from various regulatory authorities.</p> <p>It is not appropriate to require additional revegetation which carries risk to affecting water quality at RSB.</p>
16	No works associated with the alteration to the size of any other watercourses (including dams or soaks) are permitted without the prior approval of the Shire of Mundaring;	<p>Not accepted, unless this condition can be clarified to not relate to the soak in the southeast corner, which is not a "watercourse".</p> <p>The current EIL (approved by the Shire of Mundaring 2010) as well as WAPC and DWER approvals permit alteration of the soak/dam located at the southwest corner of the site. It is a necessary source of water for dust control and is unrelated to Red Swamp Brook, which is afforded special protection and not interference from the development.</p> <p>The application before the Shire includes expert reports advising that the southwest soak is appropriate and separate from Red Swamp Brook. The hydrologist report also advises that localised alteration of this soak source may be necessary to ensure appropriate recharge rates.</p>
17	The stockpiling of gravel product shall be limited to a maximum height of eight (8) metres;	No objection.
18	The stockpiling of topsoil and overburden shall be limited to a maximum height of four (4) metres;	No objection.
19	The applicant shall apply for an Extractive Industry Licence in accordance with the requirements of the Shire's Extractive Industry Local Law, within eight (8) months of the date of this approval; or when the annual extraction of gravel is expected to exceed 47,000 tonnes, whichever occurs first. The Extractive Industry Licence shall be in accordance with the conditions and plans of this approval, for the annual extraction of gravel up to 950,000 tonnes; and	No objection.
20	A bond shall be taken by the Shire for site revegetation and remediation works in accordance with the requirements of the Extractive Industry Local Law.	<p>Redundant.</p> <p>The details of this condition are already prescribed by Condition 19.</p> <p>Part accepted.</p>

		Replace, "A bond" with "Security". This amendment is to ensure the condition is consistent with Shire of Mundaring Extractive Industry Local Law 2013 clause 5.1.
	ADVICE NOTES:	
1	In relation to Condition No. 1, the approval relates to the following plans: • Proposed Extractive Industry Operation –Site Plan; • Proposed Extractive Industry Operation –Revegetation Plan; • Bailup Proposed Extractive Industry –Revegetation Diagram 1&2;• Concept Design Drawing (Main Roads intersection design);• Extractive Industry Operation Staging Plan (Extraction Area 1); and• Areas of Responsibility (Land Managed by Main Roads / Land Privately Managed) The approval also relates to the following document: "Extractive Industry Application report" (20 October 2009); which includes the Master Management Plan (10 September 2010), Construction Noise Management Plan (November 2016), Dust Management Plan (August 2016), Staging Plan - Extractive Area 1 (17 August 2016), and Stormwater Management Plan (10 August 2016);	No objection.
2	All landscaping and revegetation of the site shall be undertaken using local endemic plant species only;	No objection.
3	In relation to Condition No. 8, the acoustic barrier shall ensure that noise at the nearest sensitive receptors to Extraction Area 2 does not exceed the noise assigned levels as per the Environmental Protection (Noise) Regulations 1997.No excavation shall occur within Extraction Area 2 until the approved acoustic barrier has been constructed. Construction of the noise bund shall be completed within a 6 week timeframe consistent with the requirements of the DWER Licence. If constructed of earth, material for the noise bund shall not be sourced from topsoil or excavated material from Extraction Area 2;	No objection.
4	The Shire notes WAPC's approval under the MRS requires the following to occur: 6. Prior to the commencement of the development, the applicant/landowner shall design and construct at its own cost the Toodyay Road and access point modifications generally in accordance with the concept drawings (see attached) and Main Roads requirements to the satisfaction of the Western Australian Planning Commission.7. Prior to the commencement of the development the applicant is to provide an updated Land Protection Plan identifying the additional area of land required to undertake the works in accordance with Main Roads requirements to the satisfaction of the Western Australian Planning Commission.8. Prior to the commencement of development, the land required for the widening of Toodyay Road as shown on the plan as per condition 7, must be set aside as a separate lot and is to be ceded to Main Roads free of cost to the satisfaction of the Western Australian Planning Commission.9. Prior to the commencement	No objection.

	of the development the access road shall be sealed between edge of the Toodyay Road sealed surface and 100m into the property in accordance with local government and Main Roads requirements to the satisfaction of the Western Australian Planning Commission.10.Prior to the commencement of development, the applicant is to enter into an agreement with Main Roads that addresses the areas of responsibility in terms of maintenance in accordance with Main Roads requirements to the satisfaction of the Western Australian Planning Commission.	
5	The development may require significant earthworks within the road reserve due to the topography, including the clearing of native vegetation. This will require further third party environmental approvals to ensure such clearing can occur;	No objection.
6	The applicant is required to submit an application form to undertake works within the road reserve prior to undertaking any works within the road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website 'Technical & Commercial-Working on Roads';	No objection.
7	Further Restricted Access Vehicle (RAV) access approvals may be required from Main Roads Heavy Vehicle Services; and	No objection.
8	Stormwater management is to be in accordance with the Stormwater Management Manual of Western Australia (DoW, 2004-2007).	No objection

(4) Comments on the Respondent's reasons for refusal

Refusal reason 1: "Environmental concerns i.e. stormwater and dust management."

In SAT, the Applicant and Respondent mediated on several matters pertaining to Environmental concerns:

1. It was confirmed that the application before the Shire included a copy of the 10 August 2016 Dust Management Plan and that this version was the latest version which was received and approved by DWER as part of the Operating Licence granted to the Applicant.
2. DWER confirmed in writing that the Department does not require the landowner to obtain a licence for the taking of water, either from a bore or soak.
3. A review of the 2010 hydrology experts report was undertaken and provided to the Shire to confirm the suitability of the soak as a water source for dust control. The 2021 review included updating the 2010 report to account for the proposed changes to the rate of extraction and a review of variation in local rainfall data.
4. A peer review of the Applicant's Dust Management Plan was provided by the Shire. EAQ's report was reviewed and has been responded to as part of SAT orders dated 11 February 2021. The Applicant has clarified the total maximum areas disturbed during site activity, and that extraction areas 1 and 2 are not operating simultaneously. With that clarification, DWER

Guidelines score the site as a Class 2, considered low risk. See section (3) of this submission for more details.

5. It was confirmed that the Stormwater Management Plan provided to the Shire as part of the application is the latest version assessed by DWER. The Applicant acknowledged that the cover date had a typo error and said "amended 10 August 2012" when it should have said "amended 10 August 2016."
6. It was confirmed that excavation at area 2 (western side of the site) would not commence until a staging plan had been prepared and submitted to DWER for approval. This is a condition on the Operating Licence regulated by DWER. The staging plan would be of a similar nature to area 1 (eastern side) with staged work areas of up to 3 hectares and preceding stages progressively rehabilitated. Copies of approvals held by the Applicant were again provided to the Shire, including those from WAPC, MRWA and DWER.

As stated in the initial response to this reason for refusal, matters pertaining to environmental protection have been thoroughly assessed by DWER and other regulatory authorities. The Shire's planning officer noted, "given the extractive industry is an approved use, and the operation is heavily regulated by State agencies and management plans are in place, it is recommended that Council approved the increase in the rate of extraction, subjected to conditions."

The Applicant understands environmental concerns related to the protection of Red Swamp Brook. All effort has been made in preparing the application to conduct a development which does not interfere with Red Swamp Brook in any way.

Refusal reason 2: "Loss of amenity for surrounding communities."

In SAT, the Applicant and Respondent mediated on matters pertaining to amenity concerns:

1. Copies of Construction Noise Management Plan (21 November 2016), Acoustic Assessment Rev 1 (23 February 2016) were provided again to the Shire. It was confirmed that this amenity assessment formed part of DWER's Operating Licence issued to the Applicant.
2. A cross-section drawing and location plan of the noise bund relevant to the Construction Noise Management Plan was prepared and provided.

As stated in the initial response to this reason for refusal the Shire's planning officer writes, "An extensive assessment has been carried out by DWER on the potential impacts to air quality, water pollution and environmental noise." Referring to detailed management plans prepared by the applicant and approved by DWER as part of the works approval and licence process he writes, "The continuous management of these impacts will be required to safeguard the amenity of surrounding communities." DWER licence conditions, annual audits and reporting requirements form part of the environmental approval for the development which mitigates adverse amenity impacts.

Refusal reason 3: "Traffic impacts."

In SAT, the Applicant and Respondent briefly mention traffic impact concerns:

- (1) It was confirmed that the Traffic Impact Assessment (TIA) was updated several times at the request of MRWA. The final version (21 May 2020) was supported by MRWA and formed part of the documentation provided with the application.

(2) No further questions or comments were raised regarding traffic impact concerns.

As stated in the initial response to this reason for refusal, the Shire's planning officer writes, "After several revisions of the TIA, and an exhaustive design assessment, Main Roads have confirmed support of the application."

The Shire planning officer noted that concerns over traffic impact were raised by the Shire of Toodyay and City of Swan. He writes, "Subsequent to this a Traffic Impact Assessment (TIA) was prepared by Shawmac Traffic Engineers on behalf of the applicant and submitted to Main Roads for comment." Noting that the TIA was provided to both the City of Swan and Shire of Toodyay for comment he continues, "No additional comments were received with respect to the development."

Refusal reason 4: "No confirmation that the proposal will comply with all required state legislation."

In SAT, the Applicant and Respondent briefly mention this matter. It was noted that the application is not seeking an approval to break any State legislation or regulation; and that regardless of the approval, the development is still required (by law, with prescribed penalties) to comply with all relevant state legislation; each regulator managing under their relevant Act.

No State legislation matters were raised by the Respondent.

The Applicant's hope this submission satisfies concerns raised by the Shire of Mundaring and that the application is favourably reconsidered.

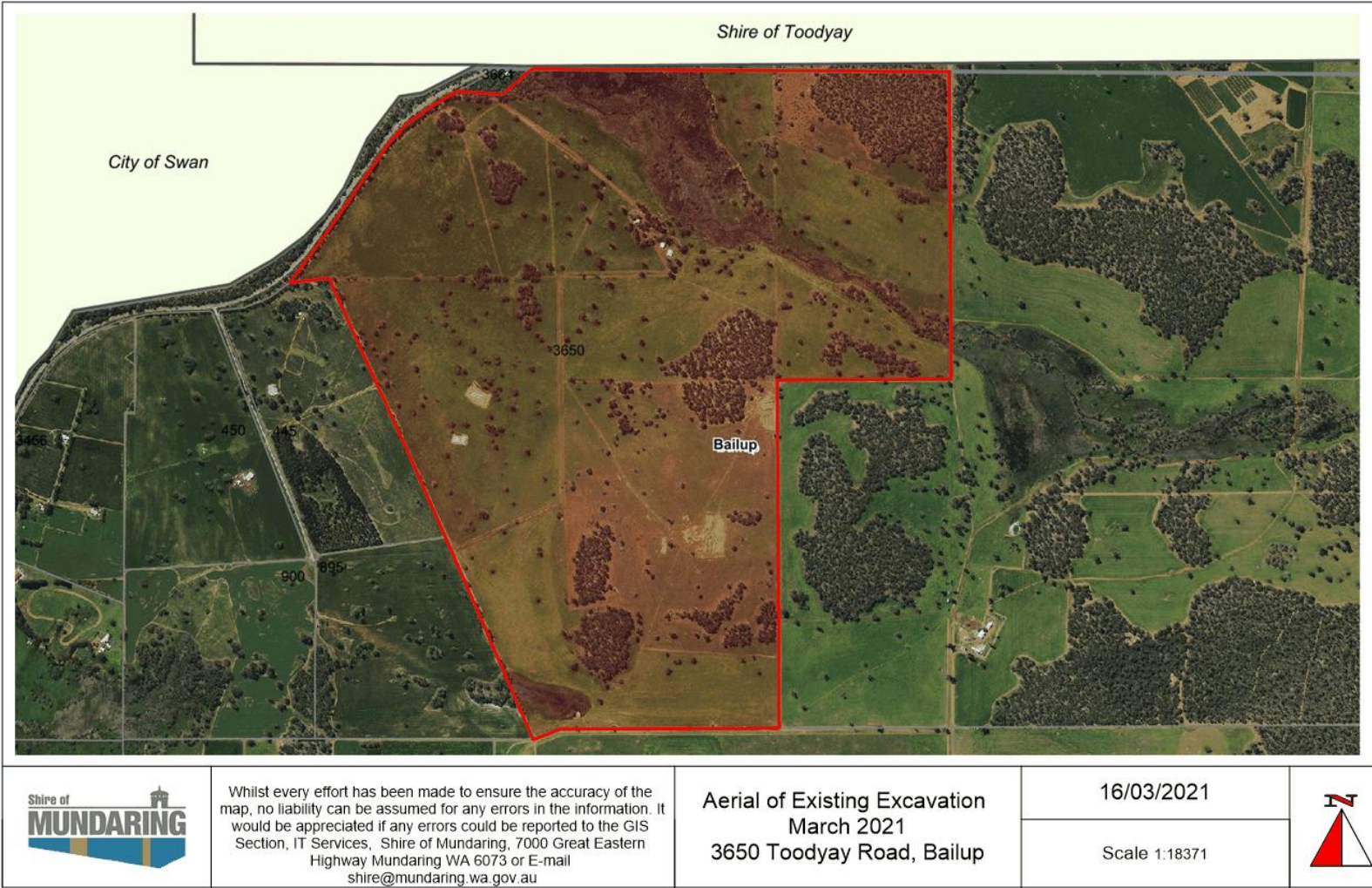
We thank the tribunal for its assistance in this matter.

Yours Faithfully,

Benjamin Avila
ProManage (WA) Pty Ltd
945 Abernethy Rd, Oakford WA 6121
T: 08 9525 4097
M: 0418 942 247
E: ben.avila@iinet.net.au

On behalf of
Trico Resources Pty Ltd

CC: Shire of Mundaring
c/o
Amanda Butterworth
Allerding & Associates
Via email amanda@allerdingassoc.com



10.2 Scheme Amendment 18 to Local Planning Scheme No. 4 - 2500 (Lot 103) Helena Valley Road, Helena Valley

File Code	PS.TPS 4.1.18
Author	Liam Sexton, Planning Officer
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Location Plan ↓2. Indicative Development Plan ↓3. Applicants Report ↓4. Bushfire Management Plan ↓5. Amendment to Schedule 4 of LPS4 ↓6. Amendment to LPS4 Map ↓7. Form of Notice for WAPC ↓

Landowner	Tadeusz Paluch Krystyna Paluch
Applicant	Allerding and Associates
Zoning	Local Planning Scheme No. 4 – Rural Residential RR1 Metropolitan Region Scheme – Rural
Area	1.1058ha
Use Class	N/A

SUMMARY

The owners of the property located at 2500 (Lot 103) Helena Valley Road, Helena Valley, have requested that the subject property be rezoned from 'Rural Residential' to 'Special Use – Park Home Park' under *Local Planning Scheme No. 4* (LPS4). The proposed rezoning will allow an extension of the existing Park Home Park (e.g. over 55's lifestyle village) on adjoining Lot 55 and Lot 701 Helena Valley Road.

Should Council resolve to adopt the Amendment, it will be advertised for public comment. At the conclusion of the advertising period, submissions will be referred back to Council for consideration.

It is recommended that the Amendment be adopted for the purpose of advertising.

BACKGROUND

Table 1 - Acronyms and Abbreviations

Acronyms and Abbreviations	Meaning
Amendment	Amendment 18 to Local Planning Scheme No. 4
BMP	Bushfire Management Plan
FGS	Foothills Growth Strategy
LPS4	Shire of Mundaring - Local Planning Scheme No. 4
MRS	Perth Metropolitan Region Scheme
Regulations	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
WAPC	Western Australian Planning Commission

Location

Refer **Attachment 1** (Location Plan). The subject property is located in the suburb of Helena Valley, 1.7km east of Roe Highway and 300m south of the Helena River.

The subject property abuts land zoned Special Use (Park Home Park) to the north, west and south and land zoned Rural Residential to the east.

The zoning and development approval history of the existing Park Home Park is summarised in Figure 1 and Table 2.

Figure 1 – Rezoning history of existing Park Home Park

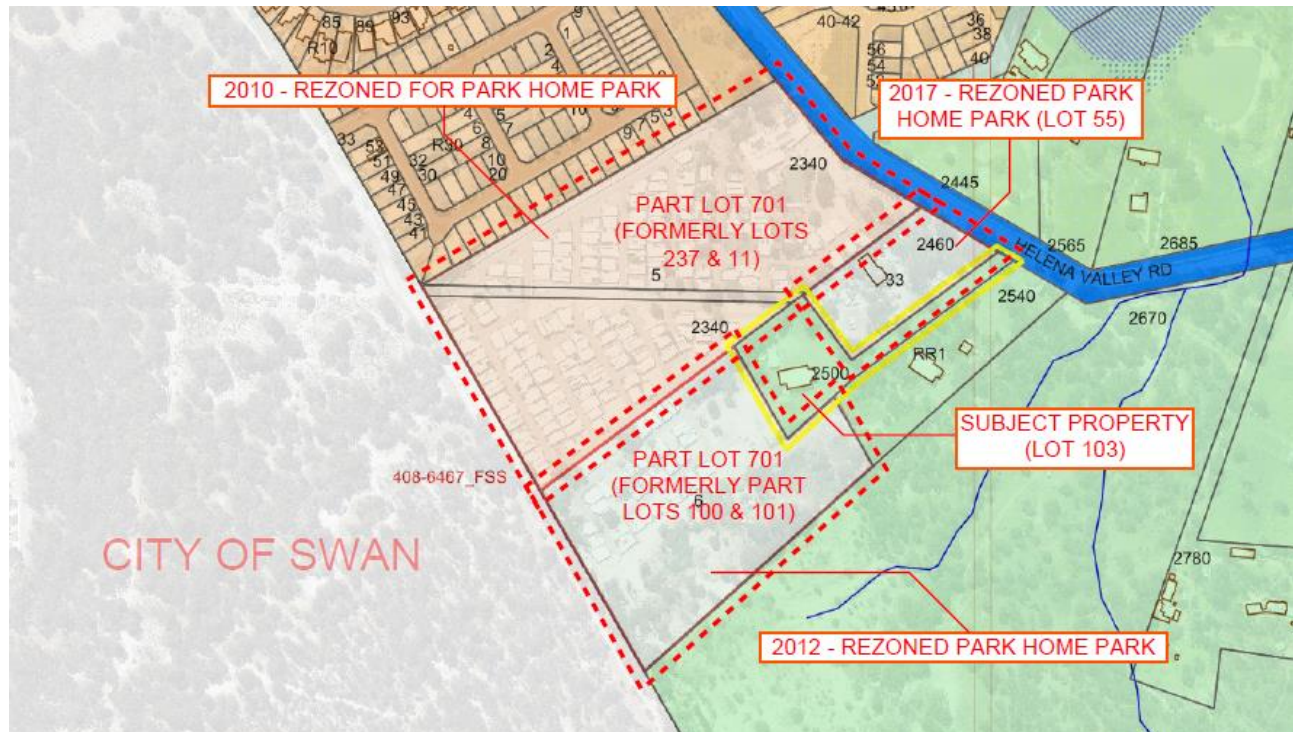


Table 2 - Development history of existing Park Home Park

Date	Action
February 2011	Council approved development of Park Home Park (206 dwellings) on adjoining land northwest of the subject property (portion of Lot 701, formerly Lot 237 and Lot 11)
August 2014	Council approved the extension of Park Home Park (an additional 141 dwellings) on adjoining land southwest of the subject property (portion of Lot 701, formerly portion of Lots 100 and 101)

Access

The subject property has frontage and vehicle access to Helena Valley Road via a 15m wide battleaxe leg.

Refer **Attachment 2** (Indicative Development Plan). The existing crossover from the subject property onto Helena Valley Road is indicatively shown to be closed as a thoroughfare, with access limited other existing access points servicing the existing Park Home Park. Future access will be finalised via respective development approvals and crossover applications, where required.

Development

Existing development on the subject property consists of a dwelling and associated outbuildings.

As shown on the Indicative Development Plan (**Attachment 2**), the applicant proposes that future development will consist of 14 dwellings, function centre, relocated bowling green and associated car parking. All future development will require development approval from the Shire. Securing reciprocal access arrangements across the different lots the Park Home Park site would be resolved as part of this stage.

STATUTORY / LEGAL IMPLICATIONS

Table 3 – Relevant legislation and statutory documents

Legislation	Implications
<i>Planning and Development Act 2005</i>	Provides for amendments to Local Planning Schemes
<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Sets out the detailed process for making amendments to Local Planning Schemes
Shire of Mundaring - Local Planning Scheme No. 4	Contains the Shire's development requirements and objectives

POLICY IMPLICATIONS

Table 4 – Strategic documents

Policy	Implications
Local Planning Strategy	Sets out the medium-term planning direction for the Shire.
Foothills Growth Strategy	Aims to coordinate future growth in Helena Valley and parts of Bellevue. Informs Shire decisions, including rezoning proposals.
Strategic Community Plan 2020 - 2030	Identifies community aspirations for the Shire.
Perth and Peel @ 3.5 Million & North-East Sub-Regional Planning Framework	The strategic spatial plans for Perth and the north-east sub-region.

FINANCIAL IMPLICATIONS

Nil

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

The intertwined societal, environmental, cultural and economic dimensions of sustainable development are at the core of good planning assessment and are therefore not discussed separately in this report. Sustainability implications are primarily addressed in the 'Strategic Implications' and 'Comment' sections of this report.

RISK IMPLICATIONS

Table 5 – Risk implications

Risk: Reputation		
Park Home Parks provide alternative living arrangements for older residents. Providing aged and dependent housing is a strategic priority of the Shire.		
Should Council not initiate the amendment for advertising, it may signal that the Shire is not committed to delivering on its housing strategies which could deter other investment and damage the Shire's reputation.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
It is recommended the Amendment be adopted for advertising.		

EXTERNAL CONSULTATION

Should Council resolve to adopt the Amendment, external consultation will be undertaken in accordance with the Regulations and the Shire's Advertising Planning Applications Policy. For a Standard Amendment, advertising will be required for 42 days.

COMMENT

If approved by the Minister, the proposed rezoning will allow logical expansion of the existing Park Home Park. As discussed herein, the relevant planning issues are suitably addressed within the proponents' report. The primary consideration for Council is whether or not the proposed rezoning should be initiated for advertising, in light of the expectations expressed within the Foothills Growth Strategy (FGS).

MRS Zoning

The resultant residential density of a Park Home Park is more aligned with that of the Urban zone under the MRS, rather than the Rural zone (as currently zoned).

The adjoining Lot 55 and a portion of Lot 701 are zoned Special Use (Park Home Park) under LPS4 and Rural under the MRS. Given this precedent, it is considered unlikely that the Minister would refuse the proposed rezoning, on the grounds that the use is incompatible with the MRS.

Broad Strategic Consideration Land Use Intensification

Adopted strategic planning instruments, at both state and local level, broadly identify the area for future residential infill. Importantly:

- The North-East Sub-Regional Planning Framework identifies the existing Rural zoned land (MRS) in this area for 'Urban Investigation'; and
- The Shire's Local Planning Strategy (LPS):
 - encourages medium density housing in seweraged areas; and
 - consideration of lifestyle villages on their merits; and
- The FGS identifies the area (Precinct 5) for investigation to Medium Density Residential Development/Special Use (Park Home Park) under LPS4.

Foothills Growth Strategy (FGS) Milestones

At the core of the FGS is the requirement for Implementation Milestones (milestones) to be achieved, prior to supporting proposals for the rezoning of land. The progress of the FGS milestones are summarised in Table 6.

The proponent contends that the FGS milestones relate more to higher level Shire considerations and that it would be inappropriate to require the milestones be achieved prior to rezoning the subject lot, given that the proposal:

“is a minor extension to the existing village and will essentially regularise the existing village given that the majority of Lot 103 site between land parcels which are already zoned for park home park...”

As shown in Table 6, the relevant 'completed' milestone is the finalisation of the North-East Sub-Regional Planning Framework, which broadly supports future urban growth in the area.

The ‘incomplete’ milestones considered to be of relevance to the proposed amendment are those relating to development contributions for public infrastructure (Infrastructure Plan and Development Contribution Position Paper & Implementation).

The typical business model for lifestyle villages in Australia includes the provision of shared recreation and leisure facilities located on site. This model results in considerably less demand for public infrastructure and community facilities than greenfield residential development at a comparable scale. For this reason and considering the proposal will allow a logical minor expansion of the existing Park Home Park – compliance with the milestones expressed in FGS is not considered critical to support this particular rezoning proposal.

Table 6 – FGS Implementation Milestones

Milestone	Status	Consequence / Outcome
Decision on North-East Sub-Regional Planning Framework (WAPC)	Completed – Finalised March 2018	The area is identified for Urban Investigation – e.g. future urban infill, subject to consideration of relevant issues.
Local Commercial Strategy (Shire of Mundaring)	Completed – Finalised February 2018	None relevant.
Traffic and Land Use Study (Main Roads, City of Swan, Shire of Mundaring)	Incomplete – Although traffic analysis was completed to inform FGS, there are various projects in the locality (Metronet, GEH Bypass) that may impact the future urban expansion in the area. Any large scale urban rezoning would require a updated and inter-agency TLUS, which has not been commenced.	The proposal will generate a marginal increase in residential traffic. Requiring the proponent to undertake a wholistic review of district traffic in the wider locality would be unreasonable given the minor nature of the proposal.
Recreation Plan (Shire of Mundaring)	Completed – Finalised April 2019	None relevant.
Helena River Reserve Development and Management Strategy (multiple agencies)	Incomplete – Not started	In relation to the Helena River, the subject property is located; <ul style="list-style-type: none"> • on the opposite (south) side of Helena Valley Road; and • setback 275m (nearest point of the lot). <p>The proposal will not have any material implication on the Helena River foreshore area.</p>

Infrastructure Plan (multiple agencies)	Incomplete – Not started	The plan would identify the need for, and contribution towards, cycleways, footpaths, bus stops and emergency accesses.
Development Contribution Position Paper & Implementation (WAPC, Shire of Mundaring and City of Swan)	Incomplete – Not started	The paper would recommend a framework for requiring developers contribute an equitable amount towards the construction of community infrastructure (e.g. community, recreation and sporting facilities, libraries etc.) The proposal is of a minor nature and given facilities are provided on-site, imposing this study would be unreasonable.
Amendment to LPS4 to reflect SPP 5.1 (Aircraft Noise)	Incomplete – Not started	None relevant. The subject property is not impacted by any identified aircraft noise contours.

Services

As described within the proponents' report (**Attachment 3**), the site is capable of being (and will be) serviced by reticulated (mains) water, power, sewer and gas. Individual buildings will also be serviced by telecommunications such as internet and television.

Stormwater will be required to be contained onsite, with measures to ensure overflow during peak events does not cause erosion and sedimentation of adjoining land and downstream sensitive areas (e.g Helena River). The detailed design of stormwater infrastructure will be approved by Shire service areas at the time of future development approval.

Waste disposal is proposed to occur onsite, via an existing waste management system and private waste collection service. Further details are provided in the proponents report (**Attachment 3**).

Environmental impact

The subject property is predominantly cleared, with some existing native trees.

Subject to practical retention of existing native trees and suitable management of stormwater, future development is unlikely to result in any significant environmental impacts.

A fundamental difference between the lifestyle village development approach as opposed to the 'green fields' subdivision, is that the site will not be retained and this allows new dwellings to be nestled / positioned in a manner that minimises the impact on trees considered worthy of retention.

Bushfire risk

Refer **Attachment 4** (Bushfire Management Plan).

The subject property is within the Shire's Bushfire Hazard Special Control Area (LPS4) and is identified as being subject to a moderate bushfire risk. The proponent has provided a Bushfire Management Plan (BMP) in support of the proposal and to

address State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7). The BMP demonstrates that:

- Most areas of the subject property are capable of achieving an acceptable risk (BAL-29 or lower). All indicative development is located outside of areas on the lot subject to an unacceptable risk (e.g. BAL-40 or BAL-FZ);
- Emergency egress is achievable both within the lot and on public roads (e.g. Helena Valley Road); and
- The area is suitably serviced by a reticulated water supply for fire fighting. Fire hydrants are also proposed to be provided within the site.

The BMP suitably addresses SPP 3.7.

Conclusion

In summary, the proposed rezoning is minor, has sufficient planning merit and does not present any fatal flaws that would prevent it being considered for advertising. Council will have another opportunity to consider the suitability of the amendment following the formal advertising process.

VOTING REQUIREMENT

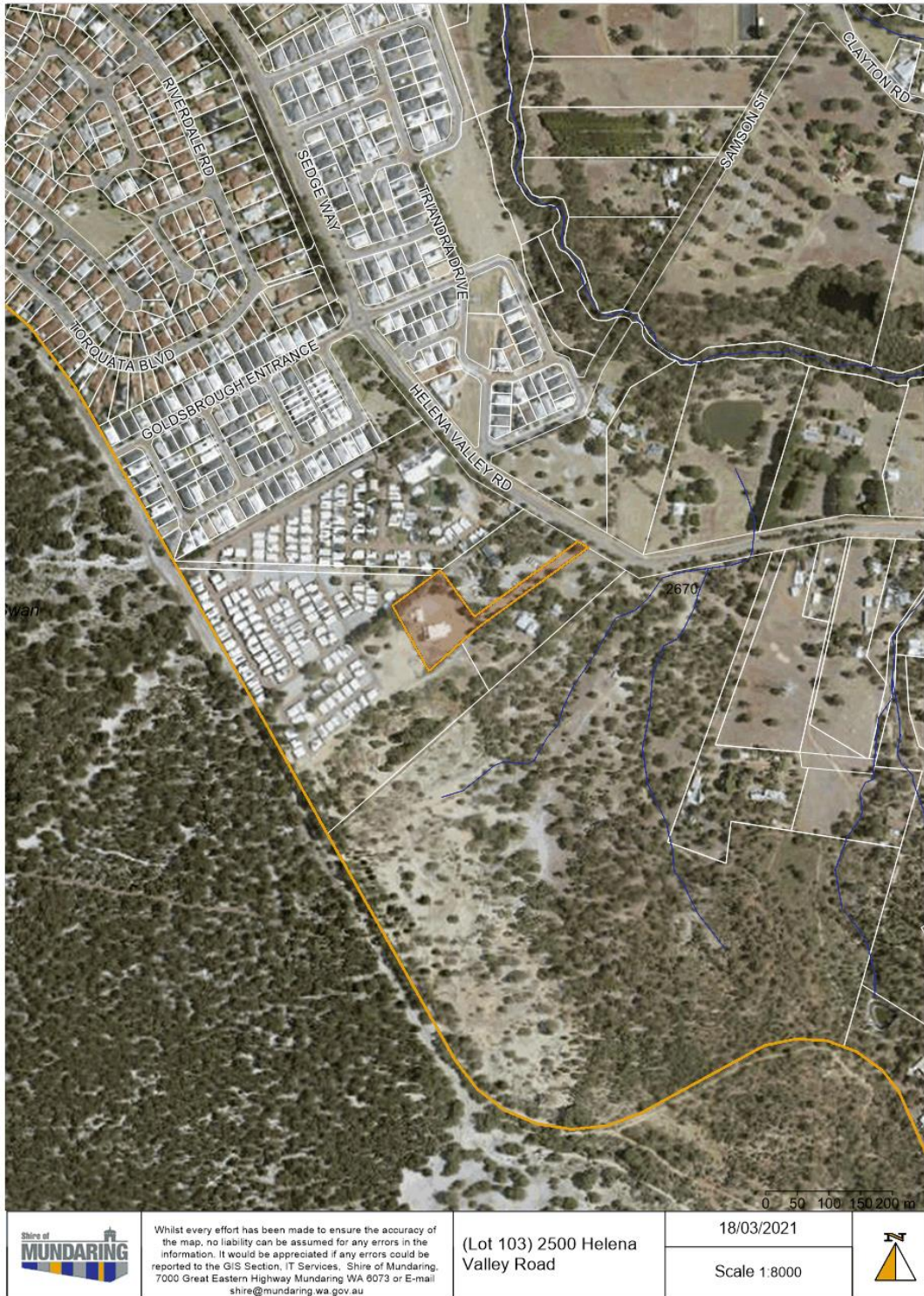
Simple Majority

RECOMMENDATION

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Regulations 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to initiate Amendment No. 18 to the Shire's Local Planning Scheme No. 4 by:
 - a. Amending Schedule 4 – Special Uses as per **Attachment 5**; and
 - b. Amending the Scheme maps to reflect the Special Use over Lot 103 Helena Valley Road, Helena Valley, as per **Attachment 6**;
2. Pursuant to resolution 1 and Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, determines that Amendment No. 18 is a 'standard amendment' as the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment and does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. Forwards Amendment No. 18 to:
 - a. the Environmental Protection Authority for comment, pursuant to Section 81 of the *Planning and Development Act 2005*; and
 - b. the Western Australian Planning Commission, to seek advice as to whether the form of the notice required under Regulation 35(1) is approved pursuant to Regulation 47(1) (refer to **Attachment 7**);

-
4. Subject to any requirements of the Environmental Protection Authority and Western Australian Planning Commission pursuant to resolution 3, advertises the Amendment for public comment in accordance with Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 5. Requires the land owner of Lot 103 Helena Valley Road, Helena Valley to reimburse the Shire the cost of advertising pursuant to Regulation 48 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
 6. Requires the Amendment to be referred back to Council for its determination at the conclusion of the advertising period.

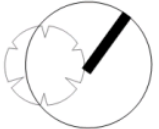
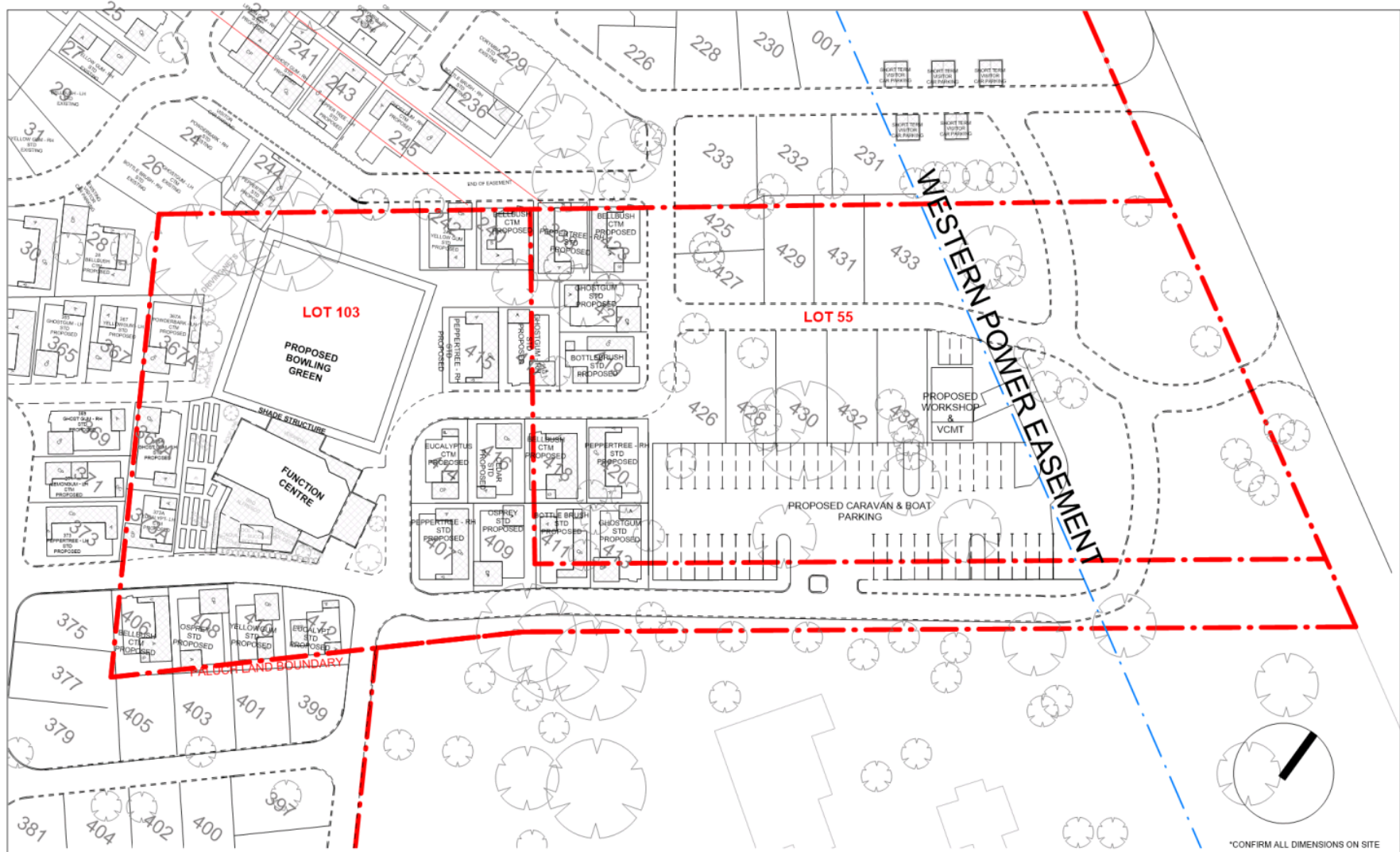


Whilst every effort has been made to ensure the accuracy of the map, no liability can be assumed for any errors in the information. It would be appreciated if any errors could be reported to the GIS Section, IT Services, Shire of Mundaring, 7000 Great Eastern Highway Mundaring WA 6073 or E-mail shire@mundaring.wa.gov.au

(Lot 103) 2500 Helena Valley Road

18/03/2021
Scale 1:8000





*CONFIRM ALL DIMENSIONS ON SITE

RICHARD HAMMOND ARCHITECT
 16/342 SOUTH TERRACE, SOUTH FREMANTLE
 0438 918 753 | RICHARD@HRARCHITECTS.COM.AU

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No.	Description	Date

NATIONAL LIFESTYLE VILLAGES
 HELENA VALLEY
 Helena Valley Lifestyle Village

Paluch Land Plan Lot 103	
Project number	00
Date	20.11.20
Drawn by	RHA
Checked by	RHA
Scale@A3	1 : 750
A-101	

20/11/2020 3:41:35 PM



Dated this _____ day of _____ 2021

CHIEF EXECUTIVE OFFICER

PLANNING AND DEVELOPMENT ACT, 2005

RESOLUTION TO ADOPT AMENDMENT TO

TOWN PLANNING SCHEME

SHIRE OF MUNDARING

LOCAL PLANNING SCHEME NO. 4 AMENDMENT NO. XX

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by:

1. Rezoning Lot 103 Helena Valley Road, Helena Valley from Rural Residential to Special Use Zone.
2. Amending Schedule 4 (Special Use Zones) to read as follows:

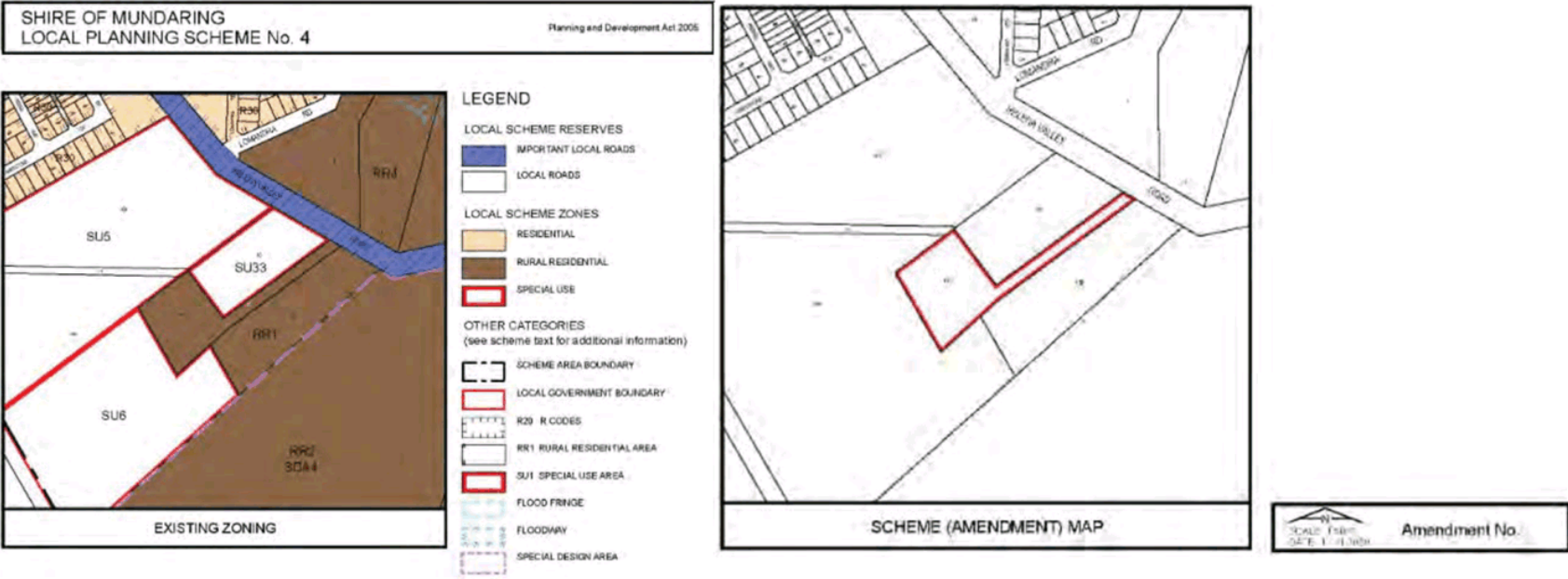
No.	Description of land	Special use	Conditions
34	Lot 103 Helena Valley Road, Helena Valley	<ul style="list-style-type: none"> • Park home park • Uses incidental to the above 	<ol style="list-style-type: none"> 1. All development shall be at the Shire's discretion. 2. Development shall be generally consistent with a Development Plan approved by the Shire. 3. Prior to the approval of a Development Plan, a Bushfire Management Plan that complies with the <i>Planning for Bush Fire Protection Guidelines</i> must be prepared and approved by the Shire. 4. Prior to the first stage of development, the bushfire protection measures as specified in the approved Bushfire Management Plan must be implemented. 5. All dwellings must be constructed to Australian Standard 3959 – 2018 (as amended).

3. To amend the Scheme maps accordingly to reflect the Special Use zone over Lot 103 Helena Valley Road, Helena Valley as provided for on the attached Scheme Amendment Maps.

The Amendment is standard under the provisions of the Planning and Development (Local Planning Schemes Regulations 2015) for the following reasons:

- The amendment relates to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- The amendment does not result in any significant environmental, social, economic or government impacts on land on the scheme area.

Figure 1 – Scheme Amendment Plan



SHIRE OF MUNDARING
LOCAL PLANNING SCHEME NO 4 - AMENDMENT NO. XX
SCHEME AMENDMENT REPORT
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Document ID: GRF LOC DA / 201221 Report						
Issue	Date	Status	Prepared by;		Approved by:	
			Name	Initials	Name	Initials
1	17/12/2020	DRAFT	Patricia de Kobbe	PD	Tom Hockley	TH
2	21/12/2020	FINAL	Patricia de Kobbe	PD	Tom Hockley	TH
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1.0 INTRODUCTION

We act on behalf of Serenitas Communities Holdings Pty Ltd (**Serenitas**) the prospective landowners of Lot 103 (No. 2500) Helena Valley Road, Helena Valley (**Subject Site**), with the current land owners Tadeusz and Krystyna Paluch. This report has been prepared in support of a proposed Scheme Amendment request to the Shire of Mundaring Town Planning Scheme No. 4 (**TPS4**).

In early 2011, the Shire of Mundaring (**the Shire or Council**) granted planning approval to the Helena Valley Lifestyle Village (**Lifestyle Village**) on Lot 237 Helena Valley Road, Helena Valley. In mid 2014 the Shire granted planning approval to an extension of the Lifestyle Village into the adjoining lots at Lot 100 and 101 Helena Valley Road, Helena Valley. These proposals were a direct response to the Shire’s strategic plans which sought a greater diversity in affordable housing and specifically, housing to accommodate the Shire’s ageing population. At present there are very few proposals in the Mundaring locality which seek to deal directly with this issue, and certainly not in the scale proposed as part of this Lifestyle Village.

Since the original approval was granted to the Lifestyle Village, Helena Valley Residential Resorts in conjunction with National Lifestyle Villages (now Serenitas) have been overwhelmed with the level of interest in this form of housing supply in the locality, including from local residents. It is clear from those enquiries that there is a direct need to improve and continue to provide supply for this form of affordable housing as a matter of priority in the locality.

An opportunity has arisen on rural land adjoining the currently approved Lifestyle Village on Lot 103 Helena Valley Road, that would provide a consolidation of the currently approved Lifestyle Village at Lot 104 (formerly Lots 237, 100 and 101) and Lot 55 Helena Valley Road, and sustain an important supply of affordable housing.

This amendment request will facilitate a small extension to the approved Helena Valley Lifestyle Village. This will allow for an additional 14 dwellings as well as further village facilities to be developed including a bowling green, function centre, alfresco barbeque area and outdoor pool.

It is proposed to include the subject site within a new Special Use Zone as part of Schedule 4 of TPS4. A Scheme Amendment Plan is included at **Figure 1** and at **Annexure 1**.

From a State perspective, the proposal is supportable by the introduction of the State Government’s Affordable Housing policy seeking to provide a more ‘open door’ approach to encouraging innovative affordable housing options.

At the Local level, the proposal is supportable under the Shire’s adopted *Strategic Community Plan 2013 – 2023* (December 2012) which includes ageing population and affordability, including housing and transport, as two of its strategic issues facing the Shire’s community.

This proposal will further facilitate and provide for this sector of the community in an environmentally sustainable manner and with minimal burden on Shire infrastructure relative to conventional urban subdivision.

In addition, the Shire’s Foothills Growth Strategy, adopted in July 2017, provides further supportable material for the proposal as it:

- Identifies the subject lots for possible future urban expansion;
- Identifies a specific increase in population in the Helena Valley locality in which this proposed development will directly assist; and
- Identifies an ageing population trend and the need for additional housing provision including medium density and aged care to which this proposal directly responds.

This report details the rationale and substantive proposal for the consideration of the Shire of Mundaring.



2.0 SUBJECT SITE

2.1 Site Details

Lot Number	House Number	Deposited Plan	Volume	Folio	Area
103	2500	406369	2892	760	1.1058 ha

2.2 Site Context

Lot 103 Helena Valley Road is located approximately 20km from the Perth CBD and approximately 7km from Midland. The subject site is located near the south-western extent of the Shire of Mundaring municipal area and is situated on the southern side of Helena Valley Road (See Attached Location Plan **Figure 4**)

The subject site is approximately 6km east of the Perth Airport and is outside the 20 ANEF Noise Contours associated with the airport. In its broader setting, the subject site sits part way up the base of the Darling Escarpment with the peaks of Greenmount Hill and Gooseberry Hill located further to the east.

The Site forms part of a transition area between the residential localities of High Wycombe and Maida Vale, and the distinct Hills District including Boya and Darlington. The urban developed areas of Helena Valley, where local convenience shopping is available, is just to the east and west of the subject lots with Boya and Koongamia to the north and the Gooseberry Hill National Park forming an effective barrier to further urban expansion to the south-east.

The immediate locality of Helena Valley has been subject to increasing urbanisation, including the expansion and inauguration of a variety of lots previously identified as lot 237, 100, 101 and 55. The Shire's long term strategic plans are to potentially continue that urbanisation, including the site subject of this scheme amendment request as recognised under the Shire's Foothills Growth Strategy (refer **Figure 5**). Neither the subject site, nor adjoining sites, are involved with any agricultural or horticultural activities that would give rise to any conflict associated with this proposal. A location plan

2.3 Existing Land Use

The aerial photograph at **Figure 3** best illustrates the current land uses of the site and of immediately abutting land including the already approved lifestyle village development site on Lot 237.

Lot 103 contains an existing dwelling and associated outbuildings. The subject site contains an easement in favour of both the Water Corporation and the Shire of Mundaring for pipeline purposes and emergency access. These easements have been accounted for in the proposed conceptual design for the subject site.

It is noted that the Water Corporation pipeline which traverses Lots 104, 103, 55 and 102 (as represented by the easement over the subject site) will be realigned. It is understood that the Water Corporation pipeline will be realigned along the north-western boundary of Lot 104, with works commencing in early 2021. Once the pipeline realignment occurs, the existing pipeline will be decommissioned and removed. This will then enable further construction to occur along the alignment of the existing pipeline in accordance with existing and future planning approvals over the Lifestyle Village land. The Development Plan at **Figure 9** and **Annexure 3** shows the pipeline alignment.

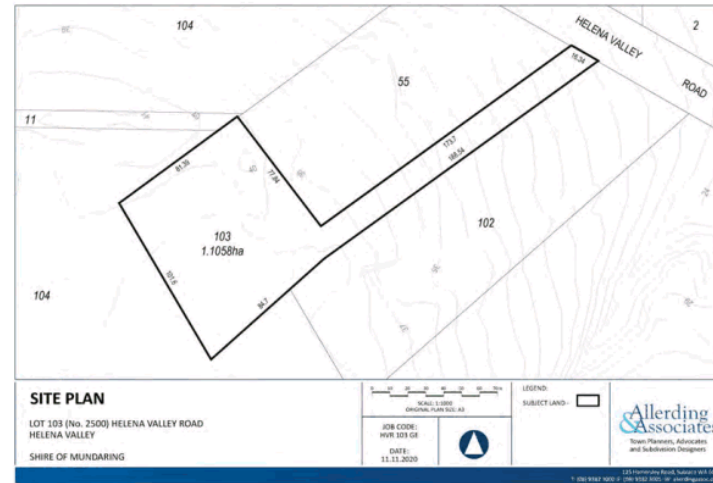


Figure 2 – Site Plan



Figure 3 – Aerial Photo

2.4 Integration

Helena Valley Road connects with Roe Highway 2.5km west of the subject land, which in turn connects with Great Eastern Highway, as does nearby Scott Street. Such road connectivity ensures that the proposed development is well situated in terms of direct regional road access to Perth, Midland and other local and regional centres.

The proposed additional park home sites will be integrated into the local street network of the existing Helena Valley Lifestyle Village and will utilise the common access onto Helena Valley Road. The Development Plan is included at **Figure 9** and **Annexure 3** demonstrates the positioning of the proposed extension within the existing Lifestyle Village. The subject site is serviced by an existing battleaxe leg and gated crossover to Helena Valley Road. The existing crossover into the subject site will ultimately provide for a secondary exit only onto Helena Valley Road which is expected to be utilised in association with the caravan and boat storage area.

3.0 PLANNING FRAMEWORK

3.1 Strategic Planning Framework

There is a growing alignment between the various policy initiatives sought by Government to provide affordable housing opportunities and the capacity of the planning system to effectively deliver them. The proposed scheme amendment will enable the extension of an approved Lifestyle Village which will be entirely consistent with those initiatives.

3.1.1 State Planning Strategy 2050

The State Planning Strategy 2050 is the highest order planning instrument in the Western Australian planning system. The Strategy is a guide through which public authorities and local governments can express or frame their legislative mandates and/or influence in land use planning, land development and related matters.

The Strategy offers an integrated whole-of-government view of strategic planning needed to respond to various challenges, including population growth, an ageing population, and an orientation towards sustainable living. As stated:

“The Western Australian population is ageing ... Over the next 40 years the proportion of the population aged 65 or over is likely to increase from 13% to 22% and, in contrast, the proportion aged 15 or under is likely to decrease slightly from 19% to 18%.

Such a change in the State’s demographics has direct impacts on planning directions and priorities (e.g. access to health care, mobility, labour pressures and internal migration).

The ageing of our population will increase the demand for dwellings such as apartments or units in suitable locations.

This demographic shift will impact on most aspects of the economy, in particular the composition of the labour force, healthcare requirements, education and social services, and the mix of dwellings [emphasis added].”

Moreover, and as recognised by the Strategy, Western Australia’s demographics and household structures are changing rapidly, yet ‘the diversity of the available housing stock remains relatively static’. In achieving a vision of sustained growth and prosperity, where Western Australians enjoy high standards of living, communities will require access to diverse housing and services that complement their values and lifestyle choice.

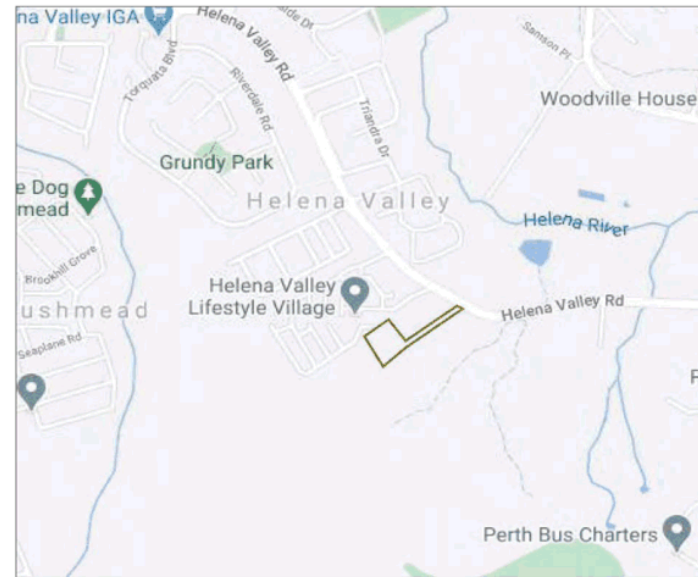


Figure 4 – Location Plan

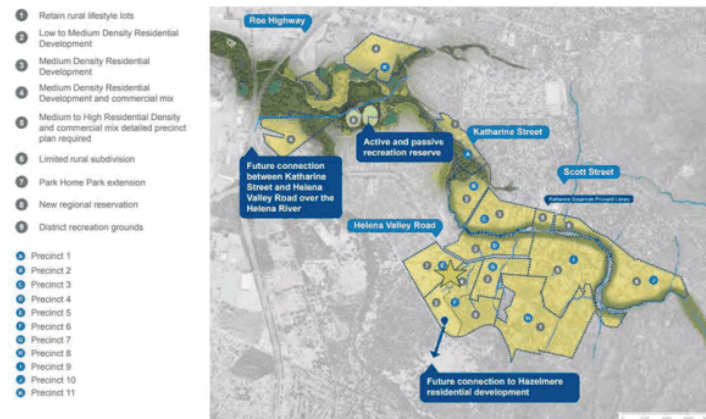


Figure 5 – Shire of Mundaring Foothills Growth Strategy

Serenitas' innovative Lifestyle Resort model aims to respond to these challenges by supplying Western Australia's ageing population with diverse and affordable housing opportunities.

Serenitas' unique housing tenure model is also aligned with the Strategy's aspirations to provide housing diversity, as recognised under Table 15 of that document. As considered below, the subject site will remain under the ownership of Serenitas, with each site the subject of a lifetime lease to the home owner with an end date 60 years from village construction. Each "Lifestyler" will own their own home and be protected by the *Residential Parks (Long-Stay Tenants) Act 2006* (WA). Serenitas will retain full management control of the Resort. By separating land ownership and home ownership and introducing a unique long term lease over their dwellings Serenitas can provide security of tenure and entry affordability to its residents, within a managed community environment.

One of the objectives identified by the State Planning Strategy is 'to encourage active lifestyles, community interaction and betterment'. In its consideration of this objective, the Strategy acknowledges that:

'[a]n ageing population exhibits increasing demand for healthy recreation and experiences, presenting opportunities for emergent lifestyle services and facilities.'

As already acknowledged, Serenitas responds to these demands by providing facilities that support numerous sporting and leisure activities (including tennis, bowls and swimming), a general fitness centre, club house with a dance floor, catering facilities, a library with an internet kiosk, outdoor facilities and extensive alfresco entertaining areas. Further, the provision of these facilities and services on site reduces demand or pressure on local and State government authorities and surrounding community infrastructure, otherwise generated by similar density conventional housing developments.

3.1.2 Housing Strategy WA and Affordability

WA Housing Strategy 2020-2030, is a State-based housing strategy to connect 150,000 WA households to safe, stable and sustainable homes by 2030. The strategy acknowledges that despite significant investment, particular demographic groups are finding it increasingly difficult to find a home to meet their sustainable needs. One of these demographic groups is older Australian's, and as Australia's population continues to age at a steady rate an increase in suitable supported housing is needed.

The Helena Valley Lifestyle development incorporated key values from the last state based framework (*Affordable Housing Strategy 2010-2020*) and continues to fulfill strong sustainable values for the current strategy. As discussed, the aim of the Strategy is to deliver a responsive housing system which meets the changing needs, aspirations and choices of Western Australians in a sustainable way. Three major themes provide the foundation for the strategy — affordability, sustainability and equity.

The Helena Valley development continues to provide this suitable environment for older Australian's as it incorporates strong communal values, affordability and innovative environmental principals (See subsequent paragraph 5.1 for achievements). Consequently, fulfilling a variety of essential principles listed within the *WA housing Strategy 2020-2030*. This scheme amendment of lot 103 will allow for a *function centre and further recreational facilities to be created to further enforce the strategies key values*.



Figure 6 – MRS

3.1.3 Shire of Mundaring Local Planning Strategy Considerations

The Shire’s Local Planning Strategy (LPS) builds upon existing strategic objectives of the Shire and aims to deliver long term directions and guide the Shire’s future land use planning over the next 10 to 15 years. The Strategy addresses a number of key themes towards population and housing.

The Strategy provides for population projections of estimated resident populations up to 2031, consistent with the WAPC’s Policy “Directions 2031”. The Strategy establishes that by 2031 the Shire’s aged population will increase substantially will be likely to have some impact on service delivery and housing needs within the Shire for these residents.

The Shire’s Strategic Plan Map specifically identifies Lot 103 Helena Valley Road for possible future urban development, expanding on the current Urban zoning of the north-western portion of Lot 104. The proposed expansion of ‘Park Home Park’ development is consistent with meeting the intent of the Shire’s long term thinking for the locality both in terms of its age profile and location.

3.1.4 Shire of Mundaring Foothills Growth Strategy

The Shire’s Foothills Growth Strategy (FGS) has been prepared with the purpose of achieving the dwelling infill targets set by the state planning framework and coordinating growth by balancing land capability and planning requirements with the interests, aspirations and requirements of various stakeholders. The subject site is mapped within the Precinct 5 area under the FGS and expressly identified as “Park Home Park extension” (Figure 5). The strategies for Precinct 5 as provided for in the FGS include:

To accommodate the ageing population, investigate rezoning to Urban under the MRS and Medium Density Residential Development/Special Use (Park Home Park) under LPS4.

The extension to the Lifestyle Village which will be facilitated by this Scheme Amendment will respond directly to the Precinct 5 strategy and can be undertaken to address the considerations under the FGS including to address bushfire risk, integrate with existing development, retain trees and natural topography, maintain the established interface with Helena Valley Road and limit the load on existing utilities.

3.2 Statutory Planning Framework

3.2.1 Metropolitan Region Scheme

The subject site is zoned ‘Rural’ under the Metropolitan Region Scheme (MRS). The existing Park Home at Lot 237 to the north-west is zoned ‘Urban’. A MRS Plan is provided at Figure 6.

3.2.2 Local Planning Scheme

The subject site is currently zoned ‘Rural Residential’ (RR1) under the Shire’s TPS4. A TPS4 Plan is provided at Figure 7.

The subject site is also affected by the Bushfire Hazard Special Control Area (BHSCA). The subject site is mapped as having a ‘Moderate’ bushfire hazard level. A Bushfire Map is included at Figure 8. Clause 6.5.1 of TPS4 notes that the bush fire hazard levels have been determined in accordance with the Type 1 and Type 2 Bush Fire Hazard Assessment Procedures in *Planning for Bush Fire Protection (2001)*, published by the Western Australian Planning Commission (WAPC) and the Fire and Emergency Services Authority (FESA).

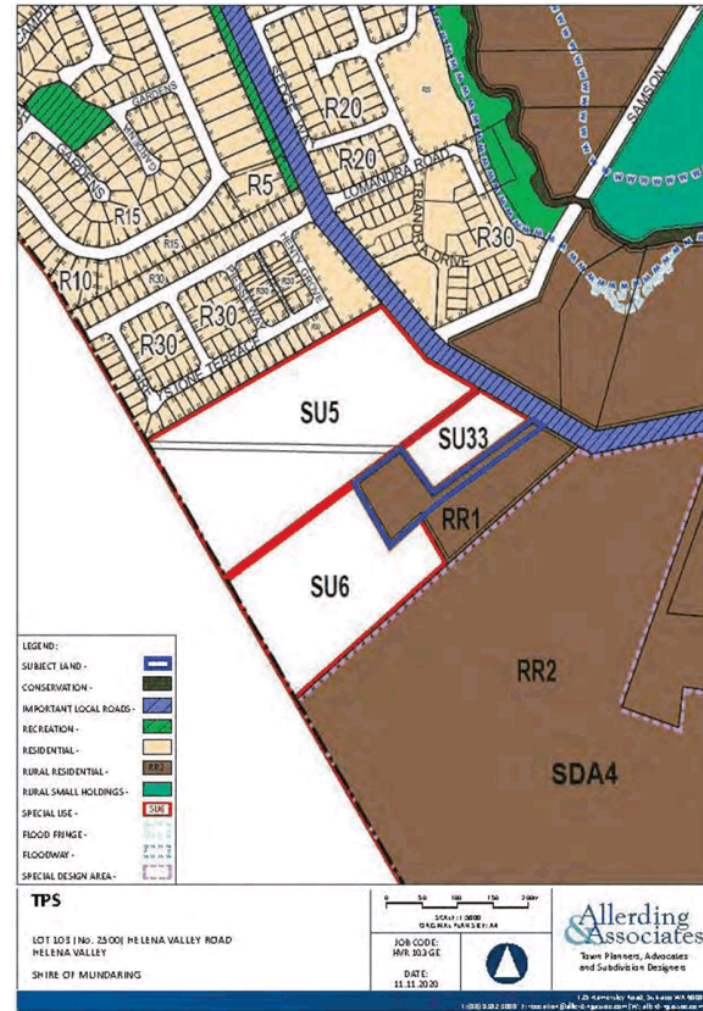


Figure 7 – TPS

As part of the conditions of the proposed scheme amendment a Bushfire Management Plan that complies with the *Planning for Bush Fire Protection Guidelines* is to be prepared and approved by the Shire prior to the approval of a Development Plan.

4.0 AMENDMENT DETAIL

The current approved development on Lots 104 and 55 contain park homes architecturally designed to complement the hills ambience, in landscaped grounds, with a high level of community and recreation facilities.

To accommodate that development the zoning of the land was amended to a Special Use zone to include a 'Park Home Park' land use (and incidental uses) as a permitted use over Lots 104 and 55 Helena Valley Road.

The proposed amendment under this submission seeks to amend Schedule 4 – Special Use Zones of TPS4 to facilitate a new Special Use (SU34) over Lot 103 Helena Valley Road (subject site). This will allow for the development of an additional 7 park homes and associated facilities.

5.0 DEVELOPMENT DETAIL

5.1 Overview of the Helena Valley Residential Resort and NLV Model

Although it is not within the scope of this application to seek the Shire’s approval for the development of the subject site, consideration may be given to Serenitas’ intentions for future development to assist in expediting the lodgement and determination of a development application once the proposed amendment is significantly advanced. A preliminary consideration of Serenitas’ indicative plans for the development of the subject site will assist in demonstrating Serenitas’ ability to properly manage the environmental aspects of this land and to address State and Local planning objectives to provide further affordable and diverse housing options for WA’s ageing population.

The current product provided by Serenitas (under the branding of National Lifestyle Villages and Helena Valley Residential Resorts) is an innovative, award winning and highly successful housing model that offers affordable and sustainable housing accommodation. The incorporation of sustainability principles into all Serenitas’ NLV lifestyle resorts has led to the achievement of the Banksia Award, Australia’s highest recognition for environmental excellence. The environmental credential of Serenitas’ NLV resorts is well documented through the various awards received for the NLV model, including:

- **2012 UDIA Awards for Excellence**, Seniors Living – Hillview Lifestyle Village
- **2010 HIA National Boral Greensmart Awards**, Community Development Award for National Lifestyle Villages - Tuart Lakes
- **2010 HIA Greensmart Awards**, Development of the Year for National Lifestyle Villages - Tuart Lakes
- **2009 UDIA Awards for Excellence** for Urban Water Excellence Category for National Lifestyle Villages – Bridgewater
- **2007 Banksia National Sustainable Built Environment Award** for National Lifestyle Villages - Bridgewater
- **2007 HIA Greensmart Awards**, Development/Estate of the Year for National Lifestyle Villages - Bridgewater
- **2007 HIA Greensmart Awards**, Design Concept Award for National Lifestyle Villages - Tuart Lakes

- **2007 HIA Greensmart Awards**, Water Efficiency Award for National Lifestyle Villages - Bridgewater
- **2006 Overall Winner**, WA Environment Awards
- **2006 Winner**, WA Environment Awards – Corporate Business Leading By Example
- **2006 Winner**, Telstra Western Australian Business of the Year
- **2006 Winner**, Telstra Hudson Business Award
- **2005 Winner**, City of Wanneroo Awards for Environment Excellence – Business and Industry
- **2005 Winner**, City of Wanneroo Awards for Environment Excellence – Water Conservation

The NLV housing model is suited to constrained sites compared with conventional residential subdivision and development having regard to the pre-existing environmental and geotechnical constraints. This is because of NLV’s innovative single ownership land base model, where the Site will remain under NLV’s single ownership and not require the further subdivision of land. Instead, each ‘Lifestyler’ will enjoy a 60 year leasehold interest in the Site and the protection afforded by the *Residential Parks (Long-Stay Tenants) Act 2006* (WA). With the management arrangements that occur under a single land owner model and the form of construction involved, the provision of sustainable housing outcomes can be achieved on land that would not otherwise be available for conventional housing development. This is because NLV’s ownership management model provides a unique opportunity to provide a higher level of risk management and control that would not otherwise be available in a conventional residential development, thereby enabling certain constrained land to be developed. This was reflected in advice from DER where they said:

The fact that the site is not subdivided and maintained and managed under one title with subsequent leasehold arrangements to tenants meant there is a significant obligation on the part of NLV to ensure its management measure are maintained with that additional burden to government.

HVR is also responsible for the management and upkeep of infrastructure within the resort, meaning that areas of open space, landscaping, roads, footpaths, and other common facilities are under the control of one entity and not handed over to the local government. Dwellings are designed with a lighter overall construction, as well as being designed with an emphasis on low maintenance and longevity, based on a 100 year lifecycle which compares favourably with traditional housing.



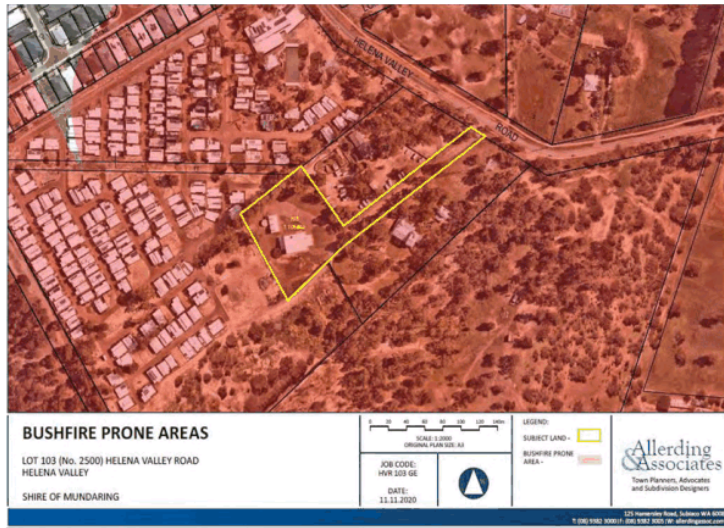


Figure 8 –Bushfire Prone Areas

This model provides an opportunity for a number of sites within the Perth and Peel Metropolitan areas, such as this site, to be potentially utilised and assist in an efficient use of land in a more sustainable manner.

6.0 DEVELOPMENT PROPOSAL OUTLINE

Approval of the proposed scheme amendment will facilitate a village extension to the existing the Helena Valley Lifestyle Village which will provide for an additional 14 Park Homes architecturally designed in landscaped grounds, with a high level of community and recreation facilities. It will also provide for a function centre and associated car parking area. Refer to the Development Plan **Figure 9**.

The Lifestyle Resort will continue to respond to the increasing community need to provide affordable housing options in a sustainable manner for the Shire’s ageing population.

6.1 Residential Population

With the Lifestyle Village extension completed, the proposed development will add 14 extra dwellings. Currently the average residents in the lifestyle village is 1.5-1.6 persons per dwelling. Therefore, the extra 14 dwellings will result in approximately 21 additional residents.

6.2 Community Development

This lifestyle village model and the extent of facilities offered on site to residents will place less demand on the local authority and surrounding community infrastructure than similar density, traditional housing.

6.3 Open Space and Landscaping Treatments

The extension of the Lifestyle Village will maintain public open space in accordance with the requirements of the Caravan Parks and Camping Grounds Regulations of a minimum of 10%, mainly centred on the community and recreation facilities as well as landscaped areas.

6.4 Bushfire Management

As outlined on the Department of Fire and Emergency Services (DFES) Western Australian Map of Bush Fire Prone Areas, the entire site is designated as bush fire prone (refer **Figure 8**).

A Bushfire Management Plan has been prepared for the proposed Lifestyle Village extension into Lot 103 (refer **Annexure 4**). It is expected that the Bushfire Management Plan will be maintained as a condition within the SU34 provisions under Schedule 4 of TPS4.

6.5 Tenure

The Site will remain under the ownership of Serenitas, with each site the subject of a lifetime lease to the home owner with an end date 60 years from Resort construction. Each “Lifestyler” will own their own home and be protected by the *Residential Parks (Long-Stay Tenants) Act 2006* (WA). NLV will retain full management control of the Resort.

The lease payments cover all outgoings including rates and taxes, maintenance of communal grounds, rubbish removal and cover residents’ access to all facilities on Site. There are no accrued fees, restrictions of sale (except to approve a new lessee) and all future capital gains are for the benefit of the resident. In comparison to many Retirement Village costs, this is a highly equitable arrangement which has received wide market acceptance.

The Resort is designed specifically to cater for 100% long term residents and notably, short stay sites are not included.

7.0 EXISTING AND PROPOSED INFRASTRUCTURE SERVICING

The following summarises the intended servicing arrangements for the subject site.

7.1 Water Supply

The development will be connected to reticulated water and will utilise the latest “Water-Wise” techniques in water harvesting and storage on a house by house basis and for the development as a whole to maximise water conservation.

7.2 Water Management

Stormwater run-off from roads within the Village will be contained on-site within a swale system co-ordinated with the existing stormwater network in the existing village. Rainwater from roofs will be harvested and stored, with water tanks on every dwelling and building in the Resort. This water, which will be filtered with a “first flush” system, is intended to be used for toilet flushing and laundry use.

Within the buildings, water efficient appliances will be used, as will “Aqualoc” AAA reduction valves to all taps. Greywater recycling will be installed for every house and the community facilities for garden reticulation.

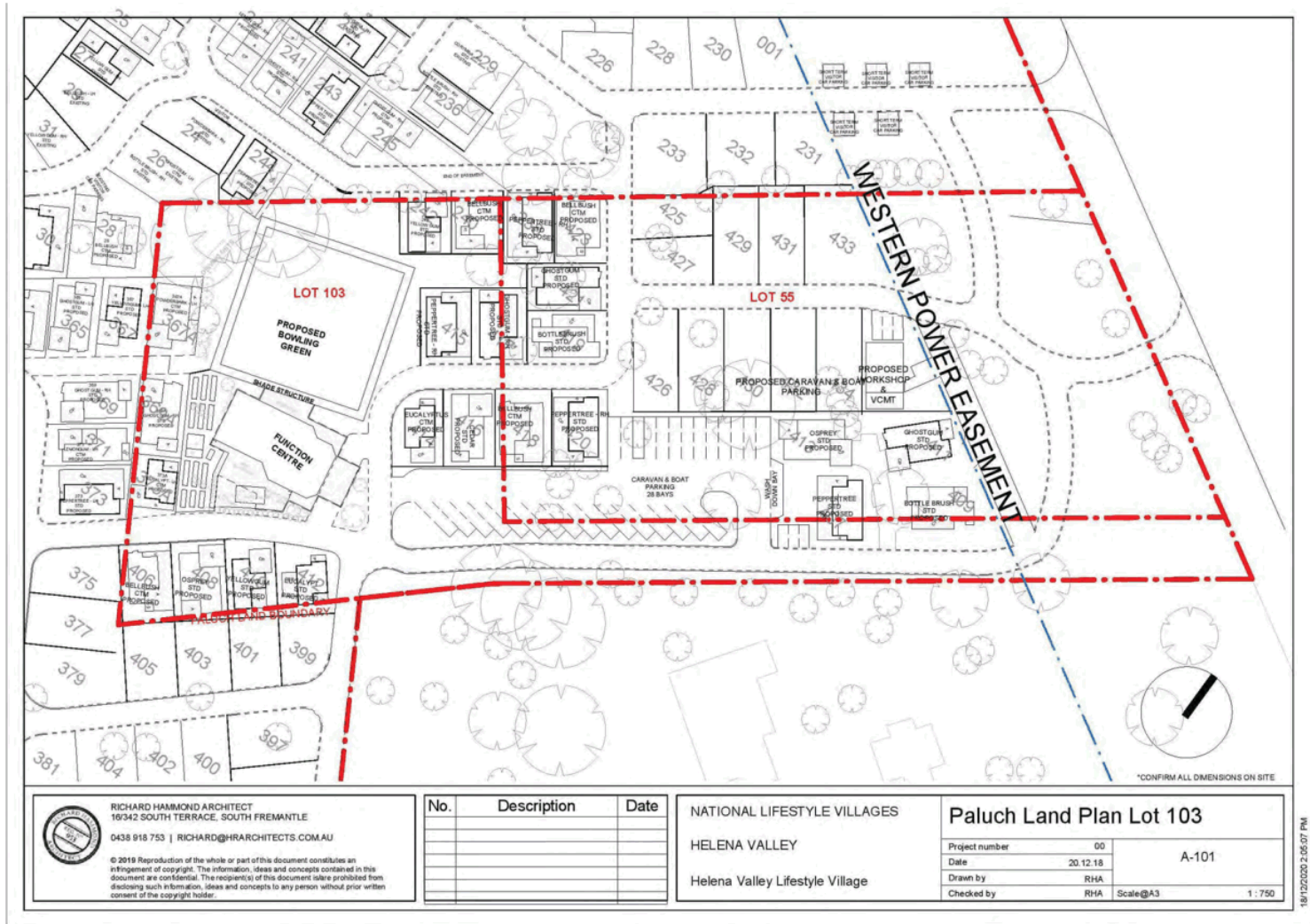


Figure 9 – Development Plan

All reticulation will utilise sub-surface drip line, which minimises evaporation and provides water where it is required – the root zone. The landscape design will be based on “Water-Wise” principles, with an emphasis on indigenous cultivars to provide a beautiful sense of place with minimum water use. The design and management of the landscaped areas will be undertaken by an in-house team with the aim of producing a highly landscaped and attractive Village with easy maintenance.

As the water will be entirely managed on site through the development of an internalised stormwater management system, no connection to the local or district drainage system is required.

7.3 Sewer

It is proposed that the Lifestyle Village extension will be connected to reticulated sewer as already provided for at the existing village.

7.4 Power Supply

The development will be connected to mains power which is available in the locality, but will be designed with capacity for extension to solar power once Serenitas implement solar harvesting technology which is intended to be introduced into all future Lifestyle Resorts.

7.5 Telecommunications

All dwellings will be connected with telephones and broadband internet, as well as television cabling from a common antenna. In addition, all homes will be connected to an internal intercom service providing Resort gate control and linkage to the Resort administration and other dwellings.

7.6 Gas

The Site is serviced by the existing gas network which services the surrounding residential land. All gas appliances will be 5-Star energy rated.

7.7 Waste Management

Serenitas have implemented an innovative waste management system. It involves the use of a specific building which provides a recycling and re-use centre and a social focus for Villagers. Land fill rubbish will be collected from each residence by the Village care and maintenance team. Everything that can be recycled is then collected through the “ARC” the Asset Recovery Centre. Organic wastes from kitchens and garden green wastes are composted in a Village scale tumbler and then used to feed a large scale worm farm. The resultant worm casts and liquids are used to fertilise the gardens, thus closing the organic waste cycle in the Village. Metals, glass and various plastics will be recycled through a 10 bin system.

Items that can be re-used, such as cardboard boxes, ice cream containers, jars and bottles will be set out in a re-use room. Rubbish removal, recycling and deliveries will be managed on site, thereby reducing the responsibility of the local authority.

7.8 Movement Network

Typically, the traffic generated by a Lifestyle Village is significantly less than provided for a conventional subdivision with around 3 vehicles per vehicle day being generated compared with approximately 9 to 10 vehicles generated per conventional residential dwelling. Based on an additional 14 dwellings, this equates to approximately 42 additional vehicle trips per day which is not considered to be significant in the context of overall traffic generation on the broader road distribution network.

A traffic statement was provided as part of the previous Lifestyle Village extension into Lots 100 and 101 Helena Valley Road. That statement indicated that with the increase in around 360 daily vehicle trips, the resulting forecast of traffic volume on Helena Valley Road would be around 4,726vpd. This would maintain a ‘Level of Service C’ which was considered to have no detrimental impact.

It is therefore considered that the previous conclusions drawn in the traffic assessment would continue to apply for the extension including:

- Assessment of the local road network indicates that existing Levels of Service will not be affected and there are no reasons to suggest that the surrounding road network would not continue to operate in a safe and appropriate manner.
- Analysis of the access to the development site indicates acceptable Levels of Service during the peak periods can be achieved. There are no reasons to suggest that the access cannot operate in a safe and acceptable manner.
- Existing visibility along Helena Valley Road is good and it is considered that visibility commensurate to current Austroads standards can be achieved for the proposed access.

Based on the above, traffic will be well within acceptable limits for the proposed minor extension of 14 dwellings.

7.9 Public Transport

Bus routes linking to Midland and Perth are available within walking distance from the Village. Notwithstanding the availability of public transport, the Helena Valley Lifestyle Village also provides its own village bus to access local and other community facilities reducing dependence on the use of private motor vehicles.

8.0 ENVIRONMENT

8.1 Environmentally Sensitive Areas

The subject site is covered by the Department of Environments clearing classification of an Environmentally Sensitive Area (ESA). The land has been classified as ESA due to the proximity of Threatened Ecological Communities (TEC) and the presence of indigenous heritage sites.

Due to the site having established vegetation a survey of lot 103 was done to ensure trees of significance were retained. As a result, several matured aged trees on the north western border of lot 103 have been taken into consideration and have been retained as seen in Figure 9. This was done to maintain HVR’s commitment to creating an environmentally friendly development with minimal impact on the local environment. This can be seen at the existing Lifestyle Village at Lot 104 and 55, where a variety of vegetation has been retained. This reaffirms HVR’s commitment to ensuring as much existing mature vegetation can be retained as possible, as has already been demonstrated with the existing village development.

8.2 Acid Sulphate Soils

Acid sulphate soils (ASS) are naturally occurring soils and sediments containing sulphide minerals, predominantly pyrite (an iron sulphide). In an undisturbed state below the watertable, these soils are benign and not acidic. However, if the soils are drained, excavated or exposed by lowering of the water table, the sulphides will react with oxygen to form sulfuric acid.

The distribution of acid sulphate soils can be seen in **Figure 10**. The Site consists of Class 2 ASS which can be described as follows:

Class 2 – Moderate to low risk of Acid Sulphate Soils (ASS) occurring within 3m of natural soil surface but high to moderate risk of ASS beyond 3m of natural soil surface.

The nature of soil disturbance that triggers ASS investigation include:

Class 2 – Works involving lowering of watertable (temporary or permanent), earthworks extending to beyond 3 metres below natural ground surface, and works within 500m from adjacent to wetlands.

The nature of the proposed development, which avoids deep excavation and soil profiles, will be appropriately managed at the time development is undertaken. Due to the nature of development it is not expected that an ASS investigation will be required.

8.3 Topography

As seen in **Figure 2**, the land rises in a south-westerly direction from 30m AHD at Helena Valley Road to 40m AHD at the rear south-western boundary.

There are no environmental constraints on the Site with respect to the topography or surface drainage.

8.4 Floodplain

The Department of Water’s floodplain data was applied to the Site. The Site is well above the floodplain of the Helena River and therefore flooding does not constitute a constraint.

8.5 Site Contamination

Past land use of the site has been identified as rural living which is not considered to have had any activity associated with contaminated sites.

The Department of Environment Regulation (DER) Contaminated Sites Register did not identify any recorded contamination at the Site.

8.6 Wetlands and Waterways

A search of the Landgate WA Atlas database revealed that there are no wetlands or waterways of any classification found to be located on or around the subject site.

8.7 Significant Vegetation

Corresponding to the soil characteristics the vegetation complex for the study area as described by Heddlé et al (1980) is:

- Forresterfield: the vegetation ranges from open forest of *Corymbia calophylla* - *Eucalyptus wandoo* - *E. marginata* to open forest of *E. marginata* - *C. calophylla* - *Allocasuarina. fraseriana* - *Banksia* spp. Fringing woodland of *E. rudis* in the gullies that dissect this landform.

As mentioned the significant vegetation on lot 103 is situated on the north western boundary. HVR has taken this into consideration and has designed the extra dwellings and recreational facilities around the vegetation. HVR will continue to prioritise the retention of vegetation to maintain the ambience and amenity for the lifestyle village.

8.8 Bush Forever

A review of Bush Forever Mapping identified the nearest Bush Forever Site No. 213 located adjacent to the south-western boundary of Lots 100 and 101 Helena Valley Road. The subject site is therefore not affected by Bush Forever.

8.9 Indigenous Heritage

A search was undertaken on the Department of Indigenous Affairs Aboriginal Heritage Enquiry System. The register of Aboriginal heritage sites maintained by the Department of Indigenous Affairs (DIA) identifies the following ‘registered site’ (site No. 3758) as extending through the subject site and the broader surrounding area. As illustrated by **Figure 11**, the registered, the site follows the Helena River through the Shire of Mundaring local government area into the Shire of York to the east, encompassing existing rural and urban developments.

The details of the registered site are provided below:

Site ID	Site Name	Status	Site Type
3758	Helena River	Registered Site	Ceremonial, Mythological, Repository/Cache

It is acknowledged that the proposed development will not extend within, or prejudice the reservation of the Helena River in any way, or prohibit access to the river itself. The proposed development will not require any significant earthworks to the subject site given the nature of the development which will accommodate moveable Park Home dwellings that are built off-site and then transported to their intended destination. In relation to the applicant’s obligations to protect Indigenous Heritage Sites, the applicant is aware that it is incumbent on them to ensure that aboriginal sites are not affected as a consequence of development on the site under the *Aboriginal Heritage Act 1972* (WA). These responsibilities will be adhered to during construction.

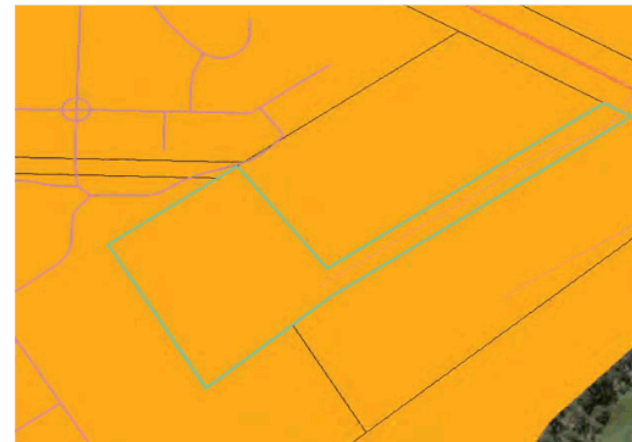


Figure 10 – Acid Sulphate Soils

9.0 IMPLEMENTATION

9.1 Development Application

An application for development approval will be sought consistent with the development plan included within this amendment document for a Park Home Park on Lot 103 Helena Valley Road.

9.2 Building Licence

Each dwelling, and community facilities, will be subject to separate building license applications.

9.3 Lease

Control over how the land is used is of the highest priority to Serenitas. Serenitas will remain the only owner of the property and will control the overall development and management of the Lifestyle Village for ongoing governance.

A proven structure for the long term management of the Lifestyle Village will be implemented, which includes a process to monitor, review, develop and adjust all policies and operations of the village in accordance with the *Caravan and Camping Grounds Act 1995*. Serenitas will maintain control of leasing and supervision of associated policies, which is another unique advantage this concept offers and is essential to the successful long term management of the Lifestyle Village.

Also, an education program for residents will be established, that will address issues of environmental management such as flora and fauna, garden design and maintenance, household refuse reduction, for awareness and energy use management.



Figure 11 – Registered Aboriginal Sites

10.0 CONCLUSION

The request to amend the Shire's TPS4 to create a new Special Use (SU34) zone over Lot 103 Helena Valley Road will provide for affordable housing and respond to the lack of available dwellings for the Shire's ageing population. Importantly, the development will integrate seamlessly into the existing approved lifestyle village.

There are sound reasons for the Shire to support the proposal for a minor lifestyle village extension. In particular, we contend that in relation to the site which is the subject of this request that:

- It is located on the corner edge of the urban area and in a peri urban location but adjacent to existing full urban development and commercial facilities;
- The ideal location of the site will not compromise future structure planning (or existing rural uses) for Helena Valley should that land proceed for urban development;
- Is specifically identified in the Shire's Local Planning Strategy for future urban expansion consideration;
- Will enable facilities in the existing approved village to be extended with a bowling green, function centre, alfresco barbeque area and outdoor pool for the benefit of all lifestyle village residents;
- The proposed development of the subject site for a lifestyle village is consistent with the Shire's strategic plans and related documents specifically with respect to housing provision and identified areas for development for an ageing population;
- Facilitation of the proposal would assist in addressing broader State and local issues in response to the need for affordable housing options in Perth and Mundaring and for an ageing population;
- The form of amendment proposed (i.e. Special Use) has been specifically prepared in order to ensure that no precedents apply in relation to conventional 'Urban' developments; and
- The proposed amendment is specifically tailored to facilitate the development of a lifestyle village. It does not facilitate or permit conventional housing to occur or act as a precedent for such housing to occur. It will also enable an easy transition in the event the land proceeds with an Urban zoning under the MRS and Residential/Development zoning under the Local Scheme.

We therefore respectfully seek the Shire of Mundaring's support to the rezoning request for Lot 103 Helena Valley Road to accommodate an extension to the existing Helena Valley Lifestyle Village.





Fire Protection
Association Australia
Life, Property, Environment.



BPAD
Bushfire
Planning & Design

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 103 (No. 2500) Helena Valley Road State: WA P/code: 6056
 Suburb: Helena Valley
 Local government area: Shire of Mundaring
 Description of the planning proposal: Park Home Park Extension
 BMP Plan / Reference Number: HVR 103 ZB/2012 Version: 1 Date of Issue: 21/12/2020
 Client / Business Name: Serenitas Communities Holdings Pty Ltd

Reason for referral to DFES

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Is the proposal any of the following special development types (see SPP 3.7 for definitions)? | | |
| Unavoidable development (in BAL-40 or BAL-FZ) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Strategic planning proposal (including rezoning applications) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Minor development (in BAL-40 or BAL-FZ) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| High risk land-use | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Vulnerable land-use | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?
 N/A

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

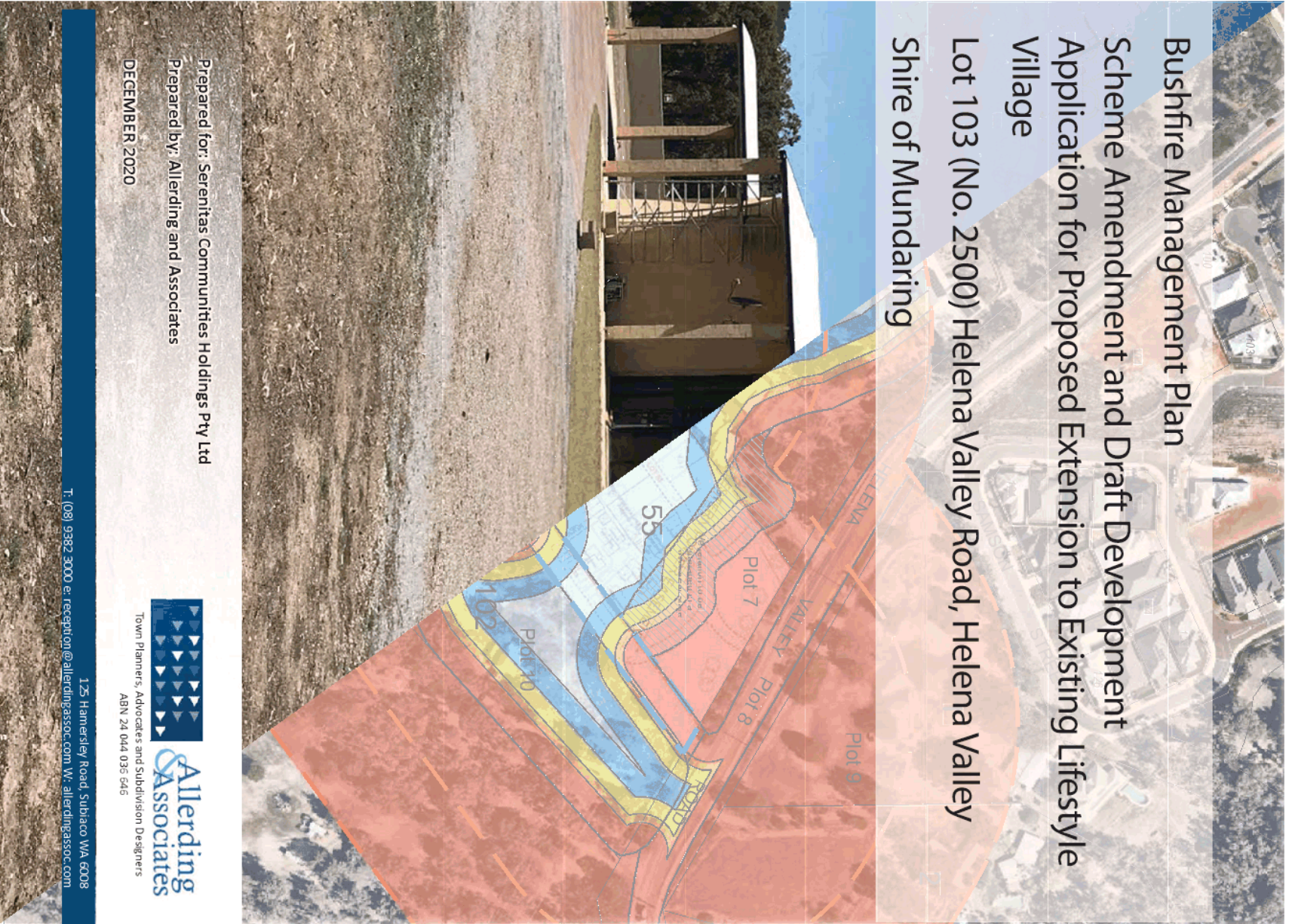
BPAD Accredited Practitioner Details and Declaration

Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Tom Hockley	Level 2	BPAD39692	31/05/2021
Company		Contact No.	
Allerding & Associates		9382 3000	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner

Date 21/12/2020



Bushfire Management Plan
Scheme Amendment and Draft Development
Application for Proposed Extension to Existing Lifestyle
Village
Lot 103 (No. 2500) Helena Valley Road, Helena Valley
Shire of Mundaring

Prepared for: Serenitas Communities Holdings Pty Ltd
Prepared by: Allering and Associates
DECEMBER 2020

Town Planners, Advocates and Subdivision Designers
Allering Associates
ABN 24 04 036 646

125 Hamersley Road, Subiaco WA 6008
T: (08) 9382 3000 e: reception@alleringassoc.com W: alleringassoc.com

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Document ID: HVR 103 ZB/2012

Issue	Date	Status	Prepared by		Approved by	
			Name	Initials	Name	Initials
1	21.12.20	Final	Tom Hockley BPAD39692 Level 2	TH	Tom Hockley BPAD39692 Level 2	TH
Site Inspection:			Undertaken on 24 November 2020			

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1.0 EXECUTIVE SUMMARY

This Bushfire Management Plan (BMP) has been prepared to accompany a Scheme Amendment request by Allerding & Associates on behalf of the landowner to facilitate an extension to the existing Helena Valley Lifestyle Village (HVLV) at Lot 103 (No. 2500) Helena Valley Road, Helena Valley (subject site). This BMP also considers a draft Development Application for an extension to HVLV across the subject site and Lot 55 (No. 2460) involving the creation of an additional 33 park home sites, as well as further village facilities including a new bowling green, the conversion of the existing dwelling on the site to a function centre with an alfresco barbeque area and outdoor pool, a caravan and boat parking area and a workshop. The Scheme Amendment request and associated draft Development Application have been prepared for submission to the Shire of Mundaring (the Shire).

The subject site is located within an area designated as bushfire prone due to the nature of vegetation within 100m of the site. *State Planning Policy 3.7 – Planning in Bushfire Prone Areas* (SPP3.7) requires that planning proposals on land designated as bushfire prone must be accompanied by an assessment (in the form of a BMP) under the provisions of Clause 6.3 (for scheme amendments) and Clause 6.5 (for development applications) where a Bushfire Hazard Level (BHL) exceeds low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW applies. In this instance, due to the presence of classified vegetation within and surrounding the subject site, a BHL greater than low and a BAL rating above BAL-LOW will apply. As the BAL ratings exceed BAL-LOW, an assessment against the provisions of SPP3.7 and the *Guidelines for Planning in Bushfire Prone Areas version 1.3* (the Guidelines) has been undertaken.

This BMP demonstrates that the proposal can fully comply with the acceptable solutions of the Guidelines and notes the proposed indicative park home lots will achieve a BAL rating of BAL-29 or lower.

A BAL Contour Map has been prepared to demonstrate the potential radiant heat impacts on the development area during a bushfire event based on the surrounding vegetation remaining within 100 metres of the assessment area after the works are complete. The BAL Contour Map is also used to determine the level of construction required for buildings within 100m of classified vegetation pursuant to Australian Standard AS3959-2018 *Construction of buildings in bushfire-prone areas* (AS3959).

This BMP sets out the immediate and longer term management strategies for bushfire hazards within and surrounding the subject site and provides a basis for an ongoing commitment by the landowner to undertake bushfire risk management measures for the life of the development. When implemented, the management measures contained within this BMP will assist in the preservation of life and the reduction in the impacts of bushfire on property and infrastructure.

2.0 PROPOSAL DETAILS

2.1 Purpose of the BMP

This BMP has been prepared to accompany a Scheme Amendment request to facilitate an extension to the existing HVLV involving the creation of an additional 33 park home sites, as well as further village facilities including a new bowling green, the conversion of the existing dwelling on the site to a function centre with an alfresco barbeque area and outdoor pool, a caravan and boat parking area and a workshop. The land subject of the Scheme Amendment request is Lot 103 (No. 2500) Helena Valley Road, Helena Valley which currently does not permit a 'park home park' use under the provisions of the Rural Residential zone of the Shire's Local Planning Scheme No. 4 (LPS4). The land subject of the draft Development Application includes both the subject site and Lot 55 (No. 2460) Helena Valley Road, Helena Valley to the north-east. Lot 55 has been previously rezoned to a Special Use zone under LPS4 to permit 'park home park' development on the land.

The purpose of the BMP is to assess whether the proposed Scheme Amendment at the subject site and draft Development Application at the subject site and Lot 55 complies or can be made compliant with the relevant planning controls based on the assessed bushfire risk.

As the ultimate form of the development is known, a BAL Contour Map has been prepared to demonstrate the Indicative BAL rating across the subject site and has been determined based on the future state of the site. In addition, a Bushfire Hazard Level assessment pursuant to Clause 6.3 of SPP3.7 has been prepared.

In addition, this BMP contains an identification of any bushfire hazard issues arising from the BAL Contour Map, as well as an assessment against the bushfire protection criteria requirements contained within the Guidelines demonstrating compliance within the boundary of the development site.

2.2 Location

The subject site and existing HVLV are situated in the suburb of Helena Valley, approximately 16km east of the Perth CBD.

A location plan is included at **Figure 1** which identifies the site as being on the south-western side of Helena Valley Road.

2.3 Zoning and Land Use

The subject site is zoned 'Rural' under the Metropolitan Region Scheme (MRS) and is zoned 'Rural Residential' (RR1) under the Shire's LPS4.

Lot 55 is zoned 'Rural' under the Metropolitan Region Scheme (MRS) and is zoned 'Special Use' (SU33) under the Shire's LPS4, permitted park home park development and incidental uses on the land.

Both the subject site and Lot 55 are also affected by the Bushfire Hazard Special Control Area (BHSCA) under LPS4. The sites are mapped as having a 'Moderate' bushfire hazard level (refer **Figure 2**). Clause 6.5.1 of LPS4 notes that the bush fire hazard levels have been determined in accordance with the Type 1 and Type 2 Bush Fire Hazard Assessment Procedures in *Planning for Bush Fire Protection* (2001), published by the Western Australian Planning Commission (WAPC) and the Fire and Emergency Services Authority (FESA). This BMP includes a BHL map which has been prepared based on the

methodology outlined in Appendix Two of the WAPC's *Guidelines for Planning in Bushfire Prone Areas version 1.3 (2017)*.

The provisions of Clause 6.5 (Bush Fire Hazard) have been considered, where applicable, in the preparation of this BMP.

As outlined on the Department of Fire and Emergency Services (DFES) Western Australian Map of Bush Fire Prone Areas, the entire site is designated as bush fire prone (refer **Figure 3**).

The subject site currently contains and existing dwelling and associated outbuildings. The subject site contains limited existing native vegetation and is largely parkland cleared. The future development of the subject site will include the retention of the existing native vegetation.

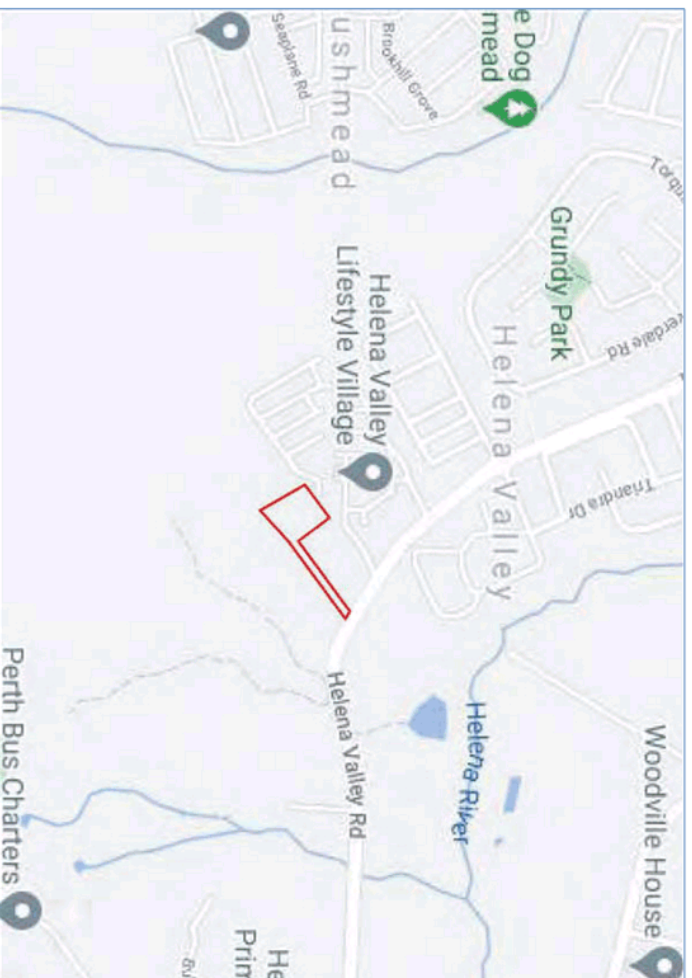


Figure 1 – Location Plan



Figure 2 – Shire of Mundaring Local Planning Scheme No. 4 Bushfire Hazard Levels



Figure 3 – Map of Bushfire Prone Areas [Source: DFES 2020]

2.4 Overview of Proposal

The proposed Scheme Amendment involves the rezoning of the subject site from "Rural Residential" zone to "Special Use" zone for "Park Home Park" and incidental uses. As part of the conditions of the Special Use zone, a development plan is to be approved to guide the future development of the subject site. The Scheme Amendment, once finalised, will enable the progression of a Development Application (DA) for an extension to the existing HVLV across the subject site and Lot 55 involving:

- Creation of 33 park home sites;
- Conversion of the existing dwelling to a communal function centre;

- Construction of a communal alfresco barbecue area and outdoor pool;
- Demolition of existing buildings on Lot 55;
- Construction of new caravan and boat parking area;
- Construction of a workshop; and
- Revised road layout to service the development.

The communal facilities will be developed for the exclusive use of residents of the broader existing HVLV development.

The subject site is accessible directly from a gated vehicle entrance at the Helena Valley Road frontage. Once developed, both the subject site and Lot 55 will be integrated with the broader HVLV via the existing road network to the north and west. The internal road network and pedestrian circulation will follow a permeable grid road system which has an 8 km per hour speed limit. The proposed internal road network will provide linkages from the houses to the park spaces and to the shared community facilities. The existing battle-axe leg connecting the subject site to Helena Valley Road will be retained and integrated into the HVLV and is proposed to form a secondary egress point associated with the caravan and boat storage on Lot 55 once that land is ultimately developed.

The subject site currently contains limited native vegetation, the majority of which will be retained as part of the future development. Lot 55 contains existing native vegetation, predominantly located within the Western Power easement in the north-eastern section of the site. This vegetation is capable of being retained and managed to enable the development of adjacent areas of Lot 55 for the intended park home park use.

A site plan of the proposed extension across the land is included at **Figure 4** and a copy of the relevant plans are included at **Appendix 1**.

This BMP has been prepared to accompany the Scheme Amendment report prepared by Allerding & Associates, dated December 2020. In addition, a draft Development Application report is currently being prepared and will be lodged in due course following the lodgement scheme amendment request. Those documents have been considered in the preparation of this BMP.

A number of Bushfire Management Plan have been prepared for the HVLV in support of various stages of development across adjoining and adjacent lots. Those have included:

- BMP dated November 2017 (version 1.2), prepared to accompany a development application for Lot 55 Helena Valley Road, Helena Valley for an extension of the existing HVLV;
- BMP and BHA dated August 2016 (version 1.0), prepared to accompany a scheme amendment for Lot 55 Helena Valley Road, Helena Valley for an extension of the existing HVLV;
- BMP dated November 2015 (version 1.7), prepared to accompany an subdivision of Lots 100 and 101 to retain existing dwellings on those lots and the amalgamation of the balance portions of Lots 100 and 101 into Lot 237 to facilitate the extension of the existing HVLV in accordance with a development approval granted by the Shire.

The previous Bushfire Management Plans for the HVLV have been considered in the preparation of this BMP.

2.5 Access

Vehicular access to the subject site is proposed via an existing battle-axe leg connecting to Helena Valley Road to the north-east and via connections to the existing village to the north and west. An existing crossover and sealed driveway currently services the buildings on Lot 55.

All proposed access points will be sealed and will allow for two way movement.

2.6 Water and Power Supply

Both sites are supplied with mains power and water.

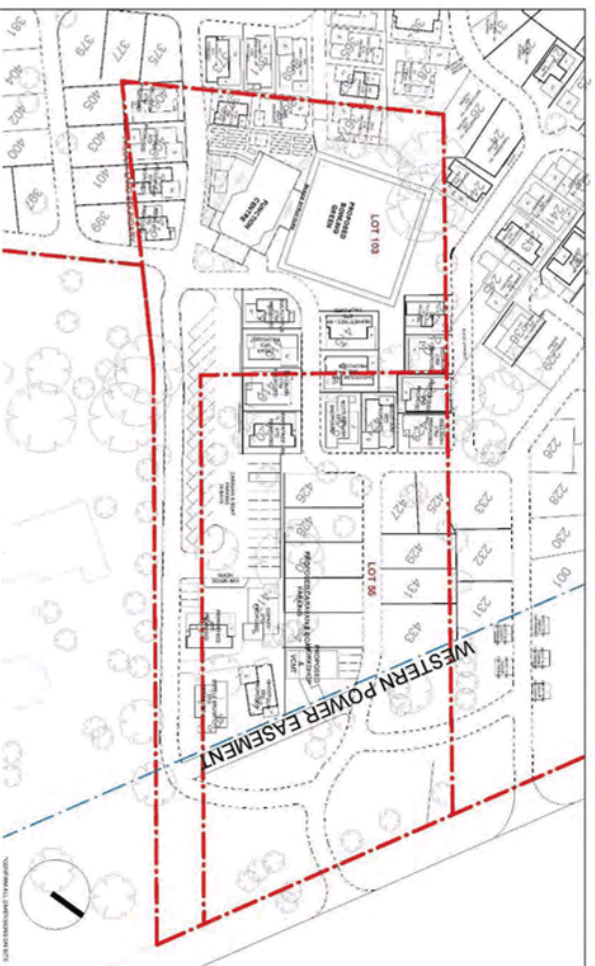


Figure 4 – Site Plan

3.0 ENVIRONMENTAL CONSIDERATIONS

3.1 Native Vegetation – Modification and Clearing

No clearing of native vegetation is proposed. Modification of vegetation to a low threat state in the north-eastern section of Lot 55 will occur to achieve appropriate development standards for future redevelopment of that lot, however any modification required to achieve this outcome is limited and will not result in completely removal of vegetation.

Further, there are no mapped local natural areas associated with the subject site under the Shire’s Local Biodiversity Strategy.

3.2 Revegetation and Landscape Plans

It is understood that the land will be landscaped as part of the proposed future village extension. However given the density and layout of development, there is limited potential for any future landscaping to result in any significant increase in bushfire threat on dwellings within the subject site.

4.0 BUSHFIRE ASSESSMENT RESULTS

A Method 1 procedure in accordance with AS3959 has been undertaken to inform this bushfire assessment.

4.1 Assessment Inputs

4.1.1 Vegetation Classification

The vegetation classification has been determined within and surrounding the subject site in accordance with Clause 2.2.3 of AS3959. Each distinguishable vegetation plot with the potential to determine the BAL is identified in Table 1 below with the plots mapped in Figure 5. This information has been used to develop the BAL Contour Map at Figure 7 and the Bushfire Hazard Level Map at Figure 8.



Figure 5 – Vegetation Classification

Table 1: Vegetation Classification

Photo ID	1	Plot	11
Vegetation Clause	Classification or Exclusion		
Excludable 2.2.3.2(f) Low Threat Veg			
Description / Justification for Classification			
Plot 11 comprises the entire subject site which is currently parkland cleared and contains an existing dwelling, outbuilding and driveways. The land contains landscaped lawns and gardens managed in a minimal fuel condition.			
Photo ID	2	Plot	1
Vegetation Clause	Classification or Exclusion		
Excludable 2.2.3.2(e) Non Vegetated Areas			
Description / Justification for Classification			
Plot 1 to the north of the subject site contains the existing Helena Valley Lifestyle Village which is largely built out with limited landscaped gardens maintained in a low threat state.			
Photo ID	3	Plot	2
Vegetation Clause	Classification or Exclusion		
Class B Woodland			
Description / Justification for Classification			
Plot 2 to the south-east of the subject site contains low woodland vegetation with trees ranging in height from 8m to 10m with a canopy cover of around 30%. Understorey contains grasses and surface litter.			



Photo ID	4	Plot	3
Vegetation Classification or Exclusion Clause	Class G Grassland		
Description / Justification for Classification			
Plot 3 to the south-east of the subject site contains cleared paddock with grasses in an unmanaged state.			
Photo ID	5	Plot	3
Vegetation Classification or Exclusion Clause	Class G Grassland		
Description / Justification for Classification			
Plot 3 to the south-east of the subject site contains cleared paddock with grasses in an unmanaged state.			
Photo ID	6	Plot	1
Vegetation Classification or Exclusion Clause	Excludable 2.2.3.2(e) Non Vegetated Areas		
Description / Justification for Classification			
Plot 1 to the north of the subject site contains the existing Helena Valley Lifestyle Village which is largely built out with limited landscaped gardens maintained in a low threat state.			

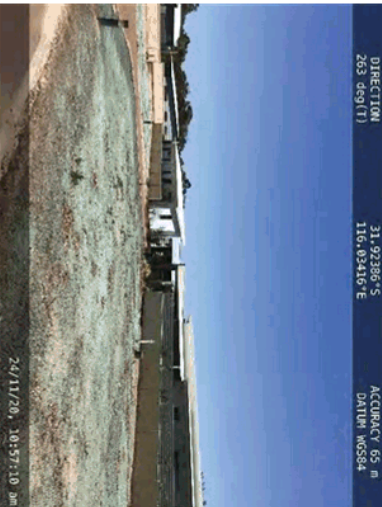
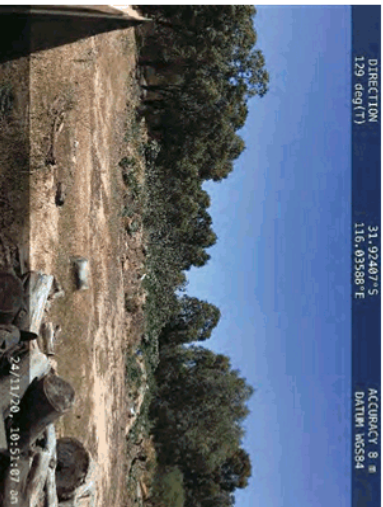


Photo ID	7	Plot	2
Vegetation Classification or Exclusion Clause	Class B Woodland		
Description / Justification for Classification			
Plot 2 to the south-east of the subject site contains low woodland vegetation with trees ranging in height from 8m to 10m with a canopy cover of around 30%. Understorey contains grasses and surface litter.			
Photo ID	8	Plot	4
Vegetation Classification or Exclusion Clause	Class A Forest		
Description / Justification for Classification			
Plot 4 to the south of the subject site contains mature vegetation up to 20m in height with a foliage cover of around 80%. Understorey contains grasses, shrubs and surface litter in an unmanaged state.			
Photo ID	9	Plot	5
Vegetation Classification or Exclusion Clause	Class C Shrubland		
Description / Justification for Classification			
Plot 5 to the south of the subject site contains shrubs of up to 2m in height with an understorey comprising grasses and weeds.			

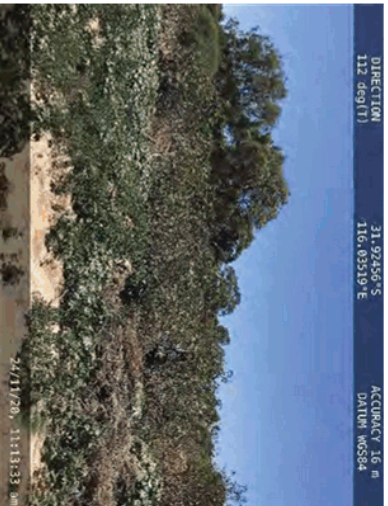


Photo ID	10	Plot	7
Vegetation Classification or Exclusion Clause	Class B Woodland		
Description / Justification for Classification	Plot 7 to the north-east of the subject site contains low woodland vegetation with trees up to 10m in height with a canopy cover of around 30%. Understorey is largely cleared with minimal grass and surface litter.		



Photo ID	11	Plot	10
Vegetation Classification or Exclusion Clause	Excludable 2.2.3.2(f) Low Threat Veg		
Description / Justification for Classification	Plot 10 to the south-east of the battle-axe left to the subject site contains cleared paddock which is maintained in a minimal fuel condition.		



Photo ID	12	Plot	9
Vegetation Classification or Exclusion Clause	Class G Grassland		
Description / Justification for Classification	Plot 9 to the north of the subject site contains paddock with isolated stands of trees with foliage cover of less than 10%.		

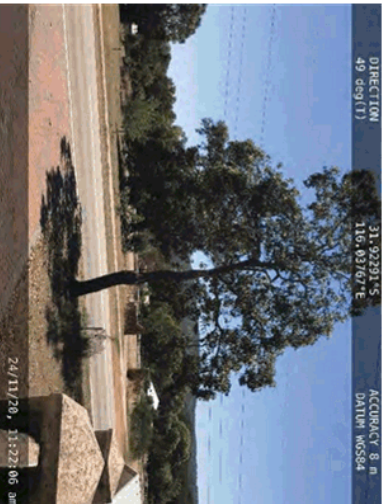


Photo ID	13	Plot	10
Vegetation Clause	Classification or Exclusion		
Excludable 2.2.3.2(f) Low Threat Veg			
Description / Justification for Classification			
Plot 10 to the south-east of the battle-axe left to the subject site contains cleared paddock and Asset Protection Zones around existing dwellings which are maintained in a minimal fuel condition.			



4.1.2 Site Topography and Slope

Based on site observations and available topographical mapping for the broader locality beyond 100m from the edge of the subject site, it has been verified that to the rises generally in a westerly direction towards the subject site where it remains relatively flat and level. A topographical plan is included at Figure 6.

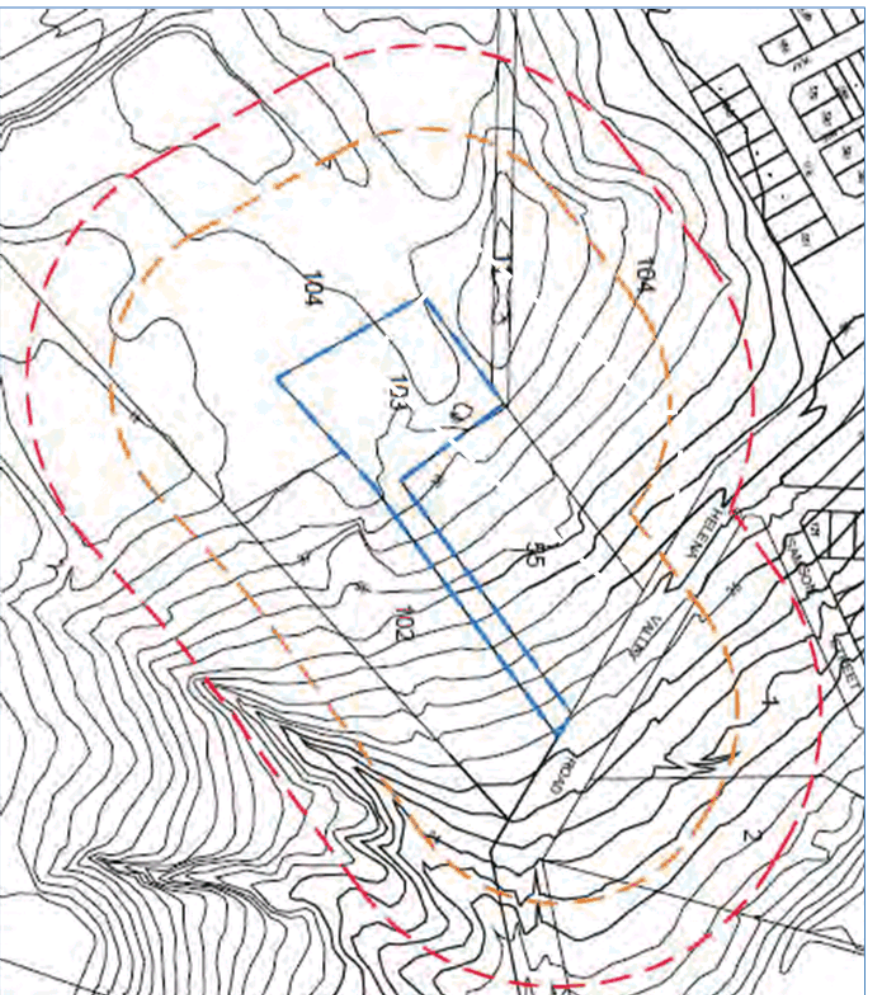


Figure 6 – Topographical Plan

4.2 Assessment Outputs

4.2.1 BAL Assessment

The BAL Assessment was undertaken in accordance with AS3959 Methodology 1 to determine the potential worst case scenario radiant heat impact on the development. Table 2 below outlines the worst case BAL for each of the vegetation plots based on separation distance to the closest proposed building within the subject site. The indicative BAL for each proposed park home lot is then provided in Table 3.

Table 2.1 of AS3959 identifies a Fire Danger Index (FDI) of 80 for Western Australia. Therefore, Table 2.4.3 of AS3959 has been used to develop the BAL Contour Map (refer **Figure 7**) to calculate the BAL for the proposed buildings and inform the standard of building construction required for those buildings to withstand such impacts.

Table 2: Worst Case BAL Table for Indicative Park Home Park Development

Vegetation Plot	Applied Vegetation Classification	Effective Slope Under Classified Vegetation (degrees)	Separation Distance to Classified Vegetation (m)	Bushfire Attack Level
Plot 2	Class B Woodland	Downslope 4°	27m	19
Plot 3	Class G Grassland	Flat	9m	29
Plot 5	Class C Shrubland	Flat	10m	29
Plot 7	Class B Woodland	Downslope 4°	28m	19
Worst case BAL				FZ

Table 3: Indicative BAL Ratings for Indicative Park Home Park Lots

Dwelling/Lot Number	Bushfire Attack Level
Nil	Low
238, 240, 242, 367A, 369A, 373A, 413, 415, 417, 419, 421, 423, 425 – 428, 430, 432	12.5
407, 411, 414, 416, 418, 420, 429, 431, 433, 434	19
406, 408, 409, 410, 412	29
Nil	40/FZ

Whilst the proposed communal facilities (function centre, bowling green, workshop and caravan and boat storage area) have been mapped in **Figure 7** with a BAL above BAL-LOW, these buildings and features do not represent Class 1, 2 or 3 buildings and/or Class 10a buildings or decks associated with a Class 1, 2 or 3 building and are therefore not required under the Building Code of Australia to meet the bushfire construction requirements.

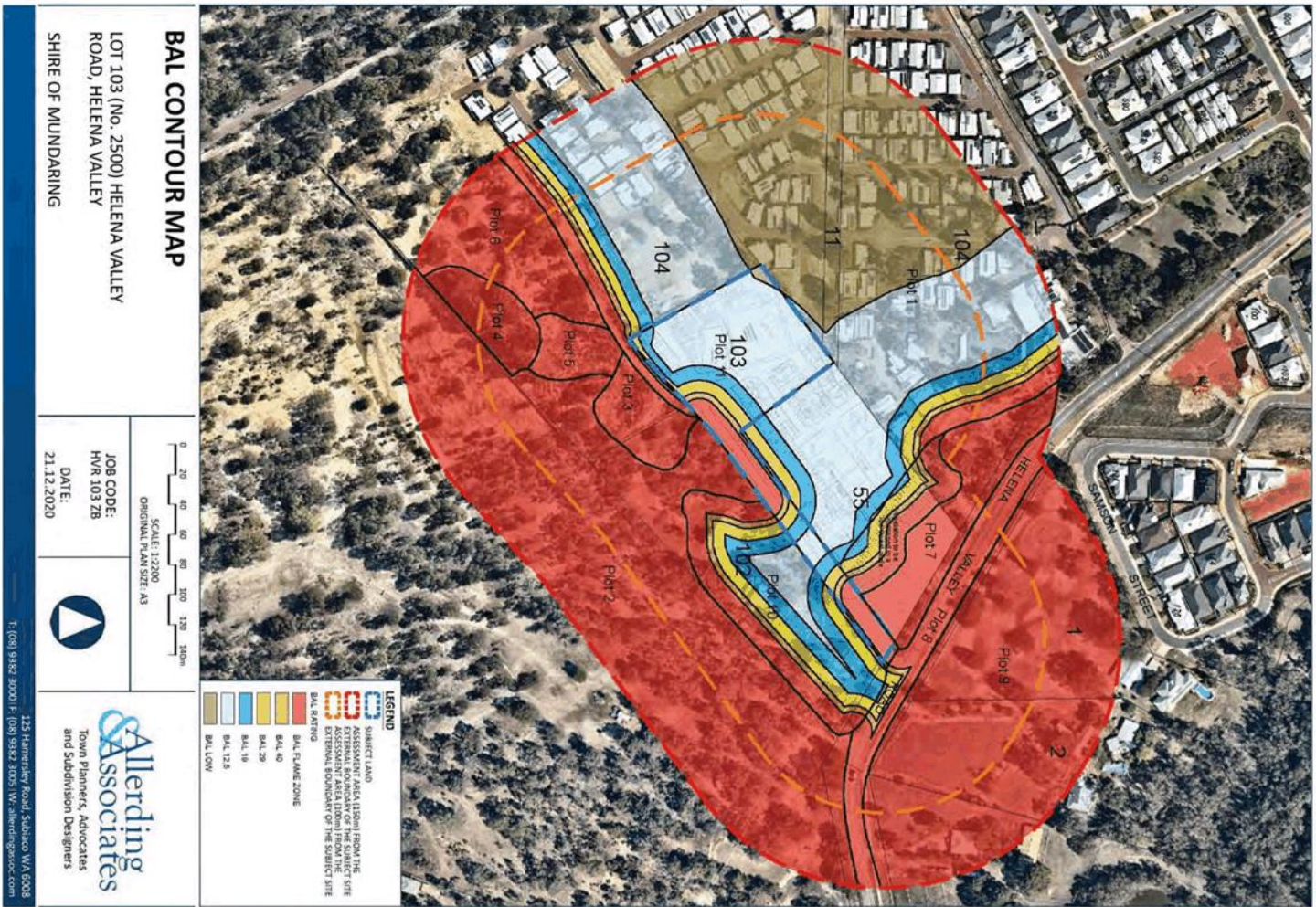


Figure 7 – BAL Contour Map

4.2.2 BHL Assessment

The BHL Assessment was undertaken using the vegetation classification information contained within **Table 1**. The BHL assessment methodology was applied based on Appendix 2 of the Guidelines and has considered the classified vegetation and slope within 150m of the subject site.

The results of the BHL assessment are contained within **Table 4** and mapped in **Figure 8**.

Table 4: Bushfire Hazard Level Table

Vegetation Plot	Applied Vegetation Classification	Effective Slope Under Classified Vegetation (degrees)	Bushfire Hazard Level
Plot 2	Class B Woodland	Downslope 4°	Moderate
Plot 3	Class G Grassland	Flat	Moderate
Plot 4	Class A Forest	Flat	High
Plot 5	Class C Shrubland	Flat	Moderate
Plot 6	Class B Woodland	Flat	Moderate
Plot 7	Class B Woodland	Downslope 4°	Moderate
Plot 9	Class G Grassland	Downslope 3°	Moderate

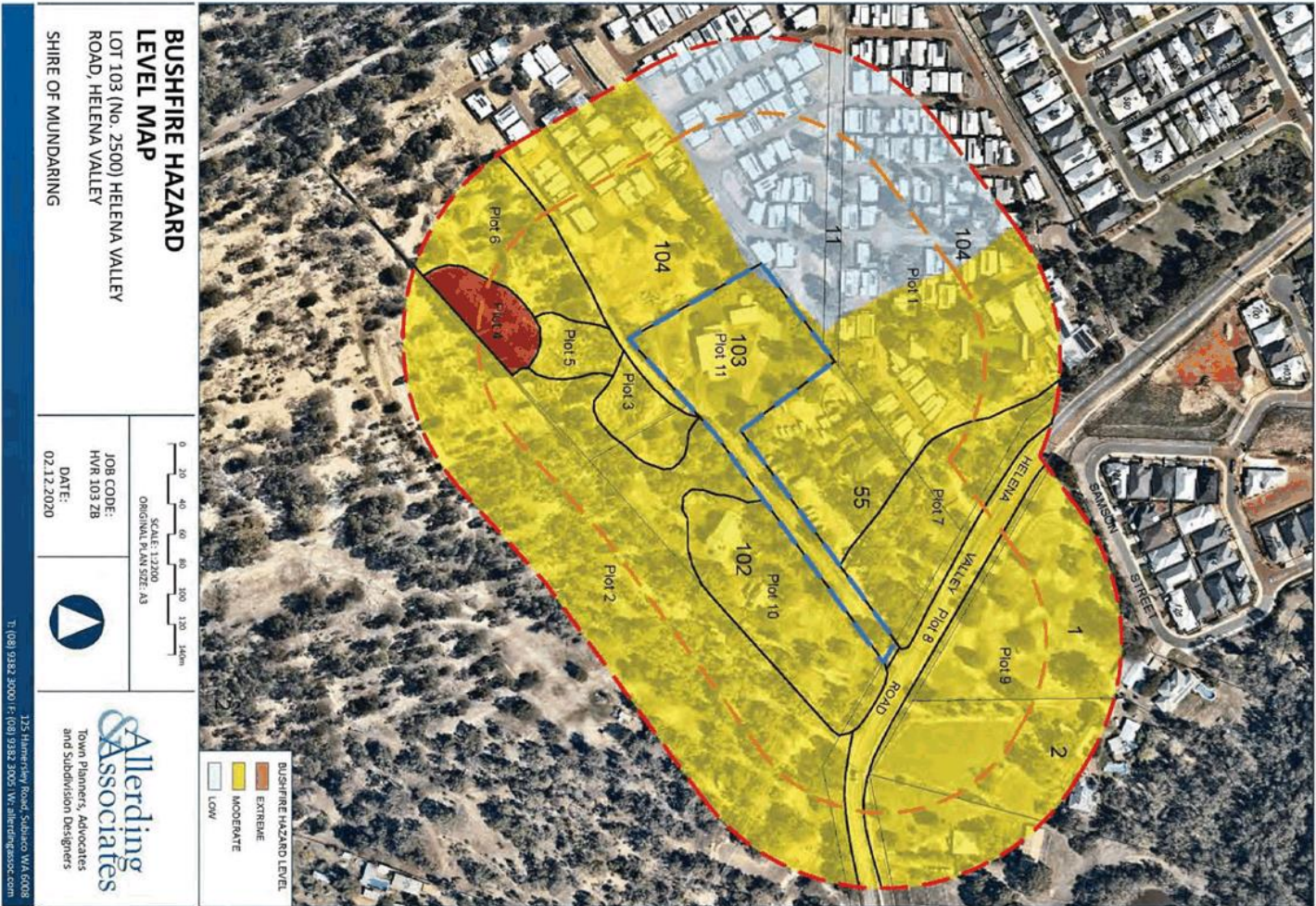


Figure 8 – Bushfire Hazard Level Map

5.0 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES

Based on the BAL assessment undertaken as part of this BMP, the highest determined BAL associated with those areas within the subject site where the new development is planned to occur is BAL29 (or a Moderate BHL). It is noted that the areas representing external exposed parts of the subject site to the south-east (adjacent to Plots 2, 3, 5 and 6) where shelter from a bushfire event is not immediately available create a potential bushfire hazard.

It is anticipated that the future development of the neighbouring land to the south-west (Lot 104) and to the north-east (Lot 55) in line with pre-existing development approvals will reduce the BAL rating for the proposed dwellings located at the interface with these boundaries.

It is therefore likely that physical separation from bushfire prone vegetation will be the most effective management measure due to the extent of non-vegetated land within the central portion of the site and in surrounding areas to the north and west.

In a broader context, the highest fire risk areas surrounding the subject site exist to the south and south-east due to the presence of classified Woodland and Grassland which adjoin larger contiguous areas of vegetation within existing rural properties. These areas may present opportunities for landscape scale fires and long fire runs, particularly noting the extent of bushland further afield to the south. Prevailing south-westerly winds during the summer months may also contribute to bushfire behaviour and intensity in these adjacent bushland areas. However, these larger areas of classified vegetation within 150m from the boundaries of the subject site to the north will be separated by non-vegetated areas such as roads, footpaths and existing development within the HVLV.

Further, surrounding landowners will be required to conform to the Shire of Mundaring Firebreak and Fuel Load Notice 2020/2021. For surrounding land to the north-west, north-east and south-east, land owners/occupiers are required to maintain an Asset Protection Zone around existing dwellings, maintain grass to a height of no greater than 5cm, prune trees and shrubs, and remove dead flammable material around all structures and maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

Pursuant to Clause 6.5 of SPP3.7, the indicative park home park expansion proposal has been assessed against the bushfire protection criteria requirements contained within the Guidelines. Sections 6.0 and 7.0 of this report demonstrates that the draft proposal complies with the bushfire protection criteria of the Guidelines and it is therefore considered that the bushfire hazard issues can be effectively managed and mitigated.

6.0 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA

An assessment of the proposal against the bushfire protection criteria of the Guidelines is contained in **Table 5** which demonstrates that the development meets all acceptable solutions.

6.1 Compliance Table

Table 5: Assessment Against the Bushfire Protection Criteria

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
Element 1: Location	To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure.	<p>A1.1 Development location</p> <p>The strategic planning proposal, subdivision and development application is located in an area that is or will, on completion, be subject to either a moderate or low bushfire hazard level, or BAL-29 or below.</p>	<p>The proposed habitable buildings have been assessed with a BAL-29 or lower and a moderate bushfire hazard level.</p> <p>Accordingly, the proposed development is appropriately located.</p>	The proposal meets the intent of Element 1 and achieves acceptable solution A1.1.
Element 2: Siting and Design of Development	To ensure that the siting and design of development minimises the level of bushfire impact.	<p>A2.1 Asset Protection Zone (APZ)</p> <p>Every habitable building is surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:</p>	The majority of the proposed lots shown on the indicative Development Application plan have been assessed with a BAL-29 or lower and will achieve a radiant heat impact not exceeding 29kW/m ² in a bushfire event within the boundaries of the site.	The proposal meets the intent of Element 2 and achieves acceptable solution A2.1.

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
		<ul style="list-style-type: none"> Width: Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a bushfire does not exceed 29kW/m² (BAL-29) in all circumstances. Location: the APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity (see explanatory notes). Management: the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones'. (see Schedule 1). 	All buildings within the subject site, at time of completion, will be separated from lot boundaries to either achieve a BAL-29 or lower or ensure that an APZ can be successfully established around the building to ensure that the potential radiant heat impact on a building in a bushfire event does not exceed 29kW/m ² .	
Element 3: Vehicular Access	To ensure that the vehicular access serving a subdivision / development is available and safe during a bushfire event.	A3.1 Two access routes Two different vehicular access routes are provided, both of which connect to the public road network, provide safe access and egress to two different destinations and are available to all residents/the public at all times and under all weather conditions.	The subject site is connected to Helena Valley Road to the north-east via an existing battle-axe leg which also connects with the adjoining Lot 55 to the north. Vehicle access to Lot 104 to the west is currently provided via a gate to the south of the subject site and will be provided through formalised road connections once development occurs.	The proposal is considered to meet the intent of Element 3 and achieves acceptable solution A3.1.

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
			Post development, the subject site will therefore be provided with two points of access to the public road network via the existing driveway into the subject site and the HVLV entrance into Lot 104.	
		<p>A3.2 Public road A public road is to meet the requirements in Table 6, Column 1.</p>	Helena Valley Road has a trafficable surface and horizontal clearance in excess of the minimum requirements of Table 6, Column 1 of the Guidelines. All roads within the subject site also meet the requirements of Table 6, Column 1 of the Guidelines.	The proposal meets the intent of Element 3 and achieves acceptable solution A3.2 though compliance with the vehicular access technical requirements of Table 6, Column 1.
		<p>A3.3 Cul-de-sac (including a dead-end road) A cul-de-sac and/or a dead end road should be avoided in bushfire prone areas. Where no alternative exists (i.e. the lot layout already exists and/or will need to be demonstrated by the proponent), the following requirements are to be achieved:</p> <ul style="list-style-type: none"> Requirements in Table 6, Column 2; 	No cul-de-sacs or dead end roads exist in proximity of the subject site.	NA

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
		<ul style="list-style-type: none"> Maximum length: 200 metres (if public emergency access is provided between cul-de-sac heads maximum length can be increased to 600 metres provided no more than eight lots are serviced and the emergency access way is no more than 600 metres); and Turn-around area requirements, including a minimum 17.5 metre diameter head. A 		
		<p>A3.4 Battle-axe Battle-axe access leg should be avoided in bushfire prone areas. Where no alternative exists, (this will need to be demonstrated by the proponent) all of the following requirements are to be achieved:</p> <ul style="list-style-type: none"> Requirements in Table 6, Column 3; Maximum length: 600 metres; and Minimum width: six metres. 	<p>The subject site is not proposed to be connected to the road network by a battle-axe leg. It is noted that the existing battle-axe leg servicing the subject site will be utilised through the development of the adjoining Lot 55 and will therefore no longer exist in the form of a battle-axe leg in the post development scenario.</p>	NA

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
		<p>A3.5 Private driveway longer than 50 metres</p> <ul style="list-style-type: none"> • A private driveway is to meet all of the following requirements: • Requirements in Table 6, Column 3; • Required where a house site is more than 50 metres from a public road; • Passing bays: every 200 metres with a minimum length of 20 metres and a minimum width of two metres (i.e. the combined width of the passing bay and constructed private driveway to be a minimum six metres); • Turn-around areas designed to accommodate type 3.4 fire appliances and to enable them to turn around safely every 500 metres (i.e. kerb to kerb 17.5 metres) and within 50 metres of a house; and • Any bridges or culverts are able to support a minimum weight capacity of 15 tonnes. All-weather surface (i.e. compacted gravel, limestone or sealed). A3.6 	All proposed roads/driveways within the subject site meet the requirements of Table 6, Column 1 of the Guidelines.	The proposal meets the intent of Element 3 and achieves acceptable solution A3.5 though compliance with the vehicular access technical requirements of Table 6, Column 3.
		<p>A3.6 Emergency access way</p> <p>An access way that does not provide through access to a public road is to be avoided in bushfire prone areas. Where no alternative exists (this will need to be demonstrated by the proponent), an emergency access way is to be provided as an alternative link to a public road during emergencies. An emergency access way is to meet all of the following requirements:</p>	The subject site is not proposed to be connected to a public road by an emergency access way.	NA

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
		<ul style="list-style-type: none"> Requirements in Table 6, Column 4; No further than 600 metres from a public road; Provided as right of way or public access easement in gross to ensure accessibility to the public and fire services during an emergency; and Must be signposted. 		
		<p>A3.7 Fire service access routes (perimeter roads) Fire service access routes are to be established to provide access within and around the edge of the subdivision and related development to provide direct access to bushfire prone areas for fire fighters and link between public road networks for firefighting purposes. Fire service access routes are to meet the following requirements:</p> <ul style="list-style-type: none"> Requirements Table 6, Column 5; Provided as right of ways or public access easements in gross to ensure accessibility to the public and fire services during an emergency; Surface: all-weather (i.e. compacted gravel, limestone or sealed); Dead end roads are not permitted; Turn-around areas designed to accommodate type 3.4 appliances and to enable them to turn around safely every 500 metres (i.e. kerb to kerb 17.5 metres); 	Fire service access routes are not required in this instance.	NA

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
		<ul style="list-style-type: none"> No further than 600 metres from a public road; Allow for two-way traffic and; Must be signposted. 		
		A3.8 Firebreak width Lots greater than 0.5 hectares must have an internal perimeter firebreak of a minimum width of three metres or to the level as prescribed in the local firebreak notice issued by the local government.	In the post-development scenario, the development layout will achieve the Shire of Mundaring Firebreak and Fuel Load Notice 2020/2021 requirements (refer Appendix 3).	The proposal meets the intent of Element 3 and achieves acceptable solution A3.8 though compliance with the Shire of Mundaring Firebreak and Fuel Load Notice 2020/2021.
Element 4: Water	To ensure that water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire.	A4.1 Reticulated areas The subdivision, development or land use is provided with a reticulated water supply in accordance with the specifications of the relevant water supply authority and Department of Fire and Emergency Services.	The subject site is serviced by a reticulated water supply with hydrants proposed to be positioned throughout the site in accordance with the Water Corporation Design Standard DS 63 (refer to Figure 9).	The proposal meets the intent of Element 4 and achieves acceptable solution A4.1.
		A4.2 Non-reticulated areas Water tanks for fire fighting purposes with a hydrant or standpipe are provided and meet the following requirements:	The subject site is located in an area serviced by a reticulated water supply.	NA

Bushfire Protection Criteria	Intent	Method of Compliance	Proposed Bushfire Management Strategies	Response
		Acceptable Solutions		
		<ul style="list-style-type: none"> • Volume: minimum 50,000 litres per tank; • Ratio of tanks to lots: minimum one tank per 25 lots (or part thereof); • Tank location: no more than two kilometres to the further most house site within the residential development to allow a 2.4 fire appliance to achieve a 20 minute turnaround time at legal road speeds; • Hardstand and turn-around areas suitable for a type 3.4 fire appliance (i.e. kerb to kerb 17.5 metres) are provided within three metres of each water tank; and • Water tanks and associated facilities are vested in the relevant local government. 		
		<p>A4.3 Individual lots within non-reticulated areas (Only for use if creating 1 additional lot and cannot be applied cumulatively)</p> <ul style="list-style-type: none"> • Single lots above 500 square metres need a dedicated static water supply on the lot that has the effective capacity of 10,000 litres. 	The subject site is located in an area serviced by a reticulated water supply.	NA

6.2 Additional Management Strategies

The following additional bushfire management strategies have been recommended for guiding future planning and development stages associated with the proposal. These strategies are based on best practice in bushfire protection and reflect the guidance provided by SPP3.7 and the Guidelines.

6.2.1 Compliance with Shire of Mundaring Firebreak and Fuel Load Notice 2020/2021

The Shire of Mundaring Firebreak and Fuel Load Notice 2020/2021 (included at Appendix 3) contains the land management practices for properties which are to be maintained up to and including the 31st March 2021. The relevant provisions of the Fire Prevention Requirements for the subject site and surrounding land include:

2. All land with an area of 5000sqm or greater, with a building on it

Maintain an Asset Protection Zone in line with the requirements of Section 5 of this Notice.

For the remainder of the land on the lot outside of the Asset Protection Zone:

- *if the land is an area of less than 50,000sqm (5 Hectares) all grass must be maintained on the land to a height no greater than 5cm.*
- *if the land is an area of 50,000sqm (5 Hectares) or greater, the grass must be maintained on the land to a height no greater than 5cm for a distance of 10m from any firebreak*
- *install a firebreak around all structures and immediately inside all external boundaries of the land*
- *prune trees and shrubs, and remove dead flammable material around all structures*
- *ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter*
- *maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.*

The bushfire risk management measures to be implemented and maintained on the subject site, including the relevant bushfire protection criteria and the Firebreak and Fuel Load Notice requirements, are spatially demonstrated in Figure 9.

6.2.2 Notification(s) on Title

Pursuant to SPP3.7, in instances where land is assessed with a BAL rating above BAL-LOW, it is recommended that notifications be placed on title to advise on bushfire risk management implementation measures, including:

- To advise that the site is located in a bushfire prone area; and
- To advise that the site is subject to a Bushfire Management Plan.

6.2.3 Existing Emergency Access Easement

The subject site has an easement traversing a portion of the battleaxe leg for the purposes of providing emergency access between Lot 104 to the rear (west), Lot 55 to the east and Helena Valley Road. The easement was originally created to provide alternative emergency access for the HVLV in a location of

the village that was furthest from the main entry point. Since the time the easement was created, Lot 55 has been acquired by the owners of HVLV and given that Lot 103 is currently under contract, the emergency access easement is likely to become redundant once both lots are under the same ownership as the broader HVLV.

6.2.4 Building Construction Standards

The Building Code of Australia contains bushfire construction requirements that are applied to residential classes of development, being Class 1, 2, 3 buildings in designated bushfire prone areas, or Class 10a buildings or decks associated with Class 1, 2 or 3 buildings in designated bushfire prone areas. The Building Code of Australia references AS3959 as a deemed to satisfy solution that provides one way of demonstrating compliance with the bushfire performance requirements of the Building Code.

The bushfire construction provisions of the Building Code of Australia do not apply to Class 4 to Class 9 buildings. In these instances the applicant has the discretion to utilise any or all of the elements of AS 3959 in the construction of the building that they deem appropriate.

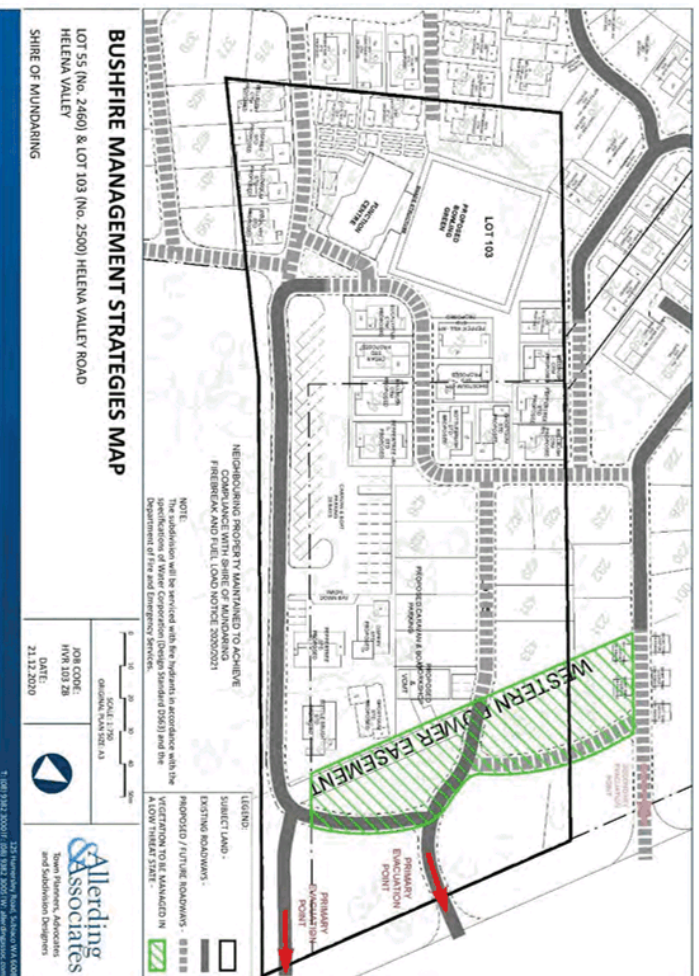


Figure 9 – Bushfire Management Strategies

7.0 RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT

The following tables set out the responsibilities of the developer, landowner, and local government with regard to the initial implementation and ongoing maintenance of the required actions as contained within this BMP.

No.	Action	Implementation		Management	
		Responsible	Timing	Responsible	Timing
1	Construction of buildings to AS3959.	Landowner / Developer	Prior to the occupation of proposed buildings	NA	NA
2	Establish and maintain the Asset Protection Zone (APZ) within the lot boundary to the dimensions and standard stated in the BMP (where applicable).	Landowner / Developer	Prior to the occupation of proposed buildings	Landowner / Developer	Ongoing
3	Install and maintain vehicular access routes within the lot to the required surface condition and clearances as stated in the BMP.	Landowner / Developer	Prior to the occupation of proposed buildings	Landowner / Developer	Ongoing
4	Comply with the relevant local government annual firebreak notice issued under s33 of the Bush Fires Act 1954.	Landowner / Developer	Ongoing	Landowner / Developer	Ongoing
5	Future revisions / amendments to BMP.	NA	NA	Landowner / Developer	Prior to any future development outside the scope of this BMP.
6	Notification on Title	Landowner / Developer	Following development approval	NA	NA
7	Inspection and compliance action.	NA	NA	Local Government	Ongoing

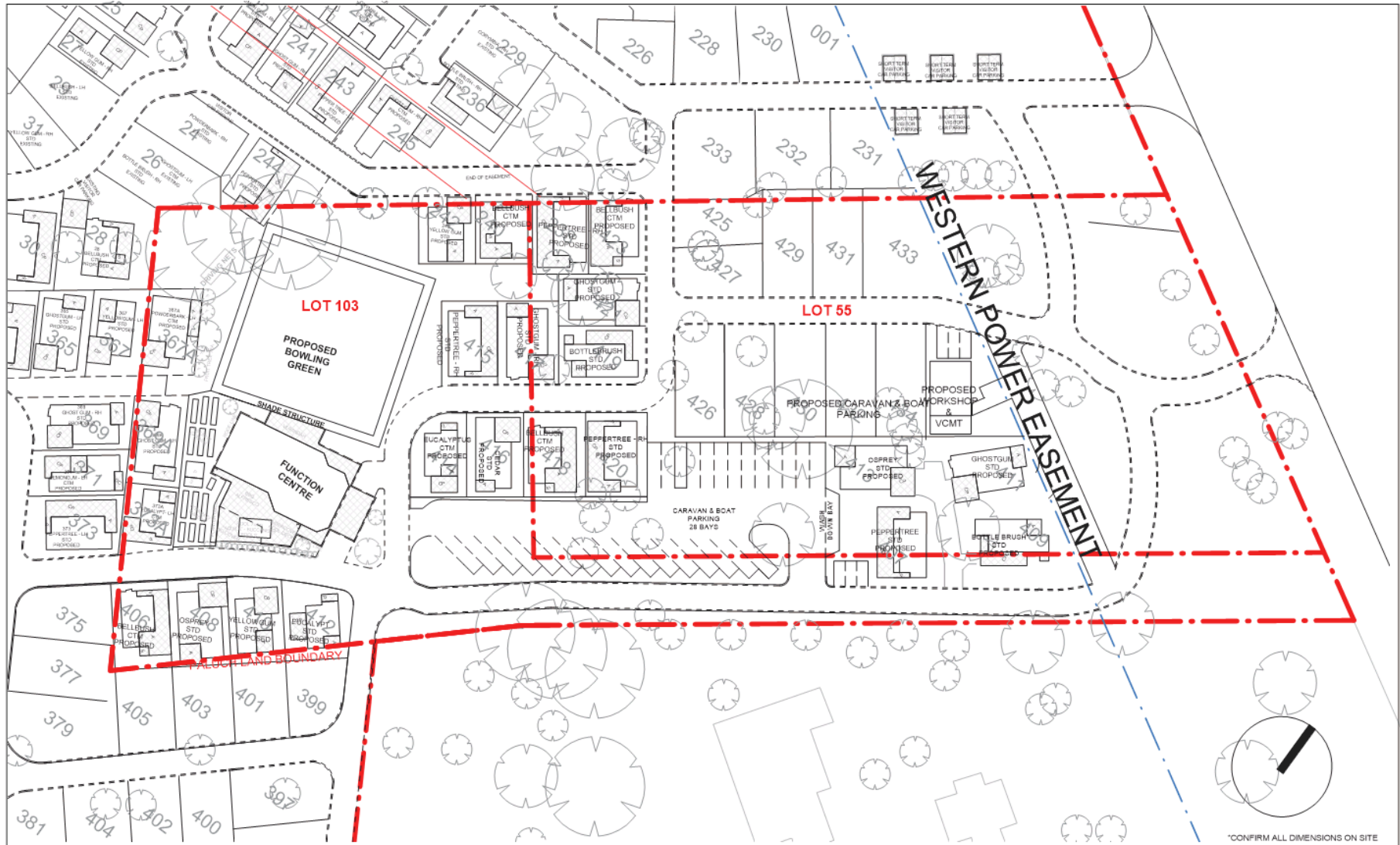
8.0 REFERENCES

- Allerding & Associates 2020, *Scheme Amendment Report – Lot 103 (#2500) Helena Valley Road, Helena Valley*, December 2020.
- Bushfire Prone Planning 2017, *Bushfire Management Plan (Development Application) – Helena Valley Lifestyle Village Lot 55 Helena Valley Road, Helena Valley*, Version 1.2, 28 November 2017.
- Bushfire Prone Planning 2016, *Bushfire Management Plan (Hazard Level Assessment) – Helena Valley Lifestyle Village Lot 55 Helena Valley Road, Helena Valley*, Version 1.0, 15 August 2016.
- Bushfire Prone Planning 2015, *Bushfire Management Plan – Helena Valley Lifestyle Village Lot 100 & 101 Helena Valley Road, Helena Valley*, Version 3, November 2015.
- Department of Fire and Emergency Services 2020, *Mapping standard for bush fire prone areas*, Government of Western Australia,
<<https://www.dfes.wa.gov.au/waemergencyandrisksmanagement/obrm/Documents/OBRM-Mapping-Standard-for-Bush-Fire-Prone-Areas.pdf>>.
- Shire of Mundaring 2020, *Shire of Mundaring Firebreak and Fuel Load Notice 2020/2021*,
<<https://www.mundaring.wa.gov.au/ResidentsServices/FireEmergency/Documents/FIREBREAK%20AND%20FUEL%20LOAD%20NOTICE%202020.pdf>>.
- Standards Australia Online 2018, *Construction of buildings in bushfire-prone areas*, AS 3959:2018.
- Western Australian Planning Commission 2017a, *Guidelines for planning in bushfire prone areas version 1.3 – Appendices*,
<https://www.planning.wa.gov.au/dop_pub_pdf/Bushfire_Guidelines_Version_1.3_Dec2017-Appendices.pdf>.
- Western Australian Planning Commission 2017b, *Guidelines for planning in bushfire prone areas version 1.3*,
<https://www.planning.wa.gov.au/dop_pub_pdf/Bushfire_Guidelines_Version_1.3_Dec2017.pdf>.
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<https://www.planning.wa.gov.au/dop_pub_pdf/SPP_3.7_Planning_in_Bushfire_Prone_Areas.pdf>.




**APPENDIX 1 –
DEVELOPMENT PLANS**

HVR 103 ZB / BMP DECEMBER 2020



*CONFIRM ALL DIMENSIONS ON SITE



RICHARD HAMMOND ARCHITECT
 16/342 SOUTH TERRACE, SOUTH FREMANTLE
 0438 918 753 | RICHARD@HRARCHITECTS.COM.AU

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No.	Description	Date

NATIONAL LIFESTYLE VILLAGES
 HELENA VALLEY
 Helena Valley Lifestyle Village

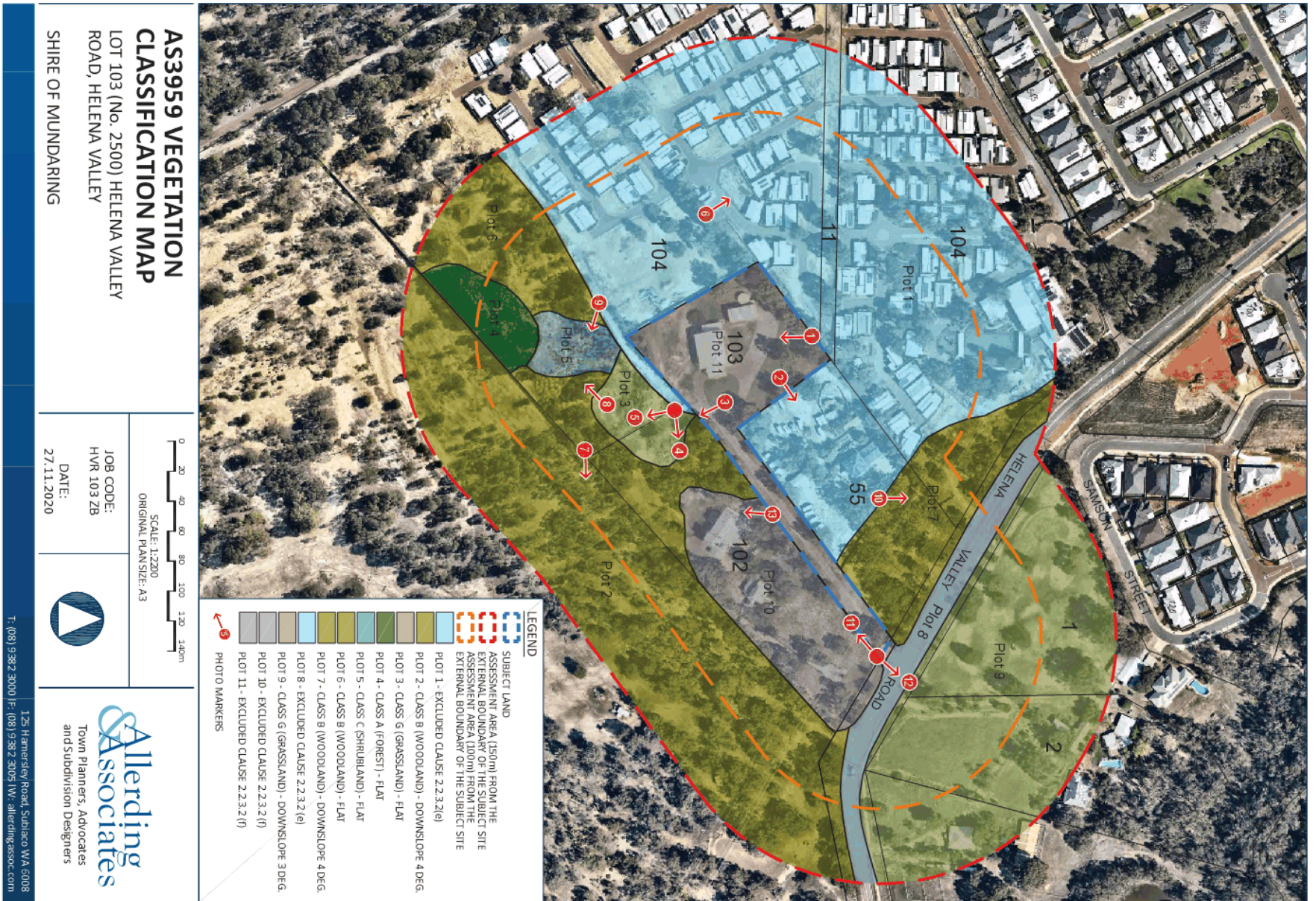
Paluch Land Plan Lot 103

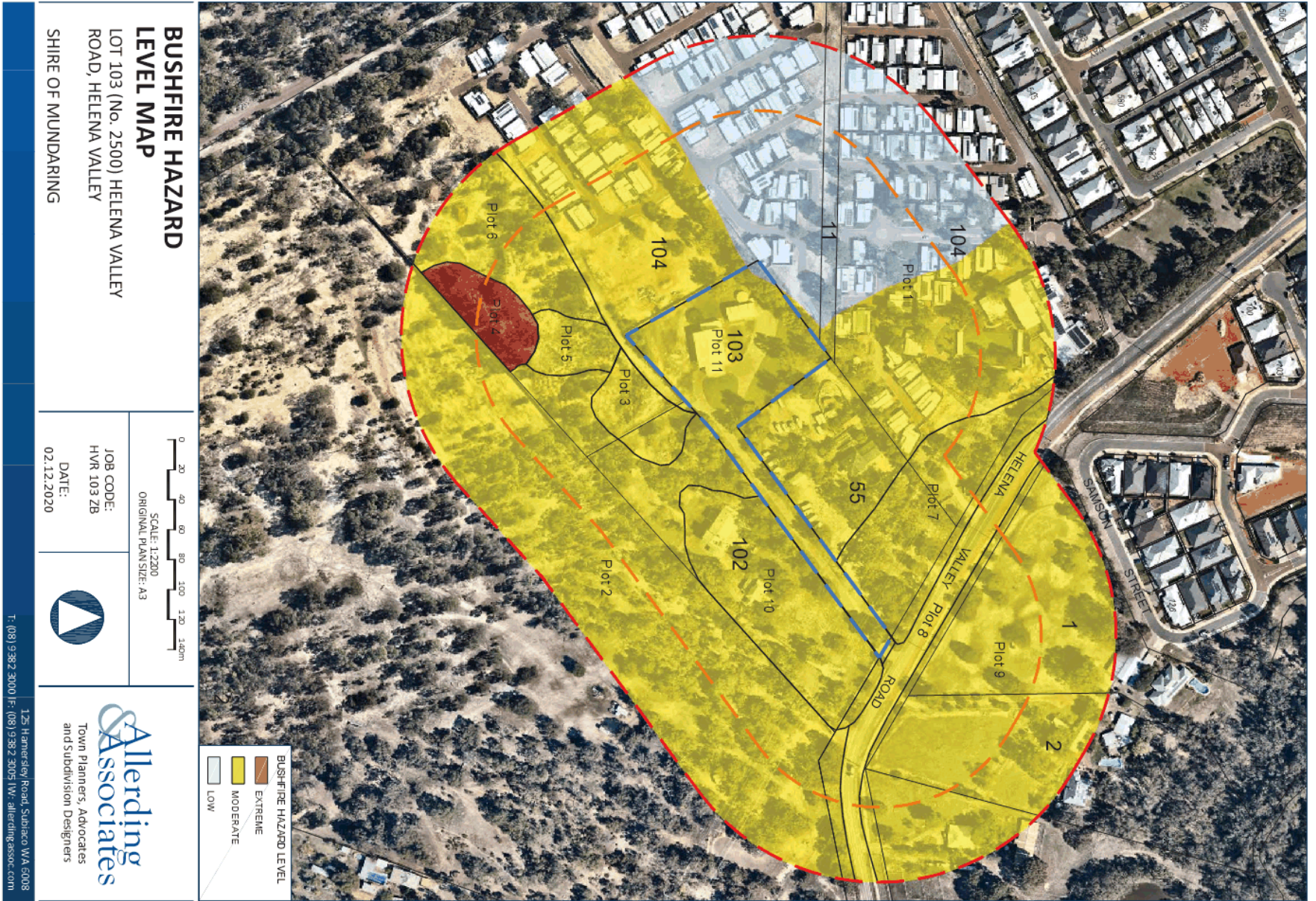
Project number	00	A-101
Date	20.12.18	
Drawn by	RHA	
Checked by	RHA	Scale@A3
		1 : 750

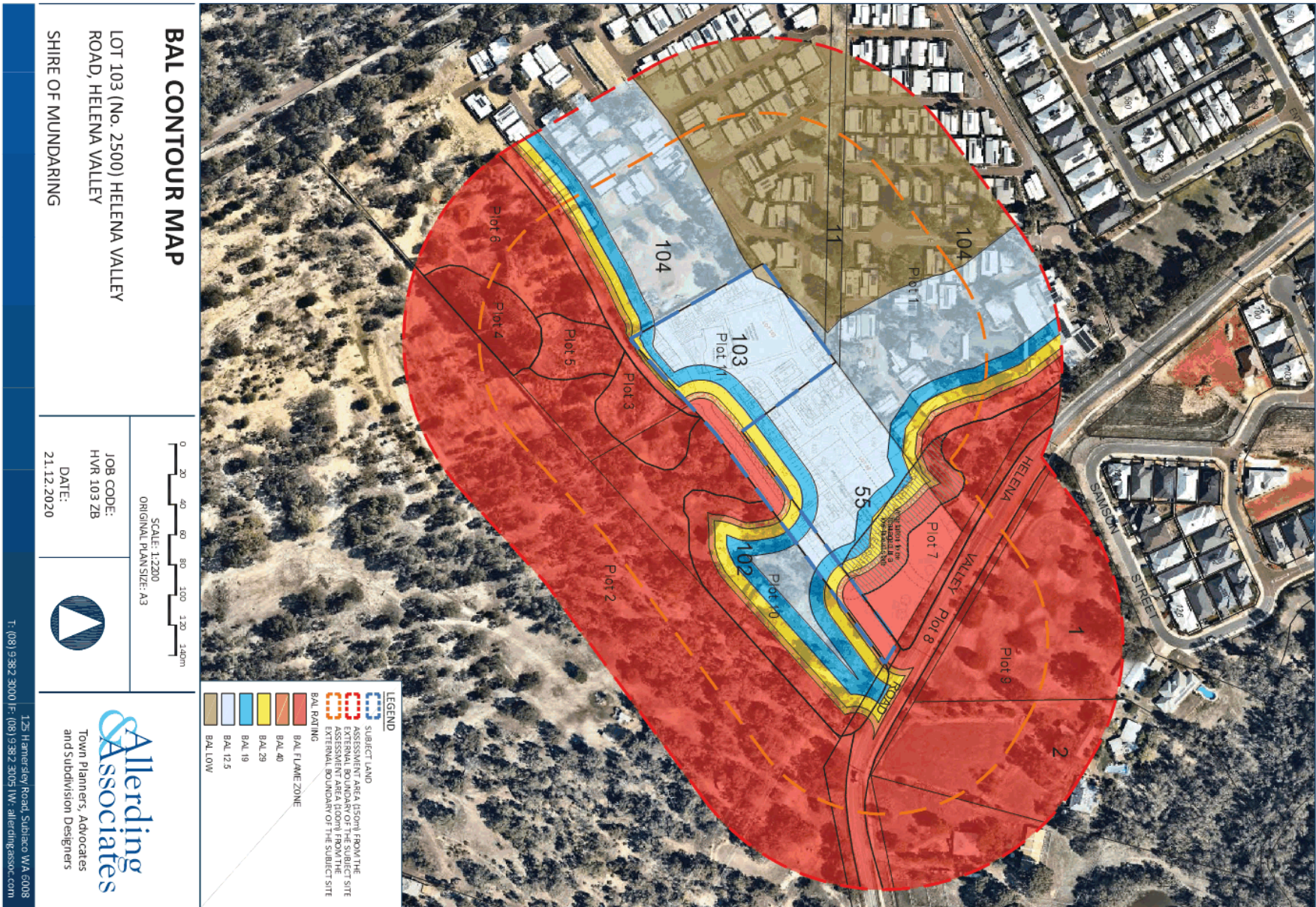


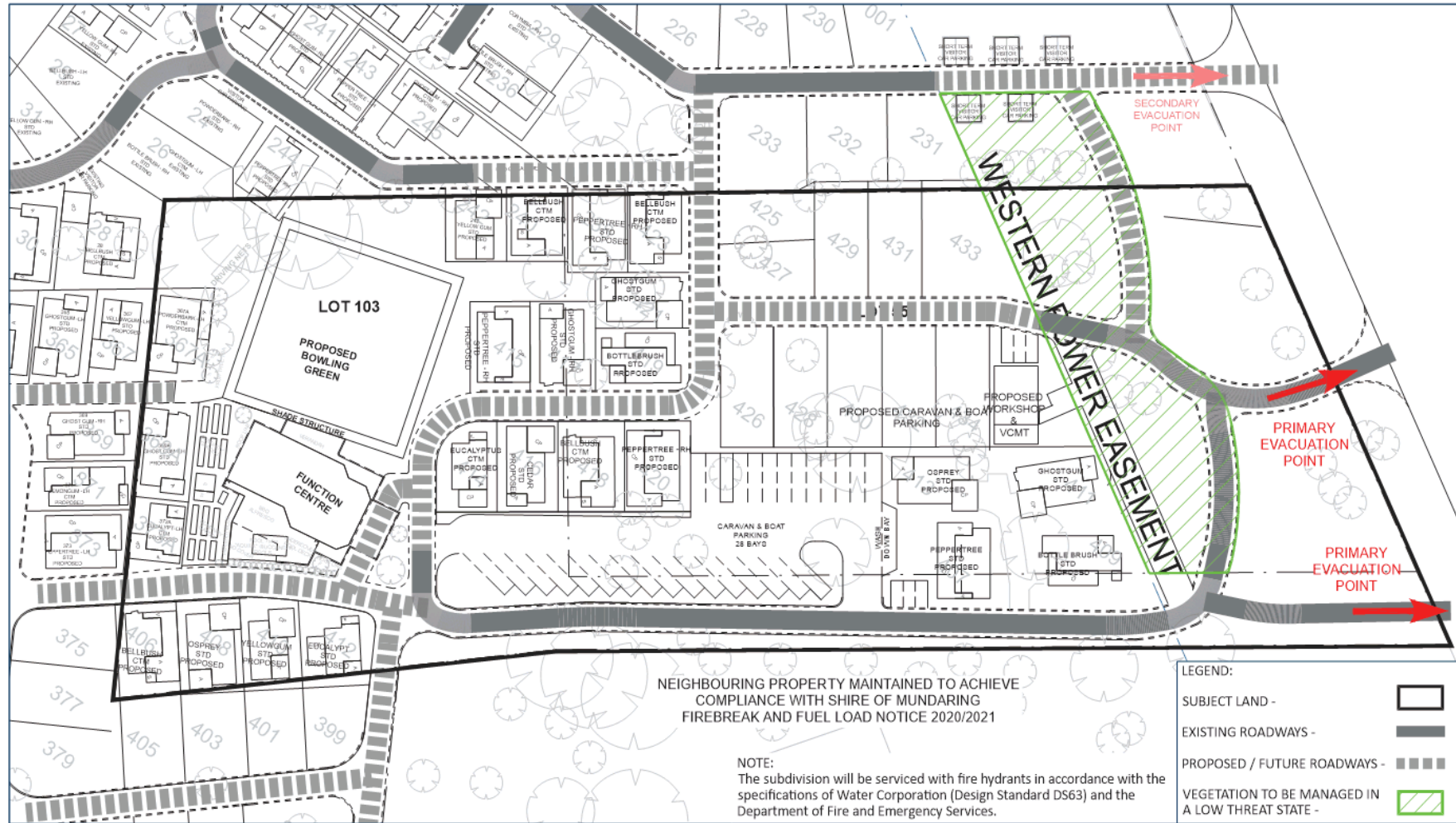
**APPENDIX 2 –
BUSHFIRE MANAGEMENT PLAN MAPPING**

HVR 103 ZB / BMP DECEMBER 2020









BUSHFIRE MANAGEMENT STRATEGIES MAP

LOT 55 (No. 2460) & LOT 103 (No. 2500) HELENA VALLEY ROAD
HELENA VALLEY

SHIRE OF MUNDARING



JOB CODE:
HVR 103 ZB

DATE:
21.12.2020



**Allerding
& Associates**

Town Planners, Advocates
and Subdivision Designers

125 Hamersley Road, Subiaco WA 6008
T: (08) 9382 3000 | F: (08) 9382 3005 | W: allerdingassoc.com



**APPENDIX 3 –
SHIRE OF MUNDARING FIREBREAK AND FUEL LOAD
NOTICE 2020/2021**

HVR 103 ZB / BMP DECEMBER 2020



FIREBREAK AND FUEL LOAD NOTICE 2020/2021

Bush Fires Act 1954
Section 33

NOTICE TO ALL OWNERS AND/OR OCCUPIERS OF LAND SITUATED WITHIN SHIRE OF MUNDARING

As a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur, notice is hereby given to all owners and/or occupiers of land within the Shire of Mundaring that pursuant to the powers conferred in Section 33 of the *Bush Fires Act 1954*, works in accordance with the requisitions of this notice must be carried out before the 1st day of November in each year, or within 14 days of becoming the owner or occupier of land if after that date.

All work specified in this Notice is to be maintained up to and including the 31st day of March in the following calendar year.

DEFINITIONS

For the purpose of this Notice the following definitions apply:

Alternative Fire Management Arrangement includes a variation as defined in Section 6 of this Notice and, a Bushfire Management Plan, Bushfire Management Statement, or Fuel Load Management Plan, approved by the Shire of Mundaring to reduce and mitigate fire hazards within a particular subdivision, lot or other area of land anywhere in the district.

Authorised Officer means an employee of the Shire of Mundaring appointed as a Bush Fire Control Officer pursuant to the powers conferred in Section 38 of the Bush Fires Act 1954.

Firebreak means a strip or area of ground, not less than 3 metres in width, and 4 metres in height, immediately inside all external boundaries of any lot owned and/or occupied by you and situated within Shire of Mundaring, constructed to a trafficable surface that is kept and maintained totally clear of all flammable material and includes the pruning and removal of any living or dead trees, scrub or any other material encroaching into the vertical axis of the firebreak area. Such firebreaks may be constructed by one or more of the following methods: PLOUGHING, CULTIVATING, SCARIFYING, RAKING, BURNING, CHEMICAL SPRAYING OR OTHER METHOD as approved by an Authorised Officer.

Flammable Material means any plant, tree, grass, substance, object, thing or material that may or is likely to catch fire and burn or any other thing deemed by an authorised officer to be capable of combustion.

Fuel Depot / Fuel Storage Area means an area of land, a building or structure where fuel, ie (petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or manner.

Fuel Load is the leaf litter on the ground inclusive of leaves, twigs (up to 6mm in diameter) and bark. A litter depth of 5mm from the top of the layer to the mineral earth beneath is indicative of approximately 2.5 tonnes per hectare. A litter depth of 15mm from the top of the layer to the mineral earth beneath is indicative of approximately 8 tonnes per hectare. The Shire of Mundaring can provide advice on determining fuel load levels and provides a fuel load measurement guide for your use on request.

Habitable Buildings means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports verandas or similar roofed structure(s) that are attached to, or within 6 metres of the dwelling or primary building.

Maintaining Fuel Loads relates to the management of leaf litter as described in this Notice. Reducing fuel load levels does not necessarily require the removal of existing natural vegetation. A combination of methods can be utilised inclusive of safe burning, raking, weed removal, pruning and/or the removal of dead plant material.

Managed Vegetation includes vegetation that is pruned away from buildings, under pruned to minimise contact with ground fuels and that is kept free of dead suspended matter such as twigs, leaves and bark.

Trafficable means to be able to travel from one point to another in a four-wheel drive fire appliance on a clear surface, unhindered without any obstruction that may endanger such fire appliances. A firebreak is not to terminate, or lead to a dead end, without provision for egress to a safe place or a cleared turn around area of not less than a 19 metre diameter.

Vertical Axis means a continuous vertical uninterrupted line at a right angle to the horizontal line of the firebreak to a minimum height of 4 metres from the ground.

LAND CATEGORIES

The specific requirements below relating to land categories within the Shire are to be implemented and maintained to the satisfaction of an Authorised Officer.

1. All land with an area of less than 5000sqm with a building on it

Maintain an Asset Protection Zone in line with the requirements of Section 5 of this Notice.

For the remainder of the land on the lot outside of the Asset Protection Zone:

- maintain all grass on the land to a height no greater than 5cm
- ensure no tree crowns overhang a building
- prune trees and shrubs, and remove dead flammable material within 1.5 metres around all buildings
- ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

2. All land with an area of 5000sqm or greater, with a building on it

Maintain an Asset Protection Zone in line with the requirements of Section 5 of this Notice.

For the remainder of the land on the lot outside of the Asset Protection Zone:

- if the land is an area of less than 50,000sqm (5 Hectares) all grass must be maintained on the land to a height no greater than 5cm.
- if the land is an area of 50,000sqm (5 Hectares) or greater, the grass must be maintained on the land to a height no greater than 5cm for a distance of 10m from any firebreak
- install a firebreak around all structures and immediately inside all external boundaries of the land
- prune trees and shrubs, and remove dead flammable material around all structures
- ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- maintain fuel loadings in natural bush areas at less than 8 tonnes per hectare across the land.

3. All vacant land

- install a firebreak immediately inside all external boundaries of the land.
- if the land is an area of less than 50,000sqm (5 Hectares) all grass must be maintained on the land to a height no greater than 5cm.
- if the land is an area of 50,000sqm (5 Hectares) or greater, the grass must be maintained on the land to a height no greater than 5cm for a distance of 10m from any firebreak
- maintain fuel loadings in natural bush areas to less than 8 tonnes per hectare across the land

4. Fuel Depot / Fuel Storage Area / Haystacks / Stockpiled Flammable Material

- remove all inflammable matter within 10 metres of where fuel drums, fuel ramps or fuel dumps are located, and where fuel drums, whether containing fuel or not, are stored
- install a firebreak immediately adjacent to any haystacks or stockpiled flammable material

5. Asset (Building) Protection Zone Specification

The Asset Protection Zone (APZ) for habitable buildings and related structures, as defined within this Notice, must meet the following requirements, unless varied under an approved 'Alternative Fire Management Arrangement' as defined within this Notice, and applies only within the boundaries of the lot on which the habitable building is situated:

- APZs for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building

- on sloping ground the APZ distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation
- APZs predominantly consist of managed vegetation, reticulated lawns and gardens and other non-flammable features
- all grass is maintained to or under 5cm
- fuel loads must be maintained at 2 tonnes per hectare or lower
- clear separation distance between adjoining or nearby tree crowns
- a small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species
- trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground
- no tree, or shrub over 2 metres high are to be within 2 metres of a habitable building
- tall shrubs over 2 metres high are not planted in groups close to the habitable building and ensure there is a gap of at least three times the height (at maturity) of the shrub away from the habitable building
- there are no tree crowns or branches hanging over habitable buildings
- ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter
- install paths and non-flammable features immediately adjacent to the habitable building
- wood piles and flammable materials stored a safe distance from habitable buildings

6. Application to vary the above requirements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Mundaring by **no later than the 15th day of September** each year for permission to implement alternative measures to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur. If permission is not granted in writing by the Shire of Mundaring you must comply with the requirements of this Notice.

7. Additional Works

In addition to the requirements of this Notice, you may be required to carry out further works which are considered necessary by an Authorised Officer and specified by way of a separate written notice forwarded to the address of the owner/s as shown on the Shire of Mundaring rates record for the relevant land.

TAKE NOTICE that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/ or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Mundaring may, by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

Section 24F and 24G (Restricted Burning)

BURNING OF GARDEN REFUSE

- 1sqm piles of garden refuse may be burnt without a permit between 6pm and 11pm and must be fully extinguished before midnight. Fully extinguished means no heat, smoke or steam and no white ash present where the fire was situated
- no more than ONE pile of garden refuse is to be burnt at any one time.
- you must obtain a permit to burn before 6pm, and follow all permit conditions.
- there must be one adult person/s in attendance at all times or as specified on your permit.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act 1954.

The PENALTY FOR FAILING TO COMPLY with this Notice is a fine not exceeding \$5000 and a person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed by this Notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

By order of the Council.

A handwritten signature in blue ink, appearing to read "J. Throssell".

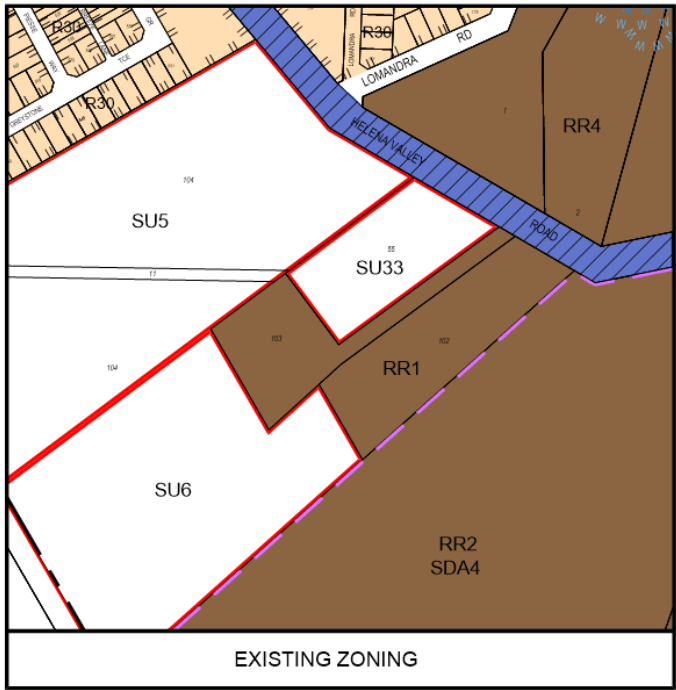
Jonathan Throssell
CHIEF EXECUTIVE OFFICER

Please be advised that the Fire & Burning Information booklet is now issued once every three years and is due to be re-sent at the start of the 2021/2022 financial year. If you would like a copy mailed to you in the meantime, please call 9290 6666 or visit the Shire website to download the booklet.

No.	Description of land	Special use	Conditions
34	Lot 103 Helena Valley Road, Helena Valley	<ul style="list-style-type: none"> • Park home park • Uses incidental to the above 	<ol style="list-style-type: none"> 1. All development shall be at the Shire's discretion. 2. Development shall be generally consistent with a Development Plan approved by the Shire. 3. Prior to the approval of a Development Plan, a Bushfire Management Plan that complies with the <i>Planning for Bush Fire Protection Guidelines</i> must be prepared and approved by the Shire. 4. Prior to the first stage of development, the bushfire protection measures as specified in the approved Bushfire Management Plan must be implemented. 5. All dwellings must be constructed to Australian Standard 3959 – 2018 (as amended).

SHIRE OF MUNDARING
LOCAL PLANNING SCHEME No. 4

Planning and Development Act 2005



LEGEND

LOCAL SCHEME RESERVES

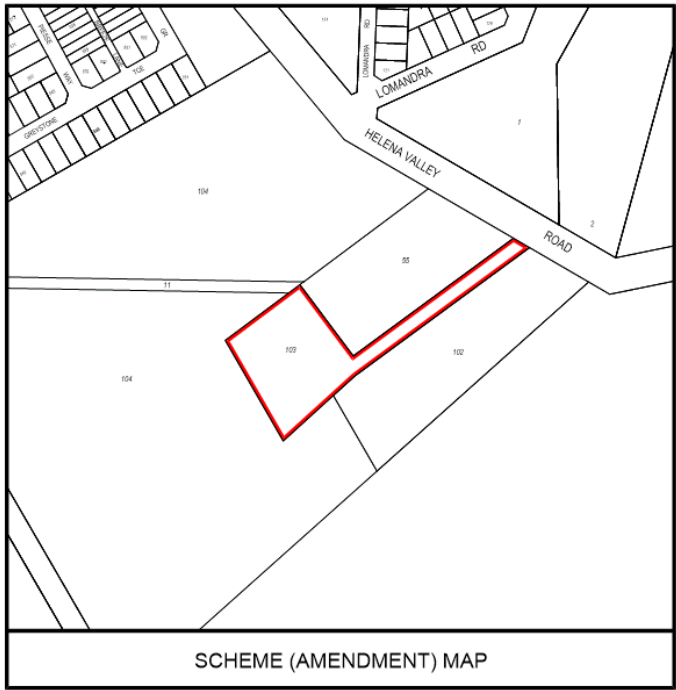
- IMPORTANT LOCAL ROADS
- LOCAL ROADS

LOCAL SCHEME ZONES

- RESIDENTIAL
- RURAL RESIDENTIAL
- SPECIAL USE

OTHER CATEGORIES
(see scheme text for additional information)

- SCHEME AREA BOUNDARY
- LOCAL GOVERNMENT BOUNDARY
- R20 R CODES
- RR1 RURAL RESIDENTIAL AREA
- SU1 SPECIAL USE AREA
- FLOOD FRINGE
- FLOODWAY
- SPECIAL DESIGN AREA



SCALE: 1:5000
DATE: 11.11.2020

Amendment No.



Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

SHIRE OF MUNDARING

LOCAL PLANNING SCHEME NO. 4 – AMENDMENT NO. 18

Resolved that the local government pursuant to section 72 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

- a. Amending Schedule 4 – Special Uses as per **Attachment 1**
- b. Amending the Scheme maps to reflect the Special Use over Lot 103 Helena Valley Road, Helena Valley, as per **Attachment 2**

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- a. The amendment relates to a zone that is consistent with the objectives identified in the scheme for that zone;
- b. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and
- c. The amendment does not result in any significant environmental, social, economic or government impacts on land in the scheme area.

Purpose of the Amendment and where it may be viewed

Amendment No. 18 seeks to rezone the subject property from Rural Residential RR1 to Special Use: Park Home Park, to facilitate extension of the existing lifestyle village.

Details of Amendment No. 18 are provided at the Shire's Administration Office (7000 Great Eastern Highway, Mundaring) and on the Shire's website:
www.mundaring.wa.gov.au/AboutCouncil/NewsPublications/Pages/PublicNotices.aspx

Submission period

The submission period commences on <Date> and concludes on <Date>. Please be advised that it is not mandatory for the Shire to consider late submissions.

Your comments should:

- Be made in writing to the Shire;
- State your name and address; and
- Include a statement about the capacity in which you make a submission (e.g. resident, service authority etc.)

Extent of advertising

Notification of Amendment No. 18 will be advertised in the following ways:

- advertising period = minimum of 42 days
- published in the local newspaper
- made available at the front counter of the Shire's Administration Office and Shire libraries during office hours for duration of the advertising period
- provided to public authorities likely to be affected by the proposal
- local resident and ratepayer association advised
- Sign(s) placed onsite for duration of the advertising period
- placed on the Shire website for duration of the advertising period
- posted to landowners likely to be affected by the proposal

Should you have any queries regarding Amendment No. 18, please contact the Shire's Planning Services Team on 9290 6740.

10.3 Recover Together COVID-19 Relief & Recovery Fund - Rebuild Grant Applications

File Code	EM.IMT 3
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Rebuild Grant Application - Mundaring & Hills Historical Society ↓2. Rebuild Grant Application - Vivian Paans - Core Courage Collective ↓3. Rebuild Grant Application - Glen Forrest Community Garden ↓4. Rebuild Grant Application - Chidlow Community Garden ↓

SUMMARY

Four applications have been received to the final round of the Recover Together COVID-19 Relief and Recovery Fund – Rebuild Grant. The applications are as follows:

- Mundaring & Hills Historical Society (MHHS);
- Vivian Paans - Core Courage Collective;
- Glen Forrest Community Garden (GFCG); and
- Chidlow Community Garden (CCG)

Ten previous applications have been approved at this level, with \$8211 remaining in the budget.

As there are insufficient funds remaining in this budget, it is recommended that \$21,247 be reallocated from the Restart (\$17,540) and the Reconnect (\$3,707) Grants pools to the Rebuild Grants pool to enable these requests to be met.

Subject to the reallocation of funds as described above, it is recommended that Rebuild Grants to the value of \$29,458 be awarded to the four applicants as outlined in **Attachments 1 - 4**.

BACKGROUND

At the Special Council Meeting on 22 July 2020, Council endorsed the guidelines and structure of the Recover Together COVID-19 Relief & Recovery Fund (**SC2.07.20**). The 2020/2021 Recover Together COVID-19 Relief & Recovery Fund budget is \$232,500. The Rebuild Grant pool from this budget is \$80,000.

The Recover Together COVID-19 Relief & Recovery Fund was developed to financially assist incorporated not-for-profit groups, unincorporated community groups (under the auspices of an incorporated group), businesses, and business groups located and operating within the Shire.

The aim of the Fund is to build community and local business and industry resilience and connectedness, through support for community networks and business and community-led initiatives, which address the impacts of COVID-19.

The grants are funded at four levels:

- Restart Grants to the value of \$500 for small initiatives and items that will assist in recovery and 'restarting';
- Reconnect Grants to the value of \$501 to \$2500 for initiatives that benefit community groups and their members and local business and industry. Business applications at this level must demonstrate a collective benefit to their sector and the broader community;
- Rebuild Grants to the value of \$2501 to \$10,000 that support initiatives that are of wider community or economic benefit; and
- Resilience Grants to the value of \$10,000 plus that support large-scale initiatives that will generate broad community or economic benefit.

In addition to meeting the essential eligibility criteria, applicants must address the following assessment criteria as per the Recover Together COVID-19 Relief & Recovery Fund Grant Guidelines:

- How the initiative addresses the impacts of COVID-19;
- How the initiative targets community members most impacted by COVID-19;
- The rebuilding of the arts and culture sector;
- The number of community members reached;
- Involvement of local organisations or groups;
- Duplication of existing services; and
- Value for money.

The Recover Together COVID-19 Relief & Recovery Fund provides the Shire with opportunities for positive promotion. The Grant Guidelines and associated Funding Agreement outline the requirement, on acceptance of funding, that the groups acknowledge the support they receive from Shire of Mundaring. This helps people understand one of the ways Shire revenue is spent in the local community. It may also encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant. The types of promotion include:

- Provide a written invitation to a Council representative to attend the project launch.
- Publicise the Shire's financial support for the project through:
 - At least one media article;
 - Including the Shire's name or logo on any promotional or program material;
 - Displaying Shire of Mundaring signage during events;
 - Verbally acknowledging the Shire's support during speeches; and
 - Promoting events on the event calendar on the Shire's website.

The Recover Together COVID-19 Relief & Recovery Fund was promoted widely in the community through advertising in the local newspaper, Shire website, Community Connect newsletter, community presentations, community group email network, social media and posters at Shire sites and community noticeboards.

The applications to be considered by the Committee are as follows:

Mundaring & Hills Historical Society	\$4000
Vivian Paans – Core Courage Collective	\$6920
Glen Forrest Community Garden	\$9529
Chidlow Community Garden	\$9009

STATUTORY / LEGAL IMPLICATIONS

Council endorsed (SC2.07.20) in part, the following regarding the Recover Together COVID-19 Relief & Recovery Fund:

1. the proposed Fund guidelines and structure of the Recover Together – COVID-19 Relief and Recovery Fund as outlined in the report (**Attachment 1**);
2. the CEO to approve applications to the Recover Together – COVID-19 Relief and Recovery Fund up to and including \$2500;
3. changes to the Community Funding Policy (CD-02) to enable business and industry groups to apply to the Recover Together – COVID-19 Relief and Recovery Fund.

POLICY IMPLICATIONS

The grant is in line with the Shire’s Community Funding Policy CD-02.

FINANCIAL IMPLICATIONS

There is \$266,500 listed in the 2020/21 annual budget and corporate business plan for the Shire’s Recover Together – COVID-19 Relief and Recovery Fund. This amount comprises a \$232,500 grant pool.

Allocation of the requested amount of \$29,458 will exhaust the Rebuild level grants pool (noting the grants round is now closed), with a deficit of \$21,247. The Restart and Reconnect level budgets are not fully expended, in the amounts of \$20,040 and \$21,543 respectively. As such, it is proposed to reallocate some of the grants pool from both of these grant levels to the Rebuild grants pool, to enable coverage for the requested amount. The number of grant applications to the Restart and Reconnect grants are trending downwards and the proposed remaining allocations should ensure adequate coverage for the final rounds, which close on 1 June 2021.

The grant pool allocations, grants awarded to date and proposed allocations to ensure adequate financial coverage for this grants round and future grants rounds is as per the below table.

Grant	Grant Pool	Grants awarded to date	Remaining Grants Pool	Proposed Reallocation to Rebuild	Total grants pool following reallocations	Unallocated pool following reallocations
Restart	\$25,000	\$4960	\$20,040	\$17,540	\$7460	\$2500
Reconnect	\$62,500	\$40,957	\$21,543	\$3707	\$58,793	\$17,836
Rebuild	\$80,000	\$71,789	\$8211	NA	\$101,247	\$29,458

Resilience	\$65,000	\$60,636	\$4364	Nil	\$65,000 Grant now closed. *	\$4364
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* A separate item on the Resilience Grant is being considered by Council at this meeting.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.1 – Provision of sport, recreation and community facilities

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.3 Provide life-long learning resources through library and information services

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.6 Promote and recognise volunteering within the Shire

Objective 1.2 – Flourishing local businesses

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

Objective 1.3 – Everyone belongs

Strategy 1.3.3 – Provide and support family and children’s facilities and activities

Strategy 1.3.4 – Provide opportunities for interaction between generations

SUSTAINABILITY IMPLICATIONS

Social

- Assist community groups to reconnect with their membership and adapt to the ‘new normal’;
- Rebuild local arts and culture;
- Increase community connectedness;
- Promote and improve the health and wellbeing of residents; and
- Support socially isolated and vulnerable people.

Economic

- Support tourism and economic development initiatives; and
- Support development and re-establishment of artistic and cultural activities.

RISK IMPLICATIONS

Risk: <u>Reputation</u> – Council faces a reputational risk if the Recover Together COVID-19 Relief and Recovery Fund budget is not expended in an effective, strategic and equitable manner.
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Likelihood	Consequence	Rating
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Unlikely	Moderate	Moderate
Action / Strategy		
The risk is mitigated through ongoing and periodic review of the program.		
Risk: <u>Financial</u> – The risk of funds mismanagement by grant recipients.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The risk is mitigated through the eligibility and assessment process, where applicants must provide evidence of their capacity to complete and acquit the program/activity.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

The applications have been reviewed and a report compiled (**refer Attachment 1-4**).

A summary of the applications is noted below:

- Mundaring & Hills Historical Society seeks funds to rebuild their website using current Web Content Accessibility Requirements (WCAG). The MHHS's intention is to ensure the website is easy to navigate for all users as well as straight forward to administer. The rebuilt website will encourage users to explore the history of the shire online, and to visit the area in person. It will assist the group to build their service online, adapt to COVID-19 and continue providing online access to their services and information, into the future. The website upgrade will simplify the process for volunteers to add and update information, enabling more timely provision of information to the community, in particular where service is disrupted due to shut down requirements.

The project actively supports the rebuilding of the local arts and culture sector, by maintaining easy access to valuable historical information. It enhances local tourism and supports the Perth Hills Tourism Alliance initiative, showcasing what the region has to offer and encouraging people to visit.

The upgrade will be undertaken by local website designer Electric Badge, located in Glen Forrest.

- Vivian Paans (Core Courage Collective) seeks funds to run a fortnightly Art Therapy program over five fortnightly sessions, for local parents. The sessions will also incorporate self-care activities including massages, aromatherapy, yoga, movement, and meditation provided by local businesses.

The workshops will allow parents to support their own mental health and wellbeing whilst building the skills and resilience to support their children during the COVID-19 pandemic.

Involvement of local businesses will provide them with an additional opportunity for exposure, promotion and local community participation.

- Glen Forrest Community Garden seeks funds to engage a consultant to facilitate a planning session and develop a priority implementation report, for wages to employ

a community development officer and garden assistant and to purchase software that will assist with virtual communication.

These initiatives will assist the group to increase community engagement and interest in the garden, recruit new volunteers, enhance garden productivity and amenity, and to form partnerships with other local groups.

Long-term sustainability of the group will have positive outcomes for the wider community and create community resilience. Purchase of software will enable the group to continue communication in the event of future COVID restrictions on face-to-face meetings.

- Chidlow Community Garden seeks funds to continue development of the garden including the purchase of recycled bricks, reticulation, ramps and Indigenous artwork. The COVID-19 pandemic has led to the group being unable to meet throughout 2020 and resulted in reduced opportunities to fundraise.

Funds will assist the group to build membership, address community health and wellbeing, in particular concerning social connection and bring the community back together in a safe outdoor venue. The project is an avenue for people who have lost their jobs to develop skills, to involve disadvantaged populations and provide opportunities for local businesses, stimulating the local economy.

The project has a focus on sustainability. Knowing that COVID-19 has the potential to affect the community for some time, the garden will provide access to healthy food as well as increase knowledge and skills for people to grow their own.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Reallocates \$17,540 from the Restart and \$3707 from the Reconnect grants pools to the Rebuild grants pool; a total of \$21,247;
2. Awards a Rebuild Grant to Mundaring & Hills Historical Society to the value of \$4000;
3. Awards a Rebuild Grant to Vivian Paans, Core Courage Collective to the value of \$6920;
4. Awards a Rebuild Grant to Glen Forrest Community Garden to the value of \$9529; and
5. Awards a Rebuild Grant to Chidlow Community Garden to the value of \$9009.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Mundaring and Hills Historical Society Inc. (MHHS)
Project: Website rebuild

- 1. Meets eligibility requirements?**
Yes.

- 2. Meets Shire Strategic Community Plan objectives**
Strategic Community Plan 2020/2030
Goal 1: Community - Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs
Objective 1.1 Healthy, safe, sustainable and resilient community
Strategy 1.1.2 Provision and support for arts, culture and events
Strategy 1.1.3 Provide life-long learning resources through library and information services
Strategy 1.1.4 Support community collaboration and community-led initiatives and activities
Strategy 1.1.6 Promote and recognise volunteering within the Shire
Objective 1.2 Flourishing local businesses
Strategy 1.2.3 Support tourism development and promote the distinctive character of the attractions of the district including arts, food, sustainability and natural environment

- 3. Brief Description of Project**
The group seeks funds to rebuild their website using current Web Content Accessibility Requirements (WCAG). The MHHS's intention is to ensure the website is easy to navigate for all users as well as straight forward to administer. The rebuilt website will encourage users explore the history of the shire online, and to visit the area. The MHHS anticipates the website, with its focus on the unique Hills' history, will be important as part of the new Perth Hills Tourism Alliance.

- 4. Project Rationale**
Without access to a functioning website, the MHHS has found it challenging to fulfil its charter of providing the public with information about the history of the shire. Alongside the loss of their email address and telephone number, the group's capacity to provide information to the public, as well as to Shire staff was minimal. The two part-time staff employed by the group noticed a decline in queries due to difficulties finding information on how best to contact the MHHS.

Due to COVID-19, all museums and galleries throughout the State were closed to the public for four months. At the heart of all museums is public engagement, and with the physical space closed, the group planned to use the website to present an online exhibition of the current museum display,

Bush Bounty. This was not possible and instead all engagement was via Facebook, a very different medium.

Similarly, the website contained historical photographs, documents, and information pertinent to the area as well as listings of holdings. Despite restrictions on physical access to the research library, this information could have been used by researchers to determine what the MHHS held. Researchers could then contact staff with requests for information to be scanned and emailed to them. During the height of COVID-19, when members of the public were using the internet to undertake research into family histories, without a website the MHHS was not able to ensure its collection was accessible and continue to provide this service.

COVID-19 highlighted issues with the MHHS's website accessibility that can be rectified with a website rebuild. The current website crashed in June 2020, thereby reducing the MHHS's online presence. As the website, using complex software, was originally designed by a now departed volunteer, the group required the services of an IT consultant to rectify the problem. Unfortunately, COVID-19 meant the immuno-compromised consultant was unable to come into the office to look at the system and was unable to fix the problem remotely because of a concurrent problem with the internet provider.

Along with losing website access, the MHHS experienced problems when moving to the NBN. During this process, iiNet 'lost' the telephone number and deleted the group's internet address. Clients were sending emails, which were being returned, however could not call on the landline as it had been disconnected. Not having a workable and easily administered website compounded this issue, as the group were unable to tell the public or members what was happening via the website.

The MHHS was without its regular telephone number or email address for eight weeks. During the height of the pandemic in WA, their main method of communicating with the public was via Facebook.

These difficulties highlighted the importance of a website with a user-friendly interface that can be administered by at least three MHHS members. Current reliance on costly IT experts to fix problems makes it difficult for the MHHS to maintain services at times of national uncertainty.

5. Project Plan

A rebuilt website will ensure the MHHS is able to provide all clients with historical information pertaining to the Shire of Mundaring without having to visit in person. The MHHS also wants to ensure easy accessibility by ensuring the website uses current WCAG.

A well-designed website will provide the public with the tools to understand and engage with the history of the shire while maintaining physical distance. As many clients are aged over 50 years, ensuring they are COVID safe is very important. Researching from home via the website will also allow people worldwide to use the resources. The new design will seek to streamline and modernise the site so that it reflects a museum-like experience for the visitor and is accessible via desktop, mobile and tablet.

Mundaring has a rich and unique history and the group wishes to promote these attributes to as many people as possible. Heritage tourism is a growing industry and the shire has a great deal to offer with Mundaring Weir, the Goldfields Water Supply Scheme, the Railway Reserves Heritage Trail, as well as a landscape that tells a story of human occupation going back many thousands of years.

A well-designed website is vital to showcasing this history. It will encourage people from outside the shire to visit the area. Via the website, the group can provide advice on heritage areas to visit and encourage visitors to have a meal, cup of coffee, or sample local wines while enjoying the beautiful hills environment. The development of the Perth Hills Tourism Alliance reiterates how important our local history and heritage is in positioning the Hills as a tourism destination.

Integral to developing this new website is ensuring it is easily administered by staff and members of the MHHS. This means the group will be able to quickly add material to the site that promotes upcoming events and can be altered to reflect the changing needs of visitors to the region.

For the local community, the website will provide a portal to access many types of historical information. It will also be a place to share stories about the community, thereby reiterating the unique nature of the Hills' identity.

A local website designer who is a member of the Mundaring Chamber of Commerce will undertake the work. As the site features some donation features it will be necessary to provide the new site with an SSL certificate to improve both the Google visibility and provide visitors with the peace of mind that their details are protected. This does increase the costs of hosting the site. An annual fee of \$500/year will be required for the provision of the server and SSL certificate. This also includes regular back up, updates and maintenance of the site's server so that it complies with all new security protocols.

6. Access and Inclusion

The group has consulted with the web designers to ensure accessibility standards are considered including audio description for those with vision impairment, captions for all live content, and visually that text and images have the correct contrast ratio and abide by the three flashes or less guideline for those with seizures and physical reactions. The group will keep updated with changes to the web content accessibility guidelines to ensure ongoing compliance.

The project provides an additional avenue for people to access information where it may be difficult to physically attend the group's premises.

7. Compliance with COVID-19 guidelines

As the application is to rebuild a website that ensures clients can easily access information about the history of the Shire of Mundaring from home, this activity will assist with the MHHS's ability to comply with State government guidelines related to COVID-19.

8. Demonstrated Success of the Project

The expected outcomes are:

- To assist the public in accessing information about the history of the shire without having to visit in person. For example, researchers will be able to order copies of documents, photographs, etc. via the website;
- To contribute to a sense of community identity by engaging the public with stories about the shire's unique history;
- To increase tourism interest in the shire. As the group currently works with many other local businesses, such as Hike Collective, they can collaborate to include them in a heritage tourism package. The previous website did not offer the ability to book for upcoming events and it is hoped that the new website will be a "one stop shop", more user friendly and inclusive.

Outcomes will be measured through use of a 'click counter' on the website, which allows tracking of the number of visitors to the site. It is anticipated there will be a marked increase in inquiries about the history and heritage of the Shire from locals, as well as from those living outside the area.

An increased number of requests for copies of documents/photographs will also indicate increased use of the website.

The website will also showcase the Museum, encouraging more people to visit, if not in person then via the website.

The number of people attending events sponsored solely or jointly by the MHHS will be indicated by bookings via the website. This will show how effectively the website is creating an audience for heritage related events.

9. Acknowledgement of the Shire's support

Shire contribution will be acknowledged on the group's social media, newsletter, website, media release, and local papers.

10. Project Budget

The total budget is \$4000. The applicant is seeking \$4000 from Shire of Mundaring.

Website Design and Construction - estimate 40 hours @ \$90/hr - \$3500
Server and SSL services \$500/annual – requesting first year - \$500

11. Referee

Patrick Bertola, Owner, Lion Mill Vineyards
Jenny Haynes, Director, Mundaring Arts Centre

12. Comments

This website rebuild project will assist the group to build their service online, adapt to COVID-19 and continue providing online access into the future. It will enable the group to easily and quickly update information, building their capacity to manage the site efficiently and effectively.

The project actively supports the rebuilding of the local arts and culture sector, by maintaining easy access to valuable historical information. It enhances local tourism and supports the Perth Hills Tourism Alliance initiative, showcasing what the region has to offer and encouraging people to visit.

13. Recommendation

That a Rebuild Grant to the value of \$4000 be awarded to the applicant.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Core Courage Collective
Project: Creative Boost for Parents - A 5 week Art Therapy Series

1. Meets eligibility requirements?

Yes, the applicant is a sole trader located in Darlington.

2. Meets Shire Strategic Community Plan and Community Health & Wellbeing Informing Strategy objectives

Strategic Community Plan 2020/2030

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

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Objective 1.2 – Flourishing local businesses

Strategy 1.2.1 – Support business collaboration and be a business-friendly local government

Community Health & Wellbeing Informing Strategy 2020/2025

Goal: 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

Commitment 1.2 – Provide opportunities that facilitate positive mental health for the local community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.3 – Support groups and organisations that host community events

3. Brief Description of Project

The applicant seeks funds to run a fortnightly Art Therapy program over five fortnightly sessions for local parents. The half-day workshops will provide parents with a number of creative tools and helpful life skills, as well as the opportunity to build inner resilience and mental/emotional strength to continue life in a positive way. This will support them to influence the lives of their children and young people in a connected and empowered way.

The workshop series will focus on various topics and activities to build coping skills, mental stability, and resilience. Art therapy projects will be created where no art experience is necessary, and exploration is encouraged.

As part of the workshops, there will be an aspect of self-care included, such as hand massages, aromatherapy, yoga, movement, and meditation. The applicant will partner with local small businesses to provide these self-care activities.

As a result of COVID-19, there has been an increase in financial stress and instability, which is why these workshops, all art materials, activities and more will be offered free of charge to participants.

Funds will be used for local providers of Yoga/meditation, movement, massage and art therapy, program administration, venue hire, promotion, art materials, catering, and supervision sessions for the art therapists. The budget item for supervision is for two Art Therapists to see their own counsellor or supervisor, for one session each, to discuss anything that comes up in the workshops. This is part of their own self-care and allows the therapists to work through any issues that may interfere in their work.

4. Project Rationale

According to the Australian Bureau of Statistics (ABS, 2019) more than half of the households in the Shire of Mundaring consist of families with children (including single parent families and children of different ages).

Parents (no matter the ages of their children) have not lived through a pandemic before and thus have not learned any skills on how to cope with this, yet at the same time are expected to be a living example for their children. Children need as much stability, routine and regularity as possible to thrive, and during these times of lockdowns, unexpected home-schooling, different social networks, less contact with family and grandparents, and an uncertain future, more children are feeling anxious, uncertain, and down.

"The impact of caring on caregivers' mental health: a review of the literature" by S. Savage and S. Bailey provides an overview of the impact taking care of others can have in the long-term, with approximately 30% of caregivers reporting their well-being had been affected by caregiving, and that they were often worried or depressed.

The applicant is looking to address the stress and anxiety created by the uncertainties, restrictions, and isolation during COVID19 have created for parents. Considering that parents have not experienced a pandemic themselves and are setting an example and modelling behaviour for their children, parents need extra assistance and support to guide their children and youth.

The importance of the ripple effect cannot be overlooked. When parents are struggling at home, the flow on effect their mental health can have on their job, financial situation and other relationships needs to be taken in consideration.

Local businesses are also experiencing difficulties, with frequent disruptions and ongoing change creating a lot of uncertainty and a lack of security.

This program will provide a number of local businesses and organisations with the opportunity to contribute by providing products and services, as well as

the opportunity for publicity via marketing and word of mouth, potential future clients and local partnerships.

5. Project Plan

This program addresses the following COVID-19 related needs:

Participant will be supported to build personal resilience, learn coping mechanisms, renew their energy and passion, have open conversations and change the stigma around mental health amongst parents and young people.

A number of local businesses will be involved in the wellbeing and self-care aspect of the workshops including mediation/yoga, movement and hand massage. These businesses will be paid for their services, and have the opportunity to advertise, contribute to a goodie bag, and hand out business cards. They will also be included in marketing material, social media and website posts.

As bookings have decreased because of COVID-19, the Mundaring Wellness Centre will benefit through the use of their spaces for the workshops.

The aim of this program is for participants to feel re-inspired and have renewed energy to keep going, and to feel confident to open up to conversations around mental health and wellbeing.

The aim is for our community to attract extra business in these times of need, and for small businesses and unknown practitioners to have an extra stream of income.

The workshops will also promote the value of art and creativity to community resilience and wellbeing.

The art materials used will be largely sustainable. The applicant will make use of recycled materials and recycle and reuse.

The following local organisations will be involved in the project:

- MIFWA (Mental Illness Foundation WA)
- Cafe Mojo, Mundaring
- Mundaring Wellness Centre, Mundaring
- Thousand Reasons is run by local Personal Trainer Mel Kenworthy. She runs her own boot camps in Darlington, mini-retreats in Mundaring and is connected to Club Sierra. Mel will talk to participants about the importance of moving your body in terms of stress and guide them through simple stretches that everyone can do in little gaps of time throughout the day.
- Winter Light Wellbeing, Mahogany Creek, run by Rebecca Winter. She is a certified massage therapist and offers a mobile service. Rebecca will join us for the hand and/or shoulder massage components, where

she will teach everyone self-massage techniques, and how to offer massage to children in times of tension and stress.

- Stone's Throw Yoga, Mundaring
- Healing Hands Foundation is a worldwide charity organisation (within AU/NZ) that works with other charitable partners to provide tools to achieve the following outcomes; end human trafficking, increase access to opportunities for communities experiencing poverty, end domestic violence and provide support for people experiencing mental health challenges. Healing Hands runs a program that is called 'the Match' and they offer matched funding for fundraising efforts. If successful in our application, we are looking to use these funds for take-home packages of art supplies and goodie bag for the participants.

The workshop series will be promoted to parents through partner organisations, flyers at local cafe's, libraries, supermarkets, notice boards and local medical centres, on social media, and in school newsletters. Parents will be able to register their attendance through Eventbrite and can register for one or all five workshops.

6. Access and Inclusion

The selected venue, Mundaring Wellness Centre in Mundaring, is an easily accessible space with plenty of free parking available.

The venue is wheelchair/disability accessible being situated on the ground floor. The venue has also been identified as an LGBTQ-friendly venue.

The applicant will provide any alternate art materials that may be required.

7. Compliance with COVID-19 guidelines

The applicant will adhere to the recommended safety guidelines, as outlined in the COVID-19 Safety Guidelines/Phase 4, and in the venues COVID Safety Plan. All attendees will need to check in via the SafeWA app or via the written register kept at the venue.

Hand sanitiser, soap and water will be provided. Social distancing guidelines will be adhered to, and on the completion of each workshop, tools, materials, tables and chairs will be cleaned.

8. Demonstrated Success of the Project

Success of the project will be demonstrated through:

- increased resilience and mental/emotional strength
- decreased stress levels
- improved coping skills
- improvement in mood and overall sense of wellbeing

Success of the project will be measured through pre and post surveys of workshop participants.

9. Acknowledgement of the Shire's support

The Shire of Mundaring will be acknowledged in email newsletter, across social media, on various events pages and on the printed promotional flyers. A number of networks and partner organisations will also support in the promotion of these workshops, including the Mental Illness Fellowship of WA (MIFWA), a statewide NFP, Mundaring Wellness Centre, and the Healing Hands Foundation. Additionally, MIFWA will also feature the series and partnership on their blog, in their printed newsletter, and in their Annual Report.

10. Project Budget

The total budget is \$7420. The applicant is seeking \$6920 from Shire of Mundaring. The applicant will contribute \$500 and in-kind contributions will be made by MIFWA and Healing Hands Foundation.

11. Referee

Vivien Beere, Manager, Art Processworks
Cindy Watson, Art Teacher/Art Therapist, Gidgegannup PS/Soul Art

12. Comments

The applicant is an Art Therapist based in Darlington, running local art classes and workshops. Vivian has developed a workshop series, bringing in other local businesses to enhance and support the aim of building skills and resilience in parents. Practicing self-care is important for parents as carers, to equip them to support their children, particularly in times of stress. The workshop program aligns with suggestions by mental health providers about how to maintain good mental health during COVID-19 including self-care, trying a creative hobby, practicing mindfulness and focusing on positive things.

The workshops represent good value for money, with the expected 25 participants the cost equates to \$276 per head, for a 5-week program of workshops including morning tea. Funds will also support the local businesses involved and give them an opportunity to further promote their services.

13. Recommendation

That a Rebuild Grant to the value of \$6920 be awarded to the applicant.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Glen Forrest Community Garden Inc.
Project: Enhanced and Sustainable Community Engagement Project

1. Meets eligibility requirements?

Yes.

2. Meets Shire Strategic Community Plan and Community Health and Wellbeing Informing Strategy objectives

Strategic Community Plan 2020/2030

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

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.1 – Provision of sport, recreation and community facilities

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.5 – Encourage and promote neighbourliness

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Community Health and Wellbeing Informing Strategy 2020/2025

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1 – Promote participation in volunteering opportunities

Commitment 2.3 – Support groups and organisations that host community events

Goal: Empowering and enabling our people and community to make healthy lifestyle choices

Objective 6: Facilitate a more active community by increasing participation in physical activity

Commitment 6.1 – Provide a broad range of recreation and leisure facilities across the district

Commitment 6.3 – Promote and support local organised recreation and sporting clubs and groups

Commitment 6.5 – Provide physical activity opportunities within our natural environments

Objective 7: Foster healthy eating in our community

Commitment 7.2 – Support events that encourage and provide healthy eating options

Commitment 7.3 – Action the Shire Community Gardens policy

Goal: Building and maintaining safe places to live, work and play

Objective 6: Engage with and support our young people and wider community to become more connected

Commitment 6.2 – Facilitate partnerships with community groups and organisations that deliver programs and activities for young people

Commitment 6.3 – Provide grant funding to community groups and organisations that deliver programs and activities for young people

3. Brief Description of Project

The Glen Forrest Community Garden seeks funds to engage a consultant to undertake a strategic planning session. The group wishes to expand community engagement, develop a succession plan through enhanced use of garden infrastructure, and actively promote the garden to the community. The group wishes to develop stronger partnerships with existing community groups and organisations.

The aim of the planning session is to optimise the use of paid roles over a six-month period, to ensure the anticipated outcomes are achieved. The outcomes of previous strategic planning sessions, where it was determined that paid roles were a priority, will be formulated into an implementation plan. The group has determined that they need to increase community engagement, recruit new volunteers, grow awareness, and increase garden amenity and productivity. Two roles have been identified to fulfil these aims and a facilitated session is now required for the Committee to negotiate and consolidate their ideas and produce a plan for implementation.

Funds will be used to engage consultant Joel Levin (Aha! Consulting) to facilitate the planning session and develop the implementation plan, for wages to employ a community development officer and garden assistant and to purchase software that will assist with virtual communication.

4. Project Rationale

Feedback through informal networks and Facebook confirms that the garden is a safe, non-threatening place to visit for individuals on their own or as part of social gatherings like workshops, Pixies in the Patch or seed and plant sharing activities. These activities have always been well attended and Pixies in the Patch (regular garden activities for 2-5 year olds) now has its own Facebook page and following.

The group is seeking to restart community engagement activities after the COVID-19 interruptions. Many community members, particularly older members, are still anxious about COVID-19 and need encouragement to socialise, and the garden provides a safe entry point to do so. At a local level, as federal funding for Jobseeker winds down there are many unemployed young people with mental health issues in the area who could be engaged in activities to foster job skills and for social inclusion.

The strategic planning session will identify ways to expand and enhance greater community outreach and connectedness and address isolation caused by fear of contracting the virus. The group have recently added infrastructure to the garden that will enable greater utilisation of the space and having a community engagement officer focusing on partnerships and advertising in the community, together with coordinating events will provide

greater opportunities for families to connect with each other in safe open spaces, encouraging healthy eating and active lifestyles. Having someone work in the garden for half a day a week will enable enhanced garden productivity, organisation, and workshops, which will in turn create more opportunities for activities and inspiration for community members. Purchasing a software licence (Microsoft Teams) will enable better virtual communications in case of further lockdowns.

Broad community benefit will result from skill building, with a variety of community activities based on sustainability, environmentally aware gardening/food preparation and other healthy lifestyle practices. There will be increased participation opportunities for young people.

5. Project Plan

Implementation of priorities identified through strategic planning will be undertaken by employing a community development officer and a gardening assistant. In addition to developing partnerships with community members and groups, the community development officer would develop a stronger online presence through social media. The gardening assistant would implement the gardening program including workshop preparation and clean up, and organise and coordinate garden beds and gardening activities outside of workshops, to increase garden production.

The group has had two previous strategic planning sessions with external consultants over the last five years and identified needs, but have not had the funding opportunity to develop a work plan to implement any of the identified priorities. The previous strategic planning sessions have identified the need for someone to do the community engagement work, connecting with other community groups, building volunteer interest, the community garden network, attending events like the 2021/22 WA Community Garden Gathering at Cityfarm, getting ideas from the community for a structured calendar, workshops and marketing. Similarly, the gardening assistant will undertake garden establishment work so the space can be better utilised for workshops and activities.

The purpose of engaging Aha! Consulting is to both refresh and revisit the longer-term plan and to do a work plan to effectively use the paid staff from the start. The intent is to employ local people, potentially who are underemployed, or a young person with some gardening skills. The work they would be doing would be in addition to work undertaken by volunteers.

The group wishes to engage with other groups such as local schools, local community groups like Mundaring in Transition and the Seed Savers Group, environmental groups, Men's Shed, local art collectives, Scouts, sports clubs. The garden assistant will establish interesting and engaging planting themes (Nyoongar plants, medicinal, pizza herbs, herbal teas, culinary themes), organise the garden beds, get them producing better and prepared for workshop activities, which will then be run by volunteers.

6. Access and Inclusion

The Community Garden itself has wide flat solid paths and raised beds (one is wheelchair height). There are two people with disabilities and their carers

attend the garden every week, having done so for several years. There is now an established Pixies in the Patch program aimed at 2-5 year olds. This project will attempt to expand outreach into the local community to grow capacity to engage with young people and vulnerable populations.

7. Compliance with COVID-19 guidelines

The garden has a COVID safety plan, QR code and contact register, and hygiene equipment on site.

8. Demonstrated Success of the Project

Success of the project will be demonstrated through enhanced community engagement, and regular events, resulting in greater community connectedness.

Success will be measured through increased number of participants in workshops, greater interaction between the garden and community groups and organisations. The group will keep a register for visitors at all events and regularly track Facebook reach.

9. Acknowledgement of the Shire's support

Shire contribution will be acknowledged in the Running Postman newsletter, the group's Facebook page/s and website.

10. Project Budget

The total budget is \$9,529. The applicant is seeking \$9,529 from Shire of Mundaring.

- Microsoft 365 - \$129.00
- Aha! Consulting 11 hrs (preparation, workshop, report - \$200/hr - \$2200
- Salaries and wages
 - Community engagement officer 96 hours @\$45/hr - \$4320
 - Garden assistant 96 hours @\$30/hr - \$2880

11. Referee

Cathy Light, Director, Middle School, Helena College
Antonia Hendrick, Lecturer, Social Work, Curtin University

12. Comments

The main aim of the project is to increase community engagement and interest in the garden, recruit new volunteers, enhance garden productivity and amenity, and to form partnerships with other local groups. The work to be undertaken by the paid staff is over and above the work already being done by volunteers, with the aim of engaging and including vulnerable populations. The strategic planning session will enable the group to form a clear plan for how this will occur and set priority tasks to be undertaken. The project will result in a local employment opportunity.

It is recommended that funds be provided for the purpose of undertaking the strategic planning, to engage staff to implement priority outcomes and community garden engagement activities, and to purchase the software enabling the group to continue communication in the event of future COVID restrictions on face-to-face meetings.

13. Recommendation

That a Rebuild Grant to the value of \$9529 be awarded to the applicant.

**Recover Together COVID-19 Relief & Recovery Fund
Rebuild Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Chidlow Community Garden (under auspice of Chidlow Progress Association)

Project: Chidlow Community Garden

1. Meets eligibility requirements?

Yes.

2. Meets Shire Strategic Community Plan and Community Health and Wellbeing Informing Strategy objectives

Strategic Community Plan 2020/2030

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

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.1 – Provision of sport, recreation and community facilities

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.5 – Encourage and promote neighbourliness

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Objective 1.3 – Everyone belongs

Strategy 1.3.4 – Encourage opportunities for interaction between generations

Strategy 1.3.9 – Promote Noongar language and culture

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

Objective 2.2 – Water management that is efficient and sustainable

Strategy 2.2.2 – Encourage community water efficiency and water sensitive design

Strategy 2.3.3 – Provide and support community education on waste avoidance, reduction and reuse

Community Health and Wellbeing Informing Strategy 2020/2025

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1 – Promote participation in volunteering opportunities

Goal: Empowering and enabling our people and community to make healthy lifestyle choices

Objective 6: Facilitate a more active community by increasing participation in physical activity

Commitment 6.5 – Provide physical activity opportunities within our natural environments

Objective 7: Foster healthy eating in our community

Commitment 7.2 – Support events that encourage and provide healthy eating options

Commitment 7.3 – Action the Shire Community Gardens policy

Goal: Regulate and manage the built and natural environments to support sustainable and healthy living

Objective 9: Identify health risks and adaptation options for climate change impacts

Commitment 9.2 – Partner with and support community groups that promote environmental awareness and engagement with nature

3. **Brief Description of Project**

The Chidlow Community Garden has progressed steadily since the concept was first proposed by two local teenagers in 2016. A site was allocated by Shire of Mundaring in 2019 and a lease prepared. Volunteers have worked on busy bees and fundraising since that time and have fenced the site, designed a landscape plan and had two donated railway wagons moved to the site.

The aim of the community garden is to develop friendships through a shared love of gardening. Sustainable practice is at the heart of the garden through wise use of water, plants and materials. The garden incorporates inclusive design, allowing people with a disability, older people and young people to participate. A sustainable garden is one that responds to climate challenges and that plans for the future and the people who are involved will have greater resilience in the days ahead.

Further design fundamentals focused on access and use of child-friendly materials, structures and entries are essential, together with a commitment to the dynamic railway history and heritage of the garden site. The garden will continue to be a place to gain and share knowledge, from the basics of how food gets to your plate, to the life-long values of growing, harvesting and preserving.

The group seeks funds to continue development of the garden including:

- recycled bricks - \$1636
- reticulation - \$3117
- steel for ramps to wagons, handrails and uprights for ramps - \$3256
- Indigenous mural artwork on train carriage doors - \$1000

4. **Project Rationale**

As far back as 2016, the idea of a Community Garden in Chidlow has had community support, initially through surveys and public meetings and more recently through encouragement at market stalls and through raffles and other fund-raisers. As the garden site has developed, many people from the community have indicated their willingness to participate. The group has a Facebook page and a small online presence and have had good responses through this approach.

Community cohesion and community mental health is vital. The COVID-19 pandemic has led to the group being unable to meet throughout 2020 and resulted in reduced opportunities to fundraise. The garden has had to

overcome many obstacles and just when it seemed that they would be able to get work on the ground, the pandemic struck.

The group wish to reach out more widely into the Chidlow community, where there are many who would like a safe, pleasant place to meet. Many people at this time are seeking places to practice mindfulness and stillness, along with the need for meaningful social interaction and a sense of contributing to community. All of these principles can be found and nourished in a community garden. Additionally, gardens promote physical activity, tailored to age and ability. Nutritious food is grown and savoured and teamwork is fostered. People have an opportunity to develop new skills in gardening, small-scale landscaping, fruit tree culture and a greater degree of sustainable living.

The group anticipates community-wide development in biodiversity and growing techniques developing from the garden, with seed sharing, preservation of heritage vegetables and flowers, the development of a native food plant garden, water-saving beds and bird-attracting flowers and grasses. A sustainability ethos will underpin all activities and workshops, garden-based programs and a future work plan directed towards the socially isolated, allowing more residents to safely enjoy their own gardens.

As people join and enjoy the benefits of the garden, the group's contribution to the cohesion and pleasure of the social fabric of the community will be recognised. The aims of learning and teaching sustainable living practices that incorporate wise water use, upcycling and reuse of materials, growing good food, harvesting, distributing, and preserving surplus, will become widely known. Manual activity in a garden can be a low-key means of getting good physical benefits and the teamwork, satisfaction and sense of achievement in a garden are not to be underestimated in building self-esteem and self-worth.

5. Project Plan

The group has undertaken busy bees and small to medium projects, which have brought people together for a common cause. It is anticipated that work will be provided to local tradespeople and Indigenous artists. The group is also pursuing the involvement of Section 95 workers from Wooroloo Prison, as these men have been unable to do the community work that many of them enjoy. In addition, the following groups and businesses will be involved:

- The Rise Network in Mundaring
- Chidlow Primary School
- Mundaring Community Bank
- Bunnings Midland
- Stramit
- Candlelight Permaculture
- Other community gardens in the Hills and elsewhere
- Chidlow Progress Association
- MDM Plumbing and Gas Chidlow
- Brajkovich Demolition
- J.D. Penangke - an Aboriginal-owned business run by Jade Dolman. She is an Aboriginal artist with Whadjuk/Ballardong, Eastern Arrernte

heritage. She creates murals and public art in Perth. She is a visual artist and remains connected to her culture through painting and family. She has a passion for making a change through art for Indigenous and non-Indigenous people. Her purpose is to highlight that all land is traditional country, which our ancestors have practiced culture on for thousands of years. Her murals and public art are a contemporary continuation of traditional culture. J.D. Penangke was officially started in 2014. In December 2017, Jade graduated from the University of Western Australia with a Bachelor of Arts majoring in Indigenous Knowledge, History & Heritage and Fine Arts.

The garden is relatively small, so the site is intended to reflect the wise use of space and resources, from fruit tree pruning to cantilevered wicking garden beds, to compost production and mulching, with the driving forces of reduced water use and waste reduction.

The garden will provide a surplus of organically grown food, highly suitable for distribution to people in need. The group may work with other food programs to address food insecurity and implement a small-scale delivery service. People will be able to come to the garden, grow their own food and transfer those skills to their own home gardens.

6. Access and Inclusion

The site is level and has wide gates for both pedestrian and vehicles. Ramps to the wagons have been designed and await approval. Level paved paths are part of the design and shaded areas are already in place. A couple of the raised beds due to be built are to be modified to allow wheelchair access. The propagation house to be built on site has specifically been designed to allow wheelchair access and the use by people of all abilities and has an assigned area for children's work. Young Indigenous artists have been invited to provide public art for the garden. Clients from Rise will have a safe place to discover and enjoy. Older people in the community have the great gift of wisdom and experience to offer and the propagation of heritage food plants. Section 95 workers from Wooroloo Prison will be invited to assist with work in the garden.

7. Compliance with COVID-19 guidelines

The group has a 'COVID captain' who keeps up to date with current requirements and ensures site meetings are fully compliant with up-to-date registering, social distancing and hand hygiene. Busy bees will require check-ins and whatever else is required of attendees at the time. Emails and social media will inform all members and potential visitors. If necessary, the group will obtain a site QR code.

8. Demonstrated Success of the Project

Success will be demonstrated through:

- a community-wide, volunteer-driven increase in sustainable gardening and food growing practices based around the garden;
- production of well grown, healthy food that is enjoyed, celebrated and available to those in need;
- increased community garden membership and volunteering;

- creation and continued delivery of workshops, garden-based programs in art and science;
- future outward-focused work plans to enable older gardeners to also remain active in their own gardens;
- delivery of a garden that is designed to enable wide participation by the community;
- new initiatives that remain true to the core values of sowing, growing and blossoming together.

Success will be measured through anecdotal feedback, increase in community participation, increase in volunteer numbers, participation in events and activities held at the garden.

9. Acknowledgement of the Shire's support

Shire contribution will be acknowledged on the garden 'honour board', in local newspapers, on social media and with posters at the Chidlow Community Market stall.

10. Project Budget

The total budget is \$9009. The applicant is seeking \$9009 from Shire of Mundaring.

11. Referee

Norm Brewer, Director, Chidlow Tavern
Kelvin Inders-Smith, Licensee, Chidlow Growers Mart

12. Comments

Funds for the further development of the community garden will assist the group to build membership, address community health and wellbeing in particular concerning social connection, and bring the community back together in a safe outdoor venue. The project is an avenue for people who have lost their jobs to develop skills, to involve disadvantaged populations and provide opportunities for local businesses, stimulating the local economy.

The project has a focus on sustainability. Knowing that COVID-19 has the potential to affect the community for some time, the garden will provide access to healthy food as well as increase knowledge and skills for people to grow their own.

Engaging a young Indigenous artist to paint a mural on the rail carriages supports and promotes Indigenous culture and promotes awareness of the original land practices where the garden is situated.

13. Recommendation

That a Rebuild Grant to the value of \$9009 be awarded to the applicant.

10.4 Recover Together Relief & Recovery Fund - Resilience Grant Applications

File Code	EM.IMT 3
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Resilience Grant Application - Chidlow Tavern ↓2. Resilience Grant Application - Stoneville and Parkerville Progress Association ↓

SUMMARY

Two applications have been received to the final round of the Recover Together COVID-19 Relief and Recovery Fund – Resilience Grant. The applications are as follows:

- Chidlow Tavern; and
- Stoneville and Parkerville Progress Association

Three previous applications have been approved at this level, with \$4364 remaining in the budget.

It is recommended that \$11,776 be reallocated from the currently unallocated \$126,965 Community and Economic Relief and Initiatives budget to the Recover Together COVID-19 Relief & Recovery Fund budget, to the Resilience grant pool to enable the funding requests to be met.

It is recommended that Resilience Grants to the value of \$16,140 be awarded to Chidlow Tavern and Stoneville and Parkerville Progress Association as outlined in **Attachments 1 and 2**.

BACKGROUND

At the 14 July 2020 Ordinary Council Meeting, through the adoption of the annual budget and corporate business plan, the provision of a \$500,000 budget for Community and Economic Relief and Recovery Initiatives was approved (C2.07.20 and C4.07.20). The initiatives included a grants program, waiver of hire fees (25%) and tourism marketing. \$126,965 of the \$500,000 was unallocated at the time of approval to enable a flexible and adaptable response, with initiatives to be assessed and determined by Council throughout the year.

At the Special Council Meeting held on 22 July 2020, Council endorsed the guidelines and structure of the Recover Together COVID-19 Relief & Recovery Fund (SC2.07.20). The 2020/2021 Recover Together COVID-19 Relief & Recovery Fund budget is \$232,500. The budget for the Resilience Grant level is \$65,000. Three applications to the value of \$60,636 have been approved at this level.

The Recover Together COVID-19 Relief & Recovery Fund was developed to financially assist incorporated not-for-profit groups, unincorporated community groups (under the auspices of an incorporated group), businesses, and business groups located and operating within the Shire.

The aim of the Fund is to build community and local business and industry resilience and connectedness, through support for community networks and business and community-led initiatives, which address the impacts of COVID-19. The grants are funded at four levels:

- Restart Grants to the value of \$500 for small initiatives and items that will assist in recovery and 'restarting';
- Reconnect Grants to the value of \$501 to \$2500 for initiatives that benefit community groups and their members and local business and industry. Business applications at this level must demonstrate a collective benefit to their sector and the broader community;
- Rebuild Grants to the value of \$2501 to \$10,000 that support initiatives that are of wider community or economic benefit; and
- Resilience Grants to the value of \$10,000 plus that support large-scale initiatives that will generate broad community or economic benefit.

In addition to meeting the selection criteria, Council, as outlined in the program guidelines, will also take into consideration:

- How the initiative addresses the impacts of COVID-19;
- How the initiative targets community members most impacted by COVID-19;
- The rebuilding of the arts and culture sector;
- The number of community members reached;
- Involvement of local organisations or groups;
- Duplication of existing services; and
- Value for money.

The Recover Together COVID-19 Relief & Recovery Fund provides the Shire with opportunities for positive promotion. The Grant Guidelines and associated Funding Agreement outline the requirement, on acceptance of funding, that the groups acknowledge the support they receive from Shire of Mundaring. This helps people understand one of the ways Shire revenue is spent in the local community. It may also encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant. The types of promotion include:

- Provide a written invitation to a Council representative to attend the project launch.
- Publicise the Shire's financial support for the project through:
 - At least one media article;
 - Including the Shire's name or logo on any promotional or program material;
 - Displaying Shire of Mundaring signage during events;
 - Verbally acknowledging the Shire's support during speeches; and
 - Promoting events on the event calendar on the Shire's website.

The Recover Together COVID-19 Relief & Recovery Fund was promoted widely in the community through advertising in the local newspaper, Shire website, Community Connect newsletter, community presentations, community group email network, social media and posters at Shire sites and community noticeboards.

The applications to be considered by Council are as follows:

Chidlow Tavern	\$24,905
Stoneville and Parkerville Progress Association	\$11,140

STATUTORY / LEGAL IMPLICATIONS

Recover Together COVID-19 Relief and Recovery – Resilience Grants are awarded by Council as per its decision SC2.07.20.

POLICY IMPLICATIONS

The grant is in line with the Shire’s Community Funding Policy CD-02.

FINANCIAL IMPLICATIONS

There is \$266,500 listed in the 2020/21 annual budget and corporate business plan for the Shire’s Recover Together – COVID-19 Relief and Recovery Fund. This amount comprises a \$232,500 grant pool. There is \$4364 remaining in the Resilience Grant level pool meaning these requests cannot be met within the allocated budget. It is recommended that \$11,776 be reallocated from currently unallocated \$126,965 Community and Economic Relief and Initiatives budget to the Recover Together COVID-19 Relief & Recovery Fund budget under the Resilience grant pool to enable these requests to be considered.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.5 – Encourage and promote neighbourliness

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Objective 1.2 – Flourishing local businesses

Strategy 1.2.1 – Support business collaboration and be a business-friendly local government

Strategy 1.2.2 – Encourage ‘buy local’

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

SUSTAINABILITY IMPLICATIONS

Social

- Assist community groups to reconnect with their membership and adapt to the ‘new normal’;
- Rebuild local arts and culture;
- Increase community connectedness; and
- Promote and improve the health and wellbeing of residents.

Economic

- Assist local business and industry to adapt and be sustainable;
- support tourism and economic development initiatives; and
- support development and re-establishment of artistic and cultural activities.

RISK IMPLICATIONS

Risk: <u>Reputation</u> – Council faces a reputational risk if the Recover Together COVID-19 Relief and Recovery Fund budget is not expended in an effective, strategic and equitable manner.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The risk is mitigated through ongoing and periodic review of the program.		
Risk: <u>Financial</u> – The risk of funds mismanagement by grant recipients.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The risk is mitigated through the eligibility and assessment process, whereby applicants must provide evidence of their capacity to complete and acquit the program/activity and sign a service agreement with the Shire.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

The applications have been reviewed and a report compiled (refer **Attachment 1 and 2**).

A summary of the applications is noted below.

Chidlow Tavern

Chidlow Tavern seeks funds to run the fourth annual Spit in the Hills event. As well as hosting the Kansas City Barbeque Society (KCBS) sanctioned contest, the event will include markets featuring local artisans, handmade craft and goods, food stalls, BBQ and gifts items. There will also be entertainment, including live music from local musicians, carnival rides and a sideshow alley. It is anticipated that approximately 8000 people will attend the event over two days.

COVID-19 has affected community events, with a wide range of events being cancelled in 2020 and struggling to restart in 2021. With the loss of international sponsorship due to border restrictions, this unique event requires support to assist in rebuilding local arts and culture, increase community connectedness, assist community groups and sporting clubs to rebuild and to stimulate the local economy. It can also be considered a tourism initiative that has the potential to bring large numbers of intrastate, and possibly interstate, visitors to the area.

Spit in the Hills will address the economic impact of COVID-19 by providing opportunities for business participation, sponsorship opportunities/building brand awareness and bringing people from further afield to discover local businesses, local attractions and recreational activities.

In February 2021, a devastating bushfire starting in Wooroloo affected much of the community. The bushfire, coupled with a second COVID lockdown, has affected many businesses and the social and emotional well-being of many members of the community. The applicant claims that the community is in need of an event that will bring it together, stimulate the local economy, showcase the beautiful rural township and lifestyle, foster a sense of community pride and encourage visitation.

The event cannot be funded through a Community Event Grant as businesses are not eligible for funds under the community grant program guidelines. The applicant is making a significant personal contribution to the event, including the provision of prizes, event insurance, traffic management plan and KCBS fees.

In considering this request, Council may wish to reflect on the equitable distribution of funds across funded community events. Under the Community Event Grant, the maximum amount available to community groups is \$5000. The amount requested in this application exceeds this amount and is also significantly larger than amounts allocated to groups for events delivered through three year service agreements, with the current maximum amount allocated to any one event or series of events in 2020/2021 being \$14,059 for the Rotary Twilight Markets and Monthly (12) Sunday Market series.

On this basis, it is recommended that an amount of \$5000, being the equivalent of the maximum amount available for a Community Event Grant, be awarded to the applicant for this one-off event.

Stoneville and Parkerville Progress Association

Stoneville and Parkerville Progress Association seeks funds to engage the community in building on Stoneville community facilities including Norris Park, Stoneville Playgroup, basketball courts and the current Stoneville Volunteer Bushfire Brigade station, with the development of a new community garden.

Provision of funds for the development of the community garden will improve community connectedness in Stoneville and surrounding areas, by expanding existing facilities and creating a community hub. Funds will be used to purchase landscaping supplies, soils and manures, gardening supplies and tools, PPE, fertiliser and tables and chairs. Development of garden infrastructure will generate interest, assist the group to build membership, encourage participation, and address community health and wellbeing.

Community gardens encourage social interaction and cohesion, help build networks and relationships and provide opportunities for collaborative action. The garden will build the capacity of community through skill development and volunteering opportunities and encourage collaboration between local groups and businesses. It will create long-term resilience for residents, supporting community recovery by addressing food insecurity, providing a social support system and empowering the community to participate.

It is recommended that the grant be made conditional on Council approving the lease for the Stoneville Community Garden. It is anticipated that this approval will be sought at the Ordinary Council meeting in May 2021.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. reallocates \$11,776 from the currently unallocated \$126,965 Community and Economic Relief and Initiatives budget to the Recover Together COVID-19 Relief & Recovery Fund budget under the Resilience grant pool to enable the following requests to be considered;
2. awards a Resilience Grant to Chidlow Tavern to the value of \$5000; and
3. awards a Resilience Grant to Stoneville and Parkerville Progress Association to the value of \$11,140, noting the grant is conditional on the Association securing a lease for the Stoneville Community Garden.

**Recover Together COVID-19 Relief & Recovery Fund
Resilience Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: The Chidlow Tavern
Project: Spit in the Hills

- 1. Meets eligibility requirements?**
Yes. The applicant is an Australian Private Company located in Chidlow.

- 2. Meets Shire Strategic Community Plan objectives**
Strategic Community Plan 2020/2030
Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs
Objective 1.1 – Healthy, safe, sustainable and resilient community
Strategy 1.1.2 – Provision and support for arts, culture and events
Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities
Strategy 1.1.5 – Encourage and promote neighbourliness
Strategy 1.1.6 – Promote and recognise volunteering within the Shire
Objective 1.2 – Flourishing local businesses
Strategy 1.2.1 – Support business collaboration and be a business-friendly local government
Strategy 1.2.2 – Encourage 'buy local'
Strategy 1.2.3 – Support tourism development and promote the distinctive character of the attractions of the district including arts, food, sustainability and natural environment

- 3. Brief Description of Project**
The applicant seeks funds to hold 'Spit in the Hills' in Chidlow on 1 and 2 May 2021. This will be the fourth year Chidlow hosts the Kansas City Barbeque Society (KCBS) sanctioned contest. Australia is one of the fastest growing BBQ countries outside of the USA. Contestants will compete for world titles and the right to compete at large events in the USA.

In conjunction with Spit in the Hills, the West Australian Farriers Association will be holding a horse shoeing competition over the two days. The ancient art of blacksmithing and farriery is a traditional craft, involving great skill. Professionals battle it out in everything from forging to shoeing, showing off their talents in this interesting and unique competition.

The weekend will also include markets featuring local artisans, handmade craft and goods, food stalls, BBQ and gifts items. There will also be entertainment, including live music from local musicians, carnival rides and a sideshow alley. It is anticipated that approximately 8000 people will attend the event.

4. **Project Rationale**

Chidlow is a satellite community when compared to other townships in the Shire of Mundaring. Unlike other villages, it is not on the Great Eastern Highway, it is not even 'just off' the highway, and although it is connected by the Railway Reserves Heritage Trail, it is actually on a spur line of the trail, so even cyclists have to go out of their way to get there. As a community, Chidlow does not have passing trade. People have to want to visit Chidlow to go there; they do not merely happen upon the town. This in itself has an impact on the immediate local economy and the success of small to medium businesses.

During the COVID-19 lockdown, the majority of businesses in the community had to close. In March, April and May 2020, the Chidlow Tavern had to stand down most of their team. The social and economic impact of the lockdown was significant. Where possible, businesses pivoted and offered services such as takeaway food and drinks, but this was not possible for all businesses, and many were not able to continue operating.

COVID-19 has affected community events and considerably reduced the amount of community interaction normally seen, not only in Chidlow, but also across the shire. The 2020 Spit in the Hills event, the Gidgegannup Show, the Billy Cart and Whim Festival in Mount Helena, Mundaring Hills Open Studios, cycling and swimming events in Chidlow and Lake Leschenaultia, Oxfam Walk, Chidlow Markets, Christmas Carols, and important occasions such as Anzac Day and Vietnam Veterans' commemorations were all cancelled. Due to COVID-19, there are now only two competitions WA Farriers can attend, the Gidgegannup Show and Spit in the Hills, mainly because it is so difficult to travel to other states to compete due to the uncertainty. As the Gidgegannup Show was cancelled last year, this will be the first event WA Farriers have been able to attend since 2019.

In February 2021, a devastating bushfire starting in Wooroloo affected much of the community. The bushfire, coupled with a second COVID lockdown, has affected many businesses and the social and emotional well-being of many members of the community. The community is in need of an event that will bring it together, stimulate the local economy, showcase the beautiful rural township and lifestyle, foster a sense of community pride and encourage visitors from the city and other parts of WA, and Australia if possible, to attend.

The event will address the following challenges:

1. Reduction in community connectedness - being part of a community can have a positive effect on mental health and emotional wellbeing. Community involvement provides a sense of belonging and social connectedness. It can also offer extra meaning and purpose to everyday life.

The impacts of the COVID-19 lockdown, including working from home, restricted travel, and the move to a more contactless society (including

being restricted from entering school grounds), has meant that the stimulation and inclusion people have benefited from in the past by attending community gatherings, clubs and events, has dramatically reduced. This has resulted in feelings of isolation, stress and anxiety.

Inclusive community events can provide volunteering opportunities, skill development and increased community connection. Community events facilitate community connectedness through enhancing spirit and pride. They promote tourism, broaden the cultural and recreational resources of the locality, provide opportunities for residents to experience or display new activities in music, art, craft, and sports. Events encourage local leadership, improve self-esteem and sense of identity, harness organisational expertise and improve the quality of life of local residents.

2. Economic depression and reduced spending – COVID-19 has affected the already struggling local economy. The introduction of social distancing, forced lockdown, border closures and travel restrictions, difficulty in sourcing certain products/supply chain interruption and higher unemployment have hindered almost all economic activity. This is a particular problem for rural communities, given the smaller customer numbers and the lower amount of passer-by traffic compared to metropolitan areas.

Events help to capture attention and promote attractions and infrastructure. They make it possible to maximise and rationalise the use of certain spaces. Preservation of these spaces may result in financial benefits and dissemination of artistic and cultural heritage.

The event will encourage people to 'buy local'. The event will be not only supporting business partnerships, and helping local business flourish, but will also be offering the opportunity for local artisans to sell their products through the event markets.

3. Club and group sustainability - community groups and sporting clubs have lost money since the onset of COVID-19, caused by a steep decline in fundraising revenues and the need to pay ongoing costs. Ongoing reductions in core revenue streams, such as memberships, local sponsorships and community fundraising are worsened by additional COVID-19 related costs of hygiene and cleaning equipment and plans. These new financial realities threaten the sustainability of community sports clubs and groups.

COVID-19 has also significantly impacted volunteer numbers in clubs and groups, with a decline in volunteering contributing further to fears and anxieties about the sustainability of many local community sports clubs.

The event will assist community groups and sporting clubs to rebuild.

Groups and clubs will have the opportunity for a stall, which they can use for promotion, fundraising, membership and volunteer drives.

4. Decline in tourism and visitor numbers - the tourism industry in Australia, which was already struggling, has been one of the sectors hardest hit by the COVID-19 pandemic. Restrictions on domestic and international air travel, as well as domestic border closures have resulted in a significant decline in business and leisure travel in 2020 (KPMG, 1 Feb 21).

Community events and festivals attract tourists and visitors at regional, national and international level. The international visitors will be non-existent this year, however this decline in international travel has increased potential for intra-state tourism, due to people being unable to travel further afield to go on holiday, and this in itself has presented an opportunity for Perth Hills businesses to grow their share of the domestic tourism market. In fact, this year, it is possible the number of intra-state visitors will be higher than it has been previously as more WA people explore their own backyard. As a two-day event, it is possible the accommodation sector in the shire could benefit, as well as other tourism and hospitality businesses.

Spit in the Hills will provide the perfect opportunity to continue to put Perth Hills on the map and encourage a boost in tourism and visitor numbers to the Perth Hills, and in particular to Chidlow. This coincides well with the launch of the new Experience Perth Hills brand and the Perth Hills Tourism Alliance's emerging regional approach to tourism in the Hills.

5. Impact on the event in terms of funding, judges and competitors - due to the economic impact of COVID-19, there is a reduction in the capacity to acquire sponsorship from local businesses. Local businesses, who have been able to sponsor the event in-kind in previous years, have been unable to help this year due to the economic climate.

This is the fourth year of the event, but will be the third actual event, should it go ahead. In 2020, judges from the USA had been booked and flights paid for, deposits for equipment hire had been paid and marketing was in full swing. Planning was brought to an abrupt halt on 23 March 2020 when the country went into lockdown. This resulted in a significant loss of funds.

Over the last four years, the Spit in the Hills event has been gaining momentum. The KCBS is a not-for-profit organisation dedicated to promoting and enjoying barbeque. It is the world's largest organisation of barbeque and grilling enthusiasts with over 20,000 members worldwide. Each year, the KCBS sanctions over 500 barbeque contests around the world. As a Master Series Sanctioned Contest (MSSC), Spit in the Hills requires competing teams to cook four types of meat

(chicken, pork ribs, pork butt, and brisket). The cooking source at a MSSC must be of wood, wood pellets or charcoal. Strict KCBS rules and regulations apply. MSSC's are eligible for the American Royal and the Jack Daniels World Championship. In addition, all KCBS team members who participate in a MSSC earn points towards the KCBS Team of the Year awards held each year at an annual banquet in the USA.

KCBS events usually attract a large international crowd, with qualified judges from the USA (usually) attending the event, not only to judge, but also to teach those who wish to become a judge. As Spit in the Hills is such a prestigious event in its field, there would usually also have been sponsorship from businesses in other States and countries. None of this will be possible this year, due to international and State border restrictions.

5. Project Plan

Although beneficial to the local economy, events such as Spit in the Hills and the Chidlow Blacksmith Contest have impacts that go well beyond what can be measured in economic terms. They contribute to our quality of life by strengthening our community, providing unique activities and events, building awareness of our fading rural traditions, crafts, trades and identities, and they act as a source of community pride.

The event will address the COVID-19 related needs through the following:

- Providing a community event that will help local business flourish. Spit in the Hills will address the economic impact of COVID-19 by providing opportunities for business participation, sponsorship opportunities/building brand awareness and bringing people from further afield to discover local businesses, local attractions and recreational activities. People will not only spend money at the event, but return to spend money in the local economy. It is well documented that community events support small, independent businesses, for example the local café, Chidlow growers mart, bottle shop, takeaway, post office, petrol station, pharmacy, even the café at Lake Leschenaultia has the opportunity to benefit through increased visitation.
- Enhancing business partnerships through vendor and stallholder opportunities. All businesses in Chidlow are given the opportunity to have their own stall, free of charge.

The event:

- enhances the attractiveness of the area in terms of 'things to do' which encourages visitor expenditure;
- employs local people, in line with the Shire's Strategic Community Plan, offering employment opportunities close to home;
- provides affordable sponsorship and partnership opportunities for local businesses, which in turn employ local people;

- provides an opportunity for generations to come together to enjoy organising, running and attending an event for both young and old, connecting the generations, which is aligned to the Shire's four-year priorities in the Strategic Community Plan;
- further aligns with another of the Shire's four-year priorities of the Strategic Community Plan in terms of business-led economic and tourism development.

Businesses who have been involved in the past, or now have the opportunity to be a part of the event are listed below:

- Chidlow Progress Association – local businesses are given a discounted stallholder rate;
- Bongers Bees - local honey producer;
- Bullseye Beef Jerky - local food manufacturer, man The Tavern's barbecue;
- Local clubs are given the opportunity to participate including: Chidlow Cougars (football), Wildcats (basketball), Hills Classic Car Club, Mount Helena Rate Payers Association (to advertise the Billy Cart Festival), local Volunteer Bush Fire Brigades (who help with clean up), Wooroloo men's shed, Chidlow Primary School P&C;
- West Australian Farriers' Association;
- Double Barrel Entertainment;
- Chidlow Water Carters have sponsored the event in the past with in-kind water;
- Chidlow Chatter - free media pass;
- The Chidlow Post House have donated stationary in the past and been judges at the BBQ festival;
- Real Estate Plus have been involved with helping and have also had a stall in the past;
- Local musicians can perform on the stage;
- The Mundaring Blues Club have provided gear for the busking stage;
- Minute Man Printing, based in Midvale have sponsored printing;
- Chidlow Butchers have sponsored cold room in the past and will have the opportunity to again this year;
- Accommodation providers also have the opportunity to provide accommodation for visitors to the area such as Lake Leschenaultia (camping), Camp Leschenaultia, Fettle's Crossing, Hillborne Cottage, Currawong Farm B&B, and other guesthouses in the area.

6. Access and Inclusion

It is important for all parties involved in the event to ensure it is accessible and inclusive for all, including people with a disability, people using mobility aids, older people, people using prams and people from culturally and linguistically diverse backgrounds.

When planning the event, consideration is given to a range of issues including:

- Accessible paths, ramps, entries and exits
- Accessible seating and designated areas
- Accessible toilets
- Accessible parking bays
- Marketing, signage design and positioning
- The availability of staff /volunteers to provide assistance
- Ample space for wheelchairs
- Water bowls and rest areas for companion animals
- A range of healthy food to choose from
- Shaded places to sit

7. Compliance with COVID-19 guidelines

The Chidlow Tavern has a COVID-19 safety plan in place and all staff are COVID safety trained and carry out relevant hygiene practices, in line with current government guidelines.

The applicant will keep up to date with current government advice and if anything changes, update plans accordingly.

The event is at several locations in the centre of Chidlow, which includes the village green, the tavern and the paddock next to the tavern. The tavern itself is split into three areas in order to manage the COVID-19 plan and capacity.

8. Demonstrated Success of the Project

Success of the project will be demonstrated through:

- Increased community pride, social cohesion and participation;
- Increased community awareness and membership of community groups;
- Improved community connectedness;
- Increased awareness of Chidlow, its facilities, attractions and local businesses for residents and visitors leading to increased visitation;
- Increased awareness, appreciation and cooking methods of slow-cooked food and the businesses who support the industry;
- Increased awareness and interest in the traditional practice of blacksmithing and horse-shoeing and an understanding of the role of Farriers in our semi-rural communities in the Hills;
- Provision of volunteering opportunities and the chance to learn new skills;
- Increased visitor expenditure injecting money into the local economy;
- Affordable advertising for local businesses through in kind and financial sponsorship opportunities;
- Destination promotion and strengthening Perth Hills Mundaring's brand image;
- Encouraging overnight tourists;
- Attracting tourists out of peak-holiday season/school holidays;
- Increased employment and volunteering opportunities;
- Promotion of local food and drink suppliers such as the Chidlow Tavern, Bay Tree Bakery, Chidlow Growers Mart, Chidlow Butchers, Bullseye-Beef-Jerky, Bongers Bees;
- Showcasing local arts and crafts.

Success will be measured through distribution of feedback forms to event partners and sponsors. Feedback will also be sought from judges of the food and farrier contests, vendors and community groups, community through social media, local businesses including accommodation providers and the Mundaring Visitor Centre.

9. Acknowledgement of the Shire's support

Shire contribution will be acknowledged on event and sponsor advertising, media, website, and verbally. The Shire will be given the opportunity to present to participants during the event. Signage at the event in premium locations. Logo to be placed on all event digital and printed marketing material including social media, website and flyers. The Shire will have the opportunity to have an event stall.

10. Project Budget

The total budget is \$34,207.07. The applicant is seeking \$24,905.07 from Shire of Mundaring. Remaining funds will be sourced through business sponsorships, stallholder fees and competition entry fees.

11. Referee

Jessica Shaw, MLA, Labour Party
Joanna Hallam, Real estate Agent and Committee Member, Real Estate Plus/
Chidlow Progress Association

12. Comments

This event aligns with the purpose and intent of the funds with a focus on rebuilding local arts and culture, increasing community connectedness, assisting community groups and sporting clubs to rebuild and as an economic development initiative. It can also be considered a tourism initiative that has the potential to bring large numbers of visitors to the area.

This is a unique event, with international exposure, that has lost many of its usual sponsors due to COVID-19. The event cannot be funded through a Community Event Grant (maximum amount \$5000) as businesses are not eligible for funds under the community grant program guidelines. The applicant is making a significant personal contribution to the event, including the provision of prizes, event insurance, traffic management plan and KCBS fees.

However, Council may wish to consider the equitable distribution of funds across funded community events. The amount requested in this application is also significantly larger than amounts allocated to groups through three year service agreements, with the current maximum amount allocated to any one event or series of events in 2020/2021 being \$14,059 for the Rotary Twilight Market and Monthly Sunday Market series. On this basis, it is recommended that an amount of \$5000 be awarded to the applicant for this one-off event.

13. Recommendation

That a Resilience Grant to the value of \$5000 be awarded to the applicant.

**Recover Together COVID-19 Relief & Recovery Fund
Resilience Grant Assessment against Selection Criteria**

The applications are summarised below:

Applicant Group: Stoneville and Parkerville Progress Association
Project: Stoneville Community Garden

1. Meets eligibility requirements?

Yes.

2. Meets Shire Strategic Community Plan and Community Health & Wellbeing Informing Strategy objectives

Strategic Community Plan 2020/2030

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

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.1 – Provision of sport, recreation and community facilities

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.5 – Encourage and promote neighbourliness

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

Objective 1.3 – Everyone belongs

Strategy 1.3.4 – Encourage opportunities for interaction between generations

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

Objective 2.2 – Water management that is efficient and sustainable

Strategy 2.2.2 – Encourage community water efficiency and water sensitive design

Strategy 2.3.3 – Provide and support community education on waste avoidance, reduction and reuse

Community Health and Wellbeing Informing Strategy 2020/2025

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1 – Promote participation in volunteering opportunities

Goal: Empowering and enabling our people and community to make healthy lifestyle choices

Objective 6: Facilitate a more active community by increasing participation in physical activity

Commitment 6.5 – Provide physical activity opportunities within our natural environments

Objective 7: Foster healthy eating in our community

Commitment 7.2 – Support events that encourage and provide healthy eating options

Commitment 7.3 – Action the Shire Community Gardens policy

Goal: Regulate and manage the built and natural environments to support sustainable and healthy living

Objective 9: Identify health risks and adaptation options for climate change impacts

Commitment 9.2 – Partner with and support community groups that promote environmental awareness and engagement with nature

3. **Brief Description of Project**

The group seeks funds to engage the community in building on Stoneville community facilities including Norris Park, Stoneville Playgroup, basketball courts and the current Stoneville Volunteer Bushfire Brigade station, with the development of a community garden.

The proposed community garden will bring a number of tangible benefits to the Stoneville community including community connectedness, health benefits, education and economic development.

People are struggling to feel connected with their community, and seeking to engage in outdoor group activities to improve their physical and mental health. Some have lost their jobs or had hours reduced due to COVID-19 and are looking for ways to get out of the house to socialise, learn new skills, share knowledge, share experience and to feel a real sense of purpose.

Funds will be used to purchase landscaping supplies, soils and manures, gardening supplies and tools, PPE, fertiliser and tables and chairs.

4. **Project Rationale**

The concept for the community garden was developed through community consultation and engagement, via community meetings and the group's Facebook page, which attracted over 100 members in less than two weeks, with overwhelmingly positive feedback, interest and enthusiasm. There is a lack of services in the Stoneville area, with limited shops and other local businesses. The inclusion of a community garden will increase the number of services and activities available in the area.

The group wishes to address the issues of health and wellbeing in the community, to increase positive social interaction, promote connection, and reduce stress, social isolation and apathy.

Benefits of the community garden include:

- Community education - sustainability, permaculture, recycling, composting, organic gardening, companion planting, soil composition, seed saving, food/nutritional knowledge, multi-cultural gardening methods/foods, Indigenous bush tucker, local native flora care knowledge and conservation, changing climate/environmental challenges, garden construction and maintenance, organic pest

management and preservation/understanding of beneficial insects for pollination.

- Economic development - Supporting and promoting local businesses. Co-operation with local groups and individuals relating to fundraising and community events/activities.
- Community connectedness - Promoting togetherness, positive relationships, co-operation, integration and shared knowledge. Opportunities to be involved in community events centred around the site, including local markets, fundraisers, gardening presentations from local gardening identities and professionals.
- Physical and mental health - The benefits of fresh produce, social interaction, positive promotion of good physical, mental and emotional health, outdoor activity, exercise and inclusion.
- Cultural Awareness - Inclusive for all ages, abilities, religions, beliefs, gender/sexuality and nationalities without prejudice. The opportunity to meet a broader spectrum of the community, learning about different cultural gardening methods and foods, Indigenous bush tucker/environmental knowledge and practices, and to share philosophies.

5. Project Plan

The development of the garden will provide a safe, positive, inclusive space for people to communicate, make new friends and support each other. Gardening has proven physical and mental health benefits, and gives the opportunity to share ideas and knowledge, as well as sharing a fresh, organic harvest of fruit, herbs and vegetables as well as beautiful ornamentals.

By providing an environment where everybody is included regardless of ability, age, religion or background, improved community connectedness will foster recovery from the challenges of the last 12 months and encourage future resilience. The premise and concept of the garden being therapeutic, inclusive and accessible to all will provide a much needed community space to promote unity and vitality.

By partnering and promoting local businesses, the local economy will be supported by encouraging people to shop locally and support their local industry, as well as give them the opportunity to learn what products and services are available in the shire. Local artists will be welcome to share and add to the artistic, aesthetic culture of a community garden, as well as the functional aspects.

People who are struggling financially will also be able to harvest fresh fruit and vegetables to provide a healthy meal for their families and learn how to grow their own food to save money and improve their health and wellbeing. The garden can provide both an active and quiet reflective space, in a way that can meet an individual's needs as well as the group. This brings tangible health benefits, which address the issues most associated with COVID-19, mental, emotional and social wellness, entertainment, a sense of purpose and the promotion of good physical health. Community members can enjoy these benefits in a flexible way that is suitable to them and their families.

Gardening and outdoor activities have proven physical and mental health benefits, giving people the opportunity to spend time in a safe, inviting environment and connecting to other members of their local community. It will also provide a place for sharing knowledge and building relationships.

The group will source local and surrounding experts to provide informative talks and engaging activities on topics such as general gardening, recycling, upcycling, composting, soil microbiology, indigenous food plants, permaculture practice and sustainable living. Local playgroups, home schooling groups and small primary school groups will be welcome to attend the gardening for organised activity.

Promoting the local businesses that provide services in the areas of gardening/landscaping supplies, recycling, permaculture, sustainable living and healthy food preparation. Providing cross-promotion and awareness of other community groups and individuals who are involved, which can lead to personal and professional development and partnerships. The community garden can also participate in the local community and farmers markets, increasing awareness and interest in the garden, interacting with other community members, groups and professionals, as well as participating in and contributing to the success of the local markets.

Local artists and community groups will have the opportunity to showcase their skills, participate and demonstrate artistic and gardening passions, share and build creativity, unique initiatives, diversity and enjoyment.

The following groups and businesses will be involved in the project:

- Mundaring Little Loads
- Mundaring Landscaping Supplies
- Mount Helena Hardware
- Everbloom Nursery
- Mundaring Community Men's Shed
- Stoneville Fresh Supermarket
- Perth Hills Artisan Markets
- Stoneville Bushfire Brigade
- Parkerville Bushfire Brigade
- Mundaring Seed Savers
- Tucker Bush
- Mundaring in Transition
- Glen Forrest Community Garden
- Mundaring Fire School
- Mundaring Hills Open Studios
- The Youth C.R.E.W (Shire of Mundaring)
- Perth Hills Permies
- Green Life Soil Co
- Bunnings Midland
- Backyard Resilience Group
- Indigenous Food Trail
- The Parky Pitstop
- Mojo's Cafe Mundaring
- Tass1Trees

6. Access and Inclusion

The community garden will be inclusive of all ages, abilities, backgrounds, gender and beliefs. Regular information sessions, including cultural sessions, to share knowledge and encourage participation in different cultivation and food preparation methods, will help foster good community relationships, increase understanding, collaboration, acceptance and inclusion.

The site will be easily accessible with even, paved paths, wide gates, wheelchair/walking aid access, seating and shaded areas and potable water. The site is fully fenced, allowing families with children to enjoy the garden safely. A multi-level garden design will allow all ages to access garden beds, with personal protective equipment, a wide range of tools and gardening aids available on site. Education and support on garden safety and equipment use will be provided.

In these ways, the garden will be designed to allow community members with differing abilities, expectations and desires to participate and interact.

7. Compliance with COVID-19 guidelines

SPPA will monitor the Western Australian Government guidelines and organise the open sessions of the garden as appropriate, taking into account social distancing, numbers allowed into the site, hand hygiene and masks as required. Updated information regarding COVID-19 requirements will be communicated on social media pages as necessary and included as visible signage on site.

8. Demonstrated Success of the Project

The expected outcome of building and sharing a community garden in Stoneville is a combination of practical, educational, therapeutic, cultural, artistic, and economic programs, activities and benefits. This will create and continue a venture that is community driven and run, to provide a safe, secure healthy space and to respond to the needs of the community, especially in this current climate with so many challenges and uncertainties.

The garden will foster improved health and wellbeing; physical and mental health benefits for the community and strong relationships with our activity partners and community members.

A community garden will help bring a healthy sense of purpose and growing confidence to a diverse range of people, uplifting and connecting community members. The community will be able to contribute at a grass roots level, connecting over common interests and creating friendships.

Skills building will occur through an increased awareness and knowledge in recycling, upcycling, composting, soil microbiology, worm farms, indigenous food plants, permaculture practice and living sustainably.

Strong, ongoing relationships with local businesses will build and maintain a healthy local economy. Active cross-promotion, mutual awareness and engagement with other community groups and individuals, will lead to the development of personal and professional connections and partnerships.

Active involvement with local artists, diverse cultural groups/individuals and local community groups showcasing and sharing their skills, will encourage interest and participation in the combination of artistic and gardening passions. All community members can create new interests and exciting pathways, sharing new initiatives and positive experiences.

The clearest ways to gauge success of the community garden and measure the effectiveness of goals, progress and outcomes is through attendance, participation and feedback.

Attendance both at the garden, as well as collaboration and active participation in gardening education and artistic education sessions, will be an important way to measure success and evaluate the future direction of programs and the communities enjoyment and usage of the garden site. Communication and feedback from the community via Facebook and Instagram as well as in person will be encouraged and used to develop solutions to challenges, adopt new initiatives and reflect the needs and desires of members and the broader community.

9. Acknowledgement of the Shire's support

Shire contribution will be acknowledged verbally, on social media (Facebook and Instagram), newsletters, email, media releases, and a "Friends board" located on site.

10. Project Budget

The total budget is \$14,099.94. The applicant is seeking \$11,139.94 from Shire of Mundaring. Remaining funds have been sourced through an EMRC grant, which has been confirmed.

11. Referee

James Garfield, Owner/Proprietor, Stoneville Fresh Supermarket
Warwick Leete, President, Stoneville Volunteer Bushfire Brigade

12. Comments

Funds for the development of the community garden will improve community connectedness in Stoneville and surrounding areas, by expanding existing facilities and creating a community hub. Development of garden infrastructure will generate interest, assist the group to build membership, encourage participation, and address community health and wellbeing.

Community gardens encourage social interaction and cohesion, help build networks and relationships and provide opportunities for collaborative action. The garden will build the capacity of community through skill development and volunteering opportunities and encourage collaboration between local groups and businesses. It will create long-term resilience for residents, supporting community recovery by addressing food insecurity, providing a social support system and empowering the community to participate.

The grant is conditional on Council approving the lease for the Stoneville Community Garden, at the May 2021 Council meeting.

13. Recommendation

That a Resilience Grant to the value of \$11,139.94 be awarded to the applicant.

10.5 Application to provide Chairs and Tables for Fire Fighter Thank You Event

File Code	GS.DON 1
Author	Kirk Kitchin, Manager Recreation & Leisure
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

The Chidlow Tavern is organising a thank you event for firefighters and their families with a number of local businesses and community members on Saturday 17 April 2021. This event is not a fundraiser and there will be no profits made by any entity. It is planned to have all the elements of the event donated by individuals, businesses and community organisations.

The organisers have requested the Shire contribute to this event by providing 420 chairs and 60 trestle tables. Options presented to Council for consideration include:

1. Declining this request;
2. Waiving the fees for the chair hire and providing use chairs and trestle tables from three community halls; or
3. Support this event through the provision of a budget allocation to enable the hiring of these items from a commercial hire company.

It is recommended that option 3 be endorsed.

BACKGROUND

The Chidlow Tavern is working in conjunction with a number of local businesses and community members to organise a community event to say thank you to the firefighters – “To our Volunteer Fire Brigades & Families - Thank you from our Hills and our Hearts!”. It is to be held on the Chidlow Village Green on Saturday 17 April 2021.

This event is a thank you event, not a fund raiser and there will be no profits made by any entity. The plan is for all elements of the event to be donated by individuals, businesses and community organisations. Organisers have approached Bendigo Bank to contribute to this event.

The event is for the 13 different Volunteer Fire Brigades from the Hills area, their spouses and children. It will comprise a ‘Long Table – American Style Low & Slow Smokey BBQ Feast & Entertainment’ with plans to provide gifts for the fire crews. It is hoped there will be up to 1200 attendees.

The organisers are looking for contributions towards catering, donations of gifts and logistical support.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995 section 6.12 provides the power to defer, grant discounts and waive or write off debts. Delegation CE-125 authorises the CEO to waive or write off debts

to a maximum of \$1000. As both options 2 and 3 to support the request from Chidlow Tavern exceed the CEO's delegation, Council is required to consider these options.

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

“(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

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

** Absolute majority required.”*

Accordingly, a Council decision to authorise such expenditure as proposed by this request would require an absolute majority, given that the annual budget for 2020/21 has already been adopted.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Whilst the main organiser is the Chidlow Tavern the event is separate to the operations of the tavern and will not generate any income for the tavern. The tavern will be open as per normal, adjacent to the Chidlow Village Green.

The financial implications to the Shire of three options to support the event as presented in this report is noted below.

Option	Cost (ex GST)
1. Provide no support to event	\$0
2. Waiver of fees for hire of chairs and provide use of tables – in kind support	\$1302
Potential post event cleaning of items by Shire staff (@ \$40 per hour)	As required
Repair and replacement of damaged items	As required
3. Shire to organise and pay for commercial hire of chairs and tables for event	\$1982
Replacement of damaged items	As required

Option 3 would be funded through the Shire's donations expense account – 20013.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

SUSTAINABILITY IMPLICATIONS

Social

- Increase community connectedness

RISK IMPLICATIONS

Risk: Reputational risk to the Shire from community disappointment that the Shire is not contributing to this community organised event as requested.		
Likelihood	Consequence	Rating
Almost Certain	Minor	High
Action / Strategy		
Support the request. Alternatively, if Council declines the request, clearly communicate the reason/s.		

Risk: Financial risk resulting from damage to Shire chairs and tables used at outdoor event and associated increased maintenance to community hall floors over their operational life (ie damage to chairs/tables used at the outdoor event could subsequently damage hall floors etc).		
Likelihood	Consequence	Rating
Possible	Minor	Low
Action / Strategy		
Hire chairs and tables from a commercial hire company rather than provide use of Shire chairs and trestle tables that are allocated to community facilities.		

EXTERNAL CONSULTATION

The event organiser for the Chidlow Tavern and commercial hire companies have been consulted in the development of this report.

COMMENT

Organisers of the event requested the Shire provide access to 420 chairs and 60 trestle tables for the event at no charge. There are three options Council may consider for this request to provide support to the *To our Volunteer Fire Brigades & Families - Thank you from our Hills and our Hearts!* event.

Option 1 – Do not provide Shire support for provision of chairs and trestle tables.

There is no financial cost for this option.

As Council is not considering this request until its meeting on 13 April 2021 it leaves the organisers only three working days to secure these items if Council declines the request, which may make it difficult or impossible to do so.

Notwithstanding the considerable level of support already provided to the local community (which will continue as community recovery progresses), it is likely there would be community disappointment if the Shire did not support this community thank you event for the firefighters and their families who worked at the recent Wooroloo bushfire.

For the above reasons this option is not recommended.

Option 2 – Provide the event free use of Shire chairs and tables.

The Shire has sufficient chairs and tables for this event in three nearby community halls - Chidlow Pavilion, Elsie Austin Pavilion and Mundaring Hall.

The Shire's Fees and Charges 2020/21 provides for a hire fee of \$3.10 per chair; however, as hire of tables has not been raised before, there is currently no charge listed for hire of Shire tables in the Fees and Charges Schedule 2020/21.

Providing 420 Shire chairs free of charge would require a waiver of fees of \$1302. In addition this would require:

- The three community facilities to be out of use whilst the chairs and tables are at the event. This would be a minimum of one day and up to three days depending on when they can be picked up and returned; the time taken to inspect and clean; as well as the possible redistribution of chairs and tables should the wrong number be sent to the respective venues. There are no current bookings in the three community facilities during the time the chairs and tables would be used for this event.
- A large number of volunteers and appropriate vehicles to collect and transport the chairs and tables to and from the community halls. The organisers have advised they have secured the services of enough volunteers and vehicles to collect and return the chairs and tables from the nominated Shire community facilities.
- A thorough cleaning regime after the event to ensure the chairs and tables are ready for use when they return to the community halls. This is significant task for volunteers at the end of the event. Should the chairs and tables not be cleaned to the required level Shire staff will need to be employed to undertake this task.
- A close inspection of every chair and table foot to ensure no dirt, rocks or stones are lodged in the plastic feet from their outdoor use on the Chidlow Village Green. If any dirt, rocks or stones are present they need to be removed to ensure they do not damage the wooden floors at the Chidlow Pavilion and Mundaring Hall. Should this not happen these chairs and tables could wear the surface of the floors, requiring a higher level of maintenance and resealing of these floors, which would be a significant maintenance cost to the Shire.
- Should any tables and chairs be damaged the Shire will have to cover the cost of their replacement.

Option 3 – Shire to hire chairs and tables for event

To avoid logistical issues of moving 420 chairs and 60 trestle tables from three community facilities and any potential damage due to outdoor use, an option is for the Shire to hire this equipment from a commercial hire firm for the event.

The hire would cost \$1982, with the items being delivered and picked up on the day of the event. There is the possibility of additional costs associated with replacement of damaged items.

The hire company that provided the quote is prepared to hold a booking for chairs and trestle tables up to Wednesday morning 14 April 2021. Should Council resolve not to hire these items for this event the order will be cancelled without a financial penalty to the Shire.

Option 3 is the recommended option, as it minimises impact on three Shire community facilities, reduces the workload on the event volunteers and eliminates potential damage and loss of Shire chairs and tables for this event. It also provides tangible Shire support to this community led event.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 6.8.

RECOMMENDATION

That Council, by absolute majority, amends the 2020/21 budget for the Gifts and Donations account 20013 by \$1982 to provide for the cost to hire 420 chairs and 55 trestle tables to support the “To our Volunteer Fire Brigades & Families - Thank you from our Hills and our Hearts!” event on 17 April 2021.

10.6 Annual Electors' Meeting 10 March 2021 Decisions

File Code	GV.MTG 2
Author	Danielle Courtin, Governance Coordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

The Annual Electors' Meeting (AEM) was held on 10 March 2021.

During the meeting electors considered 13 motions, which were all carried. This report provides a summary of how it is proposed to progress the motions in more detail, including a time frame for subsequent consideration 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.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995 section 5.33:

5.33. Decisions made at electors' meetings

(1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*

(a) *at the first ordinary council meeting after that meeting; or*

(b) *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

Nil

FINANCIAL IMPLICATIONS

There are resource and cost implications associated with implementing a number of the AEM decisions, should Council determine to do so. Should Council wish to make a decision to pursue an AEM decision that has a budget implication, then that Council decision should properly be referred to Council's Integrated Planning and Reporting Framework review workshops. Alternatively a separate report containing relevant professional advice from officers should be sought.

It should be noted for a number of the adopted motions, significant officer time is required to research the issue and prepare a detailed report for Council consideration.

A number of the motions relate to significant financial expenditure that is not included in Council's Long Term Financial Plan or other strategic planning documents.

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, Reputational

There is a 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.

Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate

Action / Strategy

Should Council wish to pursue any of the AEM decisions to an extent beyond that recommended in this report, it is recommended Council agree to the proposed timeframes required to allow for the preparation of detailed reports to ensure Council is able to make an informed decision.

EXTERNAL CONSULTATION

Nil

COMMENT

13 decisions were made at the AEM held 10 March 2021. It is proposed that each decision be considered in a separate report to Council, to be presented in the coming months. This timeframe reflects the Shire's capacity to prepare advice for Council in respect to each of the decisions made at the AEM. There are insufficient resources to prepare detailed reports any earlier than proposed without affecting business as usual service and while the Shire remains highly engaged in and committed to supporting community recovery following the recent Wooroloo Bushfire.

It is open to Council to decide how it chooses to respond to these AEM decisions. For example, rather than require a report be prepared on a particular decision or decisions, Council may determine to note the AEM decision, but take no further action. 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*).

Decision 1: Economic Value of Volunteer Work

That the Council of the Shire of Mundaring (SoM) provides statements that quantify some measures of the economic value of volunteer work that contribute directly to the benefit of the Shire, in an appropriate part of future Annual Reports.

Response - Director Strategic and Community Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the June 2021 Ordinary Meeting.

Decision 2: Heritage in the Annual Report

That the Council of the Shire of Mundaring (SoM) includes in future Annual Reports, a section on Heritage, reporting on achievement of measures to be determined during coming months and including measuring Heritage-related objectives within the Strategic Community Plan.

Response – Director Strategic and Community Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the June 2021 Ordinary Meeting.

Decision 3: Review Policies to Reflect Community Expectations

That the Council of the Shire of Mundaring (SOM):

- 1) *Carry out an urgent review of all the existing Council policies to determine if:*
 - *additional Policies are required (based on current best practice);*
 - *existing Policies require amendment; and*
- 2) *That the review is carried out in consultation with the community to ensure that Council policies reflect the expectations of the broader community.*

The purpose is to provide a cohesive, transparent governance framework for all Council policies.

Response – Director Corporate Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the May 2021 Ordinary Meeting.

Decision 4: LED Noticeboard for Events and Special Notices

That the Council of the Shire of Mundaring (SoM) invests and provides an LED notice board on their verge in a similar position to the existing Hills Fresh LED noticeboard.

The purpose is to inform the community of events and special notices.

Response – Director Infrastructure Services

Funding is currently allocated in the 2020/21 budget to enable three LED signs to be installed. The details and location of these signs will be discussed in the Officers Report in response to this Annual Electors' Meeting decision, which will be presented to the May 2021 Ordinary Meeting.

Decision 5: Master Traffic Plan for Mundaring Shopping Precinct and Surrounds

That the Council of the Shire of Mundaring (SoM) prepares a master traffic plan encompassing the Mundaring Shopping Precinct and immediate surrounds.

This is to preserve and improve safety for all users.

Response – Director Infrastructure Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the July 2021 Ordinary Meeting.

Decision 6: Review of Verge Maintenance Policies

That the Council of the Shire of Mundaring (SoM) reviews their policies regarding verge maintenance, specifically focusing on the following 3 points:

- *Maintaining a clear area around power poles to protect from fire;*
- *Improve the dialogue with the public to clarify the understanding of responsibilities regarding verges and fuel load build up on those verges; and*
- *Review of maintenance by the Shire on verges, with the goal to create wider and safer escape routes.*

Response – Director Infrastructure Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the July 2021 Ordinary Meeting.

Decision 7: Negotiate Relocation of Gospel Trust Place of Worship

That the Council of the Shire of Mundaring (SoM):

- 1) *Identifies and offers alternative sites that can appropriately manage high volumes of traffic over 7 days a week, and can be determined to have capacity to enable mass bushfire evacuation, as safer and more appropriate locations for the Mundaring Gospel Trust Place of Worship.*

- 2) *Writes to the Chairman of the WAPC – David Caddy, the new Minister for Planning (post March 13 election), and the new Emergency Services Minister (post March 13 election), outlining, in the strongest possible terms, the Shire and Community concerns about DAP approved location of the Mundaring Gospel Place of Worship. It is requested the letter clearly states the Shire puts the WAPC on notice, that it considers the approved site inappropriate and dangerous to existing residents and to future church goers, and that the Shire's requests these concerns need to be noted on the official record.*

Response – Director Statutory Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the June 2021 Ordinary Meeting.

Decision 8: Responsible Authority Reports to be Approved by Council

That the Council of the Shire of Mundaring (SoM) directs the CEO to put a process in place whereby any application in the Shire of Mundaring that is going to the Joint Development Assessment Panel (JDAP) for decision, must first have the Responsible Authority Report that is prepared by the Shire officers presented to a Council meeting and approved before it is sent for the JDAP Agenda.

Response – Director Statutory Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the September 2021 Ordinary Meeting.

Decision 9: Urgent Replacement of All 1.4 Rural Crew Cab Tankers

That the Council of the Shire of Mundaring (SoM) commits to:

- 1) *A fire appliance replacement program for the replacement of all existing 1.4 Rural Crew Cab Tankers currently in service, be abandoned so that the Shire of Mundaring does not wait another 4 to 5 years or more, to replace the existing 1.4R Fire Appliances that are now considered as no longer fit for purpose.*
- 2) *Replace all existing 1.4 Rural Crew Cab Tankers currently in service, with 3.4 Rural Crew Cab Tankers (or fire appliances with a larger water capacity), to be fitted with Water Deluge Spray – Crew Burn-over Protection as soon as possible, preferably before the next Bushfire season commences.*
- 3) *Advise when these 1.4R appliances are to be replaced, what they are to be replaced with and when they are expected to be ready for operational service*

Response – Director Statutory Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the June 2021 Ordinary Meeting.

Decision 10: Support for Stage 2 of Elsie Austin Facilities

That the Council of the Shire of Mundaring (SoM) supports the development of plans for Stage 2 of the Elsie Austin Facilities. This includes improvements to the change rooms, kiosk, tennis club, storage area and oval.

Response – Director Strategic and Community Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the June 2021 Ordinary Meeting.

Decision 11: Upgrade Mt Helena Aquatic Centre for All Year Round Use

That the Council of the Shire of Mundaring (SoM) considers an allocation of funds to upgrade infrastructure at the Mt Helena Aquatic centre and fund the operating costs so it can operate all year round.

Response – Director Strategic and Community Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the July 2021 Ordinary Meeting.

Decision 12: Telecommunications Tower to Contribute to Elsie Austin Facilities Upgrade

That the Council of the Shire of Mundaring (SoM) considers directing the revenue from the telecommunications tower at the Elsie Austin Pavilion to establishing and improving the Elsie Austin Pavilion and surrounds.

Response – Director Strategic and Community Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the June 2021 Ordinary Meeting.

Decision 13: Investigate Feasibility of New Purpose-built Aquatic Facility

That the Shire allocates resources to investigate the feasibility of a new purpose-built aquatic facility in the Shire.

Response – Director Strategic and Community Services

An Officers Report in response to this Annual Electors' Meeting decision will be presented to the June 2021 Ordinary Meeting.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council, in considering the decisions made at the Annual Meeting of Electors held on 10 March 2021, notes that a report in response to each decision will be prepared and presented to Council as follows:

AEM Decision	Subject	Reporting month
Decision 1	Economic value of volunteer work	June 2021
Decision 2	Heritage in the Annual Report	June 2021
Decision 3	Review policies to reflect community expectations	May 2021
Decision 4	LED Noticeboard for events and special notices	May 2021
Decision 5	Master Traffic Plan for Mundaring shopping precinct and surrounds	July 2021
Decision 6	Review of verge maintenance policies	July 2021
Decision 7	Negotiate relocation of Gospel Trust Place of Worship	June 2021
Decision 8	Responsible Authority Reports to be approved by Council	September 2021
Decision 9	Urgent replacement of all 1.4 rural crew cab tankers	June 2021
Decision 10	Support for stage 2 of Elsie Austin Facilities	June 2021
Decision 11	Upgrade Mt Helena Aquatic Centre for all year round use	July 2021
Decision 12	Telecommunications tower to contribute to Elsie Austin facilities upgrade	June 2021
Decision 13	Investigate feasibility of new purpose-built aquatic facility	June 2021

10.7 Delegations Register - Annual Review

File Code	GV.DGA 1.1
Author	Danielle Courtin, Governance Coordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Current 2020 Delegations Register ↓ 2. Proposed 2021 Delegations Register ↓

SUMMARY

The annual review of the delegations register has been undertaken and is presented to Council for consideration and endorsement.

BACKGROUND

Delegations provide an appropriate level of authority to the CEO and committees to effectively and timely perform day to day statutory functions and to allow Council to focus on strategic planning and decision-making and community leadership. Effective delegations promote accountability and facilitate efficient service delivery to the community.

Sections 5.18 and 5.46 of the *Local Government Act 1995* (the Act) require that a delegations register be maintained and reviewed at least once each financial year. The delegations register was last reviewed by Council in March 2020 (**C25.03.20**).

An in depth review of the delegations register has been undertaken this year, with a major change proposed to the planning delegations, following discussions with and feedback received from Elected Members during last year's review of delegations and subsequent Council Forum discussions.

STATUTORY / LEGAL IMPLICATIONS

Section 5.42 of the Act enables Council to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, subject to the limitations prescribed in section 5.43. In accordance with section 5.46 of the Act delegations are to be reviewed by the delegator at least once every financial year.

Section 5.16 of the Act provides for the delegation of some powers and duties to certain committees of Council, subject to the limitations prescribed in section 5.17.

Other legislation, such as the *Bush Fires Act 1954*, the *Planning and Development Act 2005*, the *Food Act 2008*, the *Building Act 2011*, the *Dog Act 1976* and the *Cat Act 2011*, enables Council to delegate specific functions and duties to employees, usually through the CEO.

Sections 5.74 to 5.76 of the Act require an employee, to whom a duty or power has been delegated under the Act, to lodge an Annual Return by 31 August each year.

In addition to covering delegations, section 5.45 states that nothing prevents a local government from performing any of its functions by “acting through” a person other than the CEO, or a CEO performing any of his/her functions by acting through another person. The meaning of “acting through” is not defined in the Act, but it is generally accepted that where a person has no discretion in carrying out a function, that function can be undertaken by “acting through”.

POLICY IMPLICATIONS

A number of delegations are subject to compliance with Council’s policy on the matter. This is noted in the “compliance links” section of the delegation.

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

An appropriate framework of delegations –

- ensures accountability;
- assists in managing risk;
- increases efficiency and effectiveness of processes and practices;
- ensures decisions are implemented; and
- complies with relevant legislation, policies and guidelines.

RISK IMPLICATIONS

Risk: <u>Compliance</u>		
If delegations are not reviewed annually in accordance with legislation, there is a risk that they no longer comply with legislation and policies, or no longer reflect the needs of the organisation.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
The annual review of delegations has been undertaken and is presented to Council for approval.		

Risk: <u>Interruption to Service</u>

If delegations are not in place, inefficiencies and delays in service delivery may result.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The annual review of delegations provides an appropriate level of delegations.		

EXTERNAL CONSULTATION

Nil

COMMENT

A thorough review of the delegations register has been effected in consultation with all relevant Shire staff, which includes feedback obtained from discussions with Elected Members. In particular, Elected Members were invited to comment and discuss the draft planning delegations at the October 2020 and February 2021 Council Forums.

The proposed amendments to the delegations register are listed in the table below.

Delegation	Proposed amendment(s)
CE-1 Payments from Trust and Minicipal Fund	In "Compliance Links": added Organisational Practice and Procedure relating to Corporate Purchasing Cards.
CE-2 Investments	"Function delegated" has been reworded to more closely to reflect section 6.14(1) of the Act.
CE-74 Appointment of Authorised Persons	The recently adopted <i>Local Government Regulations Amendment Regulations (No. 2) 2020</i> have streamlined the method for appointing authorised persons across multiple pieces of legislation. Appointments under the <i>Caravan Parks and Camping Grounds Act 1995</i> , the <i>Cat Act 2011</i> , the <i>Cemeteries Act 1986</i> , the <i>Control of Vehicles (Off-road Areas) Act 1978</i> , the <i>Dog Act 1976</i> and subsidiary legislation made under these Acts, are now made under section 9.10 of the <i>Local Government Act 1995</i> instead of under each individual Act. Further "s. 3.39 Power to remove and impound" has been deleted from the "Statutory power delegated" as this power is included in the powers of section 9.10. In "Compliance links" F&G regulation 32A has been added to reflect excluded authorisations.
CE-117 Lease Agreements	Title changed to "Community Lease Agreements" to differentiate from Commercial Lease Agreements (CE-152). "Function delegated" and "Conditions" have been amended for clarity.
CE-119 Appointment of Acting	Minor wording change to the "Function delegated".

CEO	
CE-125 Write Off Debt	“CEO’s conditions on sub-delegation” has been amended for more precision.
CE-152 Disposal of Commercial Property	<p>Has been renamed “Commercial Lease Agreements”.</p> <p>This reflects the current practice whereby Council decides the sale of property and instructs the CEO to give effect to its decision.</p> <p>Disposal of property and awarding new commercial lease agreements are not proposed to be delegated. The delegation only allows the CEO to extend existing lease agreements and renegotiate minor variations to clauses of existing lease agreements.</p> <p>In “Council’s conditions on delegation” a maximum value of disposal by commercial lease has been determined at \$5,000,000 over the term of the lease to comply with s. 5.43 of the Act, which prohibits Council from delegating to the CEO acquisition or disposition of any property valued at an amount exceeding an amount determined by the Council.</p> <p>The “90%” condition has been reviewed and made unambiguous: <i>if considered commercially appropriate</i> is considered too subjective as a basis for delegation.</p>
CE-153 Powers of Entry	Subdelegation is now limited to Managers. Other staff can be “Acting Through” their Manager, having received instruction in writing.
CE-150 Performing Particular Things on Land which is not Local Government Property	“Obliterate graffiti” has been removed from the <i>Local Government Act 1995</i> and is now incorporated into the <i>Graffiti Vandalism Act 2016</i> . A new delegation CE-154 under that Act has been drafted.
CE-151 Expressions of Interest and Tenders	<p>“Function delegated” has been reviewed for clarity and to include Reg. 21A – contract variations and contract extensions.</p> <ul style="list-style-type: none"> • Currently ‘other tenders’ (other than ‘regular supply tenders’ and tenders for plant and vehicles’) are delegated to the CEO for a value up to \$250,000. As that amount is also the tender threshold there isn’t the need to call tenders under \$250,000, as the same result can be obtained through issuing a Request for Quotation. It is therefore proposed to increase the delegation to the CEO to a maximum value of \$375,000, i.e. 50% above the tender threshold. • ‘regular supply tenders’ is not a precise term and needs clarification. It is proposed that ‘regular supply tenders’ is defined as being for the following list of services:

	<ul style="list-style-type: none"> • Putrescible waste collection services • Bulk waste collection services • Contract cleaning for SoM facilities • Tree management services • Horticultural services and ancillary maintenance operations • Supply and delivery of ferricrete (gravel) material • Weed and vegetation management services • Plant hire services for roadworks • Mowing services • Kerbside recycling collection services • Traffic management services • Construction of concrete footpaths • Supply and laying of hot asphalt road surfacing • Green waste processing services • Parks construction and maintenance services • Painting services for Shire facilities • Recruitment services for Operations <p>These 'regular supply tenders' vary in value from just over the tender threshold (\$250,000) to several million dollars.</p>
CE-154 <i>Graffiti and Vandalism Act 2016</i>	New delegation - see comment above for CE-150.
CE-14 – Noise Control – Environmental Protection Notice	No change.
CE-15 Noise Control – Noise Management Plans	No change.
CE-16 Noise Control – Noise Regulations	No change.
CE-84 Local Planning Scheme No. 4	<p>New delegation to replace CE-83 Town Planning Schemes A and B - as per discussion during the 19 October 2020 Council Forum.</p> <p>The following explanation is provided:</p> <ul style="list-style-type: none"> • The reasoning for Council retaining direct oversight of those matters outlined in points 2a - 2h of the delegation are self-explanatory and broadly reflect the draft delegations presented to Council's Forum in October 2020. These reflect current practice but include additional matters in relation to heritage, telecommunications and cover instances where objections have been received. • It is recommended that officers be provided powers to refuse applications (i.e. items 3j to 3n).

	<p>Delegating refusal powers to officers sends a signal that Council has taken a strong stance on those matters. Not only will this enable officers to refuse non-compliant applications and avoid unnecessary Council reports, this will also help create greater certainty for officers and applicants in shaping proposals at pre-lodgement meetings or advice.</p> <ul style="list-style-type: none"> • In relation to appeals, it would be open for officers to determine State Administrative Tribunal Section 31 reconsideration requests under delegation [by virtue of 2g]. A decision on a Section 31 request under delegation would only relate to those applications originally considered under delegation. Further, the extent to which officers would act upon this delegation would depend heavily on the content and grounds of the appeal (i.e. where strategic issues arise, Council consideration may still be appropriate). • The previous delegations included conditions regarding notifying councillors, which have been reflected in the revised delegations to ensure communication with councillors regarding proposals and decisions made is upheld.
CE-137 <i>Planning and Development Act 2005 – Illegal Development and Direction Notices</i>	This delegation has been reviewed to better reflect section 214 and Part 13 of the <i>Planning and Development Act 2005</i> .
CE-155 Delegation of certain powers and functions of the WAPC relating to the MRS	Delegation from WAPC to local government. Included in the delegations register for councillors' information.
CE-156 Delegation of certain powers and functions of the WAPC relating to the <i>Strata Titles Act 1985</i>	Delegation from WAPC to local government. Included in the delegations register for councillors' information.
CE-138 <i>Bush Fires Act 1954</i> Appointments	No change.
CE-139 <i>Building Act 2011 – Authorised Persons</i>	No change.
CE-140 <i>Building Act 2011 – Permits, Certificates, Orders and Records</i>	Condition of compliance with Shire building policies is removed as we have no building policies.
CE-141 Appointment of Authorised Officers – <i>Public Health Act 2016</i>	No change.
CE-142 Food Act 2008	No change.

CE-143 Cat Act 2011	No change.
CE-144 Appointment of Authorised and Approved Officers – <i>Health (Asbestos) Regulations 1992</i>	No change.
CE-147 <i>Dog Act 1976</i>	No change.
CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land	Graffiti clause has been removed from the “Functions delegated” – see new delegation CE-154.
CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land under Section 3.25	No change.
COM-46 Annual Meeting with Auditor	No change.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 5.42.

RECOMMENDATION

That Council, by absolute majority, endorses the reviewed delegations register for the year 2020/21 in **Attachment 3**.



DELEGATIONS REGISTER 2020

Adopted 10 March 2020 (C25.03.20)

Review		
Reviewed by	Date approved	Council decision number
Council	26 February 2013	C16.02.13
Council	25 February 2014	C17.02.14
Council	10 February 2015	C5.02.15
Council	9 February 2016	C9.02.16
Council	11 April 2017	C9.04.17
Council	13 February 2018	C28.02.18
Council	12 February 2019	C24.02.19
Council	10 March 2020	C25.03.20

Amendments			
Delegation	Council Meeting Date	Decision Number	Amendment
COM-49 Select Winners of Australia Day Citizenship Awards	23 October 2013	SC12.10.13	new
CE-143 Cat Act 2011 Delegation	12 November 2013	C16.11.13	new
CE-147 Dog Act 1976 Delegation	28 January 2014	C13.01.14	new
CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land	28 January 2014	C9.01.14	new
CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25	28 January 2014	C9.01.14	new
CE-150 Performing Particular Things on Land which is not Local Government Property	28 January 2014	C9.01.14	new
CE-5 Designate Senior Employees	25 February 2014	C17.02.14	repealed
CE-120 Minor Amendments to Policies and Delegations	25 February 2014	C17.02.14	repealed
CE-123 Complaints Officer	25 February 2014	C17.02.14	repealed
CE-56 Vegetation Control Agreements	25 February 2014	C17.02.14	repealed

CE-82 Tenders for Plant and Vehicles – Review and Accept	25 February 2014	C17.02.14	repealed
CE-109 Tenders – Determination of Criteria	25 February 2014	C17.02.14	repealed
CE-110 Regular Supply Tenders – Review and Accept	25 February 2014	C17.02.14	repealed
CE-130 New Tenders under \$150,000 – Review and Accept	25 February 2014	C17.02.14	repealed
CE-145 Invite Tenders	25 February 2014	C17.02.14	repealed
CE-115 Road Closures	25 February 2014	C17.02.14	repealed
CE-78 Property Local Law – Administration of	25 February 2014	C17.02.14	repealed
CE-79 Thoroughfares Local Law – Administration of	25 February 2014	C17.02.14	repealed
CE-100 Stallholder and Trader Permits	25 February 2014	C17.02.14	repealed
CE-101 Keeping of Cats Local Law	25 February 2014	C17.02.14	repealed
CE-122 Reserve Names	25 February 2014	C17.02.14	repealed
CE-132 Suspend Parking Local law	25 February 2014	C17.02.14	repealed
CE-136 Extractive Industries Licences	25 February 2014	C17.02.14	repealed
CE-141 Caravan Park Regulations	25 February 2014	C17.02.14	repealed
CE-26 Commercial	25 February 2014	C17.02.14	repealed



Activities – Lake Leschenaultia			
CE-151 Expressions of Interest and Tenders	25 February 2014	C17.02.14	new
CE-15 Noise Control – Noise Management Plans	n/a	n/a	EPA delegation 111 replaced by 119 on 16 May 2014
COM-47 Investment Properties	24 June 2014	C14.06.14	repealed by disbanding IPC
CE-152 Disposal of Commercial Property	24 June 2014	C15.06.14	new replaces COM-47
CE-125 Write Off Debt	n/a	n/a	Sub-delegated to Director Corporate Services and Manager Finance and Governance on 29 September 2014
CE-153 Powers of Entry	14 October 2014	C04.10.14	new
CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land	28 January 2014	C9.01.14	sub-delegated to Directors on 14 November 2014
CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25	28 January 2014	C9.01.14	sub-delegated to Directors on 14 November 2014
CE-152 Disposal of Commercial Property	27 January 2015	C11.01.15	condition 1 replaced by: 1. Sale of property to be not less than 90% of independent valuation and in accordance with Council's adopted property strategy.
CE-134	10 February 2015	C5.02.15	repealed

Administration of Policy OR-01 "Attendance by Elected Members at Conferences"			
CE-138 Bush Fires Act 1954 Appointments	8 September 2015	C12.09.15	appointment of additional delegates under point 2: Fire Protection Officers and Fire Hazard Inspection Officers.
CE-151 Expressions of Interest and Tenders	10 November 2015	C9.11.15	condition 2 amended so that upper limit for CEO and DIS is \$225,000 excl. GST.
CE-153 Powers of Entry	9 February 2016	C9.02.16	sub-delegation to depot employees limited to supervisor level.
CE-153 Powers of Entry CE-138 Bush Fires Act 1954 Appointments CE-143 Cat Act 2011 delegations CE-147 Dog Act 1976 delegations	7 September 2016	CEO approval	replace redundant position of Team Leader Community Safety with new position of Coordinator Community Safety and Emergency Management
CE-141 Appointment of Authorised Officers – Public Health Act 2016	13 December 2016	C14.12.16	new delegation following introduction of new Health Act
CE-144 Appointment of Authorised and Approved Officers – Health (Asbestos) Regulations 1992	14 February 2017	C15.02.17	new delegation following changes to the Health (Asbestos) Regulations 1992
CE-1 Payments from Trust and Municipal Fund	12 February 2019	C24.02.19	remove sub-delegation as is acting through
CE-74 Appointment of Authorised Persons – Local	12 February 2019	C24.02.19	remove sub-delegation



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Government Act 1995			
CE-119 Appointment of Acting CEO	12 February 2019	C24.02.19	amended to comply with maximum term set by Admin reg. 18A(1)(b)
CE-152 Disposal of Commercial Property	12 February 2019	C24.02.19	remove reference to s. 3.59, not relevant
CE-151 Expressions of Interest and Tenders	12 February 2019	C24.02.19	amended to include power to establish pre-qualifies supplier panels
CE-83 Town Planning Schedules A and B	12 February 2019	C24.02.19	remove MCSEM from on-delegation as position has no role in planning decisions
CE-140 Building Act 2011 – Permits, Certificates, Orders and Records	12 February 2019	C24.02.19	updated job title of Manager Building and Health; and remove Assistant Building Surveyor – no such position
CE-142 Food Act 2008 Delegations	12 February 2019	C24.02.19	change to delegates
CE-143 Cat Act 2011 - Schedule A	12 February 2019	C24.02.19	update position title of Manager Community Safety and Emergency Management
CE-143 Cat Act 2011 Schedule A – SS-48 Refuse to grant or renew registration	12 February 2019	C24.02.19	updated to distinguish acting through functions from delegated functions
CE-143 Cat Act 2011 Schedule A – SS-49, SS-50, SS-52 and SS-53	12 February 2019	C24.02.19	acting through, not delegation
CE-143 Cat Act 2011 Schedule A - SS-51, SS-54 and SS-57	12 February 2019	C24.02.19	functions to be exercised only by Director, Manager and Coordinator
CE-147 Dog Act 1976 -	12 February 2019	C24.02.19	updated to limit power to Manager and above only



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Schedule A – SS-63			
CE-147 Dog Act 1976 – SS-64, SS-67 and SS-69	12 February 2019	C24.02.19	acting through
CE-147 Dog Act 1976 – SS-65 Discount or waive registration fee	12 February 2019	C24.02.19	removed sub-delegates to keep consistency with waiving of fees under the Local Government Act 1995, which is delegated to the CEO only
CE-147 Dog Act 1976 - Schedule A – SS-66	12 February 2019	C24.02.19	amended to exclude effecting and renewing dog registrations, as these are acting through functions. On the other hand refusing to effect or renew a registration should be limited to Coordinator level and above
CE-147 Dog Act 1976 - Schedule A – SS-72 Revoke a dangerous dog declaration or proposal to destroy a dangerous dog	12 February 2019	C24.02.19	removed both Coordinator and Manager as sub-delegates due to the sensitive nature of such decisions
CE-144 Community Grants	12 February 2019	C24.02.19	repealed - acting through
COM-48 Community Funding	12 February 2019	C24.02.19	repealed - acting through
COM-49 Select Winners of Australia Day Citizenship Awards	12 February 2019	C24.02.19	repealed - acting through
CE-151 Expressions of Interest and Tenders	9 June 2020	C5.06.20	Condition 2 amended so that CEO and DIS upper limit is now \$250,000



Introduction

The Delegations of Authority contained in this manual are made to the Chief Executive Officer pursuant to section 5.42 of the *Local Government Act 1995* (the Act) and to Committees pursuant to section 5.16. Where listed some of these functions are delegated by the Chief Executive Officer to Shire of Mundaring employees pursuant to section 5.44 of the Act. All delegations made by Council must be by **absolute majority** decision.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer (s. 5.43):

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding the amount determined by the local government.
- Any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in section 9.5.
- The power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or the Governor.
- Such other duties or powers as may be prescribed.

Furthermore the following regulations prescribe powers and duties which cannot be delegated to a CEO:

- Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
 - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
 - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. These powers cannot, however, be further sub-delegated (s. 5.44). The Act also allows the delegator to place conditions on any delegations if required.

A register of delegations, being this manual, is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep records relating to the exercise of the power or discharge of the duty. The written record is to contain:



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- How and when the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Each instrument of delegation in this register describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of Council, which may provide guidance in the exercise of the delegation.



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Corporate Services

CE-1 Payments from Trust and Municipal Fund	
Date of adoption	22 July 1997
Function delegated	That Council delegates to the Chief Executive Officer the exercise of its power to make payments from the Trust Fund or Municipal Fund (this includes Reserves and Restricted Assets).
Statutory power delegated	<i>Local Government (Financial Management) Regulations 1996</i> r. 12(1)(a) Payments from municipal fund or trust fund
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Nil
Compliance links	<i>Local Government (Financial Management) Regulations 1996</i> r. 5 Financial management duties of the CEO r. 11 Payment of accounts r. 13 Lists of accounts Procedure Admin-32 Signing of cheques / Approval of electronic funds transfers
Conditions	Nil

CE-2 Investments	
Date of adoption	23 July 1996
Function delegated	That the Chief Executive Officer be delegated authority to invest Council funds with approved financial institutions as approved by Council to achieve maximum investment potential.
Statutory power delegated	<i>Local Government Act 1995</i> s. 6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r. 19 Management of investments
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Director Corporate Services Manager Finance and Governance
Compliance links	<i>Local Government Act 1995</i> s. 6.14(2)(a) Comply with regulations <i>Local Government (Financial Management) Regulations 1996</i> r. 19C Investment of money <i>Trustees Act 1962 Part III Investments</i> Policy FI-02 Investments Procedure Admin-28 Investments
Conditions	Nil

CE-74 Appointment of Authorised Persons – Local Government Act 1995	
Date of adoption	25 February 2014
Function delegated	Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the <i>Local Government Act 1995</i> and the Shire's Local Laws made under that Act.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.24 Authorising persons under this subdivision s. 3.39 Power to remove and impound s. 9.10 Appointment of authorised persons
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Nil
Compliance links	<i>Local Government Act 1995</i>
Conditions	<ol style="list-style-type: none"> 1. The CEO may, at his discretion, refer any matter to Council for decision; and 2. Details of any prosecutions under a Local Law must be provided to Council.

CE-117 Lease Agreements	
Date of adoption	25 February 2014
Function delegated	Authority to 1. renew existing lease agreements with charitable, benevolent, religious, cultural, educational, recreational, sporting, environmental or other similar groups or government agencies for properties that are under the care, control and management of the Shire of Mundaring either by management order, lease, sub-lease, licence, sub-licence or freehold; and 2. negotiate new lease agreements with existing lessees whose lease has expired.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.58 Disposing of property
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Nil
Compliance links	<i>Local Government (Functions and General) Regulations 1996</i> r. 30 Dispositions of property excluded from Act s. 3.58
Conditions	Delegated decision making must comply with Policy OR-24 "Community Leases".

CE-119 Appointment of Acting CEO	
Date of adoption	22 May 2007
Function delegated	Authority to appoint an Acting Chief Executive Officer in accordance with Council policy AS-03 "Acting Chief Executive Officer" and for a term not exceeding three months.
Statutory power delegated	<i>Local Government Act 1995</i> 5.36(1)(a) Local government employees
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Nil
Compliance links	<i>Local Government (Administration) Regulations 1996</i> – r. 18A(1)(b) – acting term not to exceed one year. Policy AS-03 "Acting Chief Executive Officer"
Conditions	Appointment to be made in accordance with Policy AS-03 "Acting Chief Executive Officer"

CE-125 Write Off Debt	
Date of adoption	22 July 2008
Function delegated	<p>Authority to defer, waive, grant concession and conditions or write off any amount of money under section 6.12 of the <i>Local Government Act 1995</i> to a maximum of one thousand dollars (\$1,000).</p> <p><i>Note that s. 6.12(2) of the Local Government Act 1995 does not allow money owed to the Shire in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.</i></p>
Statutory power delegated	<i>Local Government Act 1995</i> s. 6.12 Power to defer, grant discounts, waive or write off debts
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Director Corporate Services* Manager Finance and Governance*
CEO's conditions on sub-delegation	*Director Corporate Services and Manager Finance and Governance are sub-delegated only to write off individual rate balances up to \$10 for administrative purposes.
Compliance links	<i>Local Government Act 1995</i> s. 6.12 Power to defer, grant discounts, waive or write off debts
Conditions	Nil

CE-152 Disposal of Commercial Property	
Date of adoption	24 June 2014
Function delegated	Authority to determine: <ol style="list-style-type: none"> 1. Disposal (including sale or lease) of property; 2. Award of new lease; 3. Termination of existing lease; 4. Variation of existing lease terms; 5. Adjustment (increase or decrease) to rent payable.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.58
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Council's conditions on delegation	<ol style="list-style-type: none"> 1. Sale of property to be not less than 90% of independent valuation and in accordance with Council's adopted property strategy. 2. Award, termination and variation of leases: unlimited, subject to being commercially appropriate. 3. Adjustments to rent payable: <ul style="list-style-type: none"> - increase: unlimited, subject to being not less than 90% of independent valuation; - decrease: unlimited, subject to offsetting lessee concessions of equivalent value or being not less than 90% of rent payable if considered commercially appropriate.
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	n/a
CEO's conditions on sub-delegation	n/a
Compliance links	<i>Local Government Act 1995</i> s. 3.58 and s. 3.59 <i>Local Government (Functions and General) Regulations 1996</i>

CE-153 Powers of Entry	
Date of adoption	14 October 2014
Function delegated	Authority to: <ol style="list-style-type: none"> 1. Enter on to land to perform any function of the local government under Schedules 3.1 and 3.2 of the Act; 2. Give a notice of entry (s. 3.32); 3. Seek and execute an entry under warrant (s. 3.33); 4. Execute entry in an emergency (s. 3.34) 5. Give notice and effect entry by opening a fence (s. 3.36).
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.32 Notice of entry s. 3.33 Entry under warrant s. 3.34 Entry in an emergency s. 3.36 Opening fences
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Manager Planning & Environment Manager Building & Health Manager Community Safety and Emergency Management Coordinator Statutory Planning Coordinator Environment and Sustainability Coordinator Community Safety and Emergency Management Senior Building Surveyor Senior Environmental Health Officer Senior Strategic Planning Officer Planning Officer Planning Compliance Officer Environmental Officer Environmental Health Officer Community Safety Ranger Graffiti and Minor Maintenance Officer Coordinator Civil Works Maintenance Supervisor Supervisor Construction Works Supervisor

	Supervisor Tree Management
Compliance links	<i>Local Government Act 1995</i> Part 3 Division 3 Subdivision 3, and specifically s. 3.31 General procedure for entering property
Conditions	Nil

Infrastructure Services

CE-150 Performing Particular Things on Land which is not Local Government Property	
Date of adoption	28 January 2014
Function delegated	<p>The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> even though the land is not local government property and the local government does not have consent to do it, as follows:</p> <ol style="list-style-type: none"> 1. Carry out works for the drainage of land; 2. Do earthworks or other works on land for preventing or reducing flooding; 3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate; 4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require; 5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare; 6. Place on land signs to indicate the names of public thoroughfares; 7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations; 8. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.27 Particular things local governments can do on land that is not local government property
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO



Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Director Infrastructure Services
Compliance links	<i>Local Government Act 1995</i> Schedule 3.2 Particular things local governments can do on land even though it is not local government property
Conditions	Nil

CE-151 Expressions of Interest and Tenders	
Date of adoption	25 February 2014
Function delegated	<p>Authority to determine:</p> <ol style="list-style-type: none"> 1. to call tenders for any items included in the Annual Budget [F&G Reg. 11]; 2. to invite tenders though not required to do so [F&G Reg. 13]; 3. the selection criteria for deciding which tender should be accepted [F&G Reg. 14(2a)]; 4. the information to be disclosed to those interested in submitting a tender [F&G Reg. 14(4)(a)]; 5. to vary tender information after public notice of invitation to tender and before the close of tenders [F&G Reg. 14(5)]; 6. to seek clarification from tenderers in relation to information contained in their tender submission [F&G Reg. 18(4a)]; 7. to evaluate tenders and decide which is the most advantageous [F&G Reg. 18(4)]; 8. to accept or reject tenders [F&G Reg. 18(2) and (4)]; 9. to decline any tender [F&G Reg. 18(5)]; 10. minor variations before entering into a contract [F&G Reg. 20]; 11. to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract [F&G Reg. 18 (6) and (7)]; 12. appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services [F&G Reg. 21]; 13. to consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G Reg. 23]. <p>Authority to establish a panel of pre-qualified suppliers to supply particular goods or services in</p>

	accordance with Part 4 Division 3 of the F&G Regs.
Statutory power delegated	<p><i>Local Government Act 1995</i> s. 3.57 Tenders for providing goods and services</p> <p><i>Local Government (Functions and General) Regulations 1996</i> r. 11 When tenders have to be publicly invited r. 13 Requirements when local government invites tenders though not required to do so r. 14(2a) and (5) Publicly inviting tenders, requirements for r. 18 Rejecting and accepting tenders r. 20 Variation of requirements before entry into contract r. 21 Limiting who can tender, procedure for r. 23 Rejecting and accepting expressions of interest to be acceptable tendered Division 3 Establish panels of pre-qualified suppliers</p>
Statutory power of delegation	<p><i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO</p>
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Council's conditions on delegation	<ol style="list-style-type: none"> 1. Regular supply tenders and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget; 2. Other tenders: may only accept a tender where the consideration under the resulting contract is \$250,000 (excluding GST) or less and the item is identified in the adopted Annual Budget.
Statutory power to sub-delegate	<p><i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees</p>
Sub-delegated to	Director Infrastructure Services (DIS)
CEO's conditions on sub-delegation	<ol style="list-style-type: none"> 1. Regular supply tenders and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget; 2. Other tenders: may only accept a tender where the consideration under the resulting contract is \$250,000 (excluding GST) or less and the item is identified in the adopted Annual Budget;



	<p>3. Tender must be relevant to DIS's area of responsibility;</p> <p>4. DIS cannot accept tenders for which he/she has determined the criteria.</p>
<p>Compliance links</p>	<p><i>Local Government (Functions and General) Regulations 1996 – Part 4 Division 2</i></p> <p><i>Local Government (Functions and General) Regulations 1996</i> r. 31 Anti-avoidance provision for Act s. 3.58</p> <p>Policy AS-04 Purchasing Policy Procedure Admin-30 Ordering and Payment of Goods and Services Procedure Admin-31 Quotations for Purchase of Goods and Services</p>

Statutory Services

CE-14 Noise Control – Environmental Protection Notice [s. 65(1)]

ENVIRONMENTAL PROTECTION ACT 1986
Section 20

DELEGATION No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

Government Gazette 19 March 2004 – page 919.



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CE-15 Noise Control - Noise Management Plans [Reg. 13]

EV401*

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 119

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of —

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of a local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by —

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.



CE-16 Noise Control - Noise Regulations

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to —

- (a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities—noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by –

JOHN DAY, Acting Minister for Environment; Heritage.

Government Gazette 20 December 2013 - page 6282.



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CE-83 Town Planning Schedules A and B	
Date of adoption	28 October 2003
Power or duty to be exercised	<p>A. That in accordance with the various Acts of Parliament referred to in Schedule A, Council delegates to its Chief Executive Officer those matters detailed under the heading Schedule A, Delegation of Authority to the Chief Executive Officer.</p> <p>B. That in accordance with Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, Council delegates authority to the Chief Executive Officer for those matters detailed in the attached Schedule B, Delegation of Authority to the Chief Executive Officer.</p> <p>C. Council notes that in accordance with the provisions of the various Acts of Parliament referred to in Schedule A and Clause 83 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> the Chief Executive Officer may delegate the matters delegated to him in Schedules A and B in the attached Instruments of Delegation to such officers as deemed appropriate.</p> <p>D. Where the words “Local Planning Scheme No. 4” appear in schedule A and B, referring to a delegation of Council’s Powers, they be replaced with the words “current Local Planning Scheme”.</p>
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
On-delegated to	Director Statutory Services Manager Planning & Environment Coordinator Statutory Planning Senior Strategic Planning Officer Planning Officer Planning Compliance Officer Manager Building & Health
On-delegation reference	SS-45
Conditions	n/a
Head of power	<i>Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 82</i>

	<i>Local Government Act 1995 s. 5.42</i>
Referring legislation	Various Acts of Parliament Shire of Mundaring Local Planning Scheme No. 4

CE-83 Town Planning Schedules A and B

The following functions are delegated by Council to the CEO through delegation CE-83.

The CEO can on-delegate these functions to employees in accordance with section 5.44 of the *Local Government Act 1995*.

CE-83: Schedule A

DSS – Director Statutory Services
MPS – Manager Planning & Environment
CSP – Coordinator Statutory/Strategic Planning
PO – Statutory/Strategic Planning Officer
PCO – Planning Compliance Officer
MBS – Manager Building & Health

Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-1	Issue planning approval in respect of development requiring referral to WAPC and or Main Roads.	CEO	DSS MPS
P-2	Certify that buildings and land parcels the subject of an application under the <i>Strata Titles Act 1985</i> have been inspected and are consistent with building plans and specifications approved by Council.	CEO	DSS MPS
P-3	Oppose applications lodged with the Warden's Court for mining tenements, exploration licences, prospecting licences and other forms of mining tenement within the Shire of Mundaring.	CEO	DSS MPS



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Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-4	Recommend street names to the Geographic Names Committee of Landgate.	CEO	DSS
P-5	Recommend reserve names to the Geographic Names Committee of Landgate.	CEO	DSS

CE-83: Schedule B

Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-6	Make recommendations direct to WAPC for the deferral or approval (with or without conditions) of any subdivision application.	CEO	DSS MPS CSP PO PCO
P-7	Make recommendations direct to WAPC for refusal of any subdivision application.	CEO	MPS CSP
P-8	Make recommendations direct to WAPC for the approval (with or without conditions) of amalgamation applications.	CEO	MPS CSP PO PCO
P-9	Respond to notices of appeal and requests for reconsideration in respect of subdivisions, amalgamations or conditions.	CEO	MPS CSP
P-10	Certify on diagrams/plans of survey that the conditions of approval imposed by WAPC or SAT upon proposed subdivisions or amalgamations have been fulfilled to the satisfaction of Council.	CEO	MPS CSP PO PCO
P-11	Accept the care, control and management (vesting) of all reserves acquired for public open space as a condition of subdivision, under s. 152 of the <i>Planning and Development Act 2005</i> .	CEO	MPS CSP

Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-12	a. Adopt Structure Plans showing tree preservation/tree planting areas and building envelopes for thirty-five (35) lots or less in those areas not identified by Council as requiring comprehensive Structure Plans. b. Determine applications for building envelopes in the Residential R2.5, Rural Residential and Rural Small Holdings Zones.	CEO	a: DSS MPS CSP b: MPS CSP PO PCO
P-13	Determine modifications to adopted Structure Plans and provide recommendations to WAPC on modifications to adopted Structure Plans.	CEO	MPS CSP PO (part) PCO (part)
P-14	Approve "P" uses.	CEO	MPS CSP PO (part) PCO (part)
P-15	Refuse a. "X" uses; b. Flame Zone or BAL40 rated proposals where avoidable; c. Applications where insufficient information has been provided.	CEO	MPS CSP
P-16	Approve "D" uses subject to following due process and consideration of orderly and proper planning.	CEO	MPS CSP PO (part) PCO (part)
P-17	Approve "A" uses subject to advertising and consideration of orderly and proper planning.	CEO	MPS CSP
P-18	Revoke or vary any condition of planning approval, pursuant to clause 10.3(a) of the Scheme.	CEO	MPS CSP
P-19	Approve home occupation applications and renewal of those approvals.	CEO	MPS CSP PO PCO
P-20	Approve applications for Family Day Care.	CEO	MPS CSP PO PCO



Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-21	Approve applications for construction of display homes and land sales offices.	CEO	MPS CSP
P-22	Approve one tennis court on any lot zoned Residential, Rural Residential, Rural Small Holdings and General Agriculture.	CEO	MPS CSP
P-23	Approve applications for routine and/or occasional dam maintenance.	CEO	MPS CSP
P-24	Approve applications for advertisements.	CEO	MPS CSP
P-25	Part of Mundaring Trade Centre: a. Approve service commercial development on the service commercial components of lots 20 to 28 inclusive prior to the construction of residences on such lots. b. Approve single houses on the residential components of lots 20 to 28 inclusive.	CEO	MPS CSP
P-26	Approve the erection of banners for special events.	CEO	MPS CSP
P-27	Grant approval for the use or development on land that is depicted as a Local Reserve under the current Local Planning Scheme in accordance with clause 3.4 of the Scheme.	CEO	DSS MPS
P-28	Grant approval for any requests for secondary fences along Helena Valley Road.	CEO	MPS CSP
P-29	a. Approve applications for relaxation of boundary setbacks for development in all zones. b. Determine primary and secondary street frontages for the purpose of applying building setbacks. c. Approve buildings projecting into the visual truncation provided that the Director Infrastructure Services is satisfied that such intrusion would not be detrimental to traffic safety.	CEO	MPS CSP PO PCO
P-30	Approve construction of buildings outside the nominated building envelopes in Rural residential, Rural Small Holdings or Residential R2.5 zones or outside building envelopes defined in covenants placed on titles by legal agreement with the Council.	CEO	MPS CSP PO PCO



Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-31	Approve the relaxation of the standards for sand pads referred to in the Scheme when considering a subdivision plan or an application for planning approval or a building licence.	CEO	MPS CSP PO PCO
P-32	Approve relaxation of the standards referred to in the site coverage and plot ratio standards in the Scheme.	CEO	MPS CSP PO PCO
P-33	Approve relaxation of the standards referred to in the number of buildings standards in the Scheme.	CEO	MPS CSP PO PCO
P-34	Determine all applications for planning approval for outbuildings in accordance with Local Planning Scheme No. 4.	CEO	MPS CSP PO PCO
P-35	Approve applications for over-height buildings that do not comply with the standards prescribed by Local Planning Scheme No. 4 subject to following due process and consideration of orderly and proper planning.	CEO	MPS CSP
P-36	Approve the relaxation of the requirement to bitumen surface driveways and parking areas in developments of a commercial nature outside the Town centre zone.	CEO	MPS CSP
P-37	a. Approve building licence applications that do not comply with the relevant Deemed-to-Comply provisions of the Residential Design Codes. b. Approve applications for planning approval that do not meet the relevant Deemed-to-Comply provisions of the Residential Design Codes.	CEO	MBS MPS CSP
P-38	Determine all applications for planning approval involving Bed & Breakfast establishments, in accordance with Council's Local Planning Scheme No. 4.	CEO	MPS CSP
P-39	Determine all applications for planning approval involving transportable structures in accordance with Local Planning Scheme No. 4	CEO	MPS CSP



Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-40	Determine all applications for planning approval involving retrospective development, in accordance with Council's adopted Local Planning Scheme No. 4.	CEO	DSS MPS CSP
P-41	Approve applications for relaxation of car parking requirements for developments in all zones.	CEO	MPS CSP
P-42	Approve applications for relaxation of landscaping requirements for developments in all zones.	CEO	MPS CSP PO PCO
P-43	Approve proposals that were previously granted planning approval, where that approval has since expired or is due to expire prior to project commencement or completion, without the need to advertise such proposal for public comment.	CEO	DSS MPS CSP
P-44	<p>a. Reduce the fees payable on a new application for planning approval to not less than 20% of the set charge, subject to the new application being substantially unchanged from a previous proposal considered by Council or the CEO under delegated authority.</p> <p>b. Waive the administration fee payable for a new application for planning approval where in the opinion of that officer the application is of a minor nature.</p>	CEO	DSS MPS
P-45	<p>a. Respond on behalf of Council to notices of appeals in respect of refusals of applications for planning approval or conditions imposed on planning approvals, providing that any response achieves a result which accords with Council's objectives as set forth in the current Local Planning Scheme.</p> <p>b. Recommend conditions of approval on development applications that were approved with conditions or refused by Council or the CEO acting under delegated authority and which were subject of an appeal subsequently upheld by SAT.</p>	CEO	DSS MPS



Delegation reference	Function (Summarised - Please refer to "Instrument of Delegation to the Chief Executive Officer incorporating Schedules A & B" for full function and conditions)	Delegated to	On-delegated to
P-46	Remove caveats placed on Certificates of Title as a result of conditions of subdivision or planning approval.	CEO	MPS CSP
P-47	Approve applications for extractive industry licences in accordance with Extractive Industries Local law.	CEO	DSS

CE-137 Offences under LPS 4 – Stop and/or undertake certain work	
Date of adoption	26 October 2010
Power or duty to be exercised	<p>A. Authority is delegated to the Chief Executive Officer to issue written directions, in accordance with Clause 214(2) of the <i>Planning and Development Act 2005</i>, to a landowner who is committing an offence under the Shire of Mundaring's Local Planning Scheme No. 4 by:</p> <ol style="list-style-type: none"> 1. Developing an 'X' use in the Scheme; 2. Storing a transportable structure on a residential property; 3. Conducting works in a watercourse; 4. Occupying ancillary accommodation; 5. Removing vegetation; 6. Storing materials in the front or rear yard of a Residential, Rural Residential, Rural Small Holdings or General Agriculture zoned property so that those stored materials are detrimental to amenity in accordance with 5.7.11.1 of the Scheme; 7. Constructing a building; 8. Parking a commercial vehicle; 9. Conducting earthworks, including but not limited to the construction of a dam; 10. Conducting business operations on a property; zoned Residential, Rural Residential, Rural Small Holdings or General Agriculture; 11. Development not in accordance with a planning approval of the Shire; 12. Keeping stock. <p>B. Authority is delegated to the Chief Executive Officer to issue written directions, in accordance with Clause 214(3) of the <i>Planning and Development Act 2005</i>, to a landowner who has committed an offence under the Shire of Mundaring's Local Planning Scheme No. 4 by having:</p> <ol style="list-style-type: none"> 1. Developed an 'X' use in the Scheme; 2. Stored a transportable structure on a residential property; 3. Conducted works in a watercourse; 4. Occupied ancillary accommodation; 5. Removed vegetation; 6. Stored materials in the front or rear yard of a Residential, Rural Residential, Rural Small Holdings or General Agriculture zoned property so that those stored materials are detrimental to



	amenity in accordance with 5.7.11.1 of the Scheme.
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
On-delegated to	Director Statutory Services
On-delegation reference	n/a
Conditions	n/a
Head of power	<i>Local Government Act 1995 s. 5.42</i>
Referring legislation	<i>Planning and Development Act 2005 clause 214 (2) and 214 (3) Shire of Mundaring Local Planning Scheme No. 4</i>

CE-138 <i>Bush Fires Act 1954</i> Appointments	
Date of adoption	9 August 2011
Function delegated	<p>1. That pursuant to the provisions of Section 48 of the <i>Bush Fires Act 1954</i>, Council delegates to the Chief Executive Officer the performance of its functions under the Act as detailed in ATTACHMENT 3 entitled "Delegations to Chief Executive Officer under the <i>Bush Fires Act 1954</i>";</p> <p>2. That pursuant to Section 59(3) and 59A of the <i>Bushfires Act 1954</i> the Manager Community Safety and Emergency Management, Coordinator Community Safety and Emergency Management and any person appointed to the position of Community Safety Ranger, Fire Protection Officer and Fire Hazard Inspection Officer are appointed to consider allegations of offences alleged to have been committed against the Act in the Shire of Mundaring and if the delegate thinks fit to institute and carry on proceedings in the name of the Shire of Mundaring against any person alleged to have committed those offences;</p> <p>3. That pursuant to Section 17(10) of the <i>Bush Fires Act 1954</i> the Shire President and Chief Bush Fire Control Officer jointly are delegated to: (A) Vary the prohibited burning times in the whole of, or part of the Shire of Mundaring by shortening, extending, suspending, reimposing a period of prohibited burning times or by imposing a further period of prohibited burning times. (B) Rescind or modify the variation upon receipt of a notice by the Shire of Mundaring from the Minister directing the Shire to rescind or modify such variation.</p>
Statutory power delegated	<i>Bush Fires Act 1954</i>
Statutory power of delegation	<i>Bush Fires Act 1954</i> s. 48, s. 17 and s. 18
Delegator	Council of the Shire of Mundaring
Delegate	As specified above: Chief Executive Officer Manager Community Safety and Emergency Management Coordinator Community Safety and Emergency Management Community Safety Rangers



	Fire Protection Officers Fire Hazard Inspection Officers Shire President & Chief Bush Fire Control Officer jointly
Statutory power to sub-delegate	No statutory power to sub-delegate is provided in the <i>Bush Fires Act 1954</i>
Sub-delegated to	Nil
Compliance links	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringements) Regulations 1978</i>

CE-138 Attachment 3

Delegations to the CEO under the <i>Bush Fires Act 1954</i> and the <i>Bush Fires Regulations 1954</i>	
Section 13 (4)	Authorise bush fire liaison officer or another person to take control of all operations in relation to a fire.
Section 18 (5)	Declare and vary restricted burning times and conditions.
Section 18 (10A)	Declare when and by whom bush may be burnt.
Section 18 (10B)	Determine date by which applications to set fire to bush are to be submitted and allocate day or days on which burning may take place.
Section 18 (10C)	Vary the notice required in relation to burning permitted under 10B.
Section 22 (6)	Arrange with the occupier of exempt land and the occupier of land adjoining exempt land to co-operate in burning firebreaks on the respective lands.
Section 22 (7)	Specify the dimensions of firebreaks required in association with burning to be conducted as per s. 22 (6).
Section 23 (1) (b)	During prohibited burning times permit the owner or occupier of land to burn bush on a road reserve adjoining his land or to burn bush on any of his land that is grass land, for the purpose of protecting pasture or crop growing on his land from damage by fire.
Section 24F (2) (b) (ii)	Give written permission during limited burning times to burn garden refuse in an incinerator where there is no inflammable material within 2 metres of the incinerator, a person is present until the fire is extinguished and when the fire is no longer required, it is completely extinguished by the application of water or earth.



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Section 24G (2)	Prohibit or restrict the burning of garden refuse by notice published in the Gazette and a newspaper circulating in the district.
Section 24G (5)	Vary or cancel a notice issued under 24G (2).
Section 25 (1) (a)	Approve in writing the lighting of a fire for the purpose of camping or cooking at a time when the fire danger is catastrophic, extreme, severe or very high.
Section 25 (1) (b)	Approve the lighting of a fire in the restricted or prohibited burning times for the conversion of bush into charcoal or in or about a lime kiln.
Section 25 (1a)	Prohibit the lighting of fires in the open air for the purpose of camping or cooking during the prohibited burning times by notice published in the Government Gazette and in a newspaper circulating in the district.
Section 25A (5)	Notwithstanding any provision of this section issue a notice in writing on a person to whom a ministerial exemption has been granted prohibiting that person from lighting a fire to which the exemption relates.
Section 27 (2)	Permit the use of tractors the exhaust pipes of which are not vertical, so long as the other requirements specified in respect of a tractor in paragraph a) of subsection (1) and any notice under subsection (3) are complied with.
Section 27 (3)	Prohibit the operation of any tractor or self-propelled harvester that is not equipped with a fire extinguisher, by notice in a newspaper circulating in the district and by radio broadcast with coverage to the district and by display of such notice in prominent positions in the district.
Section 27 (4)	Vary or cancel a notice issued as per subsection (3).
Section 28 (5)	Recover the expenses of the local government incurred in extinguishing a fire where the occupier of the land on which the fire is situated has failed to take measures to extinguish it.
Section 33 (1)	Give notice to an owner or occupier of land by publishing a notice in the Government Gazette and in a newspaper circulating in the district requiring the installation and maintenance of fire breaks and to take other specified actions in relation to anything on the land which is conducive to the outbreak of a bush fire or the spread or extension of a bush fire.

Section 33 (4)	Direct a bush fire control officer, or any officer of the local government with required workmen or contractors to enter upon the land of an owner or occupier who fails or neglects to comply with the notice issued as per subsection (1) to carry out the works required.
Section 33 (5)	Ascertain and fix the amount of any costs incurred in carrying out works as per (4) and recover same in a court of competent jurisdiction as a debt due from the owner.
Section 33 (6)	At the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and recover the amount of the expense, if not paid on demand, from the owner or occupier in a court of competent jurisdiction.
Section 38 (1) and (2A)	Appoint such persons as considered necessary to be bush fire control officers including a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer and cause notice of such appointments to be published at least once in a newspaper circulating in the district.
Section 38 (5A)	Issue directions to a bush fire control officer or to an officer of a bush fire brigade to burn, subject to the provisions of the Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the Shire.
Section 38 (8) and (9)	Subject to DFES declaring the Shire an approved local government, appoint such numbers of senior bush fire control officers to the office of fire weather officer and define the part of the district in which each fire weather officer may exercise the powers conferred by the Act.
Section 38 (10)	Appoint one or more persons to be deputies of a fire weather officer appointed under (8) and (9).
Section 46	Prohibit or postpone the lighting of a fire where it is considered that the fire if lit would be or become a source of danger by escaping from the land on which it is proposed to be lit.
Regulation 20	Prohibit the issue of a permit to burn subterranean clover if such burning may be a source of danger to lands adjoining the land on which the proposed burning is to take place.



CE-139 <i>Building Act 2011 - Authorised Persons</i>	
Date of adoption	13 December 2011
Function delegated	Authority to 1. Designate an employee as an authorised person under s. 96(3) of the <i>Building Act 2011</i> ; and 2. Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice and at any time revoke or vary such condition or notice.
Statutory power delegated	<i>Building Act 2011</i> s. 96(3) Authorised persons s. 99 Limitation on powers of authorised person
Statutory power of delegation	<i>Building Act 2011</i> s. 127 Delegation: special permit authorities and local governments
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Building Act 2011</i> s. 127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
Sub-delegated to	n/a
Compliance links	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code
Conditions	CEO to be satisfied that authorised person is suitably qualified in accordance with s. 5.36(3) of the <i>Local Government Act 1995</i> .



CE-140 <i>Building Act 2011 – Permits, Certificates, Orders and Records</i>	
Date of adoption	13 December 2011
Function delegated	Authority for suitably qualified persons who, in the opinion of the Chief Executive Officer have the qualifications to undertake the roles and functions of a building surveyor, to administer <i>Building Act 2011</i> sections: 20 - Grant of building permit 21 - Grant of demolition permit 22 - Further grounds for not granting an application 27 - Conditions imposed by permit authority 55 - Occupancy permits and building approval certificates, further information 58 - Grant of occupancy permit, building approval certificate 62 - Conditions imposed by permit authority 65 - Extension of period of duration 110 - Building orders 117 - Revocation of building order 118 - Permit authority may give effect to building order if non-compliance; and 131 - Inspection, copies of building records.
Statutory power delegated	<i>Building Act 2011</i> s. 20, 21, 22, 27, 55, 58, 62, 65, 110, 117, 118 and 131
Statutory power of delegation	<i>Building Act 2011</i> s. 127 Delegation: special permit authorities and local governments
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Building Act 2011</i> s. 127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
Sub-delegated to	Manager Building and Health Senior Building Surveyor Building Surveyor
Compliance links	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code

Conditions	Compliance with Shire of Mundaring building policies.
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CE-141 Appointment of Authorised Officers – <i>Public Health Act 2016</i>	
Date of adoption	13 December 2016
Function delegated	Authority to designate a person or class of persons as Authorised Officers for the purpose of fulfilling prescribed functions of the <i>Public Health Act 2016</i> . Authority to issue Certificates of Authority to persons designated as Authorised Officers.
Statutory power delegated	<i>Public Health Act 2016</i> s. 24 Designation of authorised officers s. 30 Certificates of authority
Statutory power of delegation	<i>Public Health Act 2016</i> s. 21 Enforcement agency may delegate
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	N/A
Sub-delegated to	N/A
Compliance links	N/A
Conditions	1. The CEO may, at his discretion, refer any matter to Council for decision.

CE-142 Food Act 2008 Delegations	
Date of adoption	9 October 2012
Function delegated	<p>That Council:</p> <p>1. Delegates to the Chief Executive Officer the following powers:</p> <ul style="list-style-type: none"> · Appointment of authorised officers under s. 122 of the Act; · Issue of certificates of authority under s. 123 of the Act; · Appointment of designated officers under s. 126(2), (6) and (7) of the Act to issue, extend time for payment or withdraw infringement notices. <p>2. Delegates to the Director Statutory Services and the Manager Building and Health the following powers:</p> <ul style="list-style-type: none"> - Issue a prohibition order, issue a certificate of clearance; provide written notification not to issue a certificate of clearance approval under s. 65, 66 and 67 of the Act. <p>3. Delegates to the Director Statutory Services, the Manager Building and Health and the Senior Environmental Health Officer the following powers:</p> <ul style="list-style-type: none"> - Grant, apply conditions, refuse, vary or cancel registration of a food business under s. 110 and 112 of the Act.
Statutory power delegated	<i>Food Act 2008</i> s. 65, 66, 67, 110 and 112 s. 122, 123 and 126
Statutory power of delegation	<i>Food Act 2008 s. 118</i>
Delegator	Council of the Shire of Mundaring
Delegate	As specified above: Chief Executive Officer Director Statutory Services Manager Building and Health Senior Environmental Health Officer
Statutory power to sub-delegate	Nil. The <i>Food Regulations 2009</i> do not provide the power to sub-delegate.
Sub-delegated to	n/a
Compliance links	<i>Food Act 2008</i> and <i>Food Regulations 2009</i>

CE-143 Cat Act 2011 Delegation	
Date of adoption	12 November 2013
Function delegated	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Cat Act 2011</i> , except the power to deal with an objection (s. 70).
Statutory power delegated	<i>Cat Act 2011</i> – refer to Schedule A
Statutory power of delegation	<i>Cat Act 2011</i> s. 44
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Cat Act 2011</i> s. 45
Sub-delegated to	refer to Schedule A
Compliance links	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> Shire of Mundaring “Keeping of Cats” Local Law
Conditions	Nil

CE-143: Schedule A

On-delegation reference	Function	Delegated to	On-delegated to
SS - 48	<i>Cat Act 2011</i> – s. 9 Refuse to grant or refuse to renew a cat registration.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 51	<i>Cat Act 2011</i> – s. 10(b) Cancel the registration of a cat where the cat owner has been convicted of offences as prescribed.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 54	<i>Cat Act 2011</i> – s. 13 On refusal to grant or renew a registration of a cat or cancel a registration of a cat, notify the owner within seven (7) days of making the decision.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 55	<i>Cat Act 2011</i> – s. 26 Issue a cat control notice.	CEO	Community Safety Ranger



			Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 56	Cat Act 2011 – s. 37(1) & (2) Cat Regulations 2012 – r. 22 Grant, refuse to grant, renew or refuse to renew an application to breed cats.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 57	Cat Act 2011 – s. 37(3) & (4) Require an applicant to provide documents or information, within a specified time of not more than 21 days, required to determine a breeder application and require the applicant to verify the information by statutory declaration.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 58	Cat Act 2011 – s. 38 Cancel an approval to breed.	CEO	Manager Community Safety and Emergency Management Director Statutory Services
SS – 59	Cat Act 2011 – s. 39 Issue a certificate to an approved breeder.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 60	Cat Act 2011 – s. 40 Notify the applicant of the decision to approve or decline the registration or approve or decline the breeder's application in writing within seven (7) days of making the decision.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 61	Cat Act 2011 – s. 49(3) Recover the costs associated with the destruction of a cat in a court of competent jurisdiction.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services



CE-144 Appointment of Authorised and Approved Officers – Health (Asbestos) Regulations 1992	
Date of adoption	14 February 2017
Function delegated	Authority to appoint persons or classes of persons as Authorised or Approved Officers for the purpose of issuing and managing infringement notices under the <i>Health (Asbestos) Regulations 1992</i> .
Statutory power delegated	<i>Health (Asbestos) Regulations 1992</i> reg. 15D(5) – Infringement notices
Statutory power of delegation	<i>Health (Asbestos) Regulations 1992</i> reg. 15D(7)
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	N/A
Sub-delegated to	N/A
Compliance links	N/A
Conditions	Nil

CE-147 Dog Act 1976	
Date of adoption	28 January 2014
Function delegated	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Dog Act 1976</i> and authorises the Chief Executive Officer to further delegate the powers and duties.
Statutory power delegated	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Statutory power of delegation	<i>Dog Act 1976</i> s. 10AA Delegation of local government powers and duties
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Dog Act 1976</i> s. 10AA(3)
Sub-delegated to	refer to Schedule A
Compliance links	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Conditions	Nil

CE-147: Schedule A

On-delegation reference	Function	Delegated to	On-delegated to
SS - 62	<i>Dog Act 1976 – s. 10A</i> Pay and direct a vet to sterilise a dog owned by an eligible person.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 63	<i>Dog Act 1976 – s. 11</i> Appoint person(s) to administer dog management facilities.	CEO	Manager Community Safety & Emergency Management Director Statutory Services
SS – 65	<i>Dog Act 1976 – s. 15</i> Discount or waive the registration fee for an individual dog or any class of dogs, except dangerous dogs.	CEO	No sub-delegation
SS – 66	<i>Dog Act 1976 – s. 16</i>	CEO	Coordinator Community Safety and Emergency Management



	Refuse to effect, refuse to renew, cancel a dog registration in the prescribed circumstances and notify the applicant forthwith of the grounds upon which the decision was made. .		Manager Community Safety & Emergency Management Director Statutory Services
SS – 68	Dog Act 1976 – s. 17A If no application for registration has been made, give written notice to the owner that a dog cannot be registered because of any of the prescribed reasons and inform the owner of right of review.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 70	Dog Act 1976 – s. 26(3) Grant an exemption from the limit imposed on the number of dogs that can be kept.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 71	Dog Act 1976 – s. 27 Grant or cancel a kennel licence.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 72	Dog Act 1976 – s. 33H Revoke a dangerous dog declaration or proposal to destroy a dangerous dog.	CEO	Director Statutory Services



CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land	
Date of adoption	28 January 2014
Function delegated	<p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 of the <i>Local Government Act 1995</i> or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> 1. prevent water from dripping or running from a building; 2. placing a number on a property to indicate an address; 3. repair a public thoroughfare; 4. ensure that land that adjoins a public thoroughfare is suitably enclosed; 5. ensure unsightly land is enclosed; 5A. ensure overgrown vegetation, rubbish or disused material is removed from land; 5B. ensure that graffiti is obliterated; 6. take measures to prevent movement of sand, rocks etc; 7. ensure that land adjoining a public thoroughfare is not overgrown; 8. removing a tree or part that is obstructing a thoroughfare; 9. ensuring that a tree that endangers any person is made safe (dangerous tree); 10. taking specified measures to prevent damage to the public or property from cyclonic activity; 11. remove bees that are a danger or a nuisance; 12. ensure that unsightly, dilapidated or dangerous fence is modified or repaired; 13. take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance; 14. make safe anything that is obstructing a private thoroughfare.



Statutory power delegated	<i>Local Government Act 1995</i> s. 3.25 Notices requiring certain things to be done by owner or occupier of land
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Director Infrastructure Services Director Statutory Services Director Corporate Services Director Strategic and Community Services
Compliance links	<i>Local Government Act 1995</i> Schedule 3.1 Powers under notices to owners or occupiers of land
Conditions	Nil

CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25	
Date of adoption	28 January 2014
Function delegated	The Chief Executive Officer is delegated the power to do anything considered necessary to achieve, so far as is practicable, the purpose for which a notice under section 3.25 of the <i>Local Government Act 1995</i> was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.26 Additional powers when notices given
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
Sub-delegated to	Director Infrastructure Services Director Statutory Services Director Corporate Services Director Strategic and Community Services
Compliance links	<i>Local Government Act 1995</i> s. 3.25 Notices requiring certain things to be done by owner or occupier of land Schedule 3.1 Powers under notices to owners or occupiers of land
Conditions	Nil

Delegations to Committees of Council

COM-46 Annual Meeting with Auditor	
Date of adoption	26 September 2006
Function delegated	That Council delegates authority to the Audit and Risk Committee to meet with the auditor of the Shire of Mundaring at least once in every year to satisfy the requirement of s. 7.12A(2) of the <i>Local Government Act 1995</i> .
Statutory power delegated	<i>Local Government Act 1995</i> s. 7.12A(2) Duties of local government with respect to audits
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.16 Delegation of some powers and duties to certain committees s. 7.1B Delegation of some powers and duties to audit committees
Delegator	Council of the Shire of Mundaring
Delegate	Audit and Risk Committee
Statutory power to sub-delegate	Nil
Sub-delegated to	Nil
Compliance links	Department of Local Government and Communities Operational Guideline No. 9 – Audit in Local Government
Conditions	Nil. Sub-delegation is prohibited by s. 7.1B





DELEGATIONS REGISTER 2021

Adopted

Review		
Reviewed by	Date approved	Council decision number
Council	26 February 2013	C16.02.13
Council	25 February 2014	C17.02.14
Council	10 February 2015	C5.02.15
Council	9 February 2016	C9.02.16
Council	11 April 2017	C9.04.17
Council	13 February 2018	C28.02.18
Council	12 February 2019	C24.02.19
Council	10 March 2020	C25.03.20
Council		



Amendments			
Delegation	Council Meeting Date	Decision Number	Amendment
COM-49 Select Winners of Australia Day Citizenship Awards	23 October 2013	SC12.10.13	new
CE-143 Cat Act 2011 Delegation	12 November 2013	C16.11.13	new
CE-147 Dog Act 1976 Delegation	28 January 2014	C13.01.14	new
CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land	28 January 2014	C9.01.14	new
CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25	28 January 2014	C9.01.14	new
CE-150 Performing Particular Things on Land which is not Local Government Property	28 January 2014	C9.01.14	new
CE-5 Designate Senior Employees	25 February 2014	C17.02.14	repealed
CE-120 Minor Amendments to Policies and Delegations	25 February 2014	C17.02.14	repealed
CE-123 Complaints Officer	25 February 2014	C17.02.14	repealed
CE-56 Vegetation Control Agreements	25 February 2014	C17.02.14	repealed



CE-82 Tenders for Plant and Vehicles – Review and Accept	25 February 2014	C17.02.14	repealed
CE-109 Tenders – Determination of Criteria	25 February 2014	C17.02.14	repealed
CE-110 Regular Supply Tenders – Review and Accept	25 February 2014	C17.02.14	repealed
CE-130 New Tenders under \$150,000 – Review and Accept	25 February 2014	C17.02.14	repealed
CE-145 Invite Tenders	25 February 2014	C17.02.14	repealed
CE-115 Road Closures	25 February 2014	C17.02.14	repealed
CE-78 Property Local Law – Administration of	25 February 2014	C17.02.14	repealed
CE-79 Thoroughfares Local Law – Administration of	25 February 2014	C17.02.14	repealed
CE-100 Stallholder and Trader Permits	25 February 2014	C17.02.14	repealed
CE-101 Keeping of Cats Local Law	25 February 2014	C17.02.14	repealed
CE-122 Reserve Names	25 February 2014	C17.02.14	repealed
CE-132 Suspend Parking Local law	25 February 2014	C17.02.14	repealed
CE-136 Extractive Industries Licences	25 February 2014	C17.02.14	repealed
CE-141 Caravan Park Regulations	25 February 2014	C17.02.14	repealed
CE-26 Commercial	25 February 2014	C17.02.14	repealed



Activities – Lake Leschenaultia			
CE-151 Expressions of Interest and Tenders	25 February 2014	C17.02.14	new
CE-15 Noise Control – Noise Management Plans	n/a	n/a	EPA delegation 111 replaced by 119 on 16 May 2014
COM-47 Investment Properties	24 June 2014	C14.06.14	repealed by disbanding IPC
CE-152 Disposal of Commercial Property	24 June 2014	C15.06.14	new replaces COM-47
CE-125 Write Off Debt	n/a	n/a	Sub-delegated to Director Corporate Services and Manager Finance and Governance on 29 September 2014
CE-153 Powers of Entry	14 October 2014	C04.10.14	new
CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land	28 January 2014	C9.01.14	sub-delegated to Directors on 14 November 2014
CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25	28 January 2014	C9.01.14	sub-delegated to Directors on 14 November 2014
CE-152 Disposal of Commercial Property	27 January 2015	C11.01.15	condition 1 replaced by: 1. Sale of property to be not less than 90% of independent valuation and in accordance with Council's adopted property strategy.
CE-134 Administration of Policy OR-01	10 February 2015	C5.02.15	repealed



"Attendance by Elected Members at Conferences"			
CE-138 Bush Fires Act 1954 Appointments	8 September 2015	C12.09.15	appointment of additional delegates under point 2: Fire Protection Officers and Fire Hazard Inspection Officers.
CE-151 Expressions of Interest and Tenders	10 November 2015	C9.11.15	condition 2 amended so that upper limit for CEO and DIS is \$225,000 excl. GST.
CE-153 Powers of Entry	9 February 2016	C9.02.16	sub-delegation to depot employees limited to supervisor level.
CE-153 Powers of Entry CE-138 Bush Fires Act 1954 Appointments CE-143 Cat Act 2011 delegations CE-147 Dog Act 1976 delegations	7 September 2016	CEO approval	replace redundant position of Team Leader Community Safety with new position of Coordinator Community Safety and Emergency Management
CE-141 Appointment of Authorised Officers – Public Health Act 2016	13 December 2016	C14.12.16	new delegation following introduction of new Health Act
CE-144 Appointment of Authorised and Approved Officers – Health (Asbestos) Regulations 1992	14 February 2017	C15.02.17	new delegation following changes to the Health (Asbestos) Regulations 1992
CE-1 Payments from Trust and Municipal Fund	12 February 2019	C24.02.19	remove sub-delegation as is acting through
CE-74 Appointment of Authorised Persons – Local Government Act 1995	12 February 2019	C24.02.19	remove sub-delegation



CE-119 Appointment of Acting CEO	12 February 2019	C24.02.19	amended to comply with maximum term set by Admin reg. 18A(1)(b)
CE-152 Disposal of Commercial Property	12 February 2019	C24.02.19	remove reference to s. 3.59, not relevant
CE-151 Expressions of Interest and Tenders	12 February 2019	C24.02.19	amended to include power to establish pre-qualifies supplier panels
CE-83 Town Planning Schedules A and B	12 February 2019	C24.02.19	remove MCSEM from on-delegation as position has no role in planning decisions
CE-140 Building Act 2011 – Permits, Certificates, Orders and Records	12 February 2019	C24.02.19	updated job title of Manager Building and Health; and remove Assistant Building Surveyor – no such position
CE-142 Food Act 2008 Delegations	12 February 2019	C24.02.19	change to delegates
CE-143 Cat Act 2011 - Schedule A	12 February 2019	C24.02.19	update position title of Manager Community Safety and Emergency Management
CE-143 Cat Act 2011 Schedule A – SS-48 Refuse to grant or renew registration	12 February 2019	C24.02.19	updated to distinguish acting through functions from delegated functions
CE-143 Cat Act 2011 Schedule A – SS-49, SS-50, SS-52 and SS-53	12 February 2019	C24.02.19	acting through, not delegation
CE-143 Cat Act 2011 Schedule A - SS-51, SS-54 and SS-57	12 February 2019	C24.02.19	functions to be exercised only by Director, Manager and Coordinator
CE-147 Dog Act 1976 - Schedule A – SS-63	12 February 2019	C24.02.19	updated to limit power to Manager and above only
CE-147 Dog Act 1976 –	12 February 2019	C24.02.19	acting through



SS-64, SS-67 and SS-69			
CE-147 Dog Act 1976 – SS-65 Discount or waive registration fee	12 February 2019	C24.02.19	removed sub- delegates to keep consistency with waiving of fees under the Local Government Act 1995, which is delegated to the CEO only
CE-147 Dog Act 1976 - Schedule A – SS- 66	12 February 2019	C24.02.19	amended to exclude effecting and renewing dog registrations, as these are acting through functions. On the other hand refusing to effect or renew a registration should be limited to Coordinator level and above
CE-147 Dog Act 1976 - Schedule A – SS- 72 Revoke a dangerous dog declaration or proposal to destroy a dangerous dog	12 February 2019	C24.02.19	removed both Coordinator and Manager as sub- delegates due to the sensitive nature of such decisions
CE-144 Community Grants	12 February 2019	C24.02.19	repealed - acting through
COM-48 Community Funding	12 February 2019	C24.02.19	repealed - acting through
COM-49 Select Winners of Australia Day Citizenship Awards	12 February 2019	C24.02.19	repealed - acting through
CE-151 Expressions of Interest and Tenders	9 June 2020	C5.06.20	Condition 2 amended so that CEO and DIS upper limit is now \$250,000



Introduction

The Delegations of Authority contained in this manual are made to the Chief Executive Officer pursuant to section 5.42 of the *Local Government Act 1995* (the Act) and to Committees pursuant to section 5.16. Where listed some of these functions are delegated by the Chief Executive Officer to Shire of Mundaring employees pursuant to section 5.44 of the Act. All delegations made by Council must be by **absolute majority** decision.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer (s. 5.43):

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding the amount determined by the local government.
- Any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in section 9.5.
- The power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or the Governor.
- Such other duties or powers as may be prescribed.

Furthermore the following regulations prescribe powers and duties which cannot be delegated to a CEO:

- Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
 - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
 - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. These powers cannot, however, be further sub-delegated (s. 5.44). The Act also allows the delegator to place conditions on any delegations if required.

A register of delegations, being this manual, is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep records relating to the exercise of the power or discharge of the duty. The written record is to contain:



- How and when the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Each instrument of delegation in this register describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of Council, which may provide guidance in the exercise of the delegation.



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Corporate Services

CE-1 Payments from Trust and Municipal Fund	
Date of adoption	22 July 1997
Function delegated	That Council delegates to the Chief Executive Officer the exercise of its power to make payments from the Trust Fund or Municipal Fund (this includes Reserves and Restricted Assets).
Statutory power delegated	<i>Local Government (Financial Management) Regulations 1996</i> r. 12(1)(a) Payments from municipal fund or trust fund
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Nil
Compliance links	<i>Local Government (Financial Management) Regulations 1996</i> r. 5 Financial management duties of the CEO r. 11 Payment of accounts r. 13 Lists of accounts Organisational Practice OP-58 Corporate Purchasing Card Procedure Admin-29 Issue and Use of Corporate Purchasing Cards
Conditions	Nil



CE-2 Investments	
Date of adoption	23 July 1996
Function delegated	That the Chief Executive Officer be delegated authority to invest money held in the municipal or trust fund that is not for the time being required for any other purpose with financial institutions approved by Council.
Statutory power delegated	<i>Local Government Act 1995</i> s. 6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r. 19 Management of investments
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Director Corporate Services Manager Finance and Governance
Compliance links	<i>Local Government Act 1995</i> s. 6.14(2)(a) Comply with regulations <i>Local Government (Financial Management) Regulations 1996</i> r.19C Investment of money <i>Trustees Act 1962 Part III Investments</i> Policy FI-02 Investments Procedure Admin-28 Investments
Conditions	Nil



CE-74 Appointment of Authorised Persons	
Date of adoption	25 February 2014
Function delegated	Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within: <ul style="list-style-type: none"> • the <i>Local Government Act 1995</i>; • the <i>Caravan Parks and Camping Grounds Act 1995</i>; • the <i>Cat Act 2011</i>; • the <i>Cemeteries Act 1986</i>; • the <i>Control of Vehicles (Off-road Areas) Act 1978</i>; • the <i>Dog Act 1976</i>; • subsidiary legislation made under the above Acts; and • the Shire's Local Laws made under those Acts.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.24 Authorising persons under this subdivision s. 9.10 Appointment of authorised persons
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Nil
Compliance links	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> : <ul style="list-style-type: none"> • r. 32A Excluded authorisations (Act s.9.2)
Conditions	1. The CEO may, at his discretion, refer any matter to Council for decision; and 2. Details of any prosecutions under a Local Law must be provided to Council.



CE-117 Community Lease Agreements	
Date of adoption	25 February 2014
Function delegated	Authority to 1. renew existing lease agreements with charitable, benevolent, religious, cultural, educational, recreational, sporting, environmental or other similar groups or government agencies for properties that are owned or under the care, control and management of the Shire of Mundaring; and 2. negotiate new lease agreements with existing lessees whose lease has expired.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.58 Disposing of property
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Nil
Compliance links	<i>Local Government (Functions and General) Regulations 1996</i> r. 30 Dispositions of property excluded from Act s. 3.58
Conditions	Delegated decision making must take into consideration Policy OR-24 "Community Leases".



CE-119 Appointment of Acting CEO	
Date of adoption	22 May 2007
Function delegated	Authority to appoint an Acting Chief Executive Officer in accordance with Council policy AS-03 "Acting Chief Executive Officer" and for a period not exceeding three months.
Statutory power delegated	<i>Local Government Act 1995</i> 5.36(1)(a) Local government employees
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Nil
Compliance links	<i>Local Government (Administration) Regulations 1996</i> – r. 18A(1)(b) – acting term not to exceed one year. Policy AS-03 "Acting Chief Executive Officer"
Conditions	Appointment to be made in accordance with Policy AS-03 "Acting Chief Executive Officer"



CE-125 Write Off Debt	
Date of adoption	22 July 2008
Function delegated	Authority to defer, waive, grant concession and conditions or write off any amount of money under section 6.12 of the <i>Local Government Act 1995</i> to a maximum of one thousand dollars (\$1,000). <i>Note that s. 6.12(2) of the Local Government Act 1995 does not allow money owed to the Shire in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.</i>
Statutory power delegated	<i>Local Government Act 1995</i> s. 6.12 Power to defer, grant discounts, waive or write off debts
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Director Corporate Services Manager Finance and Governance
CEO's conditions on sub-delegation	Director Corporate Services and Manager Finance and Governance are sub-delegated only to write off individual rate balances, which relate to penalty interest only, up to \$10 for administrative purposes.
Compliance links	<i>Local Government Act 1995</i> s. 6.12 Power to defer, grant discounts, waive or write off debts
Conditions	Nil



CE-152 Commercial Lease Agreements	
Date of adoption	new
Function delegated	Authority to: 1. Extend existing lease agreements with commercial tenants in accordance with the extension options provided for in the lease; 2. Renegotiate minor variations to clauses of existing lease agreements.
Statutory power delegated	<i>Local Government Act 1995 s. 3.58</i>
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Council's conditions on delegation	1. In accordance with s. 5.43 of the Act the maximum value of disposal by commercial lease is \$5,000,000 over the full term of any lease. 2. Any re-negotiated rent cannot be less than 90% of the previous rent.
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	n/a
CEO's conditions on sub-delegation	n/a
Compliance links	<i>Local Government Act 1995 s. 3.58.</i> Council's adopted Investment Property Strategy.



CE-153 Powers of Entry	
Date of adoption	14 October 2014
Function delegated	Authority to: <ol style="list-style-type: none"> 1. Enter on to land to perform any function of the local government under Schedules 3.1 and 3.2 of the Act; 2. Give a notice of entry (s. 3.32); 3. Seek and execute an entry under warrant (s. 3.33); 4. Execute entry in an emergency (s. 3.34) 5. Give notice and effect entry by opening a fence (s. 3.36).
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.32 Notice of entry s. 3.33 Entry under warrant s. 3.34 Entry in an emergency s. 3.36 Opening fences
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Manager Planning & Environment Manager Building & Health Manager Community Safety and Emergency Management Manager Operations
Compliance links	<i>Local Government Act 1995</i> Part 3 Division 3 Subdivision 3, and specifically s. 3.31 General procedure for entering property
Conditions	Nil



Infrastructure Services

CE-150 Performing Particular Things on Land which is not Local Government Property	
Date of adoption	28 January 2014
Function delegated	<p>The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> even though the land is not local government property and the local government does not have consent to do it, as follows:</p> <ol style="list-style-type: none"> 1. Carry out works for the drainage of land; 2. Do earthworks or other works on land for preventing or reducing flooding; 3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate; 4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require; 5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare; 6. Place on land signs to indicate the names of public thoroughfares; 7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.27 Particular things local governments can do on land that is not local government property
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer



Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Director Infrastructure Services
Compliance links	<i>Local Government Act 1995</i> Schedule 3.2 Particular things local governments can do on land even though it is not local government property
Conditions	Nil



CE-151 Expressions of Interest and Tenders	
Date of adoption	25 February 2014
Function delegated	<p>Authority to determine:</p> <ol style="list-style-type: none"> 1. to invite tenders though not required to do so [F&G Reg. 13]; 2. the selection criteria for deciding which tender should be accepted [F&G Reg. 14(2a)]; 3. the information to be disclosed to those interested in submitting a tender [F&G Reg. 14(4)(a)]; 4. to vary tender information after public notice of invitation to tender and before the close of tenders [F&G Reg. 14(5)]; 5. to accept or reject tenders [F&G Reg. 18]; 6. to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract [F&G Reg. 18 (6) and (7)]; 7. minor variations before entering into a contract [F&G Reg. 20]; 8. to vary a contract that has been entered into with a successful tenderer, provided the variation(s) do not change the scope of the original contract or increase the contract value beyond 10% [F&G Reg. 21A(a)]; 9. To exercise an extension option that was included in the original tender specification and contract in accordance with F&G Reg. 11(2)(j) [F&G Reg. 21A(b)]; 10. appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services [F&G Reg. 21]; 11. to consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G Reg. 23]. <p>Authority to establish a panel of pre-qualified suppliers to supply particular goods or services in accordance with Part 4 Division 3 of the F&G Regulations.</p>



Statutory power delegated	<p><i>Local Government Act 1995</i> s. 3.57 Tenders for providing goods and services</p> <p><i>Local Government (Functions and General) Regulations 1996</i> r. 11 When tenders have to be publicly invited r. 13 Requirements when local government invites tenders though not required to do so r. 14(2a) and (5) Publicly inviting tenders, requirements for r. 18 Rejecting and accepting tenders r. 20 Variation of requirements before entry into contract r. 21A Varying a contract for the supply of goods and services r. 21 Limiting who can tender, procedure for r. 23 Rejecting and accepting expressions of interest to be acceptable tendered Division 3 Establish panels of pre-qualified suppliers</p>
Statutory power of delegation	<p><i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO s. 5.43 Limitations on delegations to the CEO</p>
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Council's conditions on delegation	<ol style="list-style-type: none"> 1. Regular supply tenders* and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget; 2. Other tenders: may only accept a tender where the consideration under the resulting contract is \$375,000 (excluding GST) or less and the item is identified in the adopted Annual Budget. <p>* see definition below.</p>
Statutory power to sub-delegate	<p><i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees</p>
CEO's sub-delegation to	Director Infrastructure Services (DIS)
CEO's conditions on sub-delegation	<ol style="list-style-type: none"> 1. Regular supply tenders* and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget; 2. Other tenders: may only accept a tender where the consideration under the resulting contract is \$375,000 (excluding GST) or less and the item is identified in the adopted Annual Budget;



	<p>3. Tender must be relevant to DIS's area of responsibility;</p> <p>4. DIS cannot accept tenders for which he/she has determined the criteria.</p> <p>* see definition below.</p>
<p>Compliance links</p>	<p><i>Local Government (Functions and General) Regulations 1996 – Part 4 Division 2</i></p> <p><i>Local Government (Functions and General) Regulations 1996</i> r. 31 Anti-avoidance provision for Act s. 3.58</p> <p>Policy AS-04 Purchasing Policy Procedure Admin-30 Ordering and Payment of Goods and Services Procedure Admin-31 Quotations for Purchase of Goods and Services</p>
<p>Definition</p>	<p>* Regular supply tenders include:</p> <ul style="list-style-type: none"> • Putrescible waste collection services; • Bulk waste collection services; • Green waste processing services; • Kerbside recycling collection services; • Contract cleaning for Shire facilities; • Tree management services; • Horticultural services and ancillary maintenance operations; • Supply and delivery of ferricrete material • Weed and vegetation management services; • Plant hire services for roadworks; • Mowing services; • Traffic management services; • Construction of concrete footpaths; • Supply and laying of hot asphalt road surfacing; • Parks construction and maintenance services; • Painting services for Shire facilities; • Recruitment services for Operations.



CE-154 <i>Graffiti Vandalism Act 2016</i>	
Date of adoption	tba
Function delegated	All powers, duties and functions of a local government under the <i>Graffiti Vandalism Act 2016</i> .
Statutory power delegated	All powers, duties and functions of a local government under the <i>Graffiti Vandalism Act 2016</i> .
Statutory power of delegation	<i>Graffiti Vandalism Act 2016</i> s. 16 – delegation by local government
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Graffiti Vandalism Act 2016</i> s. 17 – delegation by CEO of local government
CEO's sub-delegation to	Director Infrastructure Services
Compliance links	<i>Local Government Act 1995</i> Part 9 – Divisions 1 and 2
Conditions	Nil



Statutory Services

CE-14 Noise Control – Environmental Protection Notice [s. 65(1)]

**ENVIRONMENTAL PROTECTION ACT 1986
Section 20**

DELEGATION No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.
Dr JUDY EDWARDS MLA, Minister for the Environment.

Government Gazette 19 March 2004 – page 919.



CE-15 Noise Control - Noise Management Plans [Reg. 13]

EV401*

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 119

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of —

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of a local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Approved by —

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.



CE-16 Noise Control - Noise Regulations

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to —

- (a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities—noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by —

JOHN DAY, Acting Minister for Environment; Heritage.

Government Gazette 20 December 2013 - page 6282.



CE-84 Local Planning Scheme No. 4	
Date of adoption	new
Function delegated	<p>Authority to exercise all powers and discharge all duties under:</p> <ul style="list-style-type: none"> • the Deemed Provisions (Schedule 2) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> and Local Planning Scheme No. 4 (LPS4); • Clause 30 and clause of the 31 Metropolitan Region Scheme (WAPC reference: DEL2017/02); • <i>State Administrative Tribunal Act 2004</i> section 31.
Statutory power delegated	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Schedule 2 Deemed Provisions for local planning schemes; and</p> <p>Local Planning Scheme No. 4.</p>
Statutory power of delegation	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Schedule 2 Deemed Provisions for local planning schemes - regulation 82.</p> <p>Shire of Mundaring Local Planning Scheme No. 4 Clause 11.3.1.</p>
Delegator	Council
Delegate	Chief Executive Officer
Council's conditions on delegation	<p>Delegated employees -</p> <ol style="list-style-type: none"> 1. cannot: <ol style="list-style-type: none"> a) prepare, amend or revoke Local Planning Policies (cl. 3 – 6 Deemed Provisions and Part 2 of LPS4), unless the amendment is of an administrative nature only; 2. cannot determine applications involving: <ol style="list-style-type: none"> b) the demolition of a building or structure listed on the Shire's Heritage List or on the State Register of Heritage Places (as amended); c) Extractive Industry uses;



	<p>d) telecommunications infrastructure unless the proposal is a minor addition to an existing telecommunications installation;</p> <p>e) applications that propose an extension or expansion to a non-conforming use;</p> <p>f) modifications to an existing approval issued by Council that would be inconsistent with the intent of Council's original decision;</p> <p>g) provide formal referral responses to the Western Australian Planning Commission for proposed Structure Plans involving 35 or more lots;</p> <p>h) a request from the State Administrative Tribunal for reconsideration of a Council decision under section 31 of the <i>State Administrative Tribunal Act 2004</i>;</p> <p>i) an application where an objection/s received during the advertising period, in the opinion of the Manager of Planning and Environment, remains relevant and may not be satisfactorily resolved by modifications or conditions.</p> <p>3. can refuse applications, where:</p> <p>j) an 'X' use is proposed;</p> <p>k) a habitable building is proposed with an unacceptable exposure to bushfire risk (either Bushfire Attack Level 40 or Flamezone) where, in the opinion of the Manager of Planning and Environment, alternative and safer siting and design options exist;</p> <p>l) clearing of Local Natural Area identified as 'Protection' category is proposed and where, in the opinion of the Manager of Planning and Environment, it has not been sufficiently demonstrated that all alternative locations on the lot outside of any Local Natural Area are unviable, impractical or environmentally unsuitable;</p> <p>m) an oversized outbuilding where individual and/or total area is exceeded;</p> <p>n) third party advertising is proposed.</p> <p>Decisions under delegated authority cannot be made unless:</p>
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	<ul style="list-style-type: none"> • ward councillors are notified of any proposals involving an 'A' use; • all councillors are informed of any 'Significant Proposals' as defined within the <i>Shire's Advertising Policy PS-01</i>; <p>Decisions made under delegated authority must be reported to elected members on a monthly basis.</p>
Statutory power to sub-delegate	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions for local planning schemes - regulation 83.</i></p> <p>Shire of Mundaring Local Planning Scheme No. 4 Clause 11.3.2.</p>
CEO's sub-delegation to	<p>Director Statutory Services Manager Planning & Environment Coordinator Statutory Planning Senior Strategic Planning Officer Planning Officer Planning Compliance Officer</p>
CEO's conditions on sub-delegation	<p>Council's conditions on delegation to the CEO, as above, apply.</p>
Compliance links	<p>All delegated planning decisions must be consistent with the intent of Council's adopted Local Planning Strategy and Local Planning Scheme and applicable Local Planning Policies.</p>



CE-137 <i>Planning and Development Act 2005 – Illegal Development and Direction Notices</i>	
Date of adoption	new
Function delegated	<ol style="list-style-type: none"> 1. Give a written direction or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a) to remove, pull down, take up or alter the development; and b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work, to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Statutory power delegated	<i>Planning and Development Act 2005</i> Section 214(2), (3) and (5)
Statutory power of delegation	<i>Local Government Act 1995</i> Section 5.42 – Delegation of some powers and duties to the CEO
Delegator	Council
Delegate	Chief Executive Officer
Council's conditions on delegation	Any expenses incurred by the Shire in carrying out the works specified in a direction notice, shall be recovered from the person to whom the direction was given.
Statutory power to sub-delegate	<i>Local Government Act 1995</i> Section 5.44 – CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Director Statutory Services Manager Planning and Environment
CEO's conditions on sub-delegation	Any expenses incurred by the Shire in carrying out the works specified in a direction notice, shall be recovered from the person to whom the direction was given.



Compliance links	Part 13 of the <i>Planning and Development Act 2005</i>
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Shire of Mundaring Delegations Register **adopted**

CE-155	Delegation of certain powers and functions of the Western Australian Planning Commission (WAPC) relating to the Metropolitan Region Scheme (MRS)
<p>DEL 2017/02</p> <p>As gazetted on 30 May 2017 and as amended. Current as at January 2021.</p> <p style="text-align: center;">PLANNING AND DEVELOPMENT ACT 2005 INSTRUMENT OF DELEGATION</p> <p style="text-align: center;">Del 2017/02 Powers of Local Governments and Department of Transport Metropolitan Region Scheme</p> <p style="text-align: center;">Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme</p> <p>Preamble</p> <p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function to an officer of a public authority or to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.</p> <p>Resolution under section 16 of the Act (delegation)</p> <p>On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved –</p> <ul style="list-style-type: none"> A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B. B. To delegate to the Managing Director, Policy, Planning and Investment – Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B. C. To revoke its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled “DEL 2015/02 Powers of local governments and Department of Transport (MRS)” published in the <i>Government Gazette</i> on 18 December 2015, to give effect to this delegation. 	



KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A – Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except –

- a) where the land is subject to a resolution under clause 32 of the MRS; or
- b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest; or
- e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road.

SECTION B – Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP) as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant



Shire of Mundaring Delegations Register **adopted**

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agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on –

- a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - **Category 1 road** means that frontage access is not allowed (control of access);
 - **Category 2 road** means that frontage access may be allowed subject to approval; and
- b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to a review by the agency that is responsible for planning of the regional road.

“**Category 1 road**” applies where regional roads –

- a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- b) are constructed or planned to an access controlled arterial standard, i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“**Category 2 road**” applies where regional roads –

- a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- b) have direct frontage access to abutting properties due to historic development of the road and properties.

“**Category 3 road**” applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding –

- a) PRR Category 1, 2 and 3 – call Main Roads WA on 138 138.
- b) ORR Category 1, 2 and 3 – call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies in accordance with this instrument of delegation.

Table 1 – Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)



Referral is required in these instances	Referral is not required in these instances
<p>1. Where a development application has one or more of the following characteristics –</p> <ul style="list-style-type: none"> a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	<p>1. Where the local government first decided to refuse the application under the MRS; or</p> <p>2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.</p>

Table 2 – Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<p>1. Where a development application has one or more of the following characteristics –</p> <ul style="list-style-type: none"> a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or d) Development, which proposed retention of an existing access between the subject land and the road reservation, where alternative access is or could be 	<p>1. Where the local government first decided to refuse the application under the MRS; or</p> <p>2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.</p>



<p>made available from side or rear streets or from rights of way at rear; or</p> <p>e) Development on a lot affected by the regional road reservation where –</p> <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$20 000; or <p>f) Development on a lot affected by the regional road reservation where –</p> <ul style="list-style-type: none"> • none of the proposed development is within the road reservation; and • has a construction value greater than \$150 000. 	
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Table 3 – Referral process of development applications with respect to Category 3 (PRR or ORR reservation in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS.

Notes –

- 1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC’s website: “Resolutions and instruments of delegation – WAPC Powers of local governments (MRS)”. (<http://www.planning.wa.gov.au/1212.asp>)
- 2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission’s DC Policy – *5.1 Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.
(<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- 3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in



assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. <http://www.planning.wa.gov.au/publications/1197.asp>.

- 4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of the Commission's *State Planning Policy – 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*.
(<http://www.planning.wa.gov.au/publications/1182.asp>)
- 5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's *DC Policy 5.4 Advertising on Reserved Land*.
(<http://www.planning.wa.gov.au/publications/825.asp>)

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation

- a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for



approval to commence and carry out development within the local government district under the local government's local planning scheme.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires –

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "*development means the development or use of any land including –*
 - a) *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
 - b) *the carrying out on the land of any excavation or other works;*
 - c) *in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that –*
 - i. *is likely to change the character of that place or the external appearance of any building; or*
 - ii. *would constitute an irreversible alteration of the fabric of any building".*
- "DoT" means the Department of Transport.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia.
- "regional road" means any road under the region Scheme as follows –
 - a) land coloured red in the Scheme Map – Primary Regional Roads; and
 - b) land coloured dark blue in the Scheme Map – Other Regional Roads.
- "reserved land" means land reserved under Part II of the MRS.
- "road reservation" means land reserved for the purposes of a regional road in the MRS.
- "significant increase in traffic" means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission's *Transport Impact Assessment Guidelines*.



Delegator	Council
Delegate	Chief Executive Officer
CEO's sub-delegation to	Director Statutory Services Manager Planning & Environment



CE-156 Delegation of certain powers and functions of the Western Australian Planning Commission relating to the *Strata Titles Act 1985*

DEL 2020/01

As gazetted on **29 January 2021** and as amended. ~~Current as at January 2021.~~

PLANNING AND DEVELOPMENT ACT 2005
INSTRUMENT OF DELEGATION
Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to ~~the issuing of certificates of approval under section 15 of certain applications under~~ the *Strata Titles Act 1985*.

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED –

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of the Schedule, within their respective districts, subject to the conditions set out in clause 23 of Schedule 1;
- B. TO DELEGATE to local governments and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. ~~To declare that this instrument recording its resolution is to take effect upon the proclamation of the *Strata Titles Amendment Act 2018*.~~ TO AMEND “Del 2020/01 – Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Secretary,
Western Australian Planning Commission.



Shire of Mundaring Delegations Register **adopted**

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Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that –

- a) propose the creation of a vacant lot;
- b) propose vacant air stratas in multi-tiered strata scheme developments;
- c) propose the creation or postponement of a leasehold scheme;
- d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to –

- i. a type of development; and/or
- ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under –

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the power referred to in clause 1 and/or clause 2 is to provide WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Delegator	Council
Delegate	Chief Executive Officer
CEO's sub-delegation to	Director Statutory Services Manager Planning & Environment



CE-138 <i>Bush Fires Act 1954</i> Appointments	
Date of adoption	9 August 2011
Function delegated	<p>1. That pursuant to the provisions of Section 48 of the <i>Bush Fires Act 1954</i>, Council delegates to the Chief Executive Officer the performance of its functions under the Act as detailed in ATTACHMENT 3 entitled "Delegations to Chief Executive Officer under the <i>Bush Fires Act 1954</i>";</p> <p>2. That pursuant to Section 59(3) and 59A of the <i>Bushfires Act 1954</i> the Manager Community Safety and Emergency Management, Coordinator Community Safety and Emergency Management and any person appointed to the position of Community Safety Ranger, Fire Protection Officer and Fire Hazard Inspection Officer are appointed to consider allegations of offences alleged to have been committed against the Act in the Shire of Mundaring and if the delegate thinks fit to institute and carry on proceedings in the name of the Shire of Mundaring against any person alleged to have committed those offences;</p> <p>3. That pursuant to Section 17(10) of the <i>Bush Fires Act 1954</i> the Shire President and Chief Bush Fire Control Officer jointly are delegated to: (A) Vary the prohibited burning times in the whole of, or part of the Shire of Mundaring by shortening, extending, suspending, reimposing a period of prohibited burning times or by imposing a further period of prohibited burning times. (B) Rescind or modify the variation upon receipt of a notice by the Shire of Mundaring from the Minister directing the Shire to rescind or modify such variation.</p>
Statutory power delegated	<i>Bush Fires Act 1954</i>
Statutory power of delegation	<i>Bush Fires Act 1954</i> s. 48, s. 17 and s. 18
Delegator	Council of the Shire of Mundaring
Delegate	As specified above: Chief Executive Officer Manager Community Safety and Emergency Management Coordinator Community Safety and Emergency Management Community Safety Rangers Fire Protection Officers



	Fire Hazard Inspection Officers Shire President & Chief Bush Fire Control Officer jointly
Statutory power to sub-delegate	No statutory power to sub-delegate is provided in the <i>Bush Fires Act 1954</i>
CEO's sub-delegation to	Nil
Compliance links	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringements) Regulations 1978</i>

CE-138 Attachment 3

Delegations to the CEO under the <i>Bush Fires Act 1954</i> and the <i>Bush Fires Regulations 1954</i>	
Section 13 (4)	Authorise bush fire liaison officer or another person to take control of all operations in relation to a fire.
Section 18 (5)	Declare and vary restricted burning times and conditions.
Section 18 (10A)	Declare when and by whom bush may be burnt.
Section 18 (10B)	Determine date by which applications to set fire to bush are to be submitted and allocate day or days on which burning may take place.
Section 18 (10C)	Vary the notice required in relation to burning permitted under 10B.
Section 22 (6)	Arrange with the occupier of exempt land and the occupier of land adjoining exempt land to co-operate in burning firebreaks on the respective lands.
Section 22 (7)	Specify the dimensions of firebreaks required in association with burning to be conducted as per s. 22 (6).
Section 23 (1) (b)	During prohibited burning times permit the owner or occupier of land to burn bush on a road reserve adjoining his land or to burn bush on any of his land that is grass land, for the purpose of protecting pasture or crop growing on his land from damage by fire.
Section 24F (2) (b) (ii)	Give written permission during limited burning times to burn garden refuse in an incinerator where there is no inflammable material within 2 metres of the incinerator, a person is present until the fire is extinguished and when the fire is no longer required, it is completely extinguished by the application of water or earth.



Section 24G (2)	Prohibit or restrict the burning of garden refuse by notice published in the Gazette and a newspaper circulating in the district.
Section 24G (5)	Vary or cancel a notice issued under 24G (2).
Section 25 (1) (a)	Approve in writing the lighting of a fire for the purpose of camping or cooking at a time when the fire danger is catastrophic, extreme, severe or very high.
Section 25 (1) (b)	Approve the lighting of a fire in the restricted or prohibited burning times for the conversion of bush into charcoal or in or about a lime kiln.
Section 25 (1a)	Prohibit the lighting of fires in the open air for the purpose of camping or cooking during the prohibited burning times by notice published in the Government Gazette and in a newspaper circulating in the district.
Section 25A (5)	Notwithstanding any provision of this section issue a notice in writing on a person to whom a ministerial exemption has been granted prohibiting that person from lighting a fire to which the exemption relates.
Section 27 (2)	Permit the use of tractors the exhaust pipes of which are not vertical, so long as the other requirements specified in respect of a tractor in paragraph a) of subsection (1) and any notice under subsection (3) are complied with.
Section 27 (3)	Prohibit the operation of any tractor or self-propelled harvester that is not equipped with a fire extinguisher, by notice in a newspaper circulating in the district and by radio broadcast with coverage to the district and by display of such notice in prominent positions in the district.
Section 27 (4)	Vary or cancel a notice issued as per subsection (3).
Section 28 (5)	Recover the expenses of the local government incurred in extinguishing a fire where the occupier of the land on which the fire is situated has failed to take measures to extinguish it.
Section 33 (1)	Give notice to an owner or occupier of land by publishing a notice in the Government Gazette and in a newspaper circulating in the district requiring the installation and maintenance of fire breaks and to take other specified actions in relation to anything on the land which is conducive to the outbreak of a bush fire or the spread or extension of a bush fire.



Section 33 (4)	Direct a bush fire control officer, or any officer of the local government with required workmen or contractors to enter upon the land of an owner or occupier who fails or neglects to comply with the notice issued as per subsection (1) to carry out the works required.
Section 33 (5)	Ascertain and fix the amount of any costs incurred in carrying out works as per (4) and recover same in a court of competent jurisdiction as a debt due from the owner.
Section 33 (6)	At the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and recover the amount of the expense, if not paid on demand, from the owner or occupier in a court of competent jurisdiction.
Section 38 (1) and (2A)	Appoint such persons as considered necessary to be bush fire control officers including a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer and cause notice of such appointments to be published at least once in a newspaper circulating in the district.
Section 38 (5A)	Issue directions to a bush fire control officer or to an officer of a bush fire brigade to burn, subject to the provisions of the Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the Shire.
Section 38 (8) and (9)	Subject to DFES declaring the Shire an approved local government, appoint such numbers of senior bush fire control officers to the office of fire weather officer and define the part of the district in which each fire weather officer may exercise the powers conferred by the Act.
Section 38 (10)	Appoint one or more persons to be deputies of a fire weather officer appointed under (8) and (9).
Section 46	Prohibit or postpone the lighting of a fire where it is considered that the fire if lit would be or become a source of danger by escaping from the land on which it is proposed to be lit.
Regulation 20	Prohibit the issue of a permit to burn subterranean clover if such burning may be a source of danger to lands adjoining the land on which the proposed burning is to take place.



CE-139 <i>Building Act 2011 - Authorised Persons</i>	
Date of adoption	13 December 2011
Function delegated	Authority to 1. Designate an employee as an authorised person under s. 96(3) of the <i>Building Act 2011</i> ; and 2. Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice and at any time revoke or vary such condition or notice.
Statutory power delegated	<i>Building Act 2011</i> s. 96(3) Authorised persons s. 99 Limitation on powers of authorised person
Statutory power of delegation	<i>Building Act 2011</i> s. 127 Delegation: special permit authorities and local governments
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Building Act 2011</i> s. 127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
CEO's sub-delegation to	n/a
Compliance links	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code
Conditions	CEO to be satisfied that authorised person is suitably qualified in accordance with s. 5.36(3) of the <i>Local Government Act 1995</i> .



CE-140 <i>Building Act 2011 – Permits, Certificates, Orders and Records</i>	
Date of adoption	13 December 2011
Function delegated	Authority for suitably qualified persons who, in the opinion of the Chief Executive Officer have the qualifications to undertake the roles and functions of a building surveyor, to administer <i>Building Act 2011</i> sections: 20 - Grant of building permit 21 - Grant of demolition permit 22 - Further grounds for not granting an application 27 - Conditions imposed by permit authority 55 - Occupancy permits and building approval certificates, further information 58 - Grant of occupancy permit, building approval certificate 62 - Conditions imposed by permit authority 65 - Extension of period of duration 110 - Building orders 117 - Revocation of building order 118 - Permit authority may give effect to building order if non-compliance; and 131 - Inspection, copies of building records.
Statutory power delegated	<i>Building Act 2011</i> s. 20, 21, 22, 27, 55, 58, 62, 65, 110, 117, 118 and 131
Statutory power of delegation	<i>Building Act 2011</i> s. 127 Delegation: special permit authorities and local governments
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Building Act 2011</i> s. 127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
CEO's sub-delegation to	Manager Building and Health Senior Building Surveyor Building Surveyor
Compliance links	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code
Conditions	Nil.



CE-141 Appointment of Authorised Officers – <i>Public Health Act 2016</i>	
Date of adoption	13 December 2016
Function delegated	Authority to designate a person or class of persons as Authorised Officers for the purpose of fulfilling prescribed functions of the <i>Public Health Act 2016</i> . Authority to issue Certificates of Authority to persons designated as Authorised Officers.
Statutory power delegated	<i>Public Health Act 2016</i> s. 24 Designation of authorised officers s. 30 Certificates of authority
Statutory power of delegation	<i>Public Health Act 2016</i> s. 21 Enforcement agency may delegate
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	N/A
CEO's sub-delegation to	N/A
Compliance links	N/A
Conditions	1. The CEO may, at his discretion, refer any matter to Council for decision.



CE-142 <i>Food Act 2008</i>	
Date of adoption	9 October 2012
Function delegated	<p>That Council:</p> <p>1. Delegates to the Chief Executive Officer the following powers:</p> <ul style="list-style-type: none"> · Appointment of authorised officers under s. 122 of the Act; · Issue of certificates of authority under s. 123 of the Act; · Appointment of designated officers under s. 126(2), (6) and (7) of the Act to issue, extend time for payment or withdraw infringement notices. <p>2. Delegates to the Director Statutory Services and the Manager Building and Health the following powers:</p> <ul style="list-style-type: none"> - Issue a prohibition order, issue a certificate of clearance; provide written notification not to issue a certificate of clearance approval under s. 65, 66 and 67 of the Act. <p>3. Delegates to the Director Statutory Services, the Manager Building and Health and the Senior Environmental Health Officer the following powers:</p> <ul style="list-style-type: none"> - Grant, apply conditions, refuse, vary or cancel registration of a food business under s. 110 and 112 of the Act.
Statutory power delegated	<i>Food Act 2008</i> s. 65, 66, 67, 110 and 112 s. 122, 123 and 126
Statutory power of delegation	<i>Food Act 2008 s. 118</i>
Delegator	Council of the Shire of Mundaring
Delegate	As specified above: Chief Executive Officer Director Statutory Services Manager Building and Health Senior Environmental Health Officer
Statutory power to sub-delegate	Nil. The <i>Food Regulations 2009</i> do not provide the power to sub-delegate.
CEO's sub-delegation to	n/a
Compliance links	<i>Food Act 2008</i> and <i>Food Regulations 2009</i>



CE-143 Cat Act 2011	
Date of adoption	12 November 2013
Function delegated	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Cat Act 2011</i> , except the power to deal with an objection (s. 70).
Statutory power delegated	<i>Cat Act 2011</i> – refer to Schedule A
Statutory power of delegation	<i>Cat Act 2011</i> s. 44
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Cat Act 2011</i> s. 45
CEO's sub-delegation to	refer to Schedule A
Compliance links	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> Shire of Mundaring "Keeping of Cats" Local Law
Conditions	Nil

CE-143: Schedule A

On-delegation reference	Function	Delegated to	On-delegated to
SS - 48	<i>Cat Act 2011</i> – s. 9 Refuse to grant or refuse to renew a cat registration.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 51	<i>Cat Act 2011</i> – s. 10(b) Cancel the registration of a cat where the cat owner has been convicted of offences as prescribed.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 54	<i>Cat Act 2011</i> – s. 13 On refusal to grant or renew a registration of a cat or cancel a registration of a cat, notify the owner within seven (7) days of making the decision.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 55	<i>Cat Act 2011</i> – s. 26 Issue a cat control notice.	CEO	Community Safety Ranger Coordinator Community Safety and Emergency Management



			Manager Community Safety and Emergency Management Director Statutory Services
SS – 56	Cat Act 2011 – s. 37(1) & (2) Cat Regulations 2012 – r. 22 Grant, refuse to grant, renew or refuse to renew an application to breed cats.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 57	Cat Act 2011 – s. 37(3) & (4) Require an applicant to provide documents or information, within a specified time of not more than 21 days, required to determine a breeder application and require the applicant to verify the information by statutory declaration.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 58	Cat Act 2011 – s. 38 Cancel an approval to breed.	CEO	Manager Community Safety and Emergency Management Director Statutory Services
SS – 59	Cat Act 2011 – s. 39 Issue a certificate to an approved breeder.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 60	Cat Act 2011 – s. 40 Notify the applicant of the decision to approve or decline the registration or approve or decline the breeder's application in writing within seven (7) days of making the decision.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services
SS – 61	Cat Act 2011 – s. 49(3) Recover the costs associated with the destruction of a cat in a court of competent jurisdiction.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety and Emergency Management Director Statutory Services



CE-144 Appointment of Authorised and Approved Officers – Health (Asbestos) Regulations 1992	
Date of adoption	14 February 2017
Function delegated	Authority to appoint persons or classes of persons as Authorised or Approved Officers for the purpose of issuing and managing infringement notices under the <i>Health (Asbestos) Regulations 1992</i> .
Statutory power delegated	<i>Health (Asbestos) Regulations 1992</i> reg. 15D(5) – Infringement notices
Statutory power of delegation	<i>Health (Asbestos) Regulations 1992</i> reg. 15D(7)
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	N/A
CEO's sub-delegation to	N/A
Compliance links	N/A
Conditions	Nil



CE-147 Dog Act 1976	
Date of adoption	28 January 2014
Function delegated	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Dog Act 1976</i> and authorises the Chief Executive Officer to further delegate the powers and duties.
Statutory power delegated	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Statutory power of delegation	<i>Dog Act 1976</i> s. 10AA Delegation of local government powers and duties
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Dog Act 1976</i> s. 10AA(3)
CEO's sub-delegation to	refer to Schedule A
Compliance links	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Conditions	Nil

CE-147: Schedule A

On-delegation reference	Function	Delegated to	On-delegated to
SS - 62	<i>Dog Act 1976 – s. 10A</i> Pay and direct a vet to sterilise a dog owned by an eligible person.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 63	<i>Dog Act 1976 – s. 11</i> Appoint person(s) to administer dog management facilities.	CEO	Manager Community Safety & Emergency Management Director Statutory Services
SS – 65	<i>Dog Act 1976 – s. 15</i> Discount or waive the registration fee for an individual dog or any class of dogs, except dangerous dogs.	CEO	No sub-delegation
SS – 66	<i>Dog Act 1976 – s. 16</i> Refuse to effect, refuse to renew, cancel a dog	CEO	Coordinator Community Safety and Emergency Management



	registration in the prescribed circumstances and notify the applicant forthwith of the grounds upon which the decision was made. .		Manager Community Safety & Emergency Management Director Statutory Services
SS – 68	<i>Dog Act 1976 – s. 17A</i> If no application for registration has been made, give written notice to the owner that a dog cannot be registered because of any of the prescribed reasons and inform the owner of right of review.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 70	<i>Dog Act 1976 – s. 26(3)</i> Grant an exemption from the limit imposed on the number of dogs that can be kept.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 71	<i>Dog Act 1976 – s. 27</i> Grant or cancel a kennel licence.	CEO	Coordinator Community Safety and Emergency Management Manager Community Safety & Emergency Management Director Statutory Services
SS – 72	<i>Dog Act 1976 – s. 33H</i> Revoke a dangerous dog declaration or proposal to destroy a dangerous dog.	CEO	Director Statutory Services



CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land	
Date of adoption	28 January 2014
Function delegated	<p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 of the <i>Local Government Act 1995</i> or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> 1. prevent water from dripping or running from a building; 2. placing a number on a property to indicate an address; 3. repair a public thoroughfare; 4. ensure that land that adjoins a public thoroughfare is suitably enclosed; 5. ensure unsightly land is enclosed; 5A. ensure overgrown vegetation, rubbish or disused material is removed from land; 6. take measures to prevent movement of sand, rocks etc; 7. ensure that land adjoining a public thoroughfare is not overgrown; 8. removing a tree or part that is obstructing a thoroughfare; 9. ensuring that a tree that endangers any person is made safe (dangerous tree); 10. taking specified measures to prevent damage to the public or property from cyclonic activity; 11. remove bees that are a danger or a nuisance; 12. ensure that unsightly, dilapidated or dangerous fence is modified or repaired; 13. take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance; 14. make safe anything that is obstructing a private thoroughfare.
Statutory power delegated	<i>Local Government Act 1995</i>



	s. 3.25 Notices requiring certain things to be done by owner or occupier of land
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Director Infrastructure Services Director Statutory Services Director Corporate Services Director Strategic and Community Services
Compliance links	<i>Local Government Act 1995</i> Schedule 3.1 Powers under notices to owners or occupiers of land
Conditions	Nil



CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25	
Date of adoption	28 January 2014
Function delegated	The Chief Executive Officer is delegated the power to do anything considered necessary to achieve, so far as is practicable, the purpose for which a notice under section 3.25 of the <i>Local Government Act 1995</i> was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.
Statutory power delegated	<i>Local Government Act 1995</i> s. 3.26 Additional powers when notices given
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.42 Delegation of some powers or duties to the CEO
Delegator	Council of the Shire of Mundaring
Delegate	Chief Executive Officer
Statutory power to sub-delegate	<i>Local Government Act 1995</i> s. 5.44 CEO may delegate some powers and duties to other employees
CEO's sub-delegation to	Director Infrastructure Services Director Statutory Services Director Corporate Services Director Strategic and Community Services
Compliance links	<i>Local Government Act 1995</i> s. 3.25 Notices requiring certain things to be done by owner or occupier of land Schedule 3.1 Powers under notices to owners or occupiers of land
Conditions	Nil



Delegations to Committees of Council

COM-46 Annual Meeting with Auditor	
Date of adoption	26 September 2006
Function delegated	That Council delegates authority to the Audit and Risk Committee to meet with the auditor of the Shire of Mundaring at least once in every year to satisfy the requirement of s. 7.12A(2) of the <i>Local Government Act 1995</i> .
Statutory power delegated	<i>Local Government Act 1995</i> s. 7.12A(2) Duties of local government with respect to audits
Statutory power of delegation	<i>Local Government Act 1995</i> s. 5.16 Delegation of some powers and duties to certain committees s. 7.1B Delegation of some powers and duties to audit committees
Delegator	Council of the Shire of Mundaring
Delegate	Audit and Risk Committee
Statutory power to sub-delegate	Nil
CEO's sub-delegation to	Nil
Compliance links	Department of Local Government and Communities Operational Guideline No. 9 – Audit in Local Government
Conditions	Nil. Sub-delegation is prohibited by s. 7.1B



10.8 New Model Code of Conduct and Model Standards for CEO Recruitment, Performance and Termination

File Code	GV.OPP 1
Author	Danielle Courtin, Governance Coordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Policy OR-34 Code of Conduct for Council Members, Committee Members and Candidates ↓2. Policy OR-35 Standards for CEO Recruitment, Performance and Termination ↓

SUMMARY

Council is requested to:

1. Adopt the Model Code of Conduct for Council Members, Committee Members and Candidates (Model Code) (**Attachment 1**) as Council Policy OR-34; and
2. Adopt the Model Standards for CEO Recruitment, Performance and Termination (Model Standards) (**Attachment 2**) as Council Policy OR-35.

BACKGROUND

On 3 February 2021 new regulations came into effect, prescribing a Model Code of Conduct for Council Members, Committee Members and Candidates and Model Standards for the Recruitment, Performance and Termination of local government CEOs.

Both Models must be adopted by Council by 3 May 2021.

Council was provided an opportunity to familiarise themselves with both Models during the Council Forum on 23 March 2021.

The Model Code and Model Standards apply as from 3 February 2021, regardless of whether or not a local government adopts them. However, it is a statutory requirement to adopt them within three months of the regulations coming into effect.

STATUTORY / LEGAL IMPLICATIONS

This report is about implementing new and amended regulations:

- New *Local Government (Model Code of Conduct) Regulations 2021*; and
- Amended *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS

Both Models should be adopted as Council Policies.

FINANCIAL IMPLICATIONS

A need for legal advice may arise:

- should Council wish to vary the Model Code; and
 - to ensure the current CEO contract and any variations to the Model Standards Council may wish to pursue comply with the new Model CEO Standards.
-

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: <u>Compliance:</u> Council doesn't adopt the Model Code and Model Standards, and therefore the statutory deadline of 3 May 2021 is not complied with. This may show as a non-compliance in the Annual Compliance Audit Return.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Council must adopt both Models by 3 May 2021 to comply with its statutory obligations. Any additions or changes they may wish to make, can be deferred and revisited after 3 May 2021, when compliance pressure is relieved and the implications of any changes can be fully considered without time pressure.		

EXTERNAL CONSULTATION

Nil

COMMENT

Due to the tight timeframe imposed by the Department of Local Government, it is proposed to simply adopt the Model Code and Model Standards as they have been legislated. WALGA intends to release a more detailed complaints framework and process by 31 March 2021, and this may be inserted into the Model Code once Council has considered and approved it.

The Model Code has been formatted as a Council Policy (OR-34) and is attached at **Attachment 1**.

The Model Standards have also been formatted as a Council Policy (OR-35) and are attached at **Attachment 2**.

Council should note that a new Employee Code of Conduct, based on Council Policy OR-12, will be finalised and approved by the CEO by the end of April 2021.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 5.104 (Model Code) and section 5.39B (Model Standards).

RECOMMENDATION

That Council, by absolute majority:

1. in accordance with section 5.104 of the *Local Government Act 1995*, adopts Policy OR-34 'Code of Conduct for Council Members, Committee Members and Candidates' in **Attachment 1**; and
2. in accordance with section 5.39B of the *Local Government Act 1995*, adopts Policy OR-35 'Standards for CEO Recruitment, Performance and Termination' in **Attachment 2**.

Shire of Mundaring

POLICY

CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Policy Ref:	OR-34	
Committee Rec:	Date:	
Adopted:	Date:	
Amended:	Date:	
Reviewed:	Date:	
Procedure Ref:	N/A	Delegation Ref:
Statute Ref:	<i>Local Government Act 1995 s. 5.104</i> <i>Local Government (Model Code of Conduct) Regulations 2021</i>	
Local Law Ref:	N/A	

PURPOSE

To set out the standards of ethical and professional behaviour expected of Shire of Mundaring Council Members, Committee Members and Election Candidates.

POLICY

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Mundaring Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

- (1) In this code —
 - Act** means the *Local Government Act 1995*;
 - candidate** means a candidate for election as a council member;
 - complaint** means a complaint made under clause 11(1);
 - publish** includes to publish on a social media platform.
- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

- (1) A council member, committee member or candidate should —
 - (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
 - (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
 - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
 - (c) read all agenda papers given to them in relation to council or committee meetings; and
 - (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of the *Shire of Mundaring Meeting Procedures Local Law*; and

- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints. Council has resolved on 9 February 2021 (C12.02.21) that the Chief Executive Officer is the authorised complaints officer.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
resources of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or

- (b) to the extent specified by the council and subject to such other conditions as the council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
interest —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Shire of Mundaring

POLICY

STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Policy Ref:	OR-35	
Committee Rec:		Date:
Adopted:		Date:
Amended:		Date:
Reviewed:		Date:
Procedure Ref:	N/A	Delegation Ref:
Statute Ref:	Local Government Act 1995 s. 5.39B Local Government (Administration) Regulations 1996 Schedule 2	
Local Law Ref:	N/A	

PURPOSE

To prescribe standards for the recruitment, selection, performance and termination of the local government CEO.

POLICY

Division 1 — Preliminary provisions

1. Citation

These are the *Shire of Mundaring Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Mundaring;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
- (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government); and
- (b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- (a) a summary of the selection panel's assessment of each applicant; and
- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
- (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
- (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and
- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
- (a) the process by which the CEO's performance will be reviewed; and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

10.9 Statement of Financial Activity for period ended 28 February 2021

File Code	FI.RPT2
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Statement of Financial Activity for period ended 28 February 2020 ↓

SUMMARY

The monthly Statement of Financial Activity discloses the Shire's financial activities for the period ending 28 February 2021.

The actual closing budget position as at 28 February 2021 was a surplus of \$20,266,416 compared to a budgeted year to date surplus to the end of February of \$15,821,147. The budgeted year end surplus is \$1,545,251 as per the original budget adopted by Council (C2.07.20). The mid-year budget review subsequently amended the forecast budget year end surplus to \$1,921,291 (C8.02.21)

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 (C14.07.20) 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 2020/21 financial year.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Financial performance is not monitored against approved budget		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly financial report tracks the Shire's actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire's financial performance throughout the financial year.		

EXTERNAL CONSULTATION

Nil

COMMENT

The reports that accompany this item are as follows:

- A graphical representation of the year to date comparison to budget for operating revenue, operating expenses and capital expenses;
- Statement of Financial Activity (based on the Rate Setting Statement adopted in the annual budget) for the period ending 28 February 2021;
- An explanation of the material variances in the Statement of Financial Activity
- The closing budget position for the period ending 28 February 2021 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 28 February 2021 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 28 February 2021.

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 28 February 2021 was \$20,266,416 compared to a year to date budgeted surplus of \$15,821,147. This variation is primarily due to:

1. The Shire's forecast opening budget surplus in the adopted budget was \$5,453,805 compared to an actual opening surplus position of \$6,386,144 (actual opening position was finalised after the budget was adopted);
2. The Shire's year to date actual operating expenses being \$1,892,059 less than the year to date budget (see explanation of variances);
3. The Shire's year to date actual operating revenue being \$215,339 less than the year to date budget (see explanation of variances);
4. The Shire's net expenditure on investing activities (Capital works) being \$85,948 less 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 \$993,757 less than the year to date budget (see explanation of variances).

Outstanding rates and waste charges as at 28 February 2021 was \$7,406,697 compared to a figure of \$6,940,436 at the same time last year.

The Shire's total cash as at 28 February 2021 was \$46,146,895 which includes \$19,003,380 in municipal funds (\$18,647,151 at the same time last year) and \$27,143,515 in cash backed reserves and other restricted funds.

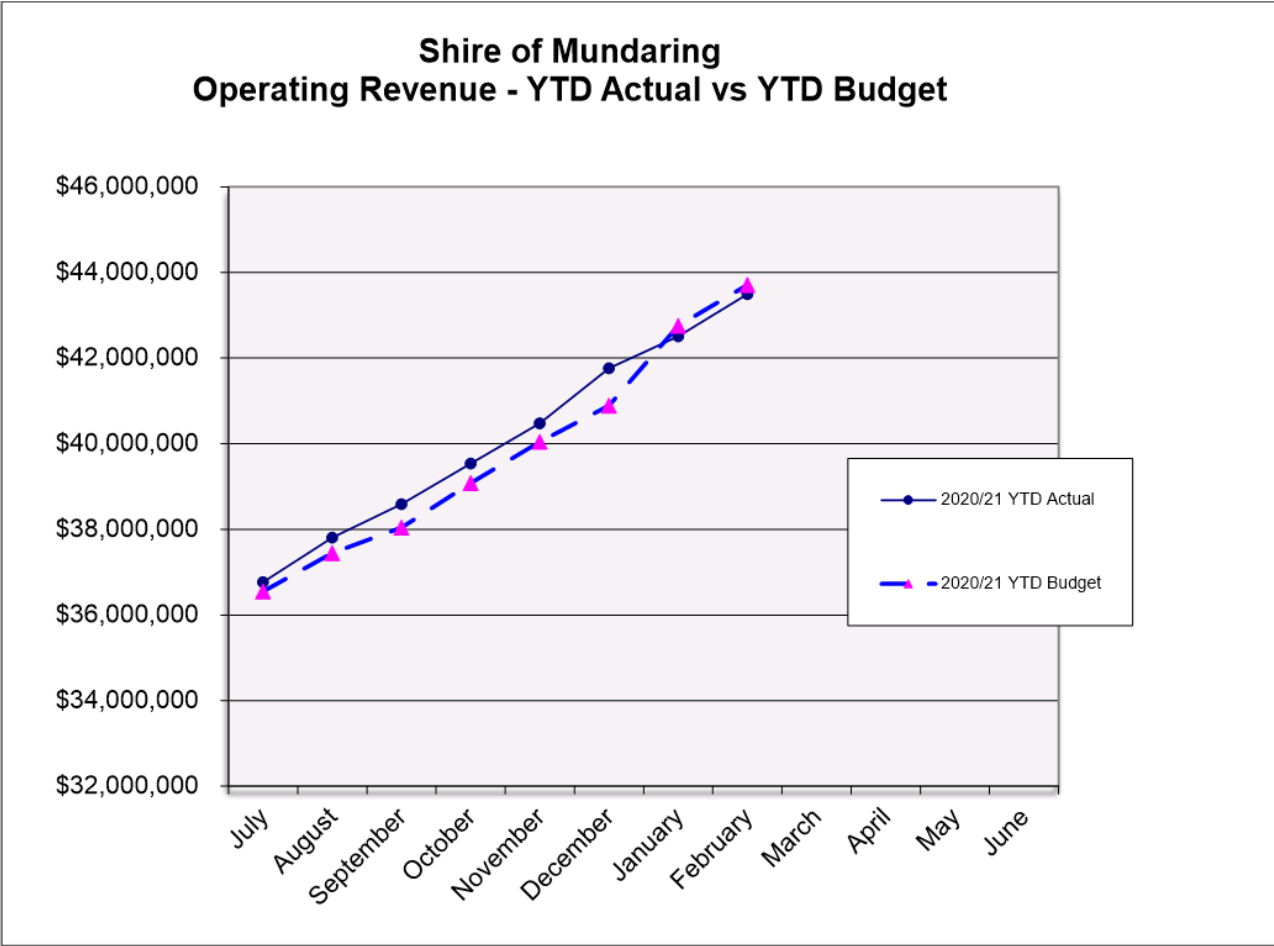
VOTING REQUIREMENT

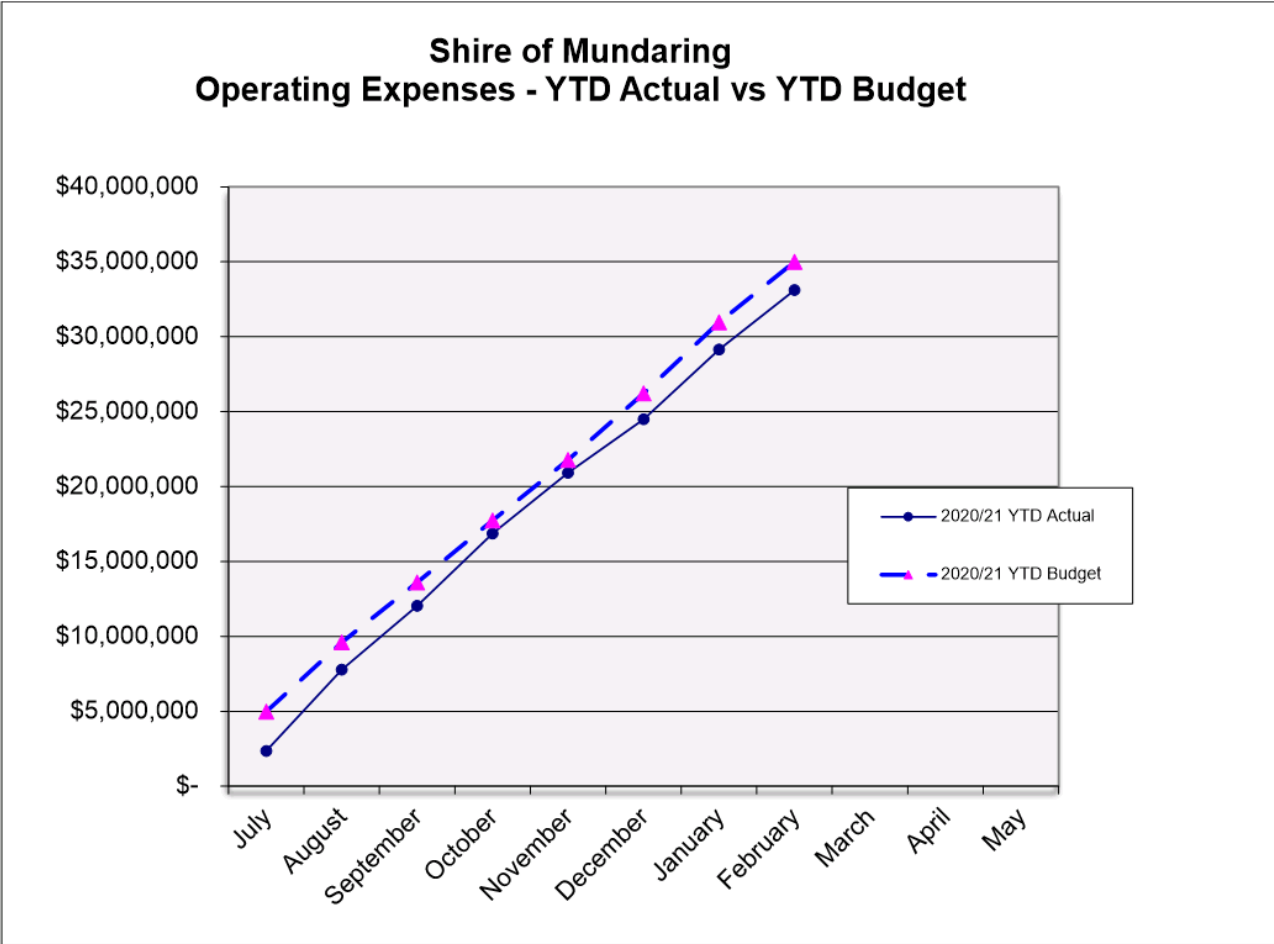
Simple Majority

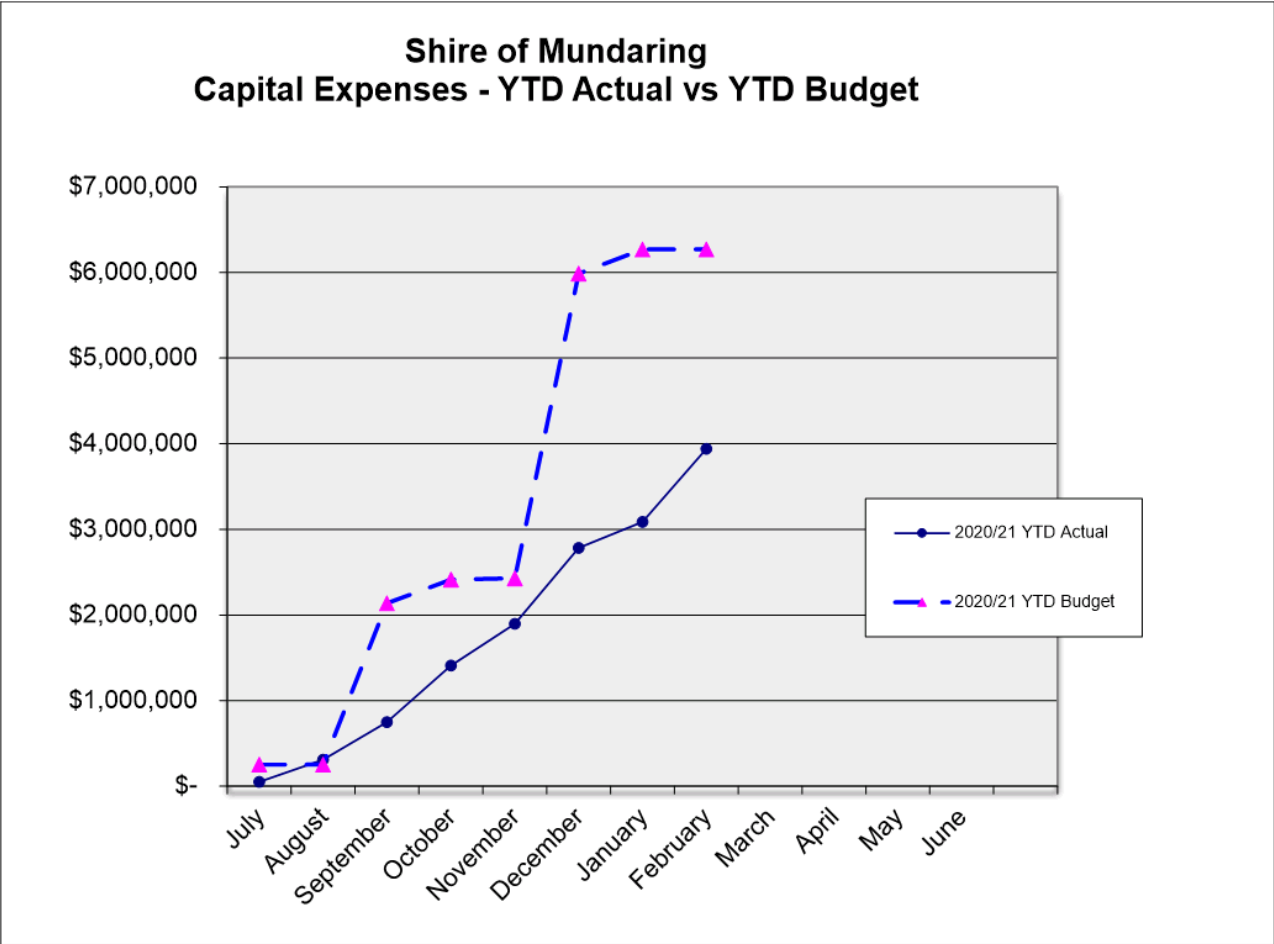
RECOMMENDATION

That Council notes:

1. the closing position of the Shire for the period ending 28 February 2021 is a surplus of \$20,266,416 compared to the year to date budgeted surplus of \$15,821,147; 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 28 February 2021**

	2020/21 YTD Budget	2020/21 YTD Actuals	2020/21 BUDGET	2020/21 REVISED BUDGET	YTD Variance	YTD Variance
	\$	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	5,453,805	6,386,144	5,453,805	6,386,144	932,339	17.1%
Revenue from operating activities						
General Purpose Funding - Rates	29,043,987	29,009,418	29,092,236	29,092,236	(34,569)	-0.1%
General Purpose Funding - Other	1,239,485	1,005,166	1,711,045	1,711,045	(234,319)	-18.9%
Governance	127,428	241,603	179,748	277,922	114,175	89.6%
Law, Order & Public Safety	313,800	602,598	562,400	787,633	288,798	92.0%
Health	37,464	80,620	46,200	72,382	43,156	115.2%
Education & Welfare	4,062,748	4,038,112	5,762,350	5,771,200	(24,636)	-0.6%
Community Amenities	6,837,346	6,879,523	7,147,722	7,070,890	42,177	0.6%
Recreation and Culture	1,591,826	1,037,360	2,088,856	2,005,356	(554,466)	-34.8%
Transport	3,575	33,719	65,700	93,700	30,144	843.2%
Economic Services	201,489	251,708	256,825	276,950	50,219	24.9%
Other Property and Services	250,107	314,089	414,007	287,346	63,982	25.6%
Total	43,709,255	43,493,916	47,327,089	47,446,660	(215,339)	-0.5%
Expenditure from operating activities						
General Purpose Funding	(545,388)	(413,400)	(811,573)	(661,573)	131,988	-24.2%
Governance	(3,491,485)	(2,870,145)	(5,023,677)	(5,055,996)	621,340	-17.8%
Law, Order & Public Safety	(1,703,991)	(2,200,658)	(2,476,558)	(3,012,282)	(496,667)	29.1%
Health	(546,551)	(488,984)	(787,645)	(814,840)	57,567	-10.5%
Education & Welfare	(5,488,101)	(4,868,461)	(8,018,301)	(7,973,857)	619,640	-11.3%
Community Amenities	(5,916,890)	(5,740,545)	(9,012,593)	(8,917,380)	176,345	-3.0%
Recreation and Culture	(7,427,922)	(7,176,884)	(11,160,975)	(11,245,790)	251,038	-3.4%
Transport	(8,023,372)	(7,844,149)	(12,243,036)	(11,033,860)	179,223	-2.2%
Economic Services	(508,116)	(492,583)	(738,656)	(738,689)	15,533	-3.1%
Other Property and Services	(1,347,060)	(1,011,008)	(1,602,101)	(1,689,805)	336,052	-24.9%
Total	(34,998,876)	(33,106,817)	(51,875,115)	(51,144,072)	1,892,059	5.4%
Operating activities excluded from rate setting						
Depreciation on Assets	5,413,616	5,498,893	8,120,471	7,096,221	85,277	-1.6%
(Profit)/Loss on Disposal of Assets	(642,911)	(1,628)	(635,822)	(635,822)	641,283	99.7%
Deferred Rates Adjustment	-	29,945	-	-	29,945	100.0%
Amount attributable to operating activities	13,481,084	15,914,309	2,936,623	2,762,987	2,433,225	18.0%
Investing Activities						
Proceeds from Disposal of Assets	1,000,000	20,909	1,139,989	1,173,556	(979,091)	100.0%
Grants and Contributions	3,300,796	2,034,687	5,938,534	7,328,063	(1,266,109)	-38.4%
Purchase Property, Plant & Equipment	(2,145,201)	(709,029)	(2,666,564)	(3,806,641)	1,436,172	-66.9%
Purchase Infrastructure	(4,125,334)	(3,230,358)	(8,245,167)	(9,171,889)	894,976	-21.7%
Amount attributable to investing activities	(1,969,739)	(1,883,791)	(3,833,208)	(4,476,911)	85,948	-4.4%
Financing Activities						
Repayment of Debentures	(444,518)	(385,002)	(666,777)	(666,777)	59,516	-13.4%
Cash Advances to Community Groups	-	(25,000)	-	-	(25,000)	-100.0%
Transfers from Reserves	452,211	250,520	2,099,343	2,165,722	(201,691)	-44.6%
Transfers to Reserves	(1,151,696)	9,236	(4,444,535)	(4,249,874)	1,160,932	100.8%
Amount attributable to financing activities	(1,144,003)	(150,246)	(3,011,969)	(2,750,929)	993,757	86.9%
Closing Funding Surplus/(Deficit)	15,821,147	20,266,416	1,545,251	1,921,291	4,445,269	28.1%

Explanation of Material Variances				
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.				
The material variance for revenue adopted by Council for the 2020/21 year is \$50,000 or 10% whichever is the greater.				
The material variance for expenses adopted by Council for the 2020/21 year is \$100,000 or 10% whichever is the greater.				
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
General Purpose Funding -Rates	(34,569)	(0.1%)		Within Variance threshold.
General Purpose Funding - Other	(234,319)	(18.9%)	Timing	Interest - Reserve \$160,932 and Interest - Municipal \$86,176 are less than YTD Budget mainly as a result of reversal of interest accruals for 30 June 2020 which will self adjust as interest is earned in 2020/21. However will be impacted by reduced interest rates on investments.
Governance	114,175	89.6%	Timing	Refund from LGIS is \$108,838 greater than YTD Budget, for which an adjustment was made at the Mid-year Budget Review.
Law, Order & Public Safety	288,798	92.0%	Timing	DFES Mitigation Activity Fund is \$277,833 greater than YTD Budget for which an adjustment was made at the Mid-year Budget Review. In addition Dog Act Registration Fees \$88,396 is greater than YTD Budget, partially offset by ESL Grant which is \$70,114 less than YTD Budget.
Health	43,156	115.2%	Timing	Food Inspection Fees and Charges \$26,050 and Septic Tanks Inspection Fees and Charges \$9,588 are greater than YTD Budget for which an adjustment was made at the Mid-year Budget Review. The balance of the variance is spread across a number of areas.
Education & Welfare	(24,636)	(0.6%)		Within Variance threshold.
Community Amenities	42,177	0.6%		Within Variance threshold.
Recreation and Culture	(554,466)	(34.8%)	Timing	Profit on Sale is \$650,000 less than YTD Budget attributed to former KSP Library site at 2-4 Scott Street Greenmount, which is yet to be sold. The balance of variance is spread across a number of areas.
Transport	30,144	843.2%	Timing	Income for the maintenance of Great Eastern Highway \$28,000 received earlier than anticipated in the budget, for which an adjustment was made at the Mid-year Budget Review.
Economic Services	50,219	24.9%	Timing	Building Licence Application Fees are \$48,396 greater than YTD Budget, for which an adjustment was made at the Mid-year Budget Review.
Other Property and Services	63,982	25.6%	Timing	Workers Compensation Reimbursements \$47,239 and Rent Lot 299 Elmsfield Road Midvale \$17,016 are greater than YTD Budget, both of which were adjusted at the Mid-year Budget Review.

Expenditure from operating activities				
General Purpose Funding	131,988	(24.2%)	Timing	Predominantly due to Rates Write-offs which are \$133,200 less than YTD Budget for which an adjustment was made at the Mid-year Budget Review.
Governance	621,340	(17.8%)	Timing	Salaries \$255,859, Equipment Maintenance \$201,133 and IT Expenses \$129,381 are less than YTD Budget, all of which were adjusted at the Mid-year Budget Review. In addition Planned Air Conditioning Maintenance for the Administration Building is \$67,638 less than YTD Budget. The balance of the variance is spread across a number of areas.
Law, Order & Public Safety	(496,667)	29.1%	Timing	Predominantly due to Fire Mitigation Expenditure \$306,216 and Office Expenses \$32,909 which are greater than YTD Budget, both of which were adjusted at the Mid-year Budget Review. In addition unbudgeted Salaries and Expenditure of \$129,028 was incurred from the Wooroloo Bush Fire and is subject to reimbursement from DRFAWA funding. The balance of the variance is spread across a number of areas.
Health	57,567	(10.5%)	Timing	Buildings Maintenance \$22,758, Salaries \$14,035 and Office Expenses \$10,970 are less than YTD Budget, all of which were adjusted at the Mid-year Budget Review. The balance of the variance is spread across a number of areas.
Education & Welfare	619,640	(11.3%)	Timing	Children Services employee costs are \$469,615 less than YTD Budget due to impact of Covid-19 and other staff vacancies. In addition Grants and Subsidies is \$279,807 less than YTD Budget, partially offset by Programs which is \$136,766 greater than YTD Budget, both for which an adjustment was made at Mid-year Budget Review.
Community Amenities	176,345	(3.0%)		Within Variance threshold.
Recreation and Culture	251,038	(3.4%)	Timing	Community Facilities Cleaning Expenses \$284,561 and Grants and Subsidies \$47,495 are less than YTD Budget, for which an adjustment was made at Mid-year Budget Review. In addition Utilities \$100,683 and Garden Maintenance Expense \$68,831 are less than YTD Budget, partially offset by Interest Expense \$134,913 and pre-allocation of Overheads \$98,176 which are less than YTD Budget. The balance of the variance is spread across a number of areas.
Transport	179,223	(2.2%)	Timing	Roads Maintenance costs are \$245,824 less than YTD Budget, partially offset by Street Lighting costs which are \$50,984 greater than YTD Budget. The balances of variances are spread across a number of areas.
Economic Services	15,533	(3.1%)		Within Variance threshold.
Other Property and Services	336,052	(24.9%)	Timing	Pre-allocation of overheads. Impact \$563,842. The balance of the variance is spread across a number of areas.

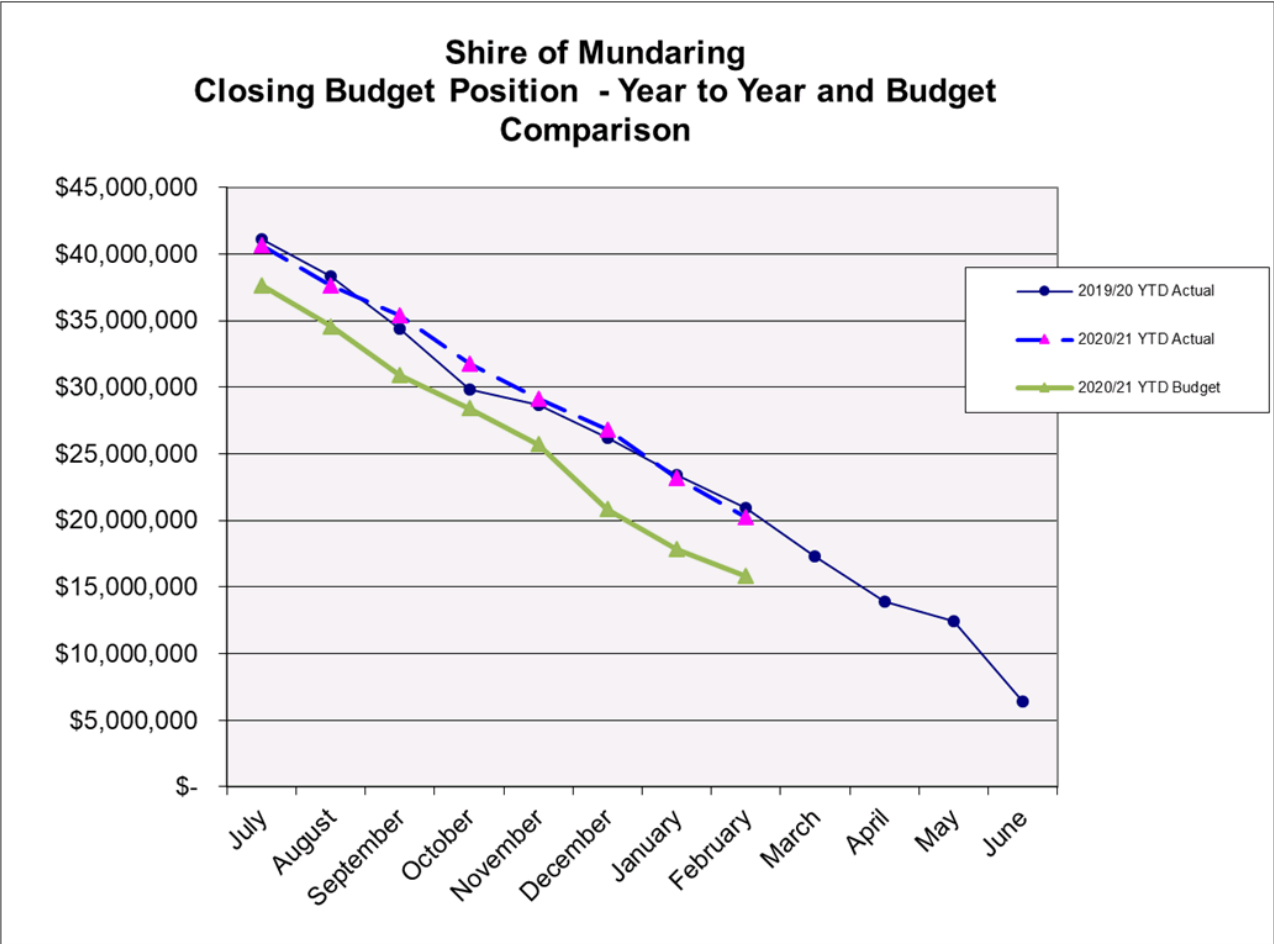
Operating activities excluded from rate setting				
Depreciation on Assets	85,277	(1.6%)	Permanent	Depreciation Buildings is \$77,760 greater than YTD Budget, for which an adjustment was made at the Mid-year Budget Review.
(Profit)/Loss on Disposal of Assets	641,283	99.7%	Timing	Profit rather than budgeted loss has been recognised on disposal of assets YTD.
Deferred Rates Adjustment	29,945	100.0%	Permanent	Relates to an unbudgeted movement in Deferred Rates.
Investing Activities				
Proceeds from Disposal of Assets	(979,091)	100.0%	Timing	Sale of Land is \$1,000,000 less than YTD Budget mainly attributed to former KSP Library site at 2-4 Scott Street Greenmount, which is yet to be sold.
Grants and Contributions	(1,266,109)	(38.4%)	Timing	Roads to Recovery Grant is \$656,472 less than YTD Budget, partially offset by Local Roads and Community Infrastructure Grant \$354,941 and Local Projects / Jobs Grant \$184,150 which are less than YTD Budget, all of which were adjusted at Mid-year Budget Review. In addition, grant funding for Scott Street Bridge \$600,000 and ESL Capital Grant \$600,000 have not been received, partially offset by Metro Roads Grant \$456,084 which has been received earlier than anticipated. The balance of the variance is spread across a number of areas.
Purchase Property, Plant & Equipment	1,436,172	(66.9%)	Timing	Purchase of DFES funded Volunteer Bush Fire Brigade Vehicles \$600,000 not aligned to the timing that was anticipated in the budget. In addition the Plant Replacement Program \$539,142, Stoneville Fire School Upgrade \$95,830 and Stoneville VBFB Building Upgrade \$79,500 are less than YTD Budget. The balance of the variance is spread across a number of projects.
Purchase Infrastructure	894,976	(21.7%)	Timing	Footpath program \$200,455, Roads Works Program \$186,270, Chidlow Skate Park \$168,633, Bridges Program \$150,000 and Drainage Program \$147,120 are less than YTD budget. The balance of the variance is spread across a number of areas.
Financing Activities				
Repayment of Debentures	59,516	(13.4%)	Timing	Relates to the timing of loans repayments.
Cash Advances to Community Groups	(25,000)	(100.0%)	Permanent	Relates to an unbudgeted loan provided to Mahogany Creek Progress Association
Transfers from Reserves	(201,691)	(44.6%)	Timing	No transfers required from reserves to the end of February.
Transfers to Reserves	1,160,932	100.8%	Timing	Impact of reversal of interest accruals for 30 June 2020 which will self adjust as interest is earned in 2020/21. However will be impacted by reduced interest rates on investments.

KEY TERMS AND DEFINITIONS USED IN STATEMENT OF FINANCIAL ACTIVITY

OBJECTIVE	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of resources.	Includes the activities of members of council and the administrative support required for the Council and Shire services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision and enforcement of legislation and various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH To provide an operational framework for environmental and community health.	Prevention of human illnesses, including inspection of premises/food control.
EDUCATION AND WELFARE To provide services to disadvantaged persons, the elderly, children and youth.	Operating and maintaining child minding centres and playgroup centres. Provision of services and programs for the youth and seniors of the Shire.
COMMUNITY AMENITIES To provide essential services required by the community.	Rubbish collection services, operation of waste disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemeteries and public conveniences.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centres, lake, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of libraries and other cultural facilities.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, pathways, depots, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES To help promote the Shire and its economic wellbeing.	Tourism and area promotion. Provision of standpipes. Approval of building construction and implementation of statutory building controls.
OTHER PROPERTY AND SERVICES To monitor and control the Shire's overheads operating accounts.	Public works overheads, plant and equipment operations and activities not reported in the above programs.

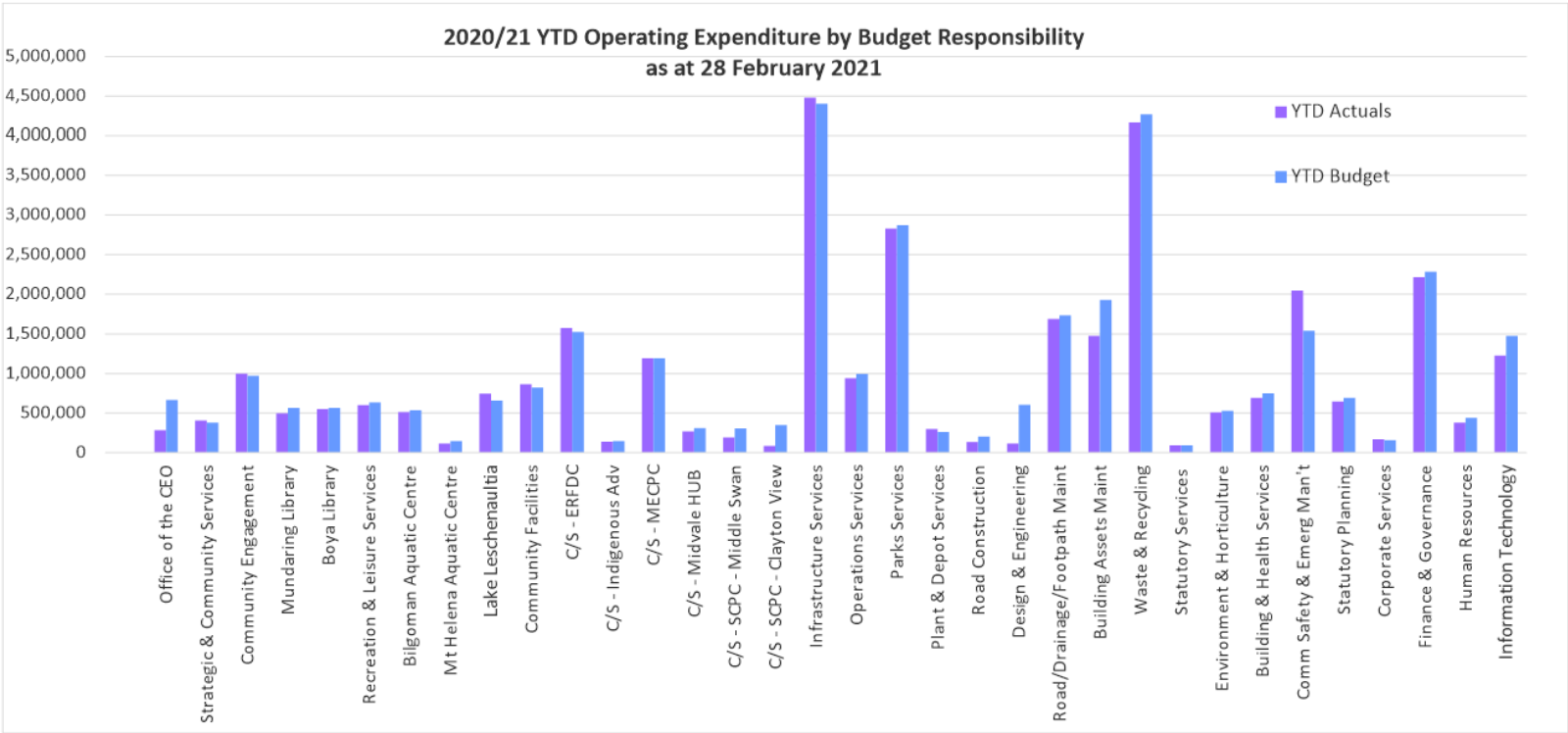
NET CURRENT ASSETS- BUDGET SURPLUS/(DEFICIT)

	Actual 29 February 2020	Actual 28 February 2021
CURRENT ASSETS		
Rates & Sanitation Debtors	6,940,436	7,406,697
Debtors	649,013	595,227
TOTAL RECEIVABLES - CURRENT	7,589,448	8,001,924
STOCK ON HAND	121,587	145,886
CASH ASSETS		
Municipal	18,647,151	19,003,380
Restricted Cash	24,298,435	27,143,515
Total Bank Accounts	42,945,586	46,146,895
TOTAL CURRENT ASSETS	50,656,621	54,294,705
CURRENT LIABILITIES		
Creditors	(4,452,472)	(5,559,317)
Borrowings - Current Portion	(635,200)	(666,777)
Provisions	(3,245,465)	(3,738,093)
	(8,333,136)	(9,964,187)
NET CURRENT ASSETS	42,323,485	44,330,518
Less Reserve Funds	(22,042,110)	(24,937,142)
Add Current Loan Liability	635,200	666,777
Add Current Lease Liability	0	206,263
CLOSING BUDGET SURPLUS/(DEFICIT)	20,916,574	20,266,416



**YTD Operating Expenditure by Budget Responsibility
for period ending 28 February 2021**

	2020/21 YTD Actuals	2020/21 YTD Budget
Office of the CEO	283,184	665,629
Strategic & Community Services Directorate	405,467	379,221
Community Engagement	1,000,328	971,448
Mundaring Library	494,710	567,527
Boya Library	550,254	567,100
Recreation & Leisure Services	601,707	637,297
Bilgoman Aquatic Centre	512,078	535,199
Mt Helena Aquatic Centre	113,559	145,868
Lake Leschenaultia	742,888	659,603
Community Facilities	861,464	820,042
Children's Services - Eastern Region Family Day Care Scheme	1,571,438	1,524,833
Children's Services - Indigenous Advancement Strategy	138,442	145,676
Children's Services - Midvale Early Childhood & Parenting Centre	1,193,267	1,192,432
Children's Services - Midvale HUB Parenting Services	267,353	310,196
Children's Services - Swan Child and Parent Centre - Middle Swan	193,083	305,091
Children's Services - Swan Children and Family Centre - Clayton View	85,370	348,306
Infrastructure Services Directorate	4,479,317	4,403,034
Operations Services	940,133	993,956
Parks Services	2,827,134	2,871,111
Plant & Depot Services	298,248	261,912
Road Construction	131,863	204,664
Design & Engineering	118,368	605,217
Road/Drainage/Footpath Maintenance	1,689,905	1,734,128
Building Assets Maintenance	1,473,391	1,927,181
Waste & Recycling	4,167,127	4,268,892
Statutory Services Directorate	92,629	90,677
Environment & Horticulture	509,843	527,820
Statutory Building & Health Services	692,360	748,620
Community Safety & Emergency Management	2,044,372	1,540,635
Statutory Planning	645,639	692,275
Corporate Services Directorate	167,402	159,016
Finance & Governance (inc Elected Members Expenses)	2,213,091	2,279,761
Human Resources	377,100	442,734
Information Systems/Technology	1,224,303	1,471,775
Total	33,106,817	34,998,876
Totals from Statement of Financial Activity	(33,106,817)	(34,998,876)



SHIRE OF MUNDARING
INVESTMENT SUMMARY as at 28 February 2021

		Amount Invested	Interest Rate	Period of Investment	Investment Date	Maturity Date
MUNICIPAL FUNDS						
<i>Unrestricted Use Funds</i>						
1	Bendigo Investment Account (on Call)	3,473,079	0.05%	N/A	N/A	N/A
132	Suncorp Bank	3,825,698	0.38%	182	days 30-Nov-20	31-May-21
144	Westpac	3,555,342	0.65%	212	days 30-Sep-20	30-Apr-21
148	Suncorp Bank	2,500,000	0.63%	181	days 15-Sep-20	15-Mar-21
149	Bendigo	2,505,651	0.20%	150	days 12-Feb-21	12-Jul-21
150	NAB	2,504,007	0.45%	182	days 14-Dec-20	14-Jun-21
Total		18,363,777				
RESTRICTED ASSET FUNDS						
<i>Restricted Use Funds</i>						
4	Bendigo Investment Account (on Call)	2,206,373	0.05%	N/A	N/A	N/A
Total		2,206,373				
TOTAL MUNI INVESTMENTS		\$20,570,149				
RESERVE FUNDS						
2	Bendigo Investment Account (on Call)	2,659,104	0.05%	N/A	N/A	N/A
60A	Bendigo	3,533,592	1.30%	365	days 21-Sep-20	21-Sep-21
107	ANZ	2,534,942	0.85%	365	days 30-Apr-20	30-Apr-21
108	ANZ	1,897,159	0.85%	365	days 16-Apr-20	16-Apr-21
127	NAB	3,872,340	1.20%	365	days 9-Apr-20	9-Apr-21
128	Westpac	4,924,798	0.72%	212	days 22-Aug-20	22-Mar-21
145	NAB	2,515,208	0.65%	365	days 2-Oct-20	2-Oct-21
147	Westpac	3,000,000	0.70%	365	days 15-Sep-20	15-Sep-21
TOTAL RESERVE INVESTMENTS		24,937,142				
TOTAL MUNI / RESERVE INVESTMENTS		\$45,507,292				
TRUST FUNDS						
<i>POS Funds</i>						
3	Bendigo Investment Account (on Call)	\$3,102,956	0.05%	N/A	N/A	N/A
TOTAL TRUST INVESTMENTS		3,102,956				

10.10 List of Payments Made during February 2021

File Code	FI.RPT 1
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Payments Between Meetings February 2021 ↓

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 February 2021 is presented to Council for noting.

BACKGROUND

Council has delegated to the Chief Executive Officer (CEO) 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*

(3) *A list prepared under sub regulation (1) or (2) is to be –*

(a) *presented to council at the next ordinary meeting of the council after the list is prepared; and*

(b) *recorded in the minutes of that meeting*

POLICY IMPLICATIONS

AS-04 Purchasing Policy

FINANCIAL IMPLICATIONS

All payments have been made in accordance with the approved budget and reflects the effective and timely payment of the Shire's contractors and other creditors.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Expenditure has been incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles

RISK IMPLICATIONS

Risk: Payments are not monitored against approved budget and delegation		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly list of payments provides an open and transparent record of payments made under the CEO's approved delegation		

EXTERNAL CONSULTATION

Nil

COMMENT

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council notes the list of payments made during February 2021 (**Attachment 1**).

PAYMENTS BETWEEN MEETINGS

The schedule of accounts paid for the month of February 2021 totals **\$3,839,628.30** and includes:

- Municipal Cheques 200460; and
- Electronic Funds Transfers.

Schedule of Accounts:

	Amounts \$	Total \$
MUNICIPAL ACCOUNT		
MUNICIPAL CHEQUE PAYMENTS	143.90	
EFT PAYMENTS	2,628,289.07	
EFT PAYROLL PAYMENTS	1,058,558.77	
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	18,343.62	
FLEETCARE FUEL PAYMENTS	5,915.40	
BENDIGO MERCHANT BANK FEES	6,148.70	
BENDIGO DIRECT DEBIT FEES (incl. FTS)	130.01	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	22,588.50	
COMMONWEALTH BANK – BPOINT FEES	3,076.85	
KONICA MINOLTA – PRINTER LEASE	3,414.52	
WA TREASURY CORPORATION	91,888.81	
RMS – LAKES MONTHLY LICENCE FEE	163.90	
RMS – MONTHLY SMS FEES	41.12	
WEX MOTORPASS	771.24	
QIKKIDS – FEES	29.04	
WINDCAVE – MERCHANT FEES	124.85	
TOTAL MUNICIPAL ACCOUNT		\$3,839,628.30
TRUST ACCOUNT		0.00
TOTAL ALL SCHEDULES		\$3,839,628.30

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
Cheque Details					
22/02/2021	00200460	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 143.90
22/02/2021	PETTY CASH		PETTY CASH REIMBURSEMENT - BROWN PARK	\$ 143.90	
Total Confirmation Cheques				\$ 143.90	\$ 143.90
Electronic Funds Transfer					
01/02/2021	2727.10596-01	TJ Signs & Vehicle Graphics	STICKERS		\$ 495.00
28/01/2021	001837		SUPPLY 25 X MUNDARING SHIRE STICKERS & 25 X CDS STICKERS	\$ 495.00	
01/02/2021	2727.10881-01	Alsco Pty Ltd	FIRST AID REPLENISHMENT		\$ 65.29
29/01/2021	CPER2088678		HYGIENE UNITS FOR MT HELENA AQUATIC CENTRE	\$ 16.32	
29/01/2021	CPER2088677		HYGIENE UNITS FOR BILGOMAN AQUATIC CENTRE	\$ 48.97	
01/02/2021	2727.11017-01	Sapio Pty Ltd	ALARM MONITORING		\$ 352.00
28/01/2021	SP168269		REPAIR ALARM SYSTEM - DARLINGTON VBFB	\$ 137.50	
28/01/2021	SP168195		INVESTIGATE ALARM TRIGGERING ZONE 4 - DARLINGTON VBFB	\$ 214.50	
01/02/2021	2727.11020-01	Nosh Catering	CATERING		\$ 5,324.00
28/01/2021	121223		CATERING - AUSTRALIA DAY CITIZENSHIP CEREMONY 2021	\$ 5,324.00	
01/02/2021	2727.11135-01	Frontline Fire & Rescue Equipment	EQUIPMENT PURCHASES		\$ 245.31
28/01/2021	69338		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 245.31	
01/02/2021	2727.11266-01	DiskBank Pty Ltd T/A SoundPack Solutions	EQUIPMENT		\$ 434.50
29/01/2021	INV-14236		CD CASES - KSP LIBRARY	\$ 434.50	
01/02/2021	2727.11474-01	Swan Valley Fresh (Vendor Management)	PROVISIONS FOR REFLECTIONS CAFE		\$ 132.56
28/01/2021	00031007		PROVISIONS FOR REFLECTIONS CAFE	\$ 132.56	
01/02/2021	2727.11568-01	Bow Steel Pty Ltd	STEEL FABRICATION		\$ 440.00
29/01/2021	714		REPAIR DIVING POOL LADDER - BILGOMAN AQUATIC CENTRE	\$ 440.00	
01/02/2021	2727.11579-01	Local Geotechnics (R & R Engineer)	GEOTECHNICAL INVESTIGATION		\$ 3,278.00
19/01/2021	INV-1353		GEOTECHNICAL INVESTIGATION - CHIDLOW SKATE PARK	\$ 3,278.00	
01/02/2021	2727.11784-01	Mrs A E Collins	REIMBURSEMENT		\$ 300.00
29/01/2021	REIMBURSEMENT		REIMBURSEMENT CHILDCARE EXPENSES 11/11/2020 TO 8/12/2020	\$ 300.00	
01/02/2021	2727.11882-01	Fundangos (Teresa O'Brien T/As:)	ENTERTAINMENT		\$ 250.00
28/01/2021	221		FACE PAINTING - GREAT AUSSIE BBQ 23/01/2021	\$ 250.00	
01/02/2021	2727.11953-01	The Stationery Co (C Willis & D J)	STATIONERY		\$ 511.89
19/01/2021	162407		STATIONERY ITEMS	\$ 364.44	
28/01/2021	162393		STATIONERY ITEMS	\$ 138.90	
28/01/2021	162392		STATIONERY ITEMS	\$ 8.55	
01/02/2021	2727.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 338.12
28/01/2021	C INV 579836		TEMP STAFF - DEPOT	\$ 338.12	
01/02/2021	2727.12134-01	W.A. Library Supplies	BOOK COVERING		\$ 290.00
12/01/2021	00123553		BOOK COVERING - KSP LIBRARY	\$ 290.00	
01/02/2021	2727.12183-01	WA School Canteen Suppliers	KIOSK SUPPLIES		\$ 2,238.14
18/01/2021	00010295		KIOSK SUPPLIES	\$ 1,014.51	
18/01/2021	00010294		KIOSK SUPPLIES	\$ 80.70	
29/01/2021	00010309		KIOSK SUPPLIES	\$ 1,008.43	
29/01/2021	00010308		KIOSK SUPPLIES	\$ 134.50	
01/02/2021	2727.12206-01	Highway Motor Trimmers (R & A Cox)	REPAIRS		\$ 528.00
29/01/2021	3273		REPAIR SHADE SAILS - BILGOMAN AQUATIC CENTRE	\$ 528.00	
01/02/2021	2727.12261-01	ONEMUSIC AUSTRALIA (Australasian)	LICENSE FEES		\$ 1,106.47
18/01/2021	093804		APRA MUSIC LICENSE FEE 01/01/2021 TO 31/03/2021	\$ 1,106.47	
01/02/2021	2727.12267-01	Miss K Driver	COUNCILLOR ALLOWANCE		\$ 487.58
29/01/2021	TRAVEL		TRAVEL REIMBURSEMENT 720KM 08/10/2019 - 25/08/2020	\$ 487.58	
01/02/2021	2727.12451-01	Rainchaser Pumps and Reticulation	PARTS		\$ 30.00
28/01/2021	INV-1619		SUPPLY WEST COAST POLY TANK LID	\$ 30.00	
01/02/2021	2727.12521-01	Grand Slam Sports Equipment	EQUIPMENT		\$ 1,006.50
29/01/2021	35898		REMOTE 2 CHANNEL NET WINCH SYSTEM - MUNDARING ARENA	\$ 1,006.50	
01/02/2021	2727.12579-01	Mr V Crowe	LANDSCAPE & CLEANING SERVICES		\$ 1,040.00
28/01/2021	1632		LANDSCAPE SERVICES & TIP FEES	\$ 410.00	
28/01/2021	1633		CLEANING SERVICES	\$ 210.00	
28/01/2021	1634		LANDSCAPE SERVICES	\$ 210.00	
28/01/2021	1635		LANDSCAPE SERVICES	\$ 210.00	
01/02/2021	2727.12790-01	S&R Glass	SECURITY SCREENS		\$ 704.00
28/01/2021	750		REMOVE & REINSTALL SECURITY SCREENS - BRUCE DOUGLAS PAVILION	\$ 704.00	
01/02/2021	2727.12794-01	Mount Helena Hardware	HARDWARE ITEMS		\$ 10.99
18/01/2021	41578		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 10.99	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
01/02/2021	2727.12899-01	NAPA (A Division of GPC Asia Pacific	WORKSHOP CONSUMABLES		\$ 510.84
18/01/2021	1320119630		SUPPLY OIL FILTERS FOR P279, P280 & P728	\$ 45.10	
18/01/2021	1320119625		SUPPLY AIR & CABIN FILTERS FOR 801MDG	\$ 85.80	
18/01/2021	1320119653		SUPPLY AIR FILTER FOR P4808	\$ 35.20	
18/01/2021	1320119678		SUPPLY OF WORKSHOP CONSUMABLES	\$ 34.10	
18/01/2021	1320119748		SUPPLY OF WORKSHOP CONSUMABLES	\$ 304.31	
28/01/2021	1320120013		SUPPLY OF WORKSHOP CONSUMABLES	\$ 6.33	
01/02/2021	2727.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		\$ 414.22
28/01/2021	00022719		TRAFFIC MANAGEMENT SERVICES - MARGARET RD	\$ 414.22	
01/02/2021	2727.12984-01	AJL Plumbing & Gas Pty Ltd (ATF The	INVESTIGATE SEPTIC SYSTEM		\$ 396.00
28/01/2021	AJL6903		INVESTIGATE SEPTIC SYSTEM - PARKERVILLE VBFB	\$ 396.00	
01/02/2021	2727.13092-01	Prime Locate (Reece J Topham T/As:)	LOCATE UNDERGROUND SERVICES		\$ 429.00
28/01/2021	INV-0273		LOCATE UNDERGROUND SERVICES - WOOLOWRA RD GREENMOUNT	\$ 429.00	
01/02/2021	2727.13107-01	490 Designs	STICKERS		\$ 300.30
18/01/2021	00003427		VINYL STICKERS FOR PROMOTIONAL SIGNAGE	\$ 300.30	
01/02/2021	2727.13124-01	Rebecca De Vries Photography	EVENT PHOTOGRAPHY		\$ 200.00
29/01/2021	556		EVENT PHOTOGRAPHY - GREAT AUSSIE BBQ 23/01/2021	\$ 200.00	
01/02/2021	2727.13217-01	Mr B M Bulla	ENTERTAINMENT		\$ 500.00
28/01/2021	33		PERFORMANCE AT GREAT AUSSIE BBQ 23/01/2021	\$ 500.00	
01/02/2021	2727.13345-01	ABM Landscaping (Mikevie Pty Ltd T/As:)	LANDSCAPING		\$ 22,408.99
28/01/2021	INV-0955		LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRES	\$ 2,129.93	
28/01/2021	INV-0957		LANDSCAPE MAINTENANCE - SCULPTURE PARK & MORGAN JOHN MORGAN	\$ 3,531.00	
28/01/2021	INV-0952		LANDSCAPE MAINTENANCE - GREAT EASTERN HIGHWAY	\$ 2,279.89	
28/01/2021	INV-0951		LANDSCAPE MAINTENANCE - HELENA VALLEY ESTATE	\$ 10,592.80	
28/01/2021	INV-0954		LANDSCAPE SERVICES - MORRISON RD STREETScape MUNDARING SHIRE	\$ 3,875.37	
01/02/2021	2727.13480-01	The Trustee for Bellrock Cleaning	CLEANING		\$ 59,870.44
28/01/2021	INV-10671		CLEANING SERVICES - DECEMBER 2020	\$ 59,870.44	
01/02/2021	2727.1350-01	Crackjack Party Hire	HIRE		\$ 148.50
28/01/2021	6153		HIRE FESTOON LIGHTS & LEADS GREAT AUSSIE BBQ 23/01/2021	\$ 148.50	
01/02/2021	2727.135-01	BOC Ltd	CYLINDER RENTAL		\$ 6.23
19/01/2021	4027482550		MEDICAL OXYGEN	\$ 6.23	
01/02/2021	2727.13540-01	ELM (WA) Pty Ltd	LANDSCAPE SERVICES		\$ 10,704.38
28/01/2021	INV-3815		LANDSCAPE SERVICES - DECEMBER 2020	\$ 10,704.38	
01/02/2021	2727.13593-01	Audiocom Mobile Electronics Pty Ltd	REPAIRS		\$ 500.00
28/01/2021	INV-12894		REPAIR & REPLACE PHONE CRADLES STONEVILLE LT 1.4	\$ 500.00	
01/02/2021	2727.13641-01	Slimline Warehouse Display Shop (The	STAND FRAMES		\$ 1,660.57
29/01/2021	348580		SUPPLY ADJUSTABLE STAND FRAMES A4 & A3	\$ 1,660.57	
01/02/2021	2727.13670-01	SG Enviro (Linion Pty Ltd T/As:)	PUMP OUT SEPTIC TANKS		\$ 740.00
29/01/2021	s4394		PUMP OUT SEPTIC TANKS - GLEN FORREST VBFB	\$ 740.00	
01/02/2021	2727.13699-01	A. S Erturk & S Erturk	CATERING		\$ 115.00
28/01/2021	27012021		CATERING - ORDINARY COUNCIL FORUM MEETING 27/01/2021	\$ 115.00	
01/02/2021	2727.13700-01	Statewide Racking (M.D Crosby & N.M	EQUIPMENT PURCHASES		\$ 360.00
28/01/2021	00013900		SUPPLY LONGSPAN STARTER BAY 2000H X 1800L X 600MMD	\$ 360.00	
01/02/2021	2727.13716-01	Elements Chocolate Company (Haypen	CITIZENSHIP CEREMONY GIFTS		\$ 486.50
29/01/2021	0002		AUSTRALIA DAY CITIZENSHIP CEREMONY & AWARD GIFTS	\$ 486.50	
01/02/2021	2727.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 231.00
28/01/2021	2239518		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 231.00	
01/02/2021	2727.145-01	Schweppes Australia Pty Ltd (Asahi	KIOSK SUPPLIES		\$ 1,079.34
14/01/2021	0810042980		PROVISIONS FOR REFLECTIONS CAFE	\$ 402.89	
18/01/2021	0810045552		KIOSK SUPPLIES	\$ 492.25	
18/01/2021	0810045574		KIOSK SUPPLIES	\$ 184.20	
01/02/2021	2727.146-01	Eastern Hills Saws & Mowers Pty Ltd	EQUIPMENT		\$ 305.00
21/01/2021	46326 #4		SUPPLY STIHL BG88 BLOWER - SPORTS GROUND MAINTAINER	\$ 305.00	
01/02/2021	2727.1521-01	Dial A Nappy & Busiclean	GOODS		\$ 1,679.20
28/01/2021	INV-12792		CLEANING CHEMICALS FOR MECPC	\$ 1,679.20	
01/02/2021	2727.1689-01	Compsys Pty Ltd T/A Harmony Software	SOFTWARE EXPENSES		\$ 508.20
18/01/2021	3-786		SOFTWARE SUBSCRIPTIONS	\$ 508.20	
01/02/2021	2727.1955-01	Cleanaway	RECYCLING FEES		\$ 69,303.18
28/01/2021	21612467		RECYCLING FEES	\$ 69,303.18	
01/02/2021	2727.2028-01	Eastern Hills WA Wildflower Society	PLANTS		\$ 160.00
28/01/2021	2020-21 02		PLANTS - AUSTRALIA DAY CITIZENSHIP CEREMONY GIFTS	\$ 160.00	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
01/02/2021	2727.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 59,995.47
28/01/2021	EMRC37865		TRANSFER STATION FEES	\$ 1,421.75	
28/01/2021	EMRC37925		TRANSFER STATION FEES	\$ 44,032.82	
29/01/2021	EMRC37829		PROJECT FUNDING ALLOCATION 2020/2021 ECONOMIC DEVELOPMENT	\$ 14,540.90	
01/02/2021	2727.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 852.87
14/01/2021	114007176		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 852.87	
01/02/2021	2727.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 3,074.75
08/01/2021	SIN-3310188		UNIFORMS - DARLINGTON VBFB	\$ 183.88	
18/01/2021	SIN-3309848		UNIFORMS - SAWYERS VALLEY VBFB	\$ 183.88	
18/01/2021	SIN-3309846		UNIFORMS - CHIDLAW VBFB	\$ 6.02	
18/01/2021	SIN-3309844		UNIFORMS - DARLINGTON VBFB	\$ 13.09	
18/01/2021	SIN-3310205		UNIFORMS - DARLINGTON VBFB	\$ 231.69	
18/01/2021	SIN-3310323		UNIFORMS - STONEVILLE VBFB	\$ 68.77	
18/01/2021	SIN-3310305		UNIFORMS - DARLING RANGE VBFB	\$ 183.88	
18/01/2021	SIN-3310301		UNIFORMS - MT HELENA VBFB	\$ 2,204.14	
01/02/2021	2727.2737-01	Du Clene Pty Ltd	CLEANING		\$ 1,705.00
18/01/2021	00010168		CLEANING SERVICE	\$ 1,705.00	
01/02/2021	2727.2741-01	Hills Seafood Supplies	PROVISIONS FOR REFLECTIONS CAFE		\$ 559.64
21/01/2021	95826		PROVISIONS FOR REFLECTIONS CAFE	\$ 140.12	
28/01/2021	96002		PROVISIONS FOR REFLECTIONS CAFE	\$ 419.52	
01/02/2021	2727.280-01	Wine Australia Pty Limited	STATIONERY		\$ 1,368.42
19/01/2021	9034805380		STATIONERY ITEMS	\$ 1,368.42	
01/02/2021	2727.3088-01	Local Government Professionals	REGISTRATION		\$ 2,610.00
19/01/2021	19061		REGISTRATION - IGNITE MANAGEMENT PROGRAM	\$ 2,610.00	
01/02/2021	2727.3445-01	Quick Corporate Australia	STATIONERY		\$ 331.11
15/01/2021	SIN-01275790		STATIONERY ITEMS	\$ 331.11	
01/02/2021	2727.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 425.70
28/01/2021	7172		ELECTRICAL SERVICES - BRUCE DOUGLAS PAVILION	\$ 173.80	
29/01/2021	7184		ELECTRICAL SERVICES - MUNDARING PAVILION	\$ 251.90	
01/02/2021	2727.388-01	Bunzl Ltd	CLEANING SUPPLIES		\$ 249.63
29/01/2021	V931891		PAPER PRODUCTS	\$ 249.63	
01/02/2021	2727.4407-01	Aardvark Bobcat & Truck Hire	HIRE OF PLANT		\$ 4,175.82
28/01/2021	#797		HIRE OF PLANT	\$ 4,175.82	
01/02/2021	2727.4522-01	Hitachi Construction Machinery	PARTS		\$ 497.28
18/01/2021	S10623498		SUPPLY & DELIVER ASSORTED FILTERS FOR 011MDG	\$ 497.28	
01/02/2021	2727.6423-01	Australian Training Management	STAFF TRAINING		\$ 135.00
18/01/2021	5507		FIRST AID TRAINING - AMANDA GRADISEN	\$ 135.00	
01/02/2021	2727.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 165.00
22/01/2021	00362810		EMPLOYEE ASSISTANCE PROGRAM	\$ 165.00	
01/02/2021	2727.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 405.71
18/01/2021	10202027		RETICULATION PARTS	\$ 140.05	
18/01/2021	10202029		RETICULATION PARTS	\$ 2.03	
28/01/2021	10202206		RETICULATION PARTS	\$ 263.63	
01/02/2021	2727.7230-01	Boss Bobcat & Truck Service	SAND SUPPLIES		\$ 3,240.00
22/01/2021	7821		SUPPLY BRICKIES SAND	\$ 3,240.00	
01/02/2021	2727.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING / MAINTENANCE		\$ 3,029.40
28/01/2021	2428		FOOTPATH SWEEPING / MAINTENANCE	\$ 3,029.40	
01/02/2021	2727.7519-01	Moore Stephens (WA) Pty Ltd	REGISTRATION		\$ 990.00
29/01/2021	1655		BUDGET WORKSHOP 2021 - REGISTRATION	\$ 990.00	
01/02/2021	2727.7541-01	Connect Call Centre Services	CALL CENTRE COSTS		\$ 2,347.79
28/01/2021	00104878		CALL CENTRE COSTS - DECEMBER 2020	\$ 2,347.79	
01/02/2021	2727.7633-01	Sealanes	BOTTLED WATER		\$ 696.60
18/01/2021	F8140460		BOTTLED WATER FOR BRIGADES	\$ 696.60	
01/02/2021	2727.7727-01	Marshall Beattie Pty Ltd	MAINTENANCE		\$ 462.00
28/01/2021	10123798		ATTEND SITE & INVESTIGATE FAULTY DOOR - BOYA COMMUNITY CENTRE	\$ 462.00	
01/02/2021	2727.80-01	Bunnings Group Limited	HARDWARE		\$ 240.52
19/01/2021	2440/01116500		HARDWARE ITEMS	\$ 240.52	
01/02/2021	2727.810-01	Royal Life Saving Society Western	SWIMMING CERTIFICATES		\$ 433.40
29/01/2021	130816		SWIMMING CERTIFICATES & WAW WRISTBANDS	\$ 433.40	
01/02/2021	2727.8149-01	East End Electrical	ELECTRICAL SERVICES		\$ 1,650.00
29/01/2021	EEE100-1022		ELECTRICAL SERVICES - LAKE LESCHENAUTIA	\$ 1,650.00	
01/02/2021	2727.8275-01	E Fire & Safety	MAINTENANCE		\$ 154.00
28/01/2021	531591		ROUTINE MAINTENANCE - ADMIN & CIVIC COMPLEX	\$ 154.00	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
01/02/2021	2727.8545-01	Sankey Plumbing Service	PLUMBING		\$ 1,254.00
28/01/2021	4948		PLUMBING - DARLINGTON HALL	\$ 165.00	
28/01/2021	4949		PLUMBING - DARLINGTON PAVILION	\$ 693.00	
28/01/2021	4947		PLUMBING - MIDVALE CHILD CARE CENTRE	\$ 121.00	
28/01/2021	4946		PLUMBING - MUNDARING SHIRE DOG POUND	\$ 132.00	
28/01/2021	4945		PLUMBING - CHIDLOW RECREATION PAVILION	\$ 143.00	
01/02/2021	2727.8584-01	Great Sand Supplies Trust	GRAVEL SUPPLY		\$ 5,426.19
28/01/2021	00008142		SUPPLY 25MM FERRICRETE	\$ 5,426.19	
01/02/2021	2727.8611-01	Brownes Foods Operations Pty Ltd	KIOSK SUPPLIES		\$ 139.42
22/01/2021	15790373		KIOSK SUPPLIES	\$ 139.42	
01/02/2021	2727.8829-01	All About You - Beauty to Perfection	ENTERTAINMENT		\$ 300.00
28/01/2021	2021-06		FACE PAINTING SERVICES - GREAT AUSSIE BBQ 23/01/2021	\$ 300.00	
01/02/2021	2727.8976-01	Kool Line Electrical & Refrigeration	ELECTRICAL SERVICES		\$ 1,465.00
28/01/2021	00126679		ELECTRICAL SERVICES - BROWN PARK	\$ 1,465.00	
01/02/2021	2727.8991-01	L D Thompson & Co	PROFESSIONAL SERVICES		\$ 352.00
14/01/2021	00008554		PROVISION OF PRE-CONSTRUCTION DILAPIDATION REPORT	\$ 352.00	
01/02/2021	2727.9184-01	Budget Rent A Car (Busby Investment)	VEHICLE HIRE		\$ 98.99
28/01/2021	428436492		HIRER OF 4.2 MT VAN - ONGOING COLLECTION OF CDS BINS	\$ 98.99	
01/02/2021	2727.9596-01	Brice Pest Management	PEST CONTROL		\$ 1,573.00
28/01/2021	IV04171		PEST CONTROL - SWAN CHILDREN & FAMILY CENTRE	\$ 242.00	
28/01/2021	IV04172		PEST CONTROL - MECPC	\$ 308.00	
28/01/2021	IV04179		PEST CONTROL - BOYA COMMUNITY CENTRE	\$ 352.00	
28/01/2021	IV04047		BEE TREATMENT - AMHERST RD SWAN VIEW IN RESERVE	\$ 176.00	
28/01/2021	IV04154		TERMITE TREATMENT - VERGE MOFFLIN AVE DARLINGTON	\$ 132.00	
28/01/2021	IV04182		TERMITE INSPECTION - BROWN PARK COMMUNITY CENTRE	\$ 198.00	
28/01/2021	IV04180		PEST CONTROL - ARCHIVES BUILDING SHIRE DEPOT	\$ 165.00	
01/02/2021	2727.9697-01	Shenton Enterprises Pty Ltd	MAINTENANCE		\$ 1,980.00
08/01/2021	177415		SERVICE & REPAIR SOLAR HEATING - MT HELENA AQUATIC CENTRE	\$ 1,980.00	
01/02/2021	2727.9923-01	Proform Civil	CONSULTING SERVICES		\$ 121.00
29/01/2021	00355		PROFESSIONAL CIVIL CONSULTING - ARUNDLE AVENUE	\$ 121.00	
04/02/2021	2728.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 25,289.73
04/02/2021	040221		CARE GIVER SUBSIDIES	\$ 25,289.73	
08/02/2021	2729.13727-01	Mrs K Gandossini	REFUND		\$ 30.00
01/02/2021	REFUND		REFUND - DOG STERILISATION REBATE	\$ 30.00	
08/02/2021	2729.13729-01	Mrs R J Lamb	REFUND		\$ 105.00
01/02/2021	REFUND		REFUND - SERIES 3 SWIMMING LESSON FEES FOR GEORGIA	\$ 105.00	
08/02/2021	2729.174-01	Synergy	ELECTRICITY		\$ 4,891.87
15/01/2021	0941380327		ELECTRICITY	\$ 197.09	
15/01/2021	6172559523		ELECTRICITY	\$ 796.48	
15/01/2021	5018318610		ELECTRICITY	\$ 218.04	
25/01/2021	5039289513		ELECTRICITY	\$ 564.18	
25/01/2021	9099006524		ELECTRICITY	\$ 232.76	
25/01/2021	5168165229		ELECTRICITY	\$ 278.12	
25/01/2021	1244788225		ELECTRICITY	\$ 262.04	
25/01/2021	4079099529		ELECTRICITY	\$ 224.15	
25/01/2021	6775786728		ELECTRICITY	\$ 784.06	
25/01/2021	1877395520		ELECTRICITY	\$ 1,304.95	
08/02/2021	2729.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 9,098.40
28/01/2021	280121		FDC PARENT LEVY	\$ 9,098.40	
08/02/2021	2730.10881-01	Alsco Pty Ltd	SERVICING SANITARY & NAPPY BINS		\$ 455.66
05/02/2021	CPER2095737		SERVICING SANITARY & NAPPY BINS	\$ 48.97	
05/02/2021	CPER2091122		FIRST AID REPLENISHMENT	\$ 383.90	
05/02/2021	CPER2095766		SERVICING SANITARY & NAPPY BINS	\$ 16.32	
08/02/2021	CPER2099332		SERVICING SANITARY & NAPPY BINS	\$ 6.47	
08/02/2021	2730.11017-01	Sapio Pty Ltd	MAINTENANCE		\$ 1,177.00
07/02/2021	SP168480		REPLACE ALARM BATTERY - MUNDARING VISITOR CENTRE	\$ 676.50	
07/02/2021	SP168492		INVESTIGATE FRONT DOOR - BOYA COMMUNITY CENTRE	\$ 500.50	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
08/02/2021	2730.11135-01	Frontline Fire & Rescue Equipment	EQUIPMENT PURCHASES		\$ 7,762.83
19/01/2021	69918		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 628.67	
19/01/2021	69912		EQUIPMENT PURCHASES - GLEN FORREST VBFB	\$ 270.41	
19/01/2021	69911		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 99.00	
19/01/2021	69910		EQUIPMENT PURCHASES - FIREFIGHTING FOAM	\$ 3,168.03	
19/01/2021	69909		EQUIPMENT PURCHASES - STONEVILLE VBFB	\$ 247.51	
19/01/2021	69908		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 247.51	
19/01/2021	69907		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 453.37	
05/02/2021	69937		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 2,648.33	
08/02/2021	2730.11205-01	Mr J S Martin	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.11210-01	Mr D A Jeans	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.11413-01	Ergolink (Max & Claire Pty Ltd T/A)	OFFICE EQUIPMENT		\$ 214.15
18/01/2021	SI-00072599		CORDED ORTHO MOUSE - COMMUNITY ENGAGEMENT	\$ 214.15	
08/02/2021	2730.11474-01	Swan Valley Fresh (Vendor Management)	PROVISIONS FOR REFLECTIONS CAFE		\$ 322.83
07/02/2021	00031070		PROVISIONS FOR REFLECTIONS CAFE	\$ 139.40	
07/02/2021	00031123		PROVISIONS FOR REFLECTIONS CAFE	\$ 183.43	
08/02/2021	2730.11784-01	Mrs A E Collins	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.11843-01	Ms J Wiscombe	ENTERTAINMENT		\$ 320.00
07/02/2021	1037		BUBBLE-OLOGY - GREAT AUSSIE BBQ 23/01/2021	\$ 320.00	
08/02/2021	2730.11953-01	The Stationery Co (C Willis & D J)	STATIONERY		\$ 220.84
19/01/2021	162429		STATIONERY ITEMS	\$ 30.51	
07/02/2021	162495		STATIONERY ITEMS	\$ 156.72	
07/02/2021	162452		STATIONERY ITEMS	\$ 2.02	
07/02/2021	162484		STATIONERY ITEMS	\$ 31.59	
08/02/2021	2730.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 271.39
31/01/2021	PY02-16-CHILD SU		CHILD SUPPORT PAYMENT	\$ 271.39	
08/02/2021	2730.12267-01	Miss K Driver	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.12268-01	Mr I R Green	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.12269-01	Mr J Russell	COUNCILLOR ALLOWANCE		\$ 3,208.09
01/02/2021	DSP ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,120.00	
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.12422-01	MDM Plumbing and Gas	PLUMBING		\$ 517.72
07/02/2021	1482		REPLACE MIXER TAPS IN TOILETS - LAKE LESCHENAULTIA	\$ 517.72	
08/02/2021	2730.12470-01	Mr G Wood	FENCING		\$ 6,055.50
04/02/2021	IV00000000281		REMOVE & REPLACE FENCING - CHIDLOW TENNIS COURTS	\$ 2,629.00	
04/02/2021	IV00000000287		FENCING MATERIALS - STANHOPE GARDENS BORE	\$ 352.00	
04/02/2021	IV00000000284		MODIFY HANDRAILS - COPPIN RD TRANSFER STATION	\$ 3,074.50	
08/02/2021	2730.12579-01	Mr V Crowe	LANDSCAPE, MAINTENANCE & CLEANING SERVICES		\$ 1,242.50
07/02/2021	1638		MAINTENANCE & CLEANING SERVICES	\$ 420.00	
07/02/2021	1639		LANDSCAPE SERVICES	\$ 210.00	
07/02/2021	1640		LANDSCAPE & MAINTENANCE SERVICES	\$ 332.50	
07/02/2021	1641		CLEANING SERVICES	\$ 70.00	
07/02/2021	1637		LANDSCAPE SERVICES	\$ 210.00	
08/02/2021	2730.12640-01	Officeworks Ltd	STATIONERY ITEMS		\$ 962.76
19/01/2021	14885118		STATIONERY ITEMS	\$ 816.00	
05/02/2021	14994296		SUPPLY LOGITECH WIRELESS KEYBOARD & MOUSE	\$ 58.00	
05/02/2021	14995221		SUPPLY HDMI CABLES & USB PORT HUB - CHILDRENS SERVICES	\$ 88.76	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
08/02/2021	2730.127-01	Volich Waste Contractors Pty Ltd	REFUSE CONTRACT		\$ 132,868.81
05/02/2021	00005797		SUPPLY 10 X 240L WHEELIE BINS & LIDS FOR CDS	\$ 880.00	
05/02/2021	00005785		REFUSE CONTRACT	\$ 220.00	
05/02/2021	00005786		REFUSE CONTRACT	\$ 101,831.40	
05/02/2021	00005787		REFUSE CONTRACT	\$ 2,567.40	
05/02/2021	00005788		REFUSE CONTRACT	\$ 5,635.30	
05/02/2021	00005789		REFUSE CONTRACT	\$ 9,300.26	
05/02/2021	00005790		REFUSE CONTRACT	\$ 390.50	
05/02/2021	00005791		REFUSE CONTRACT	\$ 145.20	
05/02/2021	00005792		REFUSE CONTRACT	\$ 278.39	
05/02/2021	00005793		REFUSE CONTRACT	\$ 322.47	
05/02/2021	00005794		REFUSE CONTRACT	\$ 607.20	
05/02/2021	00005795		REFUSE CONTRACT	\$ 10,553.57	
05/02/2021	00005796		REFUSE CONTRACT	\$ 137.12	
08/02/2021	2730.12751-01	Sprayline Spraying Equipment	PARTS		\$ 66.44
07/02/2021	32770		SUPPLY NOZZLES & ASSORTED FITTINGS	\$ 66.44	
08/02/2021	2730.12794-01	Mount Helena Hardware	HARDWARE ITEMS		\$ 135.80
07/02/2021	42114		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 135.80	
08/02/2021	2730.12829-01	Xtreme Bounce Party Hire (Nicole	ENTERTAINMENT		\$ 1,140.00
07/02/2021	XT6299		BOUNCY CASTLE HIRE - GREAT AUSSIE BBQ 23/01/2021	\$ 1,140.00	
08/02/2021	2730.12866-01	From Scratch Small Event Catering	PROVISIONS FOR REFLECTIONS CAFE		\$ 245.80
07/02/2021	1215		PROVISIONS FOR REFLECTIONS CAFE	\$ 119.80	
07/02/2021	1210		PROVISIONS FOR REFLECTIONS CAFE	\$ 126.00	
08/02/2021	2730.12899-01	NAPA (A Division of GPC Asia Pacific	WORKSHOP CONSUMABLES		\$ 517.29
28/01/2021	1320120350		SUPPLY OF WORKSHOP CONSUMABLES	\$ 34.10	
28/01/2021	1320120947		SUPPLY OIL FILTERS FOR P2468, P4808, P4809 & P4795	\$ 80.30	
28/01/2021	1320121112		SUPPLY OIL & AIR FILTERS P2481, P2482, P2483 & P2500	\$ 349.54	
28/01/2021	1320121041		SUPPLY OF WORKSHOP CONSUMABLES	\$ 53.35	
08/02/2021	2730.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 10,153.24
31/01/2021	PY02-16-Private		PAYROLL DEDUCTION	\$ 150.00	
31/01/2021	PY02-16-Buy Addi		PAYROLL DEDUCTION	\$ 545.32	
31/01/2021	PY01-16-Private		PAYROLL DEDUCTION	\$ 600.00	
31/01/2021	PY01-16-Child Ca		PAYROLL DEDUCTION	\$ 1,897.80	
31/01/2021	PY01-16-Buy Addi		PAYROLL DEDUCTION	\$ 818.08	
31/01/2021	PY01-16-Novated		PAYROLL DEDUCTION	\$ 3,471.50	
31/01/2021	PY01-16-Novated		PAYROLL DEDUCTION	\$ 2,670.54	
08/02/2021	2730.13013-01	MDM Entertainment Pty Ltd	AUDIO VISUAL STOCK		\$ 327.78
28/01/2021	96267		AUDIO VISUAL STOCK - KSP LIBRARY	\$ 327.78	
08/02/2021	2730.13059-01	Mundaring Tyrepower (AnK Murphy Pty	TYRES		\$ 676.00
05/02/2021	105290		SUPPLY & FIT 4 X NEW TYRES ON 822MDG	\$ 676.00	
08/02/2021	2730.13101-01	Mr M D Corica	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.87	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.13109-01	Mr S A Cuthbert	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.87	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.13124-01	Rebecca De Vries Photography	EVENT PHOTOGRAPHY		\$ 250.00
05/02/2021	557		EVENT PHOTOGRAPHY - AUSTRALIA DAY CITIZENSHIP CEREMONY	\$ 250.00	
08/02/2021	2730.13268-01	Department of Human Services - The	CENTRELINK		\$ 118.15
31/01/2021	PY01-16-Centrell		PAYROLL DEDUCTION	\$ 118.15	
08/02/2021	2730.13345-01	ABM Landscaping (Mikevie Pty Ltd T/As:)	LANDSCAPING		\$ 32,829.31
04/02/2021	INV-1028		LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRES	\$ 2,055.88	
04/02/2021	INV-1058		LANDSCAPE MAINTENANCE - TRIANDRA DRIVE	\$ 274.08	
04/02/2021	INV-1025		LANDSCAPE MAINTENANCE - MUNDARING TOWN CENTRE	\$ 11,642.86	
04/02/2021	INV-1032		LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$ 104.50	
04/02/2021	INV-1026		LANDSCAPE MAINTENANCE - HELENA VALLEY ESTATE	\$ 10,158.30	
04/02/2021	INV-1045		LANDSCAPE MAINTENANCE - HELENA VALLEY	\$ 3,223.00	
04/02/2021	INV-1027		LANDSCAPE MAINTENANCE - GREAT EASTERN HIGHWAY	\$ 2,235.89	
04/02/2021	INV-1054		MULCHING WORKS - LION PARK	\$ 3,135.00	
08/02/2021	2730.13368-01	Midland Nissan and Isuzu (Idom Midland	PARTS		\$ 92.58
22/01/2021	62048228		SUPPLY ANTENNA FOR P2492	\$ 92.58	
08/02/2021	2730.13458-01	Skate Sculpture (M DE Koning & DH	CONSTRUCTION WORKS		\$ 75,722.90
04/02/2021	INV0000228		CONSTRUCT NEW SKATE PARK BOWL - MT HELENA OVAL	\$ 75,722.90	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
08/02/2021	2730.13609-01	WA Treeworks (D & TL Barker Nominee)	TREE WATERING SERVICE		\$ 20,070.16
04/02/2021	12504		TREE WATERING SERVICE - JANUARY 2021	\$ 7,425.00	
04/02/2021	12184		TREE WATERING SERVICE - MUNDARING	\$ 12,645.16	
08/02/2021	2730.13621-01	Bark Environmental Pty Ltd	CONSULTANCY SERVICES		\$ 880.00
28/01/2021	IV088		DIEBACK VIDEO - INPUTS & PRESENTATION	\$ 880.00	
08/02/2021	2730.13632-01	Hills Silent Disco and Events	ENTERTAINMENT		\$ 315.00
28/01/2021	66		SILENT DISCO WITH 40 HEADSETS & 3 DEVICES 23/01/2021	\$ 315.00	
08/02/2021	2730.13650-01	JAR Event Productions Pty Ltd	ENTERTAINMENT		\$ 1,336.06
28/01/2021	JAR-INV211		SOUND & LIGHTING SERVICES GREAT AUSSIE BBQ 23/01/2021	\$ 1,336.06	
08/02/2021	2730.13696-01	Environmental & Air Quality Consult	CONSULTANCY SERVICES		\$ 10,120.00
21/01/2021	1168		UNDERTAKE PEER REVIEW TRICO DUST MANAGEMENT PLAN	\$ 10,120.00	
08/02/2021	2730.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 1,254.00
05/02/2021	00019641		SECURITY EXPENSES	\$ 1,254.00	
08/02/2021	2730.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 72,562.78
28/01/2021	EMRC37987		TRANSFER STATION FEES	\$ 44,811.43	
04/02/2021	EMRC38104		TRANSFER STATION FEES	\$ 27,751.35	
08/02/2021	2730.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 160,193.00
31/01/2021	PY02-16-Deputy C		PAYROLL DEDUCTION	\$ 29,008.00	
31/01/2021	PY01-16-Deputy C		PAYROLL DEDUCTION	\$ 131,185.00	
08/02/2021	2730.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 1,838.32
05/02/2021	115100830		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 670.70	
14/01/2021	114718598		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 429.67	
14/01/2021	114906145		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 737.95	
08/02/2021	2730.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 289.05
14/01/2021	SIN-3312036		UNIFORMS - DARLINGTON VBFB	\$ 36.78	
07/02/2021	SIN-3294459		UNIFORMS - STONEVILLE VBFB	\$ 44.88	
07/02/2021	SIN-3302112		UNIFORMS - STONEVILLE VBFB	\$ 97.04	
07/02/2021	SIN-3302169		UNIFORMS - DARLING RANGE VBFB	\$ 110.35	
08/02/2021	2730.2741-01	Hills Seafood Supplies	PROVISIONS FOR REFLECTIONS CAFE		\$ 546.22
07/02/2021	96172		PROVISIONS FOR REFLECTIONS CAFE	\$ 12.00	
07/02/2021	95787		PROVISIONS FOR REFLECTIONS CAFE	\$ 43.95	
07/02/2021	96103		PROVISIONS FOR REFLECTIONS CAFE	\$ 490.27	
08/02/2021	2730.2973-01	Trillion Trees (MOTTWA Inc T/A)	PLANTS		\$ 950.00
04/02/2021	INV-4297		PLANTING & PROPAGATION WORKSHOP - 30 PARTICIPANTS	\$ 950.00	
08/02/2021	2730.314-01	Landgate	TITLE SEARCHES		\$ 329.56
07/02/2021	361838-10000974		GROSS RENTAL VALUATIONS CHARGEABLE	\$ 329.56	
08/02/2021	2730.3229-01	Mr D A Lavell	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.87	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.33-01	Boral Construction Materials Group	ASPHALT		\$ 148.50
04/02/2021	WA15687254		ASPHALT	\$ 148.50	
08/02/2021	2730.3445-01	Quick Corporate Australia	STATIONERY		\$ 262.26
18/01/2021	SIN-01277267		STATIONERY ITEMS	\$ 262.26	
08/02/2021	2730.3996-01	Bobcat-Attach	PARTS		\$ 825.00
22/01/2021	21533		SUPPLY & FIT NEW WELD IN CUTTING EDGE ON 009MDG	\$ 825.00	
08/02/2021	2730.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 902.45
31/01/2021	PY01-16-HIF		PAYROLL DEDUCTION	\$ 902.45	
08/02/2021	2730.4162-01	Advance Press (2013) Pty Ltd	PHOTOCOPIER PRINTING		\$ 539.00
15/01/2021	146373		PRINTING FLIP CHARTS - FALLS PREVENTION PROGRAM	\$ 539.00	
08/02/2021	2730.4281-01	Direct Communications	EQUIPMENT PURCHASES		\$ 2,279.20
28/01/2021	111981		SUPPLY 6 X HI-BAND ANTENNAS	\$ 192.50	
28/01/2021	111966		REPAIR & REPLACE RADIO IN 069MDG	\$ 1,993.20	
07/02/2021	111980		SUPPLY & DELIVER 6 X SPRING BASES FOR 061MDG	\$ 93.50	
08/02/2021	2730.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 7,095.92
01/02/2021	ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 4,479.92	
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.87	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 2,324.33	
08/02/2021	2730.5378-01	Chidlow Growers Mart & Liquor Store	PROVISIONS FOR REFLECTIONS CAFE		\$ 55.00
07/02/2021	02/0764		PROVISIONS FOR REFLECTIONS CAFE	\$ 15.50	
07/02/2021	01/6678		PROVISIONS FOR REFLECTIONS CAFE	\$ 23.20	
07/02/2021	02/1036		PROVISIONS FOR REFLECTIONS CAFE	\$ 16.30	
08/02/2021	2730.5414-01	Exteria	STEEL FABRICATION		\$ 6,437.20
04/02/2021	00009400		SUPPLY 4 ALUMINIUM DOMESTIC VIOLENCE AWARENESS SEATS	\$ 6,437.20	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
08/02/2021	2730.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
31/01/2021	PY02-16-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
31/01/2021	PY01-16-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
08/02/2021	2730.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 166.00
31/01/2021	PY01-16-MUNDARIN		PAYROLL DEDUCTION	\$ 166.00	
08/02/2021	2730.6185-01	Mrs T Burbidge	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 573.63
28/01/2021	10202570		RETICULATION PARTS	\$ 106.68	
28/01/2021	10202574		RETICULATION PARTS	\$ 115.55	
28/01/2021	10202587		RETICULATION PARTS	\$ 139.30	
28/01/2021	10202588		RETICULATION PARTS	\$ 98.00	
28/01/2021	10202639		RETICULATION PARTS	\$ 114.10	
08/02/2021	2730.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 155.40
31/01/2021	PY02-16-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
31/01/2021	PY01-16-AUSTRALI		PAYROLL DEDUCTION	\$ 25.90	
08/02/2021	2730.709-01	Mundaring & Hills Historical Society	GRANT		\$ 16,014.00
07/02/2021	1094		QUARTERLY FUNDING JANUARY TO MARCH 2021	\$ 16,014.00	
08/02/2021	2730.7230-01	Boss Bobcat & Truck Service	EATHWORKS		\$ 5,280.00
04/02/2021	8021		DIG OUT GRASS BUILD UP & TIDY - BROWN PARK PLAYGROUND	\$ 880.00	
04/02/2021	7921		EATHWORKS NEW TURF - BROWN PARK CRICKET WICKET	\$ 4,400.00	
08/02/2021	2730.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING / MAINTENANCE		\$ 3,029.40
04/02/2021	2429		SWEEPING HARDCOURTS - MT HELENA & MUNDARING TOWNSITE	\$ 757.35	
04/02/2021	2431		FOOTPATH SWEEPING / MAINTENANCE	\$ 2,272.05	
08/02/2021	2730.7489-01	Sparks Refrigeration & Aircondition	SERVICE		\$ 192.50
19/01/2021	INV-2124		SERVICE OFFICE AIR CONDITIONER - LAKE LESCHENAULTIA	\$ 192.50	
08/02/2021	2730.7554-01	Corrs Chambers Westgarth	LEGAL ADVICE		\$ 8,244.83
08/02/2021	6957983		COVID-19 COMMERCIAL TENANCY LEGAL ADVICE	\$ 8,244.83	
08/02/2021	2730.80-01	Bunnings Group Limited	HARDWARE		\$ 1,465.71
15/01/2021	2440/01218204		HARDWARE ITEMS	\$ 119.29	
19/01/2021	2440/01218706		HARDWARE ITEMS	\$ 456.43	
07/02/2021	2440/01743155		HARDWARE ITEMS	\$ 114.81	
15/01/2021	2440/01042096		HARDWARE ITEMS	\$ 403.06	
15/01/2021	2440/01042091		HARDWARE ITEMS	\$ 372.32	
08/02/2021	2730.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 41.00
31/01/2021	PY02-16-LGRCEU		PAYROLL DEDUCTION	\$ 41.00	
08/02/2021	2730.8037-01	Electritech Industries	ELECTRICAL SERVICES - MORGAN JOHN MORGAN		\$ 3,392.29
07/02/2021	13658		ELECTRICAL SERVICES - MORGAN JOHN MORGAN RESERVE	\$ 3,392.29	
08/02/2021	2730.8066-01	Mr D J Jones	COUNCILLOR ALLOWANCE		\$ 2,088.09
01/02/2021	ICT ALLOWANCE		ENTITLEMENT FOR FEBRUARY 2021	\$ 291.67	
01/02/2021	MEETING FEE		ENTITLEMENT FOR FEBRUARY 2021	\$ 1,796.42	
08/02/2021	2730.8275-01	E Fire & Safety	EQUIPMENT SERVICING		\$ 1,775.40
29/01/2021	535258		2020/2021 SERVICING OF FIRE EQUIPMENT - SHIRE FACILITIES	\$ 1,775.40	
08/02/2021	2730.8880-01	Mundaring Chamber of Commerce	VOUCHER BOOKS		\$ 100.00
08/02/2021	INV-1292		VOUCHER BOOKS - AUSTRALIA DAY CITIZENSHIP CEREMONY	\$ 100.00	
08/02/2021	2730.8976-01	Kool Line Electrical & Refrigeration	ELECTRICAL SERVICES		\$ 19,695.00
28/01/2021	00128994		ELECTRICAL SERVICES - CDS SHED COPPIN RD TRANSFER STATION	\$ 19,695.00	
08/02/2021	2730.90-01	Major Motors Pty Ltd	REPAIRS		\$ 6,497.26
29/01/2021	1001105		REPAIR CHIDLAW 4.4 ISUZU TRUCK 072MDG	\$ 6,497.26	
08/02/2021	2730.9027-01	Madjitil Moorna Inc	ENTERTAINMENT		\$ 1,980.00
05/02/2021	529		PERFORMANCE AT GREAT AUSSIE BBQ ON 23/01/2021	\$ 1,980.00	
08/02/2021	2730.9698-01	Managed System Services Pty Ltd	IT HARDWARE		\$ 1,455.07
15/01/2021	00008514		SUPPLY 1 X HP PROBOOK 650 G5 I5-8265U 8GB 256GB	\$ 1,455.07	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
08/02/2021	2732.12516-01	PayClear Services Pty Ltd (Supercho	SUPERANNUATION-JAN2021-1		\$ 304,806.46
04/02/2021	Jan2021-18		SUPERANNUATION-JAN2021-18	\$ 3,751.20	
04/02/2021	Jan2021-19		SUPERANNUATION-JAN2021-19	\$ 650.52	
04/02/2021	Jan2021-20		SUPERANNUATION-JAN2021-20	\$ 748.24	
04/02/2021	Jan2021-22		SUPERANNUATION-JAN2021-22	\$ 1,615.08	
04/02/2021	Jan2021-23		SUPERANNUATION-JAN2021-23	\$ 1,276.88	
04/02/2021	Jan2021-24		SUPERANNUATION-JAN2021-24	\$ 1,483.21	
04/02/2021	Jan2021-27		SUPERANNUATION-JAN2021-27	\$ 1,636.07	
04/02/2021	Jan2021-3		SUPERANNUATION-JAN2021-3	\$ 974.12	
04/02/2021	Jan2021-32		SUPERANNUATION-JAN2021-32	\$ 382.72	
04/02/2021	Jan2021-33		SUPERANNUATION-JAN2021-33	\$ 1,735.08	
04/02/2021	Jan2021-34		SUPERANNUATION-JAN2021-34	\$ 74.45	
04/02/2021	Jan2021-35		SUPERANNUATION-JAN2021-35	\$ 582.89	
04/02/2021	Jan2021-38		SUPERANNUATION-JAN2021-38	\$ 2,152.53	
04/02/2021	Jan2021-37		SUPERANNUATION-JAN2021-37	\$ 2,842.37	
04/02/2021	Jan2021-4		SUPERANNUATION-JAN2021-4	\$ 2,161.96	
04/02/2021	Jan2021-40		SUPERANNUATION-JAN2021-40	\$ 2,179.07	
04/02/2021	Jan2021-42		SUPERANNUATION-JAN2021-42	\$ 1,416.99	
04/02/2021	Jan2021-47		SUPERANNUATION-JAN2021-47	\$ 1,705.41	
04/02/2021	Jan2021-48		SUPERANNUATION-JAN2021-48	\$ 1,308.16	
04/02/2021	Jan2021-49		SUPERANNUATION-JAN2021-49	\$ 1,299.08	
04/02/2021	Jan2021-50		SUPERANNUATION-JAN2021-50	\$ 1,324.33	
04/02/2021	Jan2021-52		SUPERANNUATION-JAN2021-52	\$ 790.32	
04/02/2021	Jan2021-54		SUPERANNUATION-JAN2021-54	\$ 445.12	
04/02/2021	Jan2021-56		SUPERANNUATION-JAN2021-56	\$ 790.32	
04/02/2021	Jan2021-59		SUPERANNUATION-JAN2021-59	\$ 1,672.71	
04/02/2021	Jan2021-6		SUPERANNUATION-JAN2021-6	\$ 1,537.09	
04/02/2021	Jan2021-60		SUPERANNUATION-JAN2021-60	\$ 171.38	
04/02/2021	Jan2021-65		SUPERANNUATION-JAN2021-65	\$ 461.81	
04/02/2021	Jan2021-66		SUPERANNUATION-JAN2021-66	\$ 76.46	
04/02/2021	Jan2021-68		SUPERANNUATION-JAN2021-68	\$ 2,290.42	
04/02/2021	Jan2021-69		SUPERANNUATION-JAN2021-69	\$ 1,203.43	
04/02/2021	Jan2021-7		SUPERANNUATION-JAN2021-7	\$ 11,313.20	
04/02/2021	Jan2021-70		SUPERANNUATION-JAN2021-70	\$ 648.06	
04/02/2021	Jan2021-72		SUPERANNUATION-JAN2021-72	\$ 363.36	
04/02/2021	Jan2021-73		SUPERANNUATION-JAN2021-73	\$ 601.46	
04/02/2021	Jan2021-74		SUPERANNUATION-JAN2021-74	\$ 147.14	
04/02/2021	Jan2021-75		SUPERANNUATION-JAN2021-75	\$ 382.71	
04/02/2021	Jan2021-8		SUPERANNUATION-JAN2021-8	\$ 33,063.33	
04/02/2021	Jan2021-9		SUPERANNUATION-JAN2021-9	\$ 24.97	
04/02/2021	Jan2021-1		SUPERANNUATION-JAN2021-1	\$ 206,961.41	
04/02/2021	Jan2021-12		SUPERANNUATION-JAN2021-12	\$ 104.77	
04/02/2021	Jan2021-13		SUPERANNUATION-JAN2021-13	\$ 9,508.79	
04/02/2021	Jan2021-15		SUPERANNUATION-JAN2021-15	\$ 970.04	
09/02/2021	2733.13732-01	Ms E Palfrey	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 4,000.00
09/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 4,000.00	
09/02/2021	2733.13733-01	Mr O L Readhead	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
09/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
09/02/2021	2733.13734-01	Mr M Kestel	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
09/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
09/02/2021	2733.13735-01	Mr P M Denison	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
09/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
09/02/2021	2733.3128-01	Mrs B L Baron	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
09/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
10/02/2021	2734.13736-01	Mrs R D Jolly	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
10/02/2021	2734.13737-01	Mr K B Hammond	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
10/02/2021	2734.13738-01	Ms K P Fanderlinden	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
10/02/2021	2734.13739-01	Mrs H Duke	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 4,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 4,000.00	
10/02/2021	2734.13740-01	Mr J E Ozolins	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 4,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 4,000.00	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
10/02/2021	2734.13741-01	Mrs S Etherington	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 4,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 4,000.00	
10/02/2021	2734.13742-01	Mr A J Laurin	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 4,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 4,000.00	
10/02/2021	2734.13743-01	Mr D L Strickland	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 8,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT - STRICKLAND	\$ 4,000.00	
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT - DEVRIES	\$ 4,000.00	
10/02/2021	2734.9374-01	Ms W S Lang	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
10/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
10/02/2021	2735.13745-01	Uzbek Pty Ltd	REFUND		\$ 517.81
10/02/2021	Refund		RATES REFUND	\$ 517.81	
10/02/2021	2735.13746-01	Ms N T Nelson	REFUND		\$ 1,500.00
10/02/2021	Refund		RATES REFUND	\$ 1,500.00	
10/02/2021	2735.13747-01	Mrs B V Waterhouse	REFUND		\$ 425.16
10/02/2021	Refund		RATES REFUND	\$ 425.16	
10/02/2021	2735.13748-01	Ms A L Pickett	REFUND		\$ 169.54
10/02/2021	Refund		RATES REFUND	\$ 169.54	
11/02/2021	2736.13752-01	Mrs N J Amato	REFUND		\$ 65.00
11/02/2021	1203625		KEY BOND REFUND	\$ 65.00	
11/02/2021	2736.13753-01	Ms A Lyndon-James	REFUND		\$ 1,000.00
11/02/2021	1271508		HALL BOND REFUND	\$ 1,000.00	
11/02/2021	2736.13754-01	The Greens WA	REFUND		\$ 330.00
11/02/2021	1271642		HALL BOND REFUND	\$ 330.00	
11/02/2021	2736.13755-01	Ms S Luggat-Hassell	REFUND		\$ 55.00
11/02/2021	1056983		KEY BOND REFUND	\$ 55.00	
11/02/2021	2737.13749-01	Mr C A Williams	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
11/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
11/02/2021	2737.13750-01	Mrs D J Gill	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
11/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
11/02/2021	2737.13751-01	Ms N C Robartson	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
11/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
12/02/2021	2739.34-01	Water Corporation	WATER RATES & FEES		\$ 20,773.30
11/02/2021	9004856438		WATER RATES & FEES	\$ 5.16	
11/02/2021	9009291271		WATER RATES & FEES	\$ 498.13	
11/02/2021	9004858548		WATER RATES & FEES	\$ 14,590.39	
11/02/2021	9004874708		WATER RATES & FEES	\$ 201.32	
11/02/2021	9004877028		WATER RATES & FEES	\$ 676.22	
11/02/2021	9004888851		WATER RATES & FEES	\$ 2,540.90	
11/02/2021	9013212898		WATER RATES & FEES	\$ 113.56	
11/02/2021	9004890265		WATER RATES & FEES	\$ 5.04	
11/02/2021	9004890281		WATER RATES & FEES	\$ 7.74	
11/02/2021	9004886215		WATER RATES & FEES	\$ 105.82	
11/02/2021	9004897344		WATER RATES & FEES	\$ 2,029.02	
11/02/2021	2739.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 20,633.55
12/02/2021	110221		CARE GIVER SUBSIDIES	\$ 20,633.55	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
15/02/2021	2740.10881-01	Alisco Pty Ltd	SERVICING SANITARY & NAPPY BINS		\$ 1,122.55
09/02/2021	CPER2103480		FIRST AID REPLENISHMENT	\$ 31.35	
09/02/2021	CPER2103461		FIRST AID REPLENISHMENT	\$ 107.81	
09/02/2021	CPER2103417		FIRST AID REPLENISHMENT	\$ 380.38	
09/02/2021	CPER2103388		FIRST AID REPLENISHMENT	\$ 29.73	
14/02/2021	CPER2103550		SERVICING SANITARY & NAPPY BINS	\$ 8.18	
14/02/2021	CPER2103551		SERVICING SANITARY & NAPPY BINS	\$ 46.28	
14/02/2021	CPER2103552		SERVICING SANITARY & NAPPY BINS	\$ 48.97	
14/02/2021	CPER2103553		SERVICING SANITARY & NAPPY BINS	\$ 20.41	
14/02/2021	CPER2103554		SERVICING SANITARY & NAPPY BINS	\$ 40.81	
14/02/2021	CPER2103555		SERVICING SANITARY & NAPPY BINS	\$ 37.42	
14/02/2021	CPER2103557		SERVICING SANITARY & NAPPY BINS	\$ 8.18	
14/02/2021	CPER2103556		SERVICING SANITARY & NAPPY BINS	\$ 12.24	
14/02/2021	CPER2103558		SERVICING SANITARY & NAPPY BINS	\$ 4.08	
14/02/2021	CPER2103559		SERVICING SANITARY & NAPPY BINS	\$ 65.99	
14/02/2021	CPER2103560		SERVICING SANITARY & NAPPY BINS	\$ 83.01	
14/02/2021	CPER2103561		SERVICING SANITARY & NAPPY BINS	\$ 8.18	
14/02/2021	CPER2103562		SERVICING SANITARY & NAPPY BINS	\$ 4.08	
14/02/2021	CPER2103563		SERVICING SANITARY & NAPPY BINS	\$ 8.18	
14/02/2021	CPER2103564		SERVICING SANITARY & NAPPY BINS	\$ 33.34	
14/02/2021	CPER2103565		SERVICING SANITARY & NAPPY BINS	\$ 54.44	
14/02/2021	CPER2103566		SERVICING SANITARY & NAPPY BINS	\$ 4.08	
14/02/2021	CPER2103567		SERVICING SANITARY & NAPPY BINS	\$ 8.18	
14/02/2021	CPER2103570		SERVICING SANITARY & NAPPY BINS	\$ 48.97	
14/02/2021	CPER2103568		SERVICING SANITARY & NAPPY BINS	\$ 12.24	
14/02/2021	CPER2103569		SERVICING SANITARY & NAPPY BINS	\$ 16.32	
15/02/2021	2740.10921-01	Ixom Operations Pty Ltd	CHLORINE GAS SERVICES FEES		\$ 342.88
13/02/2021	6308124		CHLORINE GAS SERVICES FEES	\$ 174.25	
13/02/2021	6320100		CHLORINE & GAS SERVICE FEES	\$ 168.83	
15/02/2021	2740.11413-01	Ergolink (Max & Claire Pty Ltd T/A)	OFFICE FURNITURE		\$ 332.50
12/02/2021	SI-00072870		OFFICE FURNITURE	\$ 332.50	
15/02/2021	2740.11453-01	Midland Toyota (Midland 2015 Pty Ltd	PARTS		\$ 1,739.25
21/01/2021	PI13001085		SUPPLY 1 X FUEL TANK COVER FOR 087MDG	\$ 671.79	
22/01/2021	PI13001049		FUEL TANK & STRAPS FOR P894	\$ 1,067.46	
15/02/2021	2740.11678-01	Vorgee Pty Ltd	AQUATIC CENTRE SUPPLIES		\$ 1,244.10
29/01/2021	00154530		AQUATIC CENTRE SUPPLIES	\$ 1,098.90	
12/02/2021	00153662		AQUATIC CENTRE SUPPLIES	\$ 145.20	
15/02/2021	2740.11796-01	Greenacres Turf Group	EARTHWORKS		\$ 6,001.60
11/02/2021	00059760		SUPPLY & INSTALL KIKUYU - BROWN PARK CRICKET PITCH	\$ 6,001.60	
15/02/2021	2740.11921-01	Mundaring Smash Repairs (WA Panel W	TOWING SERVICES		\$ 198.00
11/02/2021	67711		TOWING SERVICES	\$ 198.00	
15/02/2021	2740.12027-01	AFGR1 Equipment Australia Pty Ltd	PARTS		\$ 301.91
28/01/2021	1997900		SUPPLY 1 X DECK BELT & 1 X CHUTE FOR 00MDG	\$ 301.91	
15/02/2021	2740.12185-01	Biobean Coffee Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 1,438.42
12/02/2021	00002059		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,438.42	
15/02/2021	2740.12350-01	Devco Builders	CONSTRUCTION WORKS		\$ 1,320.00
11/02/2021	00012147		SUPPLY COST ESTIMATE PROPOSED WORS ST MARKS CHURCH	\$ 1,320.00	
15/02/2021	2740.12388-01	Mint Civil T/A Kalamunda Sweeping	STREET SWEEPING SERVICES		\$ 4,254.25
11/02/2021	M 2897		SUPPLY OF STREET SWEEPING SERVICES	\$ 4,254.25	
15/02/2021	2740.12422-01	MDM Plumbing and Gas	PLUMBING		\$ 2,524.50
13/02/2021	1499		REPLACE HOT WATER SYSTEM - FEMALE CHANGEROOM MT HELENA	\$ 1,727.00	
14/02/2021	1498		REPLACE BROKEN SINK MIXER - REFLECTIONS CAFE	\$ 797.50	
15/02/2021	2740.12467-01	Mrs B Hostalek	PET CARE WORKSHOPS		\$ 600.00
13/02/2021	221-21		PET CARE WORKSHOPS - BOYA LIBRARY & MUNDARING COMMUNITY HALL	\$ 600.00	
15/02/2021	2740.12470-01	Mr G Wood	FENCING		\$ 363.00
14/02/2021	IV00000000196		REPLACE PINE POLE & RAIL - MORGAN JOHN MORGAN PARK	\$ 363.00	
15/02/2021	2740.12486-01	KCI Industries	MAINTENANCE		\$ 510.06
14/02/2021	00151868		SERVICE & REPAIR GRIDDLE TOASTER - REFLECTIONS CAFE	\$ 510.06	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
15/02/2021	2740.12579-01	Mr V Crowe	LANDSCAPE, MAINTENANCE & CLEANING SERVICES		\$ 1,767.50
09/02/2021	1628		LANDSCAPE SERVICES	\$ 210.00	
09/02/2021	1629		MAINTENANCE & CLEANING SERVICES	\$ 315.00	
09/02/2021	1630		LANDSCAPE SERVICES	\$ 210.00	
09/02/2021	1631		LANDSCAPE & MAINTENANCE SERVICES	\$ 262.50	
14/02/2021	1643		CLEANING SERVICES	\$ 210.00	
14/02/2021	1642		LANDSCAPE SERVICES	\$ 210.00	
14/02/2021	1644		LANDSCAPE SERVICES	\$ 105.00	
14/02/2021	1645		LANDSCAPE & MAINTENANCE SERVICES	\$ 245.00	
15/02/2021	2740.12637-01	Travelwest Publications WA Pty Ltd	ADVERTISING SPACE		\$ 605.00
15/02/2021	INV-3108		ADVERTISING SPACE	\$ 605.00	
15/02/2021	2740.12640-01	Officeworks Ltd	OFFICE FURNITURE		\$ 533.95
13/02/2021	15144383		SUPPLY, DELIVER & ASSEMBLE ELECTRIC SIT STAND DESK	\$ 498.95	
13/02/2021	15143037		ASSEMBLY CALL OUT FEE - ELECTRIC SIT STAND DESK	\$ 35.00	
15/02/2021	2740.12794-01	Mount Helena Hardware	HARDWARE ITEMS		\$ 31.87
28/01/2021	43436		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 17.88	
07/02/2021	43176		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 13.99	
15/02/2021	2740.12866-01	From Scratch Small Event Catering	PROVISIONS FOR REFLECTIONS CAFE		\$ 336.80
09/02/2021	1220		PROVISIONS FOR REFLECTIONS CAFE	\$ 163.80	
11/02/2021	1208		PROVISIONS FOR REFLECTIONS CAFE	\$ 173.00	
15/02/2021	2740.12938-01	Aussie Broadband Pty Ltd	NBN & VOIP CHARGES		\$ 4,800.91
28/01/2021	10536855		NBN FTTN, NBN FIBRE, VOIP CHARGES & SIP TRUNK	\$ 4,800.91	
15/02/2021	2740.12984-01	AJL Plumbing & Gas Pty Ltd (ATF The	PLUMBING SERVICES		\$ 467.50
09/02/2021	AJL7347		PLUMBING SERVICES - BROWN PARK COMMUNITY CENTRE	\$ 313.50	
09/02/2021	AJL7346		PLUMBING SERVICES - MUNDARING REC GROUND PAVILION	\$ 154.00	
15/02/2021	2740.13059-01	Mundaring Tyrepower (AnK Murphy Pty	TYRE REPAIR		\$ 50.00
29/01/2021	105436		REPAIR TYRE ON 071MDG	\$ 50.00	
15/02/2021	2740.13101-01	Mr M D Corica	REIMBURSEMENT		\$ 52.62
11/02/2021	TRAVEL		TRAVEL REIMBURSEMENT 58KM ON 19/1/2021 & 27/1/2021	\$ 52.62	
15/02/2021	2740.13163-01	Toll Transport Pty Ltd	COURIER SERVICES		\$ 83.03
11/02/2021	0460-5364420		COURIER SERVICES	\$ 83.03	
15/02/2021	2740.13390-01	The Environmental Printing Company	PHOTOCOPIER PRINTING		\$ 1,716.00
14/02/2021	103180		PRINT 150 X TIME SHEET BOOKS	\$ 1,716.00	
15/02/2021	2740.135-01	BOC Ltd	CYLINDER RENTAL		\$ 129.49
14/02/2021	4027595300		CYLINDER RENTAL CHARGES	\$ 129.49	
15/02/2021	2740.13600-01	Stevlec Electrical Pty Ltd	ELECTRICAL SERVICES		\$ 907.25
13/02/2021	8582		ELECTRICAL SERVICES - BILGOMAN AQUATIC CENTRE	\$ 907.25	
15/02/2021	2740.13633-01	Workmate Trailers (MJ Warehouse Pty	NEW TRAILER		\$ 6,450.00
12/02/2021	INV-1360		SUPPLY 10 X 6 STOCK TRAILER FOR RANGER SERVICES	\$ 6,450.00	
15/02/2021	2740.13699-01	A. S Erturk & S Erturk	CATERING		\$ 70.50
13/02/2021	#207945		CATERING - ORDINARY COUNCIL MEETING 09/02/2021	\$ 70.50	
15/02/2021	2740.13701-01	Crawlin Crocodile (Tyrown James Wai	DESIGN FEES		\$ 2,040.00
09/02/2021	#000054		GRAPHIC DESIGN ENVIRONMENT & SUSTAINABILITY NEWSLETTER	\$ 2,040.00	
15/02/2021	2740.13715-01	Ensign (Ensign Services (Aust.) Pty	SAFETY EQUIPMENT		\$ 588.16
14/02/2021	747157		SAFETY MATS	\$ 261.40	
14/02/2021	748459		SAFETY MATS	\$ 326.76	
15/02/2021	2740.13757-01	Superloop (Operations) Pty Ltd	SUBSCRIPTIONS		\$ 110.00
12/02/2021	AINV001576		NETWORK & DATA SERVICES	\$ 110.00	
15/02/2021	2740.145-01	Schweppes Australia Pty Ltd (Asahi	KIOSK SUPPLIES		\$ 1,081.03
22/01/2021	9008879952		KIOSK SUPPLIES	\$ 318.52	
12/02/2021	0810074320		PROVISIONS FOR REFLECTIONS CAFE	\$ 762.51	
15/02/2021	2740.15-01	Australia Post	POSTAGE		\$ 2,227.26
13/02/2021	1010292354		DAILY OUTGOING MAIL	\$ 2,071.53	
15/02/2021	1010291921		POSTAGE CHARGES - LIBRARY	\$ 155.73	
15/02/2021	2740.1521-01	Dial A Nappy & Busiclean	CHEMICALS		\$ 1,070.90
09/02/2021	INV-12880		CLEANING CHEMICALS FOR MECPC	\$ 1,070.90	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
15/02/2021	2740.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 2,354.00
13/02/2021	00019683		SECURITY EXPENSES	\$ 500.50	
13/02/2021	00019682		SECURITY EXPENSES	\$ 302.50	
13/02/2021	00019640		SECURITY EXPENSES	\$ 385.00	
13/02/2021	00019664		SECURITY EXPENSES	\$ 280.50	
15/02/2021	00019656		SECURITY EXPENSES	\$ 88.00	
15/02/2021	00019705		SECURITY EXPENSES	\$ 176.00	
15/02/2021	00019702		SECURITY EXPENSES	\$ 88.00	
15/02/2021	00019665		SECURITY EXPENSES	\$ 176.00	
15/02/2021	00019669		SECURITY EXPENSES	\$ 357.50	
15/02/2021	2740.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 1,382.64
09/02/2021	113083008		FOOD & CONSUMABLES FOR STAFF & CHILDREN - MECPC	\$ 705.25	
11/02/2021	115298034		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 677.39	
15/02/2021	2740.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 402.04
28/01/2021	SIN-3314942		UNIFORMS - SAWYERS VALLEY VBFB	\$ 100.51	
28/01/2021	SIN-3314945		UNIFORMS - PARKERVILLE VBFB	\$ 100.51	
28/01/2021	SIN-3314946		UNIFORMS - DARLINGTON VBFB	\$ 100.51	
28/01/2021	SIN-3315008		UNIFORMS - DARLINGTON VBFB	\$ 100.51	
15/02/2021	2740.2769-01	Regenerated Landscapes	WEED SPRAYING		\$ 3,725.00
15/02/2021	091478487		HAZARD REDUCTION WORKS - SAMUEL ST MT HELENA	\$ 200.00	
15/02/2021	091478486		HAZARD REDUCTION WORKS - ROYSTON PLACE MT HELENA	\$ 200.00	
15/02/2021	091478488		HAZARD REDUCTION WORKS - BROOKSIDE LANE PARKERVILLE	\$ 150.00	
15/02/2021	091478485		HAZARD REDUCTION WORKS - CAMFIELD RS R34359	\$ 700.00	
15/02/2021	091478484		HAZARD REDUCTION WORKS - R406690	\$ 550.00	
15/02/2021	091478483		HAZARD REDUCTION WORKS - R39934	\$ 225.00	
15/02/2021	091478482		HAZARD REDUCTION WORKS - R38045	\$ 250.00	
15/02/2021	091478493		HAZARD REDUCTION WORKS - R29544	\$ 125.00	
15/02/2021	091478491		HAZARD REDUCTION WORKS - R33645	\$ 225.00	
15/02/2021	091478492		HAZARD REDUCTION WORKS - R29795	\$ 375.00	
15/02/2021	091478490		HAZARD REDUCTION WORKS - R45312	\$ 250.00	
15/02/2021	091478489		HAZARD REDUCTION WORKS - R38419	\$ 475.00	
15/02/2021	2740.320-01	Department of Fire & Emergency Services	COST SHARING OF CESM		\$ 19,455.26
21/01/2021	151891		COST SHARING OF CESM 25/09/2020 - 31/12/2020	\$ 19,455.26	
15/02/2021	2740.3445-01	Quick Corporate Australia	STATIONERY		\$ 821.96
11/02/2021	SIN-01278434		STATIONERY ITEMS	\$ 161.37	
13/02/2021	SIN-01280302		STATIONERY ITEMS	\$ 610.83	
14/02/2021	SIN-01287481		STATIONERY ITEMS	\$ 49.76	
15/02/2021	2740.360-01	Eastern Hills Veterinary Centre	VET TREATMENT		\$ 34.13
11/02/2021	2341123		VET TREATMENT	\$ 34.13	
15/02/2021	2740.381-01	Mundaring Electrical Contracting Services	ELECTRICAL SERVICES		\$ 1,672.00
09/02/2021	7167		ELECTRICAL SERVICES - DARLINGTON OVAL PAVILION	\$ 965.80	
09/02/2021	7168		ELECTRICAL SERVICES - MUNDARING OVAL PAVILION	\$ 277.20	
13/02/2021	7169		ELECTRICAL SERVICES - MUNDARING REC GROUND PAVILION	\$ 132.00	
15/02/2021	7200		ELECTRICAL SERVICES - ADMIN BUILDING	\$ 99.00	
15/02/2021	7201		ELECTRICAL SERVICES - MT HELENA OVAL CHANGEROOMS	\$ 198.00	
15/02/2021	2740.393-01	Western Australian Local Government	REGISTRATION		\$ 70.00
12/02/2021	13085555		REGISTRATION - TRANSPORT & ROADS FORUM - SHANE PURDY	\$ 70.00	
15/02/2021	2740.396-01	Modern Teaching Aids Pty Ltd	TOYS		\$ 1,136.52
14/02/2021	44233400		RESOURCES FOR ROOMS AT MECPC	\$ 1,136.52	
15/02/2021	2740.397-01	J. Blackwood & Son Pty Ltd	CEMENT PRODUCTS		\$ 955.68
29/01/2021	PE5922YT		CEMENT PRODUCTS	\$ 955.68	
15/02/2021	2740.4238-01	IGA Swanview	KIOSK SUPPLIES		\$ 66.75
09/02/2021	00457146		FOOD FOR CHILDREN - SCFC CLAYTON VIEW	\$ 17.73	
09/02/2021	00480998		FOOD & CONSUMABLES FOR CHILDREN - SCFC CLAYTON VIEW	\$ 49.02	
15/02/2021	2740.4252-01	Boya Equipment Pty Ltd	EQUIPMENT PURCHASES		\$ 5,967.62
21/01/2021	14796		SUPPLY PARTS & REPAIR 013MDG	\$ 3,658.99	
21/01/2021	14797		STRIP TRACTOR 013MDG TO ASSESS GEAR BOX DAMAGE	\$ 2,308.83	
15/02/2021	2740.4453-01	Technifire 2000	PARTS		\$ 254.10
11/02/2021	24252		SUPPLY 2 X HYDRANT STRAPS	\$ 254.10	
15/02/2021	2740.452-01	Mahogany Building & Design	MAINTENANCE		\$ 4,433.00
09/02/2021	INV0272		MAINTENANCE - DARLINGTON SCOUT HALL	\$ 1,683.00	
09/02/2021	INV0271		MAINTENANCE - ADMIN BUILDING KITCHEN	\$ 242.00	
13/02/2021	INV0255		MAINTENANCE - BILGOMAN AQUATIC CENTRE	\$ 2,508.00	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
15/02/2021	2740.4813-01	12D Solutions Pty Ltd	SOFTWARE EXPENSES		\$ 2,681.25
15/02/2021	211847		SOFTWARE EXPENSES - ANNUAL MAINTENANCE	\$ 2,681.25	
15/02/2021	2740.509-01	Work Clobber	WORK CLOTHES		\$ 314.00
14/02/2021	MD430883		WORK CLOTHES	\$ 314.00	
15/02/2021	2740.5414-01	Exteria	STEEL FABRICATION		\$ 10,805.30
14/02/2021	00009412		SUPPLY & DELIVER BIN ENCLOSURES - MUNDARING ARENA	\$ 10,805.30	
15/02/2021	2740.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 38.71
09/02/2021	1803228		WATER BOTTLES FOR DEPOT WATER COOLERS	\$ 3.18	
09/02/2021	1840088		WATER BOTTLES FOR KSP LIBRARY	\$ 7.11	
09/02/2021	1858654		WATER BOTTLES FOR KSP LIBRARY	\$ 14.22	
09/02/2021	1869716		WATER BOTTLES FOR KSP LIBRARY	\$ 14.22	
15/02/2021	2740.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 27,813.43
14/02/2021	39102272		FUEL & OILS	\$ 27,813.43	
15/02/2021	2740.6423-01	Australian Training Management	STAFF TRAINING		\$ 135.00
09/02/2021	5577		STAFF FIRST AID TRAINING - JOHN NEALE	\$ 135.00	
15/02/2021	2740.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 165.00
11/02/2021	00383792		EMPLOYEE ASSISTANCE PROGRAM	\$ 165.00	
15/02/2021	2740.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 2,128.96
11/02/2021	10203004		RETICULATION PARTS	\$ 369.16	
13/02/2021	10196983		RETICULATION PARTS	\$ 233.42	
14/02/2021	10201054		REPAIR RETIC - BILGOMAN AQUATIC CENTRE	\$ 1,526.38	
15/02/2021	2740.6876-01	RAC Motoring Pty Ltd	CALL OUT CHARGES		\$ 99.00
13/02/2021	4155799		CALL OUT CHARGES FOR 803MDG	\$ 99.00	
15/02/2021	2740.7053-01	Darlington Review	ADVERTISING		\$ 270.00
09/02/2021	1905		ADVERTISING	\$ 120.00	
13/02/2021	1929		ADVERTISING	\$ 150.00	
15/02/2021	2740.7230-01	Boss Bobcat & Truck Service	EARTHWORKS		\$ 4,823.50
13/02/2021	8121		CART EXCESS SPOILS - MT HELENA SKATE PARK UPGRADE	\$ 3,063.50	
13/02/2021	8221		CLEARING PLAYGROUND SITES & RE-LEVELING SAND	\$ 1,760.00	
15/02/2021	2740.7536-01	Atta Girl	SWIM TICKETS		\$ 616.00
13/02/2021	1042		SWIM TICKETS - MT HELENA AQUATIC CENTRE	\$ 616.00	
15/02/2021	2740.7541-01	Connect Call Centre Services	CALL CENTRE COSTS		\$ 1,470.37
09/02/2021	00103918		CALL CENTRE COSTS - OCTOBER 2020	\$ 1,470.37	
15/02/2021	2740.7590-01	PFD Food Services Pty Ltd	KIOSK SUPPLIES		\$ 12,161.65
18/01/2021	KW774645		KIOSK SUPPLIES	\$ 566.90	
18/01/2021	KW818612		KIOSK SUPPLIES	\$ 1,558.80	
11/02/2021	KW801404		PROVISIONS FOR REFLECTIONS CAFE	\$ 571.35	
11/02/2021	KW825787		PROVISIONS FOR REFLECTIONS CAFE	\$ 805.95	
11/02/2021	KW858201		PROVISIONS FOR REFLECTIONS CAFE	\$ 557.55	
11/02/2021	KW841637		KIOSK SUPPLIES	\$ 471.00	
11/02/2021	KW841638		KIOSK SUPPLIES	\$ 899.80	
11/02/2021	KW883403		KIOSK SUPPLIES	\$ 246.05	
11/02/2021	KW883404		KIOSK SUPPLIES	\$ 443.40	
12/02/2021	KW893195		PROVISIONS FOR REFLECTIONS CAFE	\$ 918.20	
12/02/2021	KW926454		PROVISIONS FOR REFLECTIONS CAFE	\$ 922.50	
12/02/2021	KW956235		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,384.65	
14/02/2021	KW973117		KIOSK SUPPLIES	\$ 368.20	
14/02/2021	KW946875		KIOSK SUPPLIES	\$ 732.55	
18/01/2021	KW774646		KIOSK SUPPLIES	\$ 1,914.95	
15/02/2021	2740.7702-01	Paperbark Technologies	TREE REPORT		\$ 510.00
13/02/2021	00005764		TREE REPORT - 12 WOOLMOOLOO RD GREENMOUNT	\$ 510.00	
15/02/2021	2740.7806-01	Weston Road Systems	PAVEMENT MARKING		\$ 5,646.30
13/02/2021	Mund 121		PAVEMENT MARKING - THOMAS RD GLEN FORREST	\$ 1,702.80	
13/02/2021	Mund 123		LINE MARKING - COPPIN RD TRANSFER STATION	\$ 825.00	
13/02/2021	Mund 122		LINE MARKING - COPPIN RD TRANSFER STATION	\$ 3,118.50	
15/02/2021	2740.7807-01	Water Installations	PARTS		\$ 796.90
13/02/2021	00018539		SUPPLY & INSTALL NEW PUMP - MT HELENA PAVILION	\$ 796.90	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
15/02/2021	2740.80-01	Bunnings Group Limited	HARDWARE		\$ 407.60
09/02/2021	2440/00305707		HARDWARE ITEMS	\$ 17.03	
09/02/2021	2445/01132821		HARDWARE ITEMS	\$ 88.02	
09/02/2021	2180/001119757		HARDWARE ITEMS	\$ 31.02	
09/02/2021	2180/01649348		HARDWARE ITEMS	\$ 47.79	
11/02/2021	2440/01124868		HARDWARE ITEMS	\$ 147.74	
11/02/2021	2440/00832899		HARDWARE ITEMS	\$ 84.17	
12/02/2021	2440/01126710		HARDWARE ITEMS	\$ 31.83	
15/02/2021	2740.8037-01	Electritech Industries	ELECTRICAL SERVICES		\$ 314.82
13/02/2021	13870		ELECTRICAL SERVICES - MT HELENA AQUATIC CENTRE	\$ 314.82	
15/02/2021	2740.8051-01	Conquest Earthworks	EARTHWORKS		\$ 28,523.00
13/02/2021	1086		RUBBLE REMOVAL SERVICES - MATHIESON RD TRANSFER STATION	\$ 22,858.00	
13/02/2021	1083		CREATE NEW ROAD WITH SPOILS - MATHIESON RD TRANSFER STATION	\$ 5,665.00	
15/02/2021	2740.8149-01	East End Electrical	ELECTRICAL SERVICES		\$ 649.00
13/02/2021	EEE100-1026		ELECTRICAL SERVICES - REFLECTIONS CAFE LAKE LESCHENAUTLIA	\$ 649.00	
15/02/2021	2740.8275-01	E Fire & Safety	FIRE EQUIPMENT		\$ 126.50
11/02/2021	535487		REPLACE USED FIRE EQUIPMENT - MECPC	\$ 126.50	
15/02/2021	2740.8545-01	Sankey Plumbing Service	PLUMBING		\$ 1,936.00
09/02/2021	4954		PLUMBING - ADMIN BUILDING	\$ 143.00	
09/02/2021	4959		PLUMBING - MORGAN JOHN MORGAN PUBLIC TOILETS	\$ 242.00	
09/02/2021	4955		PLUMBING - SHIRE DOG POUND	\$ 132.00	
09/02/2021	4953		PLUMBING - ADMIN BUILDING	\$ 143.00	
09/02/2021	4958		PLUMBING - MUNDARING REC GROUND	\$ 121.00	
09/02/2021	4957		PLUMBING - MT HELENA PAVILION	\$ 366.00	
09/02/2021	4956		PLUMBING - GLEN FORREST HALL	\$ 154.00	
14/02/2021	4963		PLUMBING - DARLINGTON HALL	\$ 605.00	
15/02/2021	2740.904-01	Sign Supermarket	SIGNS		\$ 629.00
13/02/2021	20019		ADVERTISING SIGNS	\$ 629.00	
15/02/2021	2740.9184-01	Budget Rent A Car (Busby Investment)	VEHICLE HIRE		\$ 98.99
09/02/2021	428436606		HIRE OF 4.2 MT VAN - ONGOING COLLECTION OF CDS BINS	\$ 98.99	
15/02/2021	2740.9185-01	NRP Electrical Services	MAINTENANCE		\$ 1,298.00
13/02/2021	88103		ADMIN BUILDING - PLANNED QUARTELY MAINTENANCE SERVICE	\$ 1,298.00	
15/02/2021	2740.9493-01	Octagon Lifts Pty Ltd	MAINTENANCE		\$ 437.80
13/02/2021	00023248		MAINTENANCE ON LIFT AT SWAN VIEW YOUTH CENTRE	\$ 437.80	
15/02/2021	2740.9596-01	Brice Pest Management	TERMITE INSPECTION		\$ 319.00
12/02/2021	IV04181		TERMITE INSPECTION - CHIDLOW VBFB	\$ 319.00	
15/02/2021	2740.9643-01	Daimler Trucks Perth	PARTS		\$ 2,375.75
21/01/2021	6212482D		SUPPLY PARTS FOR 039MDG	\$ 2,375.75	
15/02/2021	2740.9698-01	Managed System Services Pty Ltd	MSS DEVELOPMENT SERVICES		\$ 82,500.00
14/02/2021	00008579		MSS DEVELOPMENT SERVICES - 1000 HOURS	\$ 82,500.00	
15/02/2021	2741.13759-01	Ms L M Yozzi	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
15/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
15/02/2021	2741.13761-01	Mr D H Campbell	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
15/02/2021	BUSHFIRE RELIEF		DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
15/02/2021	2742.12599-01	Department of Mines, Industry	MUNDARING BSL		\$ 8,264.88
15/02/2021	JANUARY 2021		MUNDARING BSL JANUARY 2021	\$ 8,264.88	
15/02/2021	2742.12665-01	Building and Construction Industry	BCITF LEVY		\$ 3,435.06
15/02/2021	INV-89778-F7Q6K9		BCITF LEVY - JANUARY 2021	\$ 3,435.06	
15/02/2021	2742.13037-01	Mr F McRobbie	GRANT		\$ 200.00
15/02/2021	GRANT		YOUTH GRANT PROGRAM	\$ 200.00	
15/02/2021	2742.13728-01	Music Unites Sound Inspires Connect	GRANT		\$ 500.00
01/02/2021	GRANT		COVID-19 RELIEF & RECOVERY - RESTART GRANT	\$ 500.00	
15/02/2021	2742.13762-01	Ms K E Peebles	REFUND		\$ 100.00
15/02/2021	REFUND		REFUND - CROSSOVER APPLICATION PAID TWICE BY MISTAKE	\$ 100.00	
15/02/2021	2742.13763-01	Mr S G Guy	CROSSOVER CONTRIBUTION		\$ 575.00
15/02/2021	X OVER		CROSSOVER CONTRIBUTION - MELVILLE CRT HELENA VALLEY	\$ 575.00	
15/02/2021	2742.13764-01	Mr A C Woods	CROSSOVER CONTRIBUTION		\$ 575.00
15/02/2021	X OVER		CROSSOVER CONTRIBUTION - SCOTT ST BOYA	\$ 575.00	
15/02/2021	2742.13765-01	Ms C Franklin	REFUND		\$ 105.00
15/02/2021	REFUND		REFUND - SWIMMING LESSONS - TRISTAN FRANKLIN	\$ 105.00	
15/02/2021	2742.13766-01	Mrs C A Brown	CROSSOVER CONTRIBUTION		\$ 585.00
15/02/2021	X OVER		CROSSOVER CONTRIBUTION - HELENA VALLEY RD HELENA VALLEY	\$ 585.00	
15/02/2021	2742.13767-01	Perth Hills Caravan Park & Market	GRANT		\$ 13,392.00
15/02/2021	GRANT		COVID-19 RELIEF & RECOVERY - RESILIENCE GRANT	\$ 13,392.00	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
15/02/2021	2742.13768-01	Mr D E Martin	PHOTOGRAPHY SERVICES		\$ 360.00
15/02/2021	210126		PHOTOGRAPHY SERVICES AUSTRALIA DAY 2021	\$ 360.00	
15/02/2021	2742.174-01	Synergy	ELECTRICITY		\$ 23,344.82
22/01/2021	3051745929		ELECTRICITY	\$ 756.66	
22/01/2021	1021165328		ELECTRICITY	\$ 206.85	
25/01/2021	2548038725		ELECTRICITY	\$ 741.73	
25/01/2021	5358904327		ELECTRICITY	\$ 116.79	
25/01/2021	2869138323		ELECTRICITY	\$ 368.83	
25/01/2021	3671986720		ELECTRICITY	\$ 7,043.29	
28/01/2021	1635625121		ELECTRICITY	\$ 154.11	
29/01/2021	9159298220		ELECTRICITY	\$ 909.95	
29/01/2021	8852675527		ELECTRICITY	\$ 1,277.68	
29/01/2021	1187187526		ELECTRICITY	\$ 147.74	
29/01/2021	9370568529		ELECTRICITY	\$ 137.73	
29/01/2021	7890341121		ELECTRICITY	\$ 177.08	
15/02/2021	5028791717		ELECTRICITY	\$ 263.20	
15/02/2021	5085045110		ELECTRICITY	\$ 735.99	
15/02/2021	7559391528		ELECTRICITY	\$ 233.13	
15/02/2021	5085138314		ELECTRICITY	\$ 117.94	
15/02/2021	6945680323		ELECTRICITY	\$ 1,214.61	
15/02/2021	4743483524		ELECTRICITY	\$ 100.02	
15/02/2021	3084190724		ELECTRICITY	\$ 147.18	
22/01/2021	4504944122		ELECTRICITY	\$ 161.00	
22/01/2021	4294733928		ELECTRICITY	\$ 138.23	
22/01/2021	5145475818		ELECTRICITY	\$ 2,274.40	
22/01/2021	5100198418		ELECTRICITY	\$ 413.25	
22/01/2021	5056988325		ELECTRICITY	\$ 972.76	
22/01/2021	5183606212		ELECTRICITY	\$ 162.80	
22/01/2021	1808368323		ELECTRICITY	\$ 4,372.27	
15/02/2021	2742.217-01	Darling Range Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 580.72
15/02/2021	#OCT-DEC2020		REIMBURSEMENT OF ESL EXPENSES OCT - DEC 2020	\$ 580.72	
15/02/2021	2742.361-01	Mount Helena Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 891.08
15/02/2021	0041		REIMBURSEMENT ESL EXPENSES OCTOBER - DECEMBER 2020	\$ 891.08	
15/02/2021	2742.582-01	Mundaring State Emergency Service	REIMBURSEMENT		\$ 3,699.71
15/02/2021	2043		REIMBURSEMENT OF BRIGADE EXPENSES	\$ 3,699.71	
15/02/2021	2742.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 182,117.15
04/02/2021	040221		FDC PARENT LEVY	\$ 9,620.25	
12/02/2021	110221		FDC PARENT LEVY	\$ 8,035.65	
15/02/2021	JANUARY 2021		BUILDING SERVICES LEVY - JANUARY 2021	\$ 350.00	
15/02/2021	JANUARY 2021		BCITF LEVY - JANUARY 2021	\$ 107.25	
15/02/2021	150221		FBT EXPENSE ALLOCATION 2020/2021 (INTERIM)	\$ 164,004.00	
16/02/2021	2743.13771-01	Mr B M Powell	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
16/02/2021			DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
16/02/2021	2743.13772-01	Mr W M Gill	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
16/02/2021			DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
17/02/2021	2744.12577-01	Mahogany Creek Progress Association	PROCEEDS OF LOAN		\$ 25,000.00
17/02/2021	LOAN		PROCEEDS OF LOAN AS PER AGREEMENT 16/02/2021	\$ 25,000.00	
17/02/2021	2745.13776-01	Mr A J Laurin	BUSHFIRE EMERGENCY RELIEF PAYMENT		\$ 2,000.00
17/02/2021			DPC - BUSHFIRE EMERGENCY RELIEF PAYMENT	\$ 2,000.00	
18/02/2021	2746.34-01	Water Corporation	WATER RATES & FEES		\$ 7,182.81
18/02/2021	9004596600		WATER RATES & FEES	\$ 1,523.83	
18/02/2021	9004596571		WATER RATES & FEES	\$ 340.85	
18/02/2021	9019890081		WATER RATES & FEES	\$ 549.10	
18/02/2021	9004277008		WATER RATES & FEES	\$ 2,138.98	
18/02/2021	9004880804		WATER RATES & FEES	\$ 12.91	
18/02/2021	9010772929		WATER RATES & FEES	\$ 425.87	
18/02/2021	9004610501		WATER RATES & FEES	\$ 18.07	
18/02/2021	9004595691		WATER RATES & FEES	\$ 2,173.20	
18/02/2021	2747.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 24,490.06
18/02/2021	180221		CARE GIVER SUBSIDIES	\$ 24,490.06	
18/02/2021	2748.1571-01	Glen Forrest Sports Club Inc	REFUND		\$ 622.98
18/02/2021	REFUND C/N 2318		REFUND C/N 2318	\$ 622.98	
18/02/2021	2748.3777-01	Midland Puffin Billies Golden Oldie	REFUND		\$ 149.28
18/02/2021	REFUND C/N 2331		REFUND C/N 2331	\$ 149.28	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
18/02/2021	2748.3909-01	Chidlow Progress Association Inc	REFUND		\$ 220.41
18/02/2021	REFUND C/N 2339		REFUND C/N 2339 LESS INV 23058	\$ 220.41	\$ 220.41
18/02/2021	2748.4665-01	Mundaring Sporting Club Inc	REFUND		\$ 1,050.41
18/02/2021	REFUND C/N 2322		REFUND C/N 2322	\$ 1,050.41	\$ 1,050.41
18/02/2021	2748.5926-01	Helena Valley Tennis Club	REFUND		\$ 143.18
18/02/2021	REFUND C/N 2328		REFUND C/N 2328	\$ 143.18	\$ 143.18
18/02/2021	2748.648-01	Rise - Your Community Support Network	REFUND		\$ 563.03
18/02/2021	REFUND C/N 2320		REFUND C/N 2320	\$ 256.56	\$ 563.03
18/02/2021	REFUND DEBTOR		REFUND DEBTOR ACCOUNT BALANCE - REFER TO EMAIL	\$ 306.47	
18/02/2021	2748.9691-01	First Friends Playgroup Inc	REFUND		\$ 644.58
18/02/2021	REFUND C/N		REFUND C/N 2305 & C/N 2341	\$ 644.58	\$ 644.58
18/02/2021	2748.9926-01	Darlington Tennis Club	REFUND		\$ 164.38
18/02/2021	REFUND		REFUND - DEBTOR ACCOUNT IN CREDIT	\$ 64.53	\$ 164.38
18/02/2021	REFUND C/N 2329		REFUND C/N 2329	\$ 99.85	
18/02/2021	2749.13552-01	Xander Kabat Photography	REFUND		\$ 500.00
18/02/2021	1264399		HALL BOND REFUND	\$ 500.00	\$ 500.00
18/02/2021	2749.13777-01	Baha'i Community of Mundaring	REFUND		\$ 500.00
18/02/2021	1269363		HALL BOND REFUND	\$ 500.00	\$ 500.00
18/02/2021	2749.13778-01	Ms A Reed	REFUND		\$ 110.00
18/02/2021	1268784		HALL BOND REFUND	\$ 110.00	\$ 110.00
18/02/2021	2749.589-01	Shire of Mundaring	KEY BOND		\$ 65.00
18/02/2021	1282903		KEY BOND - RETAINED BY SOM - LOST CSP/44	\$ 65.00	\$ 65.00
22/02/2021	2750.10615-01	JLR Pumps	PUMP AIR DEVELOPMENT		\$ 1,155.00
18/02/2021	661		PUMP AIR DEVELOPMENT X 2 BORES - CHIDLOW OVAL	\$ 1,155.00	\$ 1,155.00
22/02/2021	2750.10637-01	Grants Empire	PROFESSIONAL SERVICES		\$ 3,036.00
18/02/2021	00001968		GRANT APPLICATION & PROJECT PLAN LAKE LESCHENALULTIA	\$ 3,036.00	\$ 3,036.00
22/02/2021	2750.10746-01	Asphalt in a Bag	COLD MIX		\$ 1,718.75
07/02/2021	00001261		COLD MIX ASPHALT BAGS	\$ 1,718.75	\$ 1,718.75
22/02/2021	2750.10881-01	Alsco Pty Ltd	SERVICING SANITARY & NAPPY BINS		\$ 19.40
14/02/2021	CPER2105818		SERVICING SANITARY & NAPPY BINS	\$ 19.40	\$ 19.40
22/02/2021	2750.10904-01	Split Horizon Pty Ltd	CISCO CALL MANAGER SUPPORT		\$ 825.00
18/02/2021	INV001009		CISCO CALL MANAGER SUPPORT	\$ 825.00	\$ 825.00
22/02/2021	2750.10921-01	Ixom Operations Pty Ltd	CHLORINE GAS		\$ 3,718.78
18/02/2021	6334175		CHLORINE GAS	\$ 3,423.30	\$ 3,718.78
18/02/2021	6344096		CHLORINE GAS SERVICES FEES	\$ 295.48	\$ 3,718.78
22/02/2021	2750.1111-01	Zipform Pty Ltd	RATES NOTICE PRODUCTION		\$ 9,565.89
19/02/2021	201992		RATES NOTICE 4TH INSTALMENT PRODUCTION 2020/2021	\$ 9,565.89	\$ 9,565.89
22/02/2021	2750.11135-01	Frontline Fire & Rescue Equipment	EQUIPMENT PURCHASES		\$ 3,164.81
28/01/2021	70040		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 1,268.33	\$ 3,164.81
28/01/2021	70039		EQUIPMENT PURCHASES - BRIGADE DISTRIBUTION	\$ 961.82	\$ 3,164.81
28/01/2021	70041		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 253.84	\$ 3,164.81
18/02/2021	69743		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 681.22	\$ 3,164.81
22/02/2021	2750.11161-01	AXIIS Contracting Pty Ltd	CONCRETE WORKS		\$ 40,681.83
18/02/2021	5831		INSTALL CONCRETE FOOTPATH - CHARTWELL PARK SWAN VIEW	\$ 40,681.83	\$ 40,681.83
22/02/2021	2750.11326-01	Learning Seat Pty Ltd	SUBSCRIPTION		\$ 1,825.99
19/02/2021	6477007999		SUBSCRIPTION FEE FOR 29/01/2021 TO 25/02/2021	\$ 1,825.99	\$ 1,825.99
22/02/2021	2750.11474-01	Swan Valley Fresh (Vendor Management)	PROVISIONS FOR REFLECTIONS CAFE		\$ 351.61
18/02/2021	00031032		PROVISIONS FOR REFLECTIONS CAFE	\$ 200.40	\$ 351.61
18/02/2021	00031232		PROVISIONS FOR REFLECTIONS CAFE	\$ 151.21	\$ 351.61
22/02/2021	2750.11478-01	Emerg Solutions Pty Ltd	SUBSCRIPTION		\$ 1,350.00
19/02/2021	INV-1263		BART DIRECT SMS ANNUAL FEE - 9 BRIGADES	\$ 1,350.00	\$ 1,350.00
22/02/2021	2750.11578-01	Corsign WA Pty Ltd	SIGNS		\$ 792.00
29/01/2021	00053162		SUPPLY & DELIVER 4 X GRABRAILS	\$ 528.00	\$ 792.00
19/02/2021	00053433		SUPPLY SLOW MOVING VEHICLE SIGN	\$ 264.00	\$ 792.00
22/02/2021	2750.11817-01	Stawest Planning (Sepoh Pty Ltd T/As:)	LEGAL SERVICES		\$ 2,268.75
19/02/2021	2021-1315		LEGAL MATTER 20001 - SAT REVIEW	\$ 2,268.75	\$ 2,268.75
22/02/2021	2750.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 66.67
14/02/2021	PY02-17-CHILD SU		CHILD SUPPORT PAYMENT	\$ 66.67	\$ 66.67
22/02/2021	2750.12149-01	TenderLink.com	ADVERTISING		\$ 177.10
12/01/2021	MUNDAR-383714		ADVERTISING	\$ 177.10	\$ 177.10
22/02/2021	2750.12185-01	Biobean Coffee Pty Ltd	PROVISIONS FOR REFELECTIONS CAFE		\$ 562.10
12/02/2021	00002087		PROVISIONS FOR REFELECTIONS CAFE	\$ 562.10	\$ 562.10
22/02/2021	2750.12206-01	Highway Motor Trimmers (R & A Cox	MANUFACTURE WORKS		\$ 1,182.50
18/02/2021	3317		MANUFACTURE NEW TRUCK TARP	\$ 1,182.50	\$ 1,182.50

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
22/02/2021	2750.12348-01	Specialist News Pty Limited	SUBSCRIPTION		\$ 1,199.00
18/02/2021	WP27483		WORKPLACE EXPRESS 12 MONTH SUBSCRIPTION RENEWAL	\$ 1,199.00	
22/02/2021	2750.124-01	Sigma Chemicals	CHEMICALS		\$ 3,221.79
18/01/2021	495300		POOL CHEMICALS	\$ 1,037.19	
29/01/2021	145520/01		POOL CHEMICALS	\$ 2,184.60	
22/02/2021	2750.12422-01	MDM Plumbing and Gas	MAINTENANCE		\$ 176.00
18/02/2021	1507		YEARLY SERVICE/MAINTENANCE GAS FRYER REFLECTIONS CAFÉ	\$ 176.00	
22/02/2021	2750.12451-01	Rainchaser Pumps and Reticulation	RETICULATION PARTS		\$ 82.74
19/02/2021	INV-1647		RETICULATION PARTS FOR DEPOT	\$ 82.74	
22/02/2021	2750.12454-01	Hills Windscreens	WINDSCREEN REPAIRS		\$ 550.00
13/02/2021	04258		SUPPLY & FIT WINDSCREEN TO 812MDG	\$ 550.00	
22/02/2021	2750.12579-01	Mr V Crowe	LANDSCAPE, MAINTENANCE & CLEANING SERVICES		\$ 1,602.50
16/02/2021	1574		LANDSCAPE & MAINTENANCE SERVICES & TIP FEES	\$ 412.50	
16/02/2021	1646		LANDSCAPE SERVICES & REMOVE GREEN WASTE	\$ 340.00	
16/02/2021	1647		CLEANING SERVICES	\$ 175.00	
16/02/2021	1648		LANDSCAPE SERVICES	\$ 210.00	
16/02/2021	1649		CLEANING SERVICES	\$ 70.00	
16/02/2021	1650		LANDSCAPE & MAINTENANCE SERVICES & TIP FEES	\$ 395.00	
22/02/2021	2750.12679-01	Roy Gripske & Sons Pty Ltd	DEPOT CONSUMABLES		\$ 469.46
19/02/2021	645409		SUPPLY DIAMOND EDGE TRIMMER LINE	\$ 349.99	
19/02/2021	646240		SUPPLY DIAMOND EDGE TRIMMER LINE	\$ 119.47	
22/02/2021	2750.12790-01	S&R Glass	WINDOW REPAIRS		\$ 330.00
18/02/2021	757		REGLAZE TOILET WINDOW - MT HELENA PAVILION	\$ 330.00	
22/02/2021	2750.12899-01	NAPA (A Division of GPC Asia Pacific)	WORKSHOP CONSUMABLES		\$ 44.37
18/02/2021	1320124084		SUPPLY OF WORKSHOP CONSUMABLES	\$ 34.31	
19/02/2021	1320124308		SUPPLY OF WORKSHOP CONSUMABLES	\$ 10.06	
22/02/2021	2750.12938-01	Aussie Broadband Pty Ltd	NBN & VOIP CHARGES		\$ 4,116.89
28/01/2021	10884339		NBN FTTN 50MBPS, NBN FTTN 20MBPS & VOIP CHARGES	\$ 4,116.89	
22/02/2021	2750.12944-01	Avon Tree Management (Kajanni Pty Ltd)	WOOROLOO BUSHFIRE CLEAN UP WORKS		\$ 31,284.00
18/02/2021	305		WOOROLOO BUSHFIRE CLEAN UP WORKS	\$ 836.00	
18/02/2021	306		WOOROLOO BUSHFIRE CLEAN UP WORKS	\$ 5,049.00	
19/02/2021	307		WOOROLOO BUSHFIRE CLEAN UP WORKS - DINSDALE RD	\$ 4,708.00	
19/02/2021	308		WOOROLOO BUSHFIRE CLEAN UP WORKS - RAHNIER RD	\$ 5,280.00	
19/02/2021	311		WOOROLOO BUSHFIRE CLEAN UP WORKS - HARPER & WERRIBEE	\$ 3,311.00	
19/02/2021	309		WOOROLOO BUSHFIRE CLEAN UP WORKS - RAHNIER RD	\$ 5,296.50	
19/02/2021	310		WOOROLOO BUSHFIRE CLEAN UP WORKS - RAHNIER RD	\$ 5,181.00	
19/02/2021	312		WOOROLOO BUSHFIRE CLEAN UP WORKS - DINSDALE RD	\$ 1,622.50	
22/02/2021	2750.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		\$ 33,653.72
18/02/2021	00022985		TRAFFIC MANAGEMENT SERVICES - HALIFAX PLACE	\$ 1,194.28	
18/02/2021	00023025		TRAFFIC MANAGEMENT SERVICES - HALIFAX PLACE	\$ 2,069.29	
18/02/2021	00023049		TRAFFIC MANAGEMENT SERVICES - HALIFAX PLACE	\$ 6,793.85	
18/02/2021	00023063		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 3,333.44	
18/02/2021	00023149		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 948.40	
18/02/2021	00023144		TRAFFIC CONTROL & LANE CLOSURES AT VARIOUS LOCATIONS	\$ 3,386.15	
18/02/2021	00023145		TRAFFIC MANAGEMENT SERVICES - DRAIN MAINTENANCE	\$ 3,030.95	
18/02/2021	00023148		TRAFFIC MANAGEMENT SERVICES - WORKS CREW SHOULDER WORKS	\$ 1,613.25	
18/02/2021	00023146		TRAFFIC MANAGEMENT SERVICES - WORKS CREW SHOULDER WORKS	\$ 4,706.85	
18/02/2021	00023114		TRAFFIC CONTROL & LANE CLOSURES AT VARIOUS LOCATIONS	\$ 965.87	
18/02/2021	00023232		TRAFFIC CONTROL & LANE CLOSURES AT VARIOUS LOCATIONS	\$ 2,245.94	
19/02/2021	00023147		TRAFFIC MANAGEMENT SERVICES - JASON ST WOOROLOO	\$ 3,365.45	
22/02/2021	2750.12984-01	AJL Plumbing & Gas Pty Ltd (ATF The	PLUMBING SERVICES		\$ 1,500.40
19/01/2021	AJL7240		REPAIR LEAKING HOT WATER UNIT - MECPC	\$ 167.20	
28/01/2021	AJL7299		PLUMBING SERVICES - BOYA LIBRARY	\$ 110.00	
16/02/2021	AJL7225		PLUMBING SERVICES - ADMIN, DARLINGTON OVAL & MT HELENA OVAL	\$ 544.50	
16/02/2021	AJL7244		PLUMBING SERVICES - MECPC	\$ 220.00	
18/02/2021	AJL7357		PLUMBING SERVICES - ADMIN BUILDING KITCHEN	\$ 154.00	
18/02/2021	AJL7184		PLUMBING SERVICES - WOOROLOO FIRE BRIGADE	\$ 304.70	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
22/02/2021	2750.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 10,946.62
14/02/2021	PY01-17-PURCHASE		PAYROLL DEDUCTION	\$ 300.00	
14/02/2021	PY01-17-Private		PAYROLL DEDUCTION	\$ 600.00	
14/02/2021	PY01-17-Child Ca		PAYROLL DEDUCTION	\$ 2,317.77	
14/02/2021	PY01-17-Buy Addi		PAYROLL DEDUCTION	\$ 864.83	
14/02/2021	PY01-17-Novated		PAYROLL DEDUCTION	\$ 3,423.16	
14/02/2021	PY01-17-Novated		PAYROLL DEDUCTION	\$ 2,670.54	
14/02/2021	PY02-17-Private		PAYROLL DEDUCTION	\$ 225.00	
14/02/2021	PY02-17-Buy Addi		PAYROLL DEDUCTION	\$ 545.32	
22/02/2021	2750.13011-01	Rogers Willex	PARTS		\$ 1,598.30
29/01/2021	INV003444		TRAILER PARTS FOR 864MDG	\$ 1,598.30	
22/02/2021	2750.13013-01	MDM Entertainment Pty Ltd	AUDIO VISUAL STOCK		\$ 191.09
18/02/2021	96612		AUDIO VISUAL STOCK - KSP LIBRARY	\$ 191.09	
22/02/2021	2750.13029-01	Community Greenwaste Recycling Pty	GREENWASTE PROCESSING SERVICES		\$ 12,978.48
18/02/2021	INV-1572		GREENWASTE PROCESSING SERVICES	\$ 12,978.48	
22/02/2021	2750.13059-01	Mundaring Tyrepower (AnK Murphy Pty	TYRES		\$ 493.00
18/02/2021	105520		SUPPLY & FIT 1 X NEW TYRE ON 00MDG	\$ 179.00	
18/02/2021	105519		SUPPLY & FIT 1 X NEW TYRE ON 087MDG	\$ 279.00	
19/02/2021	105521		REPAIR TYRE ON 811MDG	\$ 35.00	
22/02/2021	2750.13080-01	ID Fleet Hire	HIRE OF LIGHTING TOWERS		\$ 928.00
28/01/2021	4057		HIRE OF LIGHTING TOWERS - GREAT AUSSIE BBQ 23/01/2021	\$ 928.00	
22/02/2021	2750.13082-01	Uniform Fashions	UNIFORMS		\$ 121.20
18/02/2021	23349		UNIFORMS FOR KSP LIBRARY	\$ 121.20	
22/02/2021	2750.13107-01	490 Designs	DESIGN SERVICES		\$ 913.00
18/02/2021	00003428		DESIGN & PRODUCTION - SUMMER OF ENTERTAINMENT 2021	\$ 913.00	
22/02/2021	2750.13163-01	Toll Transport Pty Ltd	COURIER SERVICES		\$ 13.05
28/01/2021	0461-5364420		COURIER SERVICES	\$ 13.05	
22/02/2021	2750.13261-01	Eclipse Soils Pty Ltd	SOIL		\$ 1,980.00
18/02/2021	SHIR02044227		SUPPLY & DELIVER TOP DRESSING SOIL - BROWN PARK OVAL	\$ 1,980.00	
22/02/2021	2750.13268-01	Department of Human Services - The	CENTRELINK PAYMENT		\$ 136.47
14/02/2021	PY01-17-Centrell		CENTRELINK PAYMENT	\$ 136.47	
22/02/2021	2750.13273-01	CCD Alliance (Morewest Pty Ltd T/As:)	SECURITY REVIEW		\$ 16,830.00
19/02/2021	472A		REVIEW CCTV SECURITY INFRASTRUCTURE & GUIDELINE DEVELOP	\$ 16,830.00	
22/02/2021	2750.13458-01	Skate Sculpture (M DE Koning & DH	GRAFFITI TREATMENT		\$ 6,600.00
18/02/2021	INV0000230		SPRAY ANTI-GRAFFITI TREATMENT - MT HELENA SKATE PARK	\$ 6,600.00	
22/02/2021	2750.13480-01	The Trustee for Bellrock Cleaning	CLEANING		\$ 59,870.44
18/02/2021	INV-11001		CLEANING SERVICES - JANUARY 2021	\$ 59,870.44	
22/02/2021	2750.13486-01	Pestpro (Cleanpro Work Place Service	PEST CONTROL		\$ 204.60
18/02/2021	4300		PEST CONTROL - SWAN VIEW STATION	\$ 204.60	
22/02/2021	2750.13540-01	ELM (WA) Pty Ltd	LANDSCAPE & MOWING SERVICES		\$ 17,665.70
18/02/2021	INV-3657		LANDSCAPE SERVICES - JANUARY 2021 MORGAN JOHN MORGAN	\$ 1,336.66	
18/02/2021	INV-3656		LANDSCAPE SERVICES - JANUARY 2021 SCULPTURE PARK	\$ 1,906.66	
18/02/2021	INV-3653		LANDSCAPE SERVICES - MORRISON RD STREETSCAPE	\$ 3,718.00	
18/02/2021	INV-3652		MOWING SERVICES - JANUARY 2021	\$ 10,704.38	
22/02/2021	2750.13546-01	Fos Electrical Pty Ltd	ELECTRICAL SERVICES		\$ 9,888.76
18/02/2021	INV-0448		SUPPLY & INSTALL SOLAR SYSTEM - CDS SHED COPPIN RD	\$ 9,888.76	
22/02/2021	2750.13572-01	The Plant Cafe	CATERING		\$ 138.45
18/02/2021	INV-0017		CATERING - ORDINARY COUNCIL MEETING ON 09/02/2021	\$ 138.45	
22/02/2021	2750.13718-01	Baseplate	PROFESSIONAL FEES		\$ 1,540.00
18/02/2021	INV-0877		PROFESSIONAL FEES FOR CHIDLOW SKATEPARK DESIGN	\$ 1,540.00	
22/02/2021	2750.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 231.00
19/02/2021	2208201		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 231.00	
22/02/2021	2750.145-01	Schweppes Australia Pty Ltd (Asahi	KIOSK SUPPLIES		\$ 1,759.86
18/02/2021	0810087506		PROVISIONS FOR REFLECTIONS CAFE	\$ 593.31	
19/02/2021	9008477508		KIOSK SUPPLIES	\$ 1,166.55	
22/02/2021	2750.146-01	Eastern Hills Saws & Mowers Pty Ltd	PARTS		\$ 383.55
19/02/2021	46402		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 210.00	
19/02/2021	46417 #4		SUPPLY ASSORTED FILES	\$ 173.55	
22/02/2021	2750.1907-01	Environmental Health Australia (Wes	REGISTRATION		\$ 1,440.00
18/02/2021	24659		REGISTRATION - WA CONFERENCE 2021 FOR 3 EMPLOYEES	\$ 1,440.00	
22/02/2021	2750.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 275.00
18/02/2021	00019701		SECURITY EXPENSES	\$ 88.00	
18/02/2021	00019897		SECURITY EXPENSES	\$ 187.00	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
22/02/2021	2750.2028-01	Eastern Hills WA Wildflower Society	SEEDLINGS		\$ 120.00
18/02/2021	2020-21 03		SEEDLINGS FOR AAN VOLUNTEERS TO SAY THANK YOU	\$ 120.00	
22/02/2021	2750.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 148,883.00
14/02/2021	PY01-17-Deputy C		PAYROLL DEDUCTION	\$ 122,309.00	
14/02/2021	PY02-17-Deputy C		PAYROLL DEDUCTION	\$ 26,574.00	
22/02/2021	2750.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 644.21
18/02/2021	115563145		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 644.21	
22/02/2021	2750.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 367.36
29/01/2021	SIN-3318594		UNIFORMS - DARLINGTON VBFB	\$ 183.88	
29/01/2021	SIN-3318542		UNIFORMS - PARKERVILLE VBFB	\$ 183.88	
22/02/2021	2750.2737-01	Du Clene Pty Ltd	CLEANING		\$ 2,371.68
09/02/2021	00010170		CLEANING SERVICES	\$ 2,371.68	
22/02/2021	2750.2741-01	Hills Seafood Supplies	PROVISIONS FOR REFLECTIONS CAFE		\$ 232.65
18/02/2021	97519		PROVISIONS FOR REFLECTIONS CAFE	\$ 232.65	
22/02/2021	2750.280-01	Winc Australia Pty Limited	STATIONERY		\$ 1,733.03
11/02/2021	9034875557		STATIONERY ITEMS	\$ 678.96	
18/02/2021	9034909747		REPLACEMENT CRATES FOR AFM & KSP LIBRARY TRANSFERS	\$ 188.36	
18/02/2021	9034955908		STATIONERY ITEMS	\$ 223.03	
18/02/2021	9035002337		STATIONERY ITEMS	\$ 642.88	
22/02/2021	2750.2815-01	Total Packaging (WA) Pty Ltd	DOG WASTE BAGS		\$ 1,716.00
19/02/2021	00035357		DOG WASTE BAGS	\$ 1,716.00	
22/02/2021	2750.300-01	Civica Pty Ltd	FEES		\$ 9,900.00
18/02/2021	C/LA020196		SPYDUS SERVICE AGREEMENT 11/04/2021 TO 10/07/2021	\$ 9,900.00	
22/02/2021	2750.3180-01	Battery World Midland	BATTERIES		\$ 817.00
18/01/2021	#IN8031760764		BATTERY FOR 01MDG	\$ 199.00	
18/02/2021	#IN8031760811		BATTERY FOR P255 & P255	\$ 618.00	
22/02/2021	2750.33-01	Boral Construction Materials Group	ASPHALT		\$ 1,768.25
09/02/2021	WA037475		SUPPLY 250L EMULSION	\$ 357.50	
09/02/2021	WA15751171		ASPHALT	\$ 148.50	
09/02/2021	WA15751172		ASPHALT	\$ 222.75	
09/02/2021	WA15751173		ASPHALT	\$ 148.50	
09/02/2021	WA15751174		ASPHALT	\$ 148.50	
18/02/2021	WA15737275		ASPHALT	\$ 148.50	
18/02/2021	WA15737276		ASPHALT	\$ 148.50	
18/02/2021	WA15737277		ASPHALT	\$ 148.50	
18/02/2021	WA15737278		ASPHALT	\$ 148.50	
18/02/2021	WA15737279		ASPHALT	\$ 148.50	
22/02/2021	2750.3337-01	Advanced Traffic Management	TRAFFIC MANAGEMENT		\$ 1,135.75
18/02/2021	00142833		TRAFFIC MANAGEMENT - BUNNING RD MUNDARING	\$ 1,135.75	
22/02/2021	2750.336-01	Fasta Courier Service	COURIER SERVICES		\$ 214.84
18/02/2021	241703		COURIER SERVICES	\$ 214.84	
22/02/2021	2750.381-01	Mundaring Electrical Contracting Services	ELECTRICAL SERVICES		\$ 429.00
19/02/2021	7203		ELECTRICAL SERVICES - CHIDLOW VBFB	\$ 429.00	
22/02/2021	2750.3868-01	Bucher Municipal Pty Ltd	EQUIPMENT PURCHASES		\$ 411.57
18/02/2021	989789		SUPPLY PARTS FOR SWEEPER TRUCK 043MDG	\$ 213.07	
18/02/2021	990798		SUPPLY PARTS FOR SWEEPER TRUCK 043MDG	\$ 198.50	
22/02/2021	2750.388-01	Bunzl Ltd	CLEANING SUPPLIES		\$ 1,317.88
18/02/2021	V979942		CLEANING SUPPLIES FOR LAKE LESCHENAUTIA	\$ 70.07	
18/02/2021	V998477		CLEANING SUPPLIES FOR LAKE LESCHENAUTIA	\$ 1,247.81	
22/02/2021	2750.397-01	J. Blackwood & Son Pty Ltd	SUPPLY PPE FOR OPERATIONS STAFF		\$ 645.26
18/02/2021	PE0009YV		SUPPLY PPE FOR OPERATIONS STAFF	\$ 380.86	
18/02/2021	PE0010YV		SUPPLY PPE FOR OPERATIONS STAFF	\$ 187.00	
18/02/2021	PE0175YV		SUPPLY PPE FOR OPERATIONS STAFF	\$ 71.28	
18/02/2021	PE0174YV		SUPPLY PPE FOR OPERATIONS STAFF	\$ 6.12	
22/02/2021	2750.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 717.80
14/02/2021	PY01-17-HIF		PAYROLL DEDUCTION	\$ 717.80	
22/02/2021	2750.4238-01	IGA Swanview	KIOSK SUPPLIES		\$ 33.73
18/02/2021	00487190		FOOD FOR CHILDREN - SCFC CLAYTON VIEW	\$ 33.73	
22/02/2021	2750.4407-01	Aardvark Bobcat & Truck Hire	HIRE OF PLANT		\$ 3,340.66
18/02/2021	#768		HIRE OF PLANT	\$ 3,340.66	
22/02/2021	2750.4433-01	Marketforce Pty Ltd	ADVERTISING		\$ 840.30
09/02/2021	37005		ADVERTISING	\$ 340.81	
13/02/2021	37008		ADVERTISING	\$ 499.49	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
22/02/2021	2750.4749-01	Pure Air Filters	PARTS		\$ 105.60
19/02/2021	00012849		AIR FILTER CLEANERS FOR 018MDG & 019MDG	\$ 105.60	
22/02/2021	2750.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		\$ 153.73
13/02/2021	00023010		SECURITY EXPENSES	\$ 30.75	
18/02/2021	00023012		SECURITY EXPENSES	\$ 122.98	
22/02/2021	2750.550-01	Eastern Hills Senior High School	CATERING		\$ 2,197.24
18/02/2021	8898		CONTRIBUTION TOWARDS WATER & POWER CONSUMPTION	\$ 2,197.24	
22/02/2021	2750.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
14/02/2021	PY01-17-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
14/02/2021	PY02-17-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
22/02/2021	2750.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 162.00
14/02/2021	PY01-17-MUNDARIN		PAYROLL DEDUCTION	\$ 162.00	
22/02/2021	2750.61-01	Baileys Fertilisers	FERTILISERS		\$ 2,788.50
29/01/2021	20408		SUPPLY 50 X 25L BAGS OF GROSORB GRANULATED	\$ 2,788.50	
22/02/2021	2750.6282-01	Strata Corporation Pty Ltd T/A	PPE SUPPLIES		\$ 541.81
18/02/2021	130438		SUPPLY & DELIVER 1 X ALUMINIUM MULCH SCOOP	\$ 56.17	
18/02/2021	130707		SUPPLY & DELIVER TOOLS & SAFETY VISORS - MOWING CREWS	\$ 485.64	
22/02/2021	2750.6419-01	Hills Fresh (WA) Pty Ltd	MILK		\$ 234.21
19/02/2021	ADMIN JAN 2021		MILK	\$ 234.21	
22/02/2021	2750.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 165.00
18/02/2021	00383976		EMPLOYEE ASSISTANCE PROGRAM	\$ 165.00	
22/02/2021	2750.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 424.33
29/01/2021	10203423		RETICULATION PARTS	\$ 68.00	
29/01/2021	10203424		RETICULATION PARTS	\$ 149.80	
29/01/2021	10203450		RETICULATION PARTS	\$ 91.23	
19/02/2021	10203554		RETICULATION PARTS	\$ 79.97	
19/02/2021	10203556		RETICULATION PARTS	\$ 35.33	
22/02/2021	2750.6843-01	Carroll & Richardson-Flagworld Pty	SIGNAGE		\$ 1,067.00
29/01/2021	95655		AUSTRALIA DAY CITIZENSHIP & PUBLIC AWARD BANNERS	\$ 1,067.00	
22/02/2021	2750.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 153.40
14/02/2021	PY01-17-AUSTRALI		PAYROLL DEDUCTION	\$ 23.90	
14/02/2021	PY02-17-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
22/02/2021	2750.7030-01	Mundaring Seniors Incorporated	REIMBURSEMENT		\$ 2,085.00
18/02/2021	29		REIMBURSEMENT - INSURANCE RENEWAL EXPENSES FOR 1AYU335	\$ 1,135.00	
18/02/2021	30		REIMBURSEMENT - INSURANCE RENEWAL EXPENSES FOR 1EWR880	\$ 950.00	
22/02/2021	2750.7053-01	Darlington Review	ADVERTISING		\$ 150.00
19/02/2021	1825		ADVERTISING	\$ 150.00	
22/02/2021	2750.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING / MAINTENANCE		\$ 3,534.85
18/02/2021	2434		FOOTPATH SWEEPING / MAINTENANCE	\$ 3,534.85	
22/02/2021	2750.80-01	Bunnings Group Limited	HARDWARE		\$ 1,121.80
18/02/2021	2440/01131886		HARDWARE ITEMS	\$ 53.40	
18/02/2021	2440/01228989		HARDWARE ITEMS	\$ 240.52	
18/02/2021	2440/01131152		HARDWARE ITEMS	\$ 827.88	
22/02/2021	2750.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 41.00
14/02/2021	PY02-17-LGRCEU		PAYROLL DEDUCTION	\$ 41.00	
22/02/2021	2750.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 4,945.05
18/02/2021	00006264		SUPPLY OF FACE GRAVEL	\$ 1,583.01	
18/02/2021	00006265		SUPPLY OF 25MM FERRICRETE	\$ 3,362.04	
22/02/2021	2750.8611-01	Brownes Foods Operations Pty Ltd	KIOSK SUPPLIES		\$ 161.48
19/02/2021	15822043		KIOSK SUPPLIES	\$ 161.48	
22/02/2021	2750.8976-01	Kool Line Electrical & Refrigeration	ELECTRICAL SERVICES		\$ 3,885.60
18/02/2021	00126739		ELECTRICAL SERVICES - SHIRE DEPOT	\$ 1,125.00	
18/02/2021	00126741		ELECTRICAL SERVICES - SHIRE DEPOT	\$ 503.10	
18/02/2021	00126740		ELECTRICAL SERVICES - SHIRE DEPOT	\$ 612.50	
18/02/2021	00126742		ELECTRICAL SERVICES - SHIRE DEPOT	\$ 1,375.00	
18/02/2021	00126743		ELECTRICAL SERVICES - SHIRE DEPOT	\$ 270.00	
22/02/2021	2750.90-01	Major Motors Pty Ltd	PARTS		\$ 3,393.12
13/02/2021	1008006		FUEL TANK REPLACEMENT & REPAIRS ON 072MDG	\$ 2,573.38	
13/02/2021	1008095		SUPPLY LEFT HAND MIRROR ASSEMBLY FOR 089MDG	\$ 243.71	
14/02/2021	1008761		SUPPLY SEAT BELT FOR 072MDG	\$ 305.21	
18/02/2021	1007444		SUPPLY FILTERS FOR 072MDG & 091MDG	\$ 270.82	
22/02/2021	2750.9569-01	Christie Parksafe	FURNITURE		\$ 12,176.67
09/02/2021	5307298		SUPPLY DOUBLE CABINET WITH 2 X ELECTRIC COOKTOPS	\$ 12,176.67	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
22/02/2021	2750.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 20,172.90
18/02/2021	00008376		STREET TREE MAINTENANCE - WALKER ST MUNDARING	\$ 983.40	
18/02/2021	00008388		STREET TREE MAINTENANCE - ALLESTREE RD DARLINGTON	\$ 983.40	
18/02/2021	00008389		STREET TREE MAINTENANCE - WARD AVE GREENMOUNT	\$ 983.40	
18/02/2021	00008360		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
18/02/2021	00008361		STREET TREE MAINTENANCE - REDDY AVE MUNDARING	\$ 2,085.80	
18/02/2021	00008362		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
18/02/2021	00008422		STREET TREE MAINTENANCE - DALRY RD DARLINGTON	\$ 1,316.70	
18/02/2021	00008445		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,433.20	
18/02/2021	00008459		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 3,044.80	
18/02/2021	00008460		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
22/02/2021	2751.119-01	Telstra	TELEPHONE		\$ 12,431.45
22/02/2021	0941180300		TELEPHONE CHARGES - FIRE BRIGADES JANUARY 2021	\$ 381.74	
22/02/2021	2085586000		TELEPHONE CHARGES - JANUARY 2021	\$ 12,049.71	
22/02/2021	2751.12670-01	Mr G R Stone	REFUND		\$ 32.00
15/02/2021	REFUND		REFUND - SWIMMING LESSONS DUE TO COVID-19 POOL CLOSURE	\$ 32.00	
22/02/2021	2751.13783-01	Mr D Gavin	CROSSOVER CONTRIBUTION		\$ 575.00
22/02/2021	X-OVER		CROSSOVER CONTRIBUTION - OLD YORK RD GREENMOUNT	\$ 575.00	
22/02/2021	2751.13784-01	Avon Crest Pty Ltd	CROSSOVER CONTRIBUTION		\$ 575.00
22/02/2021	X-OVER		CROSSOVER CONTRIBUTION - TRIANDRA RD HELENA VALLEY	\$ 575.00	
22/02/2021	2751.174-01	Synergy	ELECTRICITY		\$ 8,360.57
22/02/2021	7436114725		ELECTRICITY	\$ 198.28	
22/02/2021	0998549922		ELECTRICITY	\$ 1,387.02	
22/02/2021	1059211527		ELECTRICITY	\$ 277.79	
22/02/2021	3509628321		ELECTRICITY	\$ 1,660.57	
22/02/2021	3509628321		ELECTRICITY	\$ 1,216.17	
22/02/2021	5233911527		ELECTRICITY	\$ 321.83	
22/02/2021	5192908710		ELECTRICITY	\$ 1,122.40	
22/02/2021	5416370728		ELECTRICITY	\$ 292.84	
22/02/2021	5831532322		ELECTRICITY	\$ 834.24	
22/02/2021	5213386810		ELECTRICITY	\$ 1,049.83	
22/02/2021	2751.306-01	Darlington Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 4,417.13
22/02/2021	00000401		REIMBURSEMENT - ESL EXPENSES AUGUST 2020 TO JANUARY 2021	\$ 4,417.13	
22/02/2021	2751.326-01	Stoneville Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 2,715.30
22/02/2021	24		REIMBURSEMENT OF EXPENSES	\$ 1,760.00	
22/02/2021	23		REIMBURSEMENT OF EXPENSES	\$ 955.30	
22/02/2021	2751.355-01	Wesfarmers Kleenheat Gas Pty Ltd	GAS		\$ 6,794.56
29/01/2021	21719200		BULK GAS SERVICES - BILGOMAN AQUATIC CENTRE	\$ 6,794.56	
22/02/2021	2751.3599-01	Mr C F Blankley	REIMBURSEMENT		\$ 559.81
22/02/2021	REIMBURSEMENT		REIMBURSEMENT OF AQUATIC CENTRE EXPENSES	\$ 231.04	
22/02/2021	REIMBURSEMENT		REIMBURSEMENT OF AQUATIC CENTRE EXPENSES	\$ 328.77	
22/02/2021	2751.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 9,116.45
18/02/2021	180221		FDC PARENT LEVY	\$ 9,116.45	
22/02/2021	2751.7565-01	Swan Hills Photographic Society Inc	GRANT		\$ 2,164.00
22/02/2021	GRANT		COVID-19 RELIEF & RECOVERY - RECONNECT GRANT	\$ 2,164.00	
22/02/2021	2751.8880-01	Mundaring Chamber of Commerce	GRANT		\$ 2,464.00
22/02/2021	GRANT		COVID-19 RELIEF & RECOVERY - RECONNECT GRANT	\$ 2,464.00	
25/02/2021	2752.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 23,384.98
25/02/2021	250221		CARE GIVER SUBSIDIES	\$ 23,384.98	

MONTHLY PAYMENTS LIST OF ACCOUNTS - FEBRUARY 2021

Date	Reference	Payee	Description	Amount	Total
25/02/2021	2753.34-01	Water Corporation	WATER RATES & FEES		\$ 34,634.48
23/02/2021	9004600055		WATER RATES & FEES	\$ 6,716.68	
23/02/2021	9004679816		WATER RATES & FEES	\$ 2,035.63	
23/02/2021	9004607388		WATER RATES & FEES	\$ 23.23	
23/02/2021	9014111730		WATER RATES & FEES	\$ 49.04	
23/02/2021	9020406381		WATER RATES & FEES	\$ 309.72	
25/02/2021	9004656446		WATER RATES & FEES	\$ 49.04	
23/02/2021	9019991669		WATER RATES & FEES	\$ 1,151.13	
23/02/2021	9020758629		WATER RATES & FEES	\$ 1,094.34	
23/02/2021	9022572692		WATER RATES & FEES	\$ 242.81	
23/02/2021	9004679584		WATER RATES & FEES	\$ 56.84	
23/02/2021	9004707805		WATER RATES & FEES	\$ 735.59	
23/02/2021	9004700304		WATER RATES & FEES	\$ 62.86	
23/02/2021	9004705199		WATER RATES & FEES	\$ 33.55	
23/02/2021	9004680833		WATER RATES & FEES	\$ 220.58	
23/02/2021	9004707493		WATER RATES & FEES	\$ 188.41	
23/02/2021	9004678303		WATER RATES & FEES	\$ 722.88	
23/02/2021	9004679509		WATER RATES & FEES	\$ 816.50	
23/02/2021	9004679824		WATER RATES & FEES	\$ 80.01	
23/02/2021	9004683970		WATER RATES & FEES	\$ 114.15	
23/02/2021	9004679808		WATER RATES & FEES	\$ 531.69	
23/02/2021	9004679832		WATER RATES & FEES	\$ 593.63	
23/02/2021	9004680614		WATER RATES & FEES	\$ 5,869.19	
23/02/2021	9004684543		WATER RATES & FEES	\$ 9,708.33	
23/02/2021	9004687154		WATER RATES & FEES	\$ 103.24	
23/02/2021	9015634496		WATER RATES & FEES	\$ 371.66	
23/02/2021	9004679541		WATER RATES & FEES	\$ 130.82	
23/02/2021	9004679671		WATER RATES & FEES	\$ 158.03	
23/02/2021	9004679698		WATER RATES & FEES	\$ 988.69	
23/02/2021	9004680788		WATER RATES & FEES	\$ 141.15	
25/02/2021	9012388904		WATER RATES & FEES	\$ 1,267.34	
25/02/2021	9018371679		WATER RATES & FEES	\$ 38.72	
25/02/2021	2754.13787-01	Mr S C Higgins	REFUND		\$ 1,172.39
25/02/2021	Refund 207378		RATES REFUND	\$ 1,172.39	
Total Electronic Funds Transfers From Municipal Account				\$ 2,628,289.07	\$ 2,628,289.07
Payments By Electronic Funds Transfer (Payroll)					
3/02/2012	PP18/21 cycle 1	Pay Summary		\$ 444,074.84	
3/02/2021	PP18/21 cycle 2	Pay Summary		\$ 105,731.81	
17/02/2021	PP17/21 cycle 1	Pay Summary		\$ 409,094.22	
17/02/2021	PP17/21 cycle 2	Pay Summary		\$ 99,657.90	
Total Payroll Payments Direct From Municipal Account				\$ 1,058,558.77	
Payment By Direct Debit From Municipal Account					
		Bendigo - Merch Bank Fees		\$ 6,148.70	
		Bendigo - Direct Debit Fees (incl FTS)		\$ 130.01	
		Commonwealth Bank - Bpoint Fees		\$ 3,076.85	
		NAB - Purchase Cards		\$ 18,343.62	
		Fleetcare - Fuel Payments		\$ 5,915.40	
		HP Financial Services - Equipment Lease		\$ 22,588.50	
		Konica Minolta - Printer Lease		\$ 3,414.52	
		WA Treasury Corporation		\$ 91,888.81	
		RMS - Lakes Monthly License Fee		\$ 163.90	
		RMS - Monthly SMS Fees		\$ 41.12	
		WEX Motorpass		\$ 771.24	
		Qikkids - Fees		\$ 29.04	
		Windcave - Merchant Fees		\$ 124.85	
Total Electronic Fund Payments Direct From Municipal Account				\$ 152,636.56	

NAB Purchase Card Payments List for February 2021

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
28-Jan-21	The Plantafe	Catering - Ordinary Council Meeting 27/01/2021	\$ 64.75	Ms A M Italiano
28-Jan-21	Child Australia	Staff Training - Inspiring Play Spaces - ERFDC	\$ 69.00	Mrs A Tomizzi
28-Jan-21	Barrack Bridge Secure Parking Pty Ltd	Parking Fees - Excursion to museum	\$ 16.40	Ms R B McAllister
28-Jan-21	Transperth Ticket Midland	Train tickets - Children's Museum excursion	\$ 39.30	Ms R B McAllister
28-Jan-21	Australian Childhood Foundation	Registration - Parenting Adolescents Workshop	\$ 167.64	Mrs J A Pearce
28-Jan-21	Spotlight058	Hessian rolls for noticeboards - MECPC	\$ 250.00	Ms S Harlow
28-Jan-21	Chemist Warehouse Midland	Replacement of first aid supplies - MECPC	\$ 93.75	Ms S Harlow
28-Jan-21	Bunnings 591000	Safety equipment - Health Services	\$ 77.40	Mr M J Shurlock
29-Jan-21	Coles 0330	Hand wash for Visitor Centre	\$ 3.00	Ms B M Beale
29-Jan-21	Star Car Wash Midland Gate	Polish, clean & sanitise Ute P2468	\$ 106.05	Mr R Haripersad
29-Jan-21	Department of Education WA Screening Unit	Education Department screening - Misty Jackson	\$ 46.00	Ms R B McAllister
29-Jan-21	Seek Limited	Advertisement - GIS Engineer HR.REC 4.2021.1	\$ 324.50	Ms A E Douglas
29-Jan-21	Mundaring Newsagency	Farewell Cards	\$ 48.00	Ms A E Douglas
29-Jan-21	Campaign Monitor	Bulk email - What's On February - Visitor Centre	\$ 23.30	Ms G Evans
31-Jan-21	Chemist Warehouse	New Infrared Thermometer for childcare - MECPC	\$ 59.99	Ms J A Gray
31-Jan-21	Campaign Monitor	Bulk email - Events coming up at AFM Library	\$ 130.32	Ms G Evans
1-Feb-21	Big Bubble	Hand sanitiser for Covid-19 - MECPC	\$ 190.92	Ms S Harlow
1-Feb-21	Campaign Monitor	Bulk email - AFM Library services on pause due to Covid-19	\$ 129.97	Ms G Evans
2-Feb-21	Angus & Robertson	Book stock - KSP Library	\$ 841.90	Ms K L Martin
3-Feb-21	Woolworths 4312	Catering - WBF Recovery	\$ 45.97	Ms M M Thomas
3-Feb-21	Coles 0278	Food for childcare - MECPC	\$ 6.65	Ms J A Gray
3-Feb-21	JBHIFI.com.au	DVD stock - AFM Library	\$ 100.89	Ms H McKissock
3-Feb-21	The Artisan Mundaring	Catering - Recovery Resident Lunch	\$ 11.00	Ms M M Thomas
4-Feb-21	Kmart Online	Room resources for childcare - MECPC	\$ 597.05	Ms J A Gray
4-Feb-21	Angus & Robertson	Book stock - AFM Library	\$ 230.75	Ms H McKissock
5-Feb-21	Bellbird Kid-Z Educational Resources	Room resources - MECPC	\$ 945.52	Mrs S E Broad
6-Feb-21	Kmart Online	Refund from online order for resources - MECPC	REFUND -\$ 29.00	Ms J A Gray
6-Feb-21	Canva Pty Limited	Canva Pro Design Subscription Charges	\$ 167.88	Mr C M Cuthbert
7-Feb-21	Koda Endurance Pty Ltd	Energy Bars - Brigade Distribution	\$ 504.00	Mrs J R Banks
8-Feb-21	Campaign Monitor	Bulk email - Volunteer Bulletin February 2021	\$ 24.83	Mrs K D White
8-Feb-21	H Polesy & Co Pty Ltd	Supply onion bags for CDS Coppin Rd	\$ 803.00	Mrs J N Dutton
8-Feb-21	Totally Workwear Midland	Purchase of PPE - Health Services	\$ 233.11	Mr M J Shurlock
9-Feb-21	Spotlight 058	Items for Recruitment of Educators for ERFDC	\$ 49.00	Mrs A Tomizzi
9-Feb-21	Kmart 1052	Room resources for childcare - MECPC	\$ 148.50	Ms J A Gray
9-Feb-21	Acot500	Red lights for FHIO/CCSEM vehicles as FCO's	\$ 646.42	Mr C M Cuthbert
9-Feb-21	Industrial Workwear Pty Ltd	Disposable Face Masks - Brigade Distribution	\$ 396.00	Mrs J R Banks
9-Feb-21	Gentronics	Repair Honda Genset P2473	\$ 412.50	Mrs J N Dutton
9-Feb-21	Mt Helena Hardware	Hardware Items - Admin building maintenance	\$ 11.09	Mr J M Neale
9-Feb-21	Woolworths 4312	Purchase of sundry supplies - Health Services	\$ 22.60	Mr M J Shurlock
9-Feb-21	JBHIFI.com.au	DVD stock - AFM Library	\$ 142.84	Ms M A Yasbincek
9-Feb-21	Angus & Robertson	Book stock - KSP Library	\$ 233.35	Ms K L Martin
10-Feb-21	JBHIFI.com.au	DVD stock - KSP Library	\$ 112.88	Ms M A Yasbincek
10-Feb-21	Larrikin House Pty Ltd	Junior book stock - AFM Library	\$ 328.00	Ms M A Yasbincek
10-Feb-21	Department of Communities	Working With Children Check Renewal - Ginetta Evans	\$ 87.00	Ms G Evans
10-Feb-21	Bunnings 591000	Minor sundries - Health Services	\$ 33.80	Mr M J Shurlock
11-Feb-21	Woolworths 4369	Post Wooroloo Fire/Covid Educator support visits items	\$ 72.00	Mrs A Tomizzi
11-Feb-21	Officeworks 0611	Replacement Mouse - backroom PC x2 KSP Library	\$ 38.00	Ms K L Martin
11-Feb-21	Woolworths 4337	Timers for all childcare rooms - MECPC	\$ 60.00	Ms J A Gray
11-Feb-21	Woolworths 4337	Post Wooroloo Fire/Covid Educator support visits items	\$ 60.00	Mrs A Tomizzi

NAB Purchase Card Payments List for February 2021

Date	Supplier	Description	Amount	Card User
11-Feb-21	JB Hi-Fi Midland Central	Mobile phone covers - Health Services	\$ 199.80	Mr M J Shurlock
11-Feb-21	Angus & Robertson	Book stock - AFM library	\$ 405.75	Ms M A Yasbincek
11-Feb-21	Angus & Robertson	Book stock - KSP library	\$ 907.97	Ms M A Yasbincek
12-Feb-21	JBHiFi.com.au	Mobile phone accessories - Mgr. Rec & Leisure	\$ 179.90	Mrs P Heath
12-Feb-21	Woolworths 4384	Post Wooroloo Fire/Covid Educator support visits items	\$ 112.00	Mrs A Tomizzi
12-Feb-21	Jaycar Malaga	FCS - Alarms for Emergency evacuations	\$ 60.80	Ms S Harlow
12-Feb-21	Jaycar Malaga	FCS - Phone charger & cable	\$ 29.90	Ms S Harlow
12-Feb-21	ASIC	Business Name registration renewal - Reflections Cafe	\$ 87.00	Mrs P Heath
12-Feb-21	Vistaprint B.V.	Business Cards -Co'ord Park & Env Ops	\$ 43.97	Ms A E Douglas
13-Feb-21	Coles 0485	Kitchen consumables - MECPC	\$ 11.20	Ms S Harlow
13-Feb-21	Imo Car Wash	Car Wash Fees - 805MDG	\$ 12.74	Ms S Harlow
14-Feb-21	Woolworths 4320	Post Wooroloo Fire/Covid Educator support visits items	\$ 13.00	Mrs A Tomizzi
14-Feb-21	Campaign Monitor	Bulk email - Upcoming Events Reminder	\$ 129.94	Ms K L Martin
14-Feb-21	Gilbert's Fresh Market Midland	Fruit & Veggies for childcare - MECPC	\$ 31.92	Ms J A Gray
15-Feb-21	Coles 0330	Wooroloo Bushfire Drop In Session Catering	\$ 47.55	Ms M M Thomas
15-Feb-21	Mt Helena Hardware	Paint supplies - Graffiti Removal	\$ 22.43	Mr J M Neale
15-Feb-21	Hills Fresh	Milk for Bushfire Recovery community meeting	\$ 4.98	Mrs P Heath
15-Feb-21	Tony's Tender Meats	Meat for children at childcare - MECPC	\$ 253.45	Mrs S E Broad
15-Feb-21	Angus & Robertson	Book stock - KSP Library	\$ 286.80	Ms K L Martin
16-Feb-21	Bunnings 591000	Hardware Items - Admin Building Maintenance	\$ 9.30	Mr J M Neale
16-Feb-21	Tony's Tender Meats	Meat for childcare children - MECPC	\$ 488.16	Mrs S E Broad
17-Feb-21	Coles 0330	Catering - CBP Corporate Challenge	\$ 27.82	Ms M M Thomas
17-Feb-21	JBHiFi.com.au	DVD stock - AFM Library	\$ 104.91	Ms H McKissock
17-Feb-21	The Artisan Mundaring	Catering - CBP Challenge ELT Meeting	\$ 32.00	Ms M M Thomas
17-Feb-21	Angus & Robertson	Book stock - AFM Library	\$ 511.45	Ms H McKissock
17-Feb-21	Gilbert's Fresh Market Midland	Fruit & veggies for childcare - MECPC	\$ 80.28	Ms J A Gray
18-Feb-21	Woolworths 4369	Food for parenting programs	\$ 58.30	Mrs J A Pearce
18-Feb-21	Australian Writers Centre	Media Release Writing Course - Comms Officer	\$ 345.00	Mrs P Heath
18-Feb-21	Braeco Sales	Valve for pump 091MDG	\$ 171.16	Mr R Haripersad
18-Feb-21	Angus & Robertson	Book stock - KSP Library	\$ 251.15	Ms K L Martin
19-Feb-21	JBHiFi.com.au	Refund due to price adjustment	REFUND \$ 1.66	Ms M A Yasbincek
19-Feb-21	ECO Environmental	Telescopic Water Sampler - Broz Park Helena Valley	\$ 223.28	Mr D L O'Brien
20-Feb-21	Wooroloo Liquor General Store	Catering - Wooroloo Bushfire meeting	\$ 29.10	Mrs K D White
23-Feb-21	Department of Health	Pesticide Licence Renewal - C Tyrrell	\$ 215.00	Mrs J N Dutton
23-Feb-21	Airspares (WA)	Solenoid for Evap Air Cons - MECPC	\$ 40.00	Mrs S E Broad
23-Feb-21	Angus & Robertson	Book stock - KSP Library	\$ 490.65	Ms K L Martin
23-Feb-21	Red Dot Stores	Wooroloo Bushfire Recovery - Hall Supplies	\$ 18.00	Ms M M Thomas
23-Feb-21	Mundaring Hotel	Catering - CBP Workshop 2	\$ 262.00	Ms M M Thomas
23-Feb-21	Gilbert's Fresh Market Midland	Fruit & veggies for childcare - MECPC	\$ 66.84	Ms J A Gray
24-Feb-21	JBHiFi.com.au	DVD stock - KSP Library	\$ 156.84	Ms M A Yasbincek
24-Feb-21	Coles 0330	Catering - CBP Workshop 2	\$ 28.00	Ms M M Thomas
24-Feb-21	The Plantafe	Catering - CBP Workshop 2	\$ 38.85	Ms M M Thomas
24-Feb-21	St John Ambulance Western Australia Ltd	Staff first aid training - MECPC	\$ 159.20	Ms J A Gray
24-Feb-21	Shenton Pumps	Slide pump - Bilgoman Aquatic Centre	\$ 325.00	Mr C F Blankley
24-Feb-21	Department of Transport	Registration transfer fees for P680	\$ 3.60	Mr R Haripersad
24-Feb-21	Department of Transport	Registration transfer fees for P680	\$ 64.30	Mr R Haripersad
24-Feb-21	St John Ambulance Western Australia Ltd	Staff first aid training - MECPC	\$ 159.20	Ms J A Gray
24-Feb-21	Mundaring Mobile Phone & IT Services	Phone cases for FPO/FHIO	\$ 140.00	Mr C M Cuthbert
24-Feb-21	Angus & Robertson	Book stock - AFM Library	\$ 866.65	Ms M A Yasbincek

NAB Purchase Card Payments List for February 2021

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
24-Feb-21	Angus & Robertson	Book stock - KSP Library	\$ 886.50	Ms M A Yasbincek
25-Feb-21	Swan City Council Court House Car Park	Parking Fees - Recovery Plan Meeting	\$ 6.00	Mr A J Dyson
25-Feb-21	Swanview IGA	Consumables for Children's Services staff & visitors	\$ 27.77	Mrs A Tomizzi
25-Feb-21	Mt Helena Hardware	Galvanised screws - Maintenance	\$ 17.85	Mr J M Neale
26-Feb-21	Pricesavers Midland	Kitchen utensils - MECPC	\$ 11.00	Ms J A Gray
26-Feb-21	Coles 0278	Food for children's activities/event - MECPC	\$ 11.20	Ms J A Gray
Total Purchase Card Payments			\$ 18,343.62	

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS (LATE REPORTS)

13.0 CONFIDENTIAL REPORTS

Nil

14.0 CLOSING PROCEDURES

14.1 Date, Time and Place of the Next Meeting

The next Ordinary Council meeting will be held on Tuesday, 11 May 2021 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting