



CONFIRMED MINUTES

ORDINARY COUNCIL MEETING

10 DECEMBER 2019

I certify that the minutes of the meeting of the Ordinary Council held on Tuesday, 10 December 2019 were confirmed on Tuesday, 28 January 2020.


Presiding Person

**CONFIRMED MINUTES
ORDINARY COUNCIL MEETING
10 DECEMBER 2019**

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.

CONTENTS

1.0	OPENING PROCEDURES	6
1.1	ANNOUNCEMENT OF VISITORS	6
1.2	ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	6
2.0	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	7
3.0	DECLARATION OF INTEREST	8
3.1	DECLARATION OF FINANCIAL INTEREST AND PROXIMITY INTERESTS	8
3.2	DECLARATION OF INTEREST AFFECTING IMPARTIALITY	9
4.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	9
5.0	PUBLIC QUESTION TIME	9
	C1.12.19	14
6.0	APPLICATIONS FOR LEAVE OF ABSENCE	17
6.1	APPLICATION FOR LEAVE OF ABSENCE - CR AMY COLLINS	17
	C2.12.19	17
7.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	17
	C3.12.19	17
8.0	PRESENTATIONS	17
8.1	DEPUTATIONS	17
	C4.12.19	18
	C5.12.19	18
8.2	PETITIONS	19
8.3	PRESENTATIONS	19
	MEETING ADJOURNED	19
	C6.12.19	19
	MEETING RESUMED	19
9.0	REPORTS OF COMMITTEES	20
9.1	REPORTS OF ENVIRONMENTAL ADVISORY COMMITTEE 20 NOVEMBER 2019	20
	C7.12.19	37
	C8.12.19	38
	C9.12.19	38
9.2	REPORTS OF AUDIT AND RISK COMMITTEE 3 DECEMBER 2019	39
	C10.12.19	39
10.0	REPORTS OF EMPLOYEES	48

10.1	PROPOSED CONVERSION OF FORMER CSIRO BUILDING TO RESIDENTIAL BUILDING - 1710 (LOT 96) CLAYTON ROAD, HELENA VALLEY.....	48
	MEETING ADJOURNED	70
	MEETING RESUMED	70
	C11.12.19	70
	CHANGE TO ORDER OF BUSINESS	70
	C12.12.19	70
	C13.12.19	71
10.2	MUNDARING COMMUNITY MEN'S SHED - PROPOSED SITE FOR RELOCATION	82
	C14.12.19	85
10.3	SWAN VIEW & DISTRICTS AGRICULTURAL AND ARTS SOCIETY FUNDING AGREEMENT	89
10.4	DRAFT STRATEGIC COMMUNITY PLAN.....	90
	C15.12.19	93
10.5	DRAFT COMMUNITY HEALTH AND WELLBEING INFORMING STRATEGY	135
	C16.12.19	138
10.6	ADOPTION OF THE 2018/19 ANNUAL REPORT AND DATE OF ANNUAL GENERAL MEETING OF ELECTORS	155
	C17.12.19	157
10.7	SUBMISSION - STANDARDS AND GUIDELINES FOR LOCAL GOVERNMENT CEO RECRUITMENT AND SELECTION, PERFORMANCE REVIEW AND TERMINATION	275
	C18.12.19	280
10.8	SUBMISSION - DRAFT MANDATORY CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES.....	341
	C19.12.19	346
10.9	CORPORATE BUSINESS PROJECT REPORT - 1 JULY - 30 SEPTEMBER 2019	410
	C20.12.19	412
10.10	APPOINTMENT OF DEPUTY ELECTED MEMBER TO EASTERN SUBGROUP OF THE METROPOLITAN REGIONAL ROAD GROUP	415
	C21.12.19	416
10.11	LIST OF PAYMENTS MADE DURING OCTOBER 2019.....	417
	C22.12.19	418
10.12	STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 OCTOBER 2019	459
	C23.12.19	462
11.0	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	476
11.1	NOTICE OF MOTION - CR CUTHBERT - MT HELENA AQUATIC CENTRE 2019/20 OPERATING SEASON	476
	C24.12.19	481

11.2	NOTICE OF MOTION - CR DOUG JEANS - BEDFORD STREET BUSHFIRE AREA ACCESS STRATEGY ROAD IMPROVEMENT PROJECT	482
12.0	URGENT BUSINESS (LATE REPORTS)	505
12.1	SWAN VIEW COMMUNITY ASSOCIATION REQUEST FOR FUNDING	505
	C25.12.19	510
13.0	CONFIDENTIAL REPORTS	511
14.0	CLOSING PROCEDURES	511
14.1	DATE, TIME AND PLACE OF THE NEXT MEETING	511
14.2	CLOSURE OF THE MEETING	511

ORDINARY COUNCIL MEETING COUNCIL CHAMBER

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 6.30pm.

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 audio-recorded.

1.1 Announcement of Visitors

Nil

1.2 Attendance/Apologies/Approved Leave of Absence

Elected	Cr John Daw (Shire President) (Presiding Person)	East Ward
Members	Cr Kate Driver	East Ward
	Cr Simon Cuthbert	East Ward
	Cr Toni Burbidge	Central Ward
	Cr Amy Collins	Central Ward
	Cr Doug Jeans	Central Ward
	Cr David Lavell	South Ward
	Cr James Martin	South Ward
	Cr Ian Green	West Ward
	Cr Jason Russell (Deputy President)	West Ward
	Cr Matthew Corica	West Ward

Staff	Jonathan Throssell	Chief Executive Officer
	Garry Bird	Director Corporate Services
	Shane Purdy	Director Infrastructure Services
	Megan Griffiths	Director Strategic & Community Services
	Mark Luzi	Director Statutory Services
	Angus Money	Manager Planning & Environment
	Shannon Foster	Manager Libraries & Community Engagement
	Kirk Kitchen	Manager Recreation & Leisure
	Martin Shurlock	Senior Environmental Health Officer
	Damien Martin	Strategic Projects Advisor
	Karen White	Co-ordinator Community Engagement
	Sarah Morgan	Planning Officer
	Anna Italiano	Minute Secretary

Apologies Nil

Absent Nil

**Leave of
Absence** Cr Darrell Jones

South Ward

Guests Nil

**Members
of
the Public** 62

**Members
of
the Press** Claire Ottaviano

Echo
Newspaper

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

2.1 2019-20 Round One Community Grants Program

Nineteen applications were received in the first round of 2019-20 Quick Grants. The Chief Executive Officer approved 16 applications.

Grants were awarded to the following with a total value of \$7367.

- Glen Forrest Netball Club to purchase equipment.
- Darlington Basketball Club purchase uniforms and equipment.
- Anglican Parish of Darlington-Bellevue to purchase a PA system.
- Silver Tree Steiner School Parents & Friends Association for a community hub seating project.
- Mount Helena Community Kindergarten and Playgroup to upgrade their sandpit.
- Mundaring Hub Concept for promotional material, printing, catering and venue hire.
- Hills Lions Basketball Club for a laptop.
- Parkerville Community Care for a laptop.
- Panthers Basketball Club to purchase equipment.
- Mahogany Creek Progress Association for trestle tables and a trolley.
- Darlington Family Playgroup for toys and a vacuum cleaner.
- Darlington Social Cricket Club for a club honour board.
- Helena Valley Estate Ratepayers Association for newsletter printing.
- Darlington History Group for a gazebo.
- Glen Forrest Volunteer Bush Fire Brigade to purchase equipment.
- Mount Helena Tennis Club for a benchtop water cooler.

2.2 Mundaring Environmental Art Project Awards

The primary school Art Banners Awards went off very well on Thursday 5 December with 12 schools participating in the art project organised through the Mundaring Arts centre.

This year's theme was "Things with Wings"; The Pollinators - Birds, Bats and Bees.

Close to 1000 art works were presented with the primary school students exploring the vital role pollinator's play in sustaining our local ecosystems and conveying their ideas of what we can do to protect them. The award winning banners are displayed in the rose garden next to the war memorial and along Great Eastern Highway.

2.3 Celebrating Community Awards

Last Thursday 5 December we held our annual Celebrating Community Awards to thank and acknowledge the work done by 22 outstanding volunteers in our community.

Recipients were recognised across four categories – Rising Star (Under 25), Inspirational Volunteer, Access Mundaring and Long Service. Their contributions and achievements help to make our Shire a welcoming, inclusive, vibrant and supportive place to live. Congratulations to all involved.

2.4 Summer of Entertainment

The highly anticipated Summer of Entertainment events have begun for the season and will run until March.

The events bill has expanded this year to include Twilight Tunes, a series of community concerts, in addition to the much loved Cinema Under Starlight events.

The program has been extended thanks to funding partnerships with Perth Airport, Lotterywest and Bendigo Bank.

The first concert, featuring Indigenous music, and a Christmas themed movie event have already been held and attracted strong crowds who thoroughly enjoyed themselves.

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*).

Nil

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*).

Cr Burbidge disclosed an interest affecting impartiality in Item 11.2 (Notice of Motion – Bedford Street Bushfire Road Access Improvement Project) as she provided opinion at the time as an employee of the Shire of Mundaring from an environmental perspective on Bedford Street as part of a nearby subdivision.

CEO disclosed an interest affecting impartiality in Item 10.1 (Proposed Conversion of Former CSIRO building to residential Building – 1710 [Lot 96] Clayton Road, Helena Valley) as he is friends with a resident who lives on Fyfe Street who is also a submitter; and an interest affecting impartiality in Item 10.7 (Submission – Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination) as he is a local government CEO and might be affected by the proposed standards and guidelines should they be implemented.

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

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

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

Summary of Question		Summary of Response
John Bell – Mt Helena		
1.	Regarding some of the policies that are coming through and proposed, I particularly looked at how the Shire balances the needs of special interest groups verses the broader community views i.e. Refugee friendly, Climate Emergency, Reconciliation Action Plan. I can understand that there are people out there who have an interest in that, but there is also perhaps a larger group, but we don't know, because there's been no consultation. How does the Shire make the decision to come up with these sorts of issues?	The Shire President advised that most of the policies developed at the Shire come up from issues raised by the community. The Shire recently did it's Strategic Community Plan and issues were raised relating to the Reconciliation Action Plan that is proposed. That was brought up and discussed by the community. The Shire recognises the history of Australia. The Shire acknowledges that fact that Australia was originally inhabited by aboriginal people.

Owen Briffa – Lost Mundaring and Surroundings Local History Museum		
1.	The Government has stated that any development on the site of St Marks Church Mt Helena must stay there but it's up to the Shire if the piece of land the Church is on is sold to the developer or if the Shire keeps it. Will the Shire section a piece of land off to stay with the Shire as the Shire did previously with the Old School House Mundaring Visitor Centre and Museum and a group be formed to keep upkeep of St Marks?	This question was taken on notice.
Eric Smith – Glen Forrest		
1.	Some time ago this Council commissioned a review of the vehicle fleet particularly in the administration area. What was the results of the review, what was the cost of the review, what was any savings achieved, what is the current vehicle turnover considering that now in warranties and servicing have extended beyond the 2 to 3 year warranty period?	<p>CEO advised that the Shire undertook a Fleet Management audit and have been regularly reporting to Audit and Risk Committee progress against that. One of the key things done was to capture all data (in terms of how these vehicles are being used in terms of what's used for private use in accordance with contracts of employment and what is for business use). That was a year long program which concludes next February. From there the Shire will have more data about precisely the use of that vehicle fleet and whether or not it should be changed. In the meantime, however, the Shire has done a number of things. The type of vehicles has been standardised and we acquire vehicles that have got a much longer warranty period, which also ensures that the Shire can extend the period before we would otherwise trade in. The Shire's approach to trade ins reflects the condition of vehicle and the market, typically trade ins are made around 100,000km's or minimum of three years.</p> <p>There is still more to do and it is being reported up to the Audit & Risk Committee.</p> <p>The cost of the audit was taken on notice.</p>
2.	Is the Shire really saving on trade ins when it appears to be a substantial ehicle turnover in the short term?	

Kevin Weaver - Mundaring		
1.	The Anglican Church, landowners of SP34 North Stoneville, have stated that the Shire of Mundaring invited them to build a townsite on their land, is this true and if so, when was this invitation made?	<p>CEO advised that without knowing if there was precisely that specific request, a decision of Council was made in 1994 when the actual land was considered to be suitable for development of a townsite and thus the procedures began to enable that to occur in the various schemes and frameworks. 25 years later, Council has now recently recommended refusal of that proposed structure plan.</p> <p>Manager Planning & Environment also advised that there is indication in the records that the Council was keen to see a townsite in that location and would have engaged in those conversations at that time.</p>
2.	If the invitation was made 25 years ago, can the Council formally write to the Church and tell them that things have changed and the Shire no longer supports a townsite at North Stoneville?	The Shire President advised that the challenge is that it is in the planning framework although the Council has announced it's position very strongly in rejecting and refusing that particular proposal to the West Australian Planning Commission, who are the ultimate decision makers.
3.	Can the Shire direct a letter to the Church or do you have to wait on the WAPC?	The Shire President advised the Shire can write to the Church to make them aware of the Shire's current position.
Gavin Beadle - Parkerville		
1.	Can the Council please make a priority and start a community consultation process to review the town planning scheme so unsupported greenfield urban developments like SP34 do not happen in the future?	<p>The Shire President advised the Shire does undertake regular reviews and consultation that goes along with that.</p> <p>Director Statutory Services advised that a town planning scheme which is a development from the State Government for the planning framework although there is a local component to it. Planning legislation requires that a planning scheme be reviewed every 10 years. The Shire is five years into its current planning scheme.</p> <p>When the town planning scheme was developed there were historic things that had to be brought forward. Part of the three key principles of developing the new town planning scheme was:</p>

		<p>1) biodiversity protection; 2) bushfire protection; and 3) sustainability</p> <p>In looking at areas where new developments could be done the bushfire overlay and the biodiversity protection which was done through local natural area mapping, through a local biodiversity strategy, that was then put into the town planning scheme which was one of the first local planning schemes to give local biodiversity extra protection through a legislative framework. What that identified was that any areas that the Shire had identified for sub-division had to either be in areas where there was low risk for bushfire and also not affecting the local biodiversity strategy, noting that historic things were already in place. Any future review of a town planning scheme would find it difficult to find any new or large new areas of land that could be subdivided as those areas have been identified in the current town planning scheme and bushfire and biodiversity protection parameters, if anything, will be strengthened in the future.</p>
Peter Hunt – Helena Valley		
1.	<p>(Refers to Item 10.1) The long term proposal is for a large number of dwellings to be built on this site but this has not been put forward as part of the application which is before you. The intent is shown but it is not to be decided upon here today. Irrespective of the decision, especially if it is against the 20 wishes of the residents of this area, what assurances, conditions or guarantees can the Shire provide to ensure that there is no scope creep in this application?</p>	<p>Manager Planning & Environment advised he appreciates the complications that have occurred due to the timing of Amendment 10 and this development application. What is currently before Council is the scope of the decision to be considered, that is the conversion of this old CSIRO building to a residential building. The documentation associated with Amendment 10 went much further and explored an alternative configuration, but that has been withdrawn from the applicant in relation to Amendment 10 because of the environmental issues regarding environmental protection sign off. There are going to be restrictions and the content of the planning report is related to the residential development component only.</p>

		If there was to be future accommodation, that would be subject to a separate Council approval and separate determination process.
2.	There are restrictions on our blocks that limit any subdivision, placed strict limits on building envelopes and prevent any subsequent dwellings. Why can this be overridden in this application?	Manager Planning & Environment advised that the Shire was very careful in the current planning scheme in allowing for new subdivisions in rural residential zones. The situation on this particular lot is that there is a historically large development that occurred there and there are options for a landowner to consider a residential building, which is a large share house, legitimately via the planning scheme. They are exploring that avenue and trying to include that with a business that forms part of a lodging house. That is something that can be entertained by the planning system. It is not subdivision and does not allow for subdivision of those 16 units into separate titles. It has to be managed on site and that is something the applicants are fully aware of.
3.	Is that enforceable?	Manager Planning & Environment advised it is enforceable.
4.	Was there a consultation process to change this rural residential code in 2017?	Manager Planning & Environment advised that the site has the potential for two lots although this development would complicate any future subdivision. The only change that the Council has entertained was the additional use to allow for an extension to a residential building, to allow for kitchenettes in each unit to improve the self contained nature of those units. That has been endorsed by Council for the purpose of advertising only. It has not been endorsed as an amendment. It would be required to go through the advertising process, back to Council then to the West Australian Planning Commission then to the Minister for Planning. Therefore that decision has not been made in relation to the amendment, only in relation to the development of a residential building on this site.

Maryanne Phillips – Sawyers Valley		
1.	What can we do to get the Mt Helena Aquatic Centre open and accessible to the general public during reasonable hours?	The Shire President advised that hours are constrained by the fact that it's a joint facility with Eastern Hills Senior High School. That does affect public use during school hours. The swimming club is now interested in using the pool early in the morning and other activities outside of the usual hours. There is an item on this agenda to extend the season, but not the times, and to review the arrangements next year.

COUNCIL DECISION	C1.12.19
MOTION	
Moved by	Cr Russell
Seconded by	Cr Jeans

That the time for Public Question Time be extended by 15 minutes in accordance with the *Shire of Mundaring Meetings Procedure Local Law 2015*, clause 4.3(13).

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

Joan Quinn – Mt Helena Resident & Ratepayer Association		
1.	Are the Councillors aware that when the decision to decrease the hours for the Mt Helena pool was made that there was no consultation with the community?	<p>The Shire President advised that the pool was reviewed at the time with a view to saving some costs because the pool usage was at a certain time in the year, early December and early February. That was the concentrated use and after that there was less use so that's why the Council decided at the time to decrease the hours. As 92% of the use was between early December and early February a decision was made for the season to be during those times. There was very little use during the shoulder period, 4% on one shoulder and 4% on the other shoulder, which was why Council came to that decision.</p> <p>CEO also advised that there was consultation when Council considered how it would deliver services at a lower</p>

		rate increase. Council identified a range of different services, including the Mt Helena pool and sought feedback from the community on which of those services would they be prepared to change the service levels of in order to result in a lower rate increase. That informed the decision about including the pool opening hours for Mt Helena pool.
John Bell – Mt Helena		
1.	Could I have clarity about the town planning scheme, with being 5 years into a 10 year cycle, if the community were of a mind that the current planning scheme did not meet out needs, is there anything that would stop Council reviewing that town planning scheme earlier?	The Shire President advised he believes it is timely and a good thing to have a review of such an important, legal document.
Debra Bishop - Stoneville		
1.	I was wondering on when the decision on the North Stoneville SP 34 tab that is planned for the website might be up and running given that the North Stoneville decision could be imminent?	<p>CEO advised that the Shire provides the fact sheet information and provides a copy of the Council report which extensively canvasses the information. The fact sheet does indicate in summary what is being proposed and the current status of that. There is not much more the Shire can include on its website as it is all contained in that very comprehensive report that went to the Special Council meeting on 28 August 2019</p> <p>CEO advised he would look at whether a new tab is required or whether there is a different way to make the information more easily accessible.</p>
2.	Is there any progress on a new website overhaul for next year, is that progressing?	<p>CEO advised that the review of the website is something that is an ongoing progression but it is also subject to time and resources. The Shire is also investigating live streaming and that is progressing. That can be implemented reasonably quickly so that it could happen early in the new calendar year.</p> <p>Council needs to be briefed and there are some administrative arrangements to be finalised.</p>

Mike Ipendanz – Helena Valley		
1.	Once a planning application is submitted to Council and sent out for public comment is the submission allowed to be changed in any way by the applicant prior to the Council meeting assessing the proposal?	Manager Planning & Environment advised that there is opportunity and the Shire's advertising policy allows and promotes the applicant understanding what the key community concerns are and the applicant would be invited to respond to those comments and that may be by virtue of an amendment to their application which would then be presented to the decision maker
2.	What is presented tonight we haven't seen. Does it go out for another public comment period?	Manager Planning & Environment advised that there were 15 units proposed when it was advertised and the one material change is that there are now 16 units by virtue of changes to the façade. The Shire considered that the change was not significant enough to warrant re-advertising. In relation to Fyfe Street, this particular case is an exception in that the original application was refused by officers under delegation. It went to the State Administrative Tribunal who then becomes the decision maker. The Tribunal has mediated for a number of years and referred the application back to the Shire for reconsideration under Section 31 of their Act. That is the current process for this application and in that process the Tribunal provided orders to the Shire to meet certain timeframes to give them a decision.
3.	Have SAT made any specific suggestions, recommendations or decisions on this proposal?	Manager Planning & Environment advised that SAT have not made a decision, however, during the mediation processes with both the Shire and the West Australian Planning Commission, have made it clear that there is merit to the application and they would not refer the application back to the Shire if there wasn't merit.

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

6.1 Application for Leave of Absence - Cr Amy Collins

Cr Collins has advised of her request for leave of absence for the 28 January 2020 Ordinary Council meeting.

COUNCIL DECISION MOTION		C2.12.19	
Moved by	Cr Russell	Seconded by	Cr Green

That Cr Collins be granted leave of absence for the 28 January 2020 Ordinary Council meeting.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL DECISION RECOMMENDATION		C3.12.19	
Moved by	Cr Green	Seconded by	Cr Jeans

That the Minutes of the Ordinary Council Meeting held 12 November 2019 be confirmed.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

8.0 PRESENTATIONS

8.1 Deputations

- | | | | |
|----|---------------|-----------|--|
| 1. | John Bell | Item 9.1 | Climate Emergency Declaration |
| 2. | Steve Beadle | Item 10.1 | Proposed Conversion of Former CSIRO Building to residential building – 1710 (Lot 96) Clayton Road, Helena Valley |
| 3. | Mike Ipendanz | Item 10.1 | Proposed Conversion of Former CSIRO Building to residential building – 1710 (Lot 96) Clayton Road, Helena Valley |

- | | | | |
|----|---------------|-----------|--|
| 4. | Helen Addison | Item 10.1 | Proposed Conversion of Former CSIRO Building to residential building – 1710 (Lot 96) Clayton Road, Helena Valley |
| 5. | Alan Murten | Item 11.2 | Bedford Street Bushfire Road Access Improvement Project |

COUNCIL DECISION MOTION

C4.12.19

Moved by	Cr Russell	Seconded by	Cr Burbidge
----------	------------	-------------	-------------

That the time for Deputations be extended by 15 minutes in accordance with the *Shire of Mundaring Meetings Procedure Local Law 2015*, clause 4.6(4).

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

- | | | | |
|----|--------------|-----------|--|
| 6. | Helen Lynes | Item 9.1 | Climate Emergency Declaration |
| 7. | Jo Shiel | Item 9.1 | Climate Emergency Declaration |
| 8. | Paige McNeil | Item 9.1 | Climate Emergency Declaration |
| 9. | John Bell | Item 10.7 | Submission – Standards and Guidelines for Local Government CEO Recruitment and selection, performance review and termination |
| | | Item 10.8 | Submission – Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates |

COUNCIL DECISION MOTION

C5.12.19

Moved by	Cr Cuthbert	Seconded by	Cr Martin
----------	-------------	-------------	-----------

That the time for Deputations be extended by 15 minutes in accordance with the *Shire of Mundaring Meetings Procedure Local Law 2015*, clause 4.6(4).

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

- | | | | |
|-----|---------------|-----------|--|
| 10. | Max Hore | Item 10.2 | Mundaring Community Men's Shed – Proposed site for relocation. |
| 11. | Ross Boughton | Item 10.2 | Mundaring Community Men's Shed – Proposed |

- | | | | |
|-----|-------------------|-----------|--|
| | | | site for relocation |
| 12. | John Gear | Item 9.1 | Climate Emergency Declaration |
| 13. | Maryanne Phillips | Item 11.1 | Mt Helena Aquatic Centre 2019/20 Operating Season |
| 14. | Joan Quinn | Item 11.1 | Mt Helena Aquatic Centre 2019/20 Operating Season |
| 15. | Peter Hunt | Item 10.1 | Proposed Conversion of Former CSIRO Building to residential building – 1710 (Lot 96) Clayton Road, Helena Valley |

8.2 Petitions

Nil

8.3 Presentations

Nil

8.04pm Meeting Adjourned

COUNCIL DECISION MOTION		C6.12.19	
Moved by	Cr Jeans	Seconded by	Cr Green

That the meeting be adjourned for a period of five minutes.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

8.11pm Meeting Resumed

The meeting resumed with all elected members present.

9.0 REPORTS OF COMMITTEES

9.1 Reports of Environmental Advisory Committee 20 November 2019

Please note: The '**ATTACHMENTS**' referred to in the following Committee report refer to the unconfirmed minutes of the Environmental Advisory Committee meeting held on 20 November 2019 and not the Council meeting. (**see EAC Minutes here**).

EAC3.11.19 - Climate Emergency Declaration

File Code	EV.PRГ 13
Author	Briony Moran, Coordinator Environment and Sustainability
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. City of Darebin Climate Emergency Response Framework2. Emergency Leaders for Climate Action joint statement3. Climate Change Risk to Australia's Built Environment - High Risk Local Government Areas4. Climate Change Risk to Australia's Built Environment - All Hazards Ranking5. Health Impacts of Climate Change - Tables 1 and 26. Key findings summary from Compound Costs: How Climate Change is Damaging Australia's Economy7. Energy and Emissions Reduction Plan

SUMMARY

Separate requests have been received from Committee members Jim Thom and Stephan Millett for the Environmental Advisory Committee (EAC) to advise Council to declare a climate emergency.

It is recommended that the EAC advises Council that climate change is a serious risk to the Shire of Mundaring that constitutes a climate emergency, and to request urgent efforts by State and Commonwealth Governments to reduce emissions, increase resources for firefighting, and assist local governments with adaptation.

BACKGROUND

The EAC was involved in the development and review of the Energy and Emission Reduction Strategy (EERS) adopted by Council on 11 September 2018 (C9.09.18). The EERS notes that:

The diverse and varied landscapes, activities and communities of the Shire are at risk from the impacts of climate change. Climate modelling indicates that the south west of Western Australia, including the Shire of Mundaring, will continue to be affected by

increased temperatures, more frequent bushfires, and reductions in rainfall, surface and groundwater resources.

In March 2019 Council resolved to endorse the Western Australian Local Government Association's Policy Statement on Climate Change (C3.03.19), which acknowledges that there is a global climate emergency, and calls for:

- i) Strong climate change action, leadership and coordination at all levels of government.*
- ii) Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

The Policy Statement also states that Local Government seeks from State and Commonwealth Government 'partnering with and resourcing Local Government to deliver community emissions reduction programs that are most effectively implemented at the Local Government level.'

Committee member Jim Thom has submitted a request for the EAC to advise Council to endorse the statement:

Mundaring Shire acknowledges that we are currently living in a state of climate emergency which has the potential to adversely affect our way of life.

All future decisions made by the Council should be guided by this.

The Shire encourages state and federal governments to likewise declare a state of climate emergency.

Committee member Stephan Millett has submitted a separate request that:

- 1. Mundaring Shire compile an inventory of initiatives it has taken, or plans to undertake, that will have the effect of mitigating the effects of climate change; and*
- 2. The Shire build on its climate-change-relevant work to date by declaring a climate change emergency and acknowledge that this declaration shall be a principal guide for policy and decision-making for a period of five years.*

Note 1. We ask the Shire to take into account the recent declaration of a climate emergency by 11,000 scientists which makes clear that "The climate crisis has arrived and is accelerating faster than most scientists expected. It is more severe than anticipated, threatening natural ecosystems and the fate of humanity."

Note 2. The declaration should be used to channel resources in such ways that economies of scale might be achieved in climate change mitigating initiatives e.g. by combining otherwise disparate activities under a common theme.

Many local governments and other organisations around Australia have made declarations of a climate emergency. The City of Darebin was the first local government in Australia to declare a climate emergency and it has produced a four page framework to assist local governments (Attachment 1). Lists of jurisdictions that have made declarations and information to support Climate Emergency Declarations have been collated online and include the following note:

Our call for declaring a climate emergency is not structured movement with a specific guideline and a set of criteria as such. It is an open 'movement of movements', and there are many opinions floating around about what is the best strategy.

Eventually, it is up to each individual council to make up its mind about what it wants to suggest and to implement.

STATUTORY / LEGAL IMPLICATIONS

Section 1.3(3) of the *Local Government Act 1995* requires that:

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

POLICY IMPLICATIONS

Pursuing a range of local energy and emission reduction measures, whilst also advocating for broader actions to act to reduce emissions, is consistent with the following principles of the Environmental Sustainability Policy OR-23:

- 1.4. *Human induced climate change is recognised as a key threat to biodiversity, requiring mitigation action to reduce carbon emissions at all levels of government, and adaptation to local impacts.*
- 2.1. *The Shire will pursue and promote improved water and energy efficiency, reduced carbon emissions and sustainable use of natural resources.*
- 2.2. *Energy and water efficiency is a key consideration in design, construction, maintenance or renovation of Shire facilities, and in the purchase of vehicles, machinery, fittings and appliances.*

FINANCIAL IMPLICATIONS

A declaration of climate emergency in itself will not have direct financial implications. A range of actions are already undertaken by the Shire to reduce its own emissions, encourage community emissions reduction, and address climate risks.

Financial implications for the Shire of accelerating climate change are difficult to quantify and would include increased damage and loss of infrastructure from extreme weather events, including flood and bushfire.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.1 – A community that is prepared for bush fire and other natural disasters

Strategy 2.1.4 – Plan in place for mitigating the effects of natural disasters

SUSTAINABILITY IMPLICATIONS

Rapid climate change is a critical threat to ecosystems, economies, infrastructure, human health and property. Investment in adaptation will reduce the impacts on communities of the extent of climate change that is unavoidable. Action to reduce emissions will have economic, social and environmental benefits by reducing the risk of catastrophic levels of global climate change.

RISK IMPLICATIONS

Risk: Reputational – declaring a climate emergency may be considered unwarranted or inappropriate by some members of the community		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Issue a statement providing an explanation of the Shire's reasons and concerns if declaring a climate emergency		

EXTERNAL CONSULTATION

No external consultation has been undertaken. Community perceptions of climate change will include a range of views, however surveys of Australian attitudes to climate change indicate a high level of acceptance of climate science and concern about impacts.

The Lowy Institute has surveyed Australians about climate change and other matters for the past 14 years, including a question about which of these three statements are closest to their personal point of view:

- *Global warming is a serious and pressing problem. We should begin taking steps now, even if this involves significant costs.*
- *The problem of global warming should be addressed, but its effects will be gradual, so we can deal with the problem gradually by taking steps that are low in cost.*
- *Until we are sure that global warming is really a problem, we should not take any steps that would have economic costs.*

In 2019, 61% of the 2130 people surveyed said global warming is 'a serious and pressing problem' and we should begin taking steps now even if this involves significant costs. Only 10% said 'we should not take any steps that would have economic costs'.

Another recurring climate survey, Climate of the Nation, has tracked concern about climate change since 2012. The 2019 survey by The Australia Institute of 1,960 people included 301 Western Australians. The results found that 80% think that Australians are already experiencing the impacts of climate change, and 84% agree that State and Territory Governments should be taking a leading role or contributing to action on climate change. Concern about climate change was highest among 18 to 34-year-olds (83% of respondents saying climate change worried them) compared to 67% of those aged 55 and over.

A larger recent survey undertaken by the Australian Broadcasting Corporation in collaboration with Vox Pop Labs surveyed over 54,000 Australians and found that climate change was listed as the leading worry (out of 27 factors) with 72% of respondents concerned it would affect their lives.

COMMENT

The basic concept of the atmospheric greenhouse effect and the risk that burning of fossil fuels could result in global warming has been known for over 100 years. Scientists have been working to understand the rate of change, potential feedback loops and impacts on particular locations, industries and ecosystems since the 1970s. The Intergovernmental Panel on Climate Change (IPCC) was established in 1988 to assess climate change based on the latest science, synthesise research findings from many countries, and

produce reports including technical papers, comprehensive assessments, and summaries for policymakers.

In 2014 the IPCC presented a summary for policymakers of the fifth comprehensive assessment of climate science. It was published in 2015 as *Climate Change 2014 Synthesis Report - Summary for Policymakers* and notes that 'Human influence on the climate system is clear, and recent anthropogenic emissions of greenhouse gases are the highest in history... Warming of the climate system is unequivocal, and since the 1950s, many of the observed changes are unprecedented over decades to millennia. The atmosphere and ocean have warmed, the amounts of snow and ice have diminished, and sea level has risen.'

Informed by the best available climate science, 195 nations adopted the Paris Agreement in December 2015, which aims to hold the increase in the global average temperature to well below 2°C above pre-industrial levels and pursue efforts to limit the temperature increase to 1.5°C above pre-industrial levels.

In 2018 the IPCC issued a *Special Report on Global Warming of 1.5°C*. That report highlighted climate change impacts on natural and human systems and adaptation costs that could be avoided by limiting warming to 1.5°C, compared to 2°C. Risks of droughts are higher at 2°C than 1.5°C, as are risks of heavy rainfall and flooding associated with tropical cyclones. Coral reefs would decline by 70-90 percent with global warming of 1.5°C, whereas virtually all (> 99 percent) would be lost with 2°C. Sea level rise will continue beyond 2100 even if global warming is limited to 1.5°C, however thresholds of marine ice instability in Antarctica and/or irreversible loss of the Greenland ice sheet could be passed between 1.5°C and 2°C that lead to multiple metres of sea level rise over coming centuries.

The report also notes that allowing the global temperature to temporarily exceed or 'overshoot' 1.5°C would cause increasing sea level rise, irreversible damage to some ecosystems, and mean a greater reliance on techniques to remove carbon dioxide from the air to attempt to return global temperature to below 1.5°C by 2100. The effectiveness of such techniques are unproven at large scales and some may carry significant risks. Some 'carbon drawdown' mechanisms which may be effective at current temperatures, such as tree planting, may be much less effective at higher global temperatures with increased disruption to rainfall patterns and incidence of extreme fire conditions. The window of opportunity to avoid increases over 1.5°C is closing, requiring carbon emissions to stop increasing and begin declining as soon as possible to avoid irreversible ecological damage and increasing impacts on human health and settlements.

In August 2019 the IPCC issued a *Special Report on Climate Change and Land* addressing food security, land degradation, desertification, and terrestrial ecosystems. The summary for policymakers notes that the stability of food supply is expected to decrease as the magnitude and frequency of extreme weather events increases. Climate change has already affected food security in various areas due to warming, changing rainfall patterns and water scarcity, greater frequency and intensity of droughts in some regions, and greater frequency of some extreme weather events including heavy rainfall and flooding in some regions.

Over coming decades the frequency and intensity of droughts and heatwaves is projected to increase in many regions, at the same time as the frequency and intensity of extreme rainfall events are projected to increase in many regions. Even in regions where overall rainfall is declining, an increasing proportion can fall during extreme weather events and raise the risk of flooding. Cascading risks (where a series of risks exacerbate others like falling dominoes, such as flood following drought accelerating land degradation) will

become increasingly severe. At around 1.5°C there are significant risks from dryland water scarcity, wildfire damage, and food supply instabilities (which can include high food prices if crops simultaneously fail in different regions). Crop failures and food supply instability can result in large scale 'forced migration' from areas affected by floods or drought, which can destabilise governments and lead to conflicts within and between nations. Risks from droughts, water stress, heat related events such as heatwaves and habitat degradation all increase between 1.5°C and 3°C warming.

Global carbon emissions have continued to increase, consistent with a trajectory previously considered as a worst case scenario. The 10 warmest years on record have all occurred since 1998, and 9 of the 10 have occurred since 2005. Positive feedback loops have begun to increase both warming and greenhouse gas concentrations, through:

- warmer air can hold more water vapour, which evaporates faster from warmer oceans, and water vapour in the atmosphere can act as a greenhouse gas and further increase warming;
- melting Arctic ice and glaciers are replaced by darker ocean waters and exposed rock, absorbing heat that previously would have been reflected by lighter coloured ice;
- forest fires are increasing in frequency and intensity and occurring in rainforests, Arctic and alpine environments where fire was previously limited or infrequent, releasing additional carbon;
- thawing of permafrost is increasing the release of methane from frozen marshes. Methane does not remain in the atmosphere as long as carbon dioxide (estimated at about 10-12 years) but is more effective at trapping heat in the atmosphere.

The current trajectory for global warming appears to be towards a global average increase of 1.5°C above pre-industrial levels by around 2040 and 2°C around 2060. There is speculation of potential climate tipping points, where continued carbon emissions and cascading feedback loops could accelerate global warming to a scenario of up to 8°C. There is also speculation on the use of experimental geoengineering methods, such as manipulating the atmosphere to increase reflectivity and slow the rate of warming.

On 5 November 2019 the scientific journal BioScience published an article titled *World Scientists' Warning of a Climate Emergency* (Ripple *et al*) which included the statements below:

Scientists have a moral obligation to clearly warn humanity of any catastrophic threat and to "tell it like it is." On the basis of this obligation and the graphical indicators presented below, we declare, with more than 11,000 scientist signatories from around the world, clearly and unequivocally that planet Earth is facing a climate emergency.

Exactly 40 years ago, scientists from 50 nations met at the First World Climate Conference (in Geneva 1979) and agreed that alarming trends for climate change made it urgently necessary to act. Since then, similar alarms have been made through the 1992 Rio Summit, the 1997 Kyoto Protocol, and the 2015 Paris Agreement, as well as scores of other global assemblies and scientists' explicit warnings of insufficient progress. Yet greenhouse gas (GHG) emissions are still rapidly rising, with increasingly damaging effects on the Earth's climate. An immense increase of scale in endeavours to conserve our biosphere is needed to avoid untold suffering due to the climate crisis...

The climate crisis has arrived and is accelerating faster than most scientists expected. It is more severe than anticipated, threatening natural ecosystems and the fate of

humanity. Especially worrisome are potential irreversible climate tipping points and nature's reinforcing feedbacks (atmospheric, marine, and terrestrial) that could lead to a catastrophic "hothouse Earth," well beyond the control of humans. These climate chain reactions could cause significant disruptions to ecosystems, society, and economies, potentially making large areas of Earth uninhabitable.

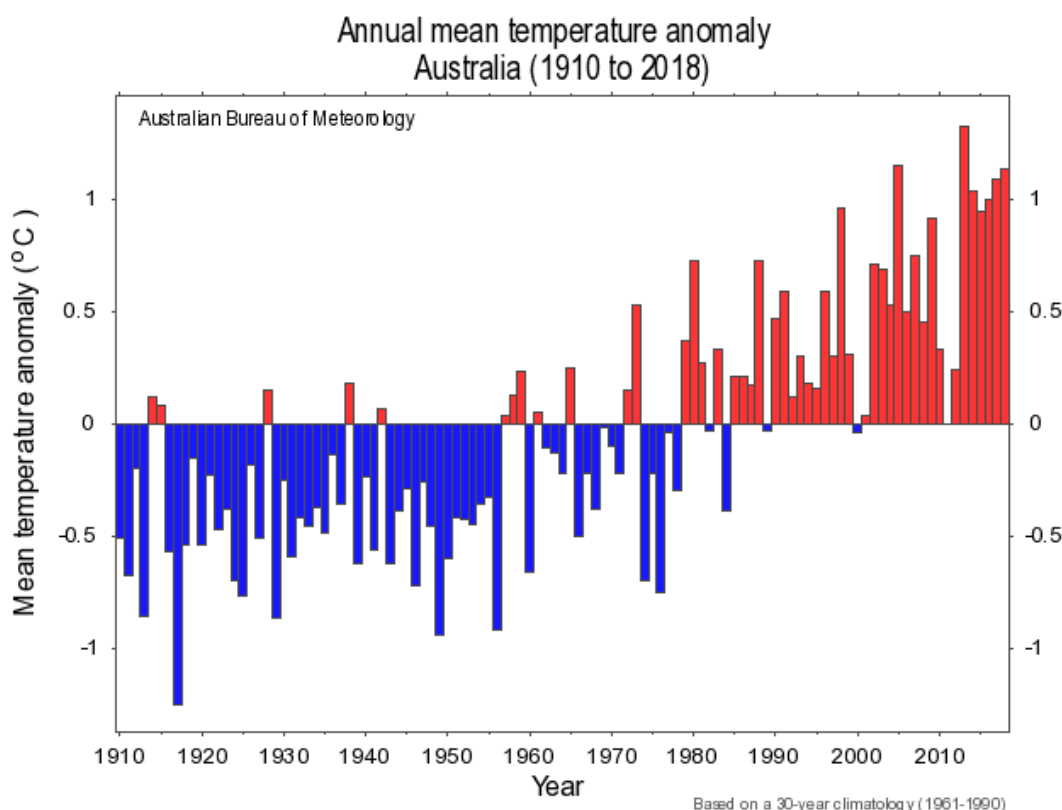
In the short term, continued warming and climate disruption is considered unavoidable, however local effects will vary widely.

Impacts for Australia

CSIRO researches and publishes climate change information for Australia and states:

The international scientific community accepts that increases in greenhouse gases due to human activity have been the dominant cause of observed global warming since the mid-20th century. Continued emissions of greenhouse gases will cause further warming and changes in all components of the climate system. Australia's changing climate represents a significant challenge to individuals, communities, governments, businesses, industry and the environment.

The Australian Bureau of Meteorology measures climate data and works with CSIRO and university researchers to model effects of climate change. The Australian climate variability and change time series graphs represent temperature and rainfall records, compared to the 30 year average between 1961-1990. The graph below represents the annual mean temperature between 1910-2018 compared to that average.



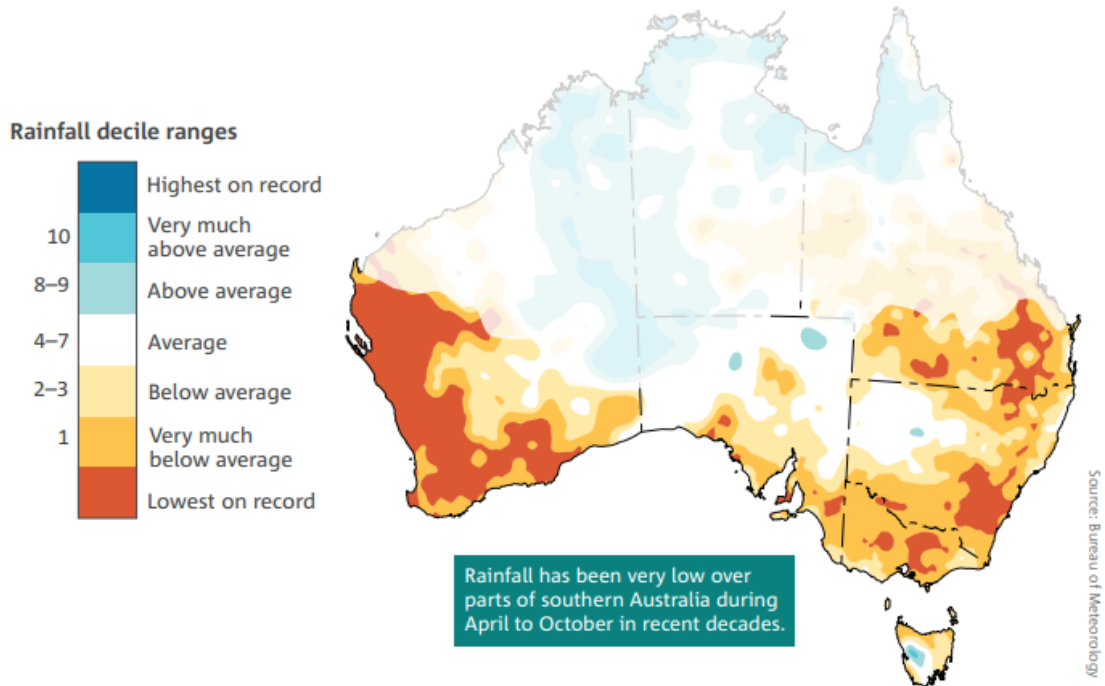
The joint CSIRO and Bureau of Meteorology report, *State of the Climate 2018*, provides an explanation of climate change science, a summary of the observed changes to date and an outline of impacts on Australia. These include ocean warming, acidification and sea level rise; significant changes in rainfall; increases in average temperatures, extreme heat events and fire weather; and the increasing risk of compound events. Analysis and projections of climate change impacts have often focussed on individual variables rather

than compound events where those variables interact (such as drought followed by flood, or drought followed by heatwave and extreme fire weather) and therefore tended to significantly underestimate damage.

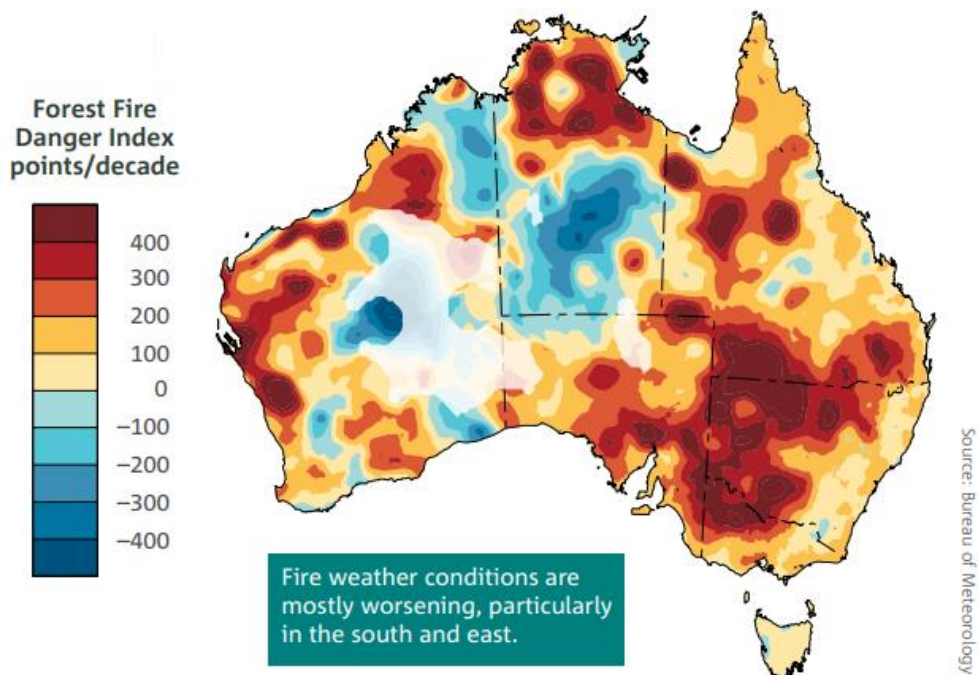
The 2018 report included the following key points:

- *Globally averaged air temperature has warmed by over 1 °C since records began in 1850, and each of the last four decades has been warmer than the previous one.*
- *The world's oceans, especially in the southern hemisphere, are taking up more than 90 per cent of the extra energy stored by the planet as a result of enhanced greenhouse gas concentrations.*
- *Oceans around Australia have warmed by around 1 °C since 1910, contributing to longer and more frequent marine heatwaves.*
- *Global sea level has risen by over 20 cm since 1880, and the rate has been accelerating in recent decades. Sea levels are rising around Australia, increasing the risk of inundation.*
- *The oceans around Australia are acidifying (the pH is decreasing).*
- *Australia's climate has warmed just over 1 °C since 1910 leading to an increase in the frequency of extreme heat events.*
- *April to October rainfall has decreased in the southwest of Australia. Across the same region May–July rainfall has seen the largest decrease, by around 20 per cent since 1970.*
- *There has been a decline of around 11 per cent in April–October rainfall in the southeast of Australia since the late 1990s.*
- *Rainfall has increased across parts of northern Australia since the 1970s.*
- *Streamflow has decreased across southern Australia. Streamflow has increased in northern Australia where rainfall has increased.*
- *There has been a long-term increase in extreme fire weather, and in the length of the fire season, across large parts of Australia.*

The *State of the Climate 2018* notes a shift towards drier conditions across southwestern and southeastern Australia. The image below, represents 'April to October rainfall deciles for the last 20 years (1999–2018). A decile map shows where rainfall is above average, average or below average for the recent period, in comparison with the entire rainfall record from 1900. Areas across northern and central Australia that receive less than 40 per cent of their annual rainfall during April to October have been faded.'



The *State of the Climate 2018* also includes the image below, showing the change in daily Forest Fire Danger Index (FFDI) across Australia between 1978 and 2017. The FFDI is an estimate of the severity of fire weather conditions based on observations of temperature, rainfall, humidity and wind speed. 'Positive trends, shown in the yellow to red colours, are indicative of an increasing length and intensity of the fire weather season... Areas where there are sparse data coverage such as central parts of Western Australia are faded.'



National climate data projections for coming decades include further increases in temperatures, more extremely hot days, an increase in the number of high fire weather danger days, less cool-season rainfall in southern Australia and a longer fire season for southern and eastern Australia.

In April 2019, 23 former Australian fire and emergency leaders issued a joint statement as Emergency Leaders for Climate Action, warning that increasingly catastrophic extreme weather events are putting lives and properties at greater risk and overwhelming emergency services (see Attachment 2).

Impacts for Western Australia

In September 2019 the Department of Water and Environmental Regulation released an issues paper, *Climate Change in Western Australia*. The issues paper describes the range of risks and expected impacts within WA and outlines some possible responses, including the points below:

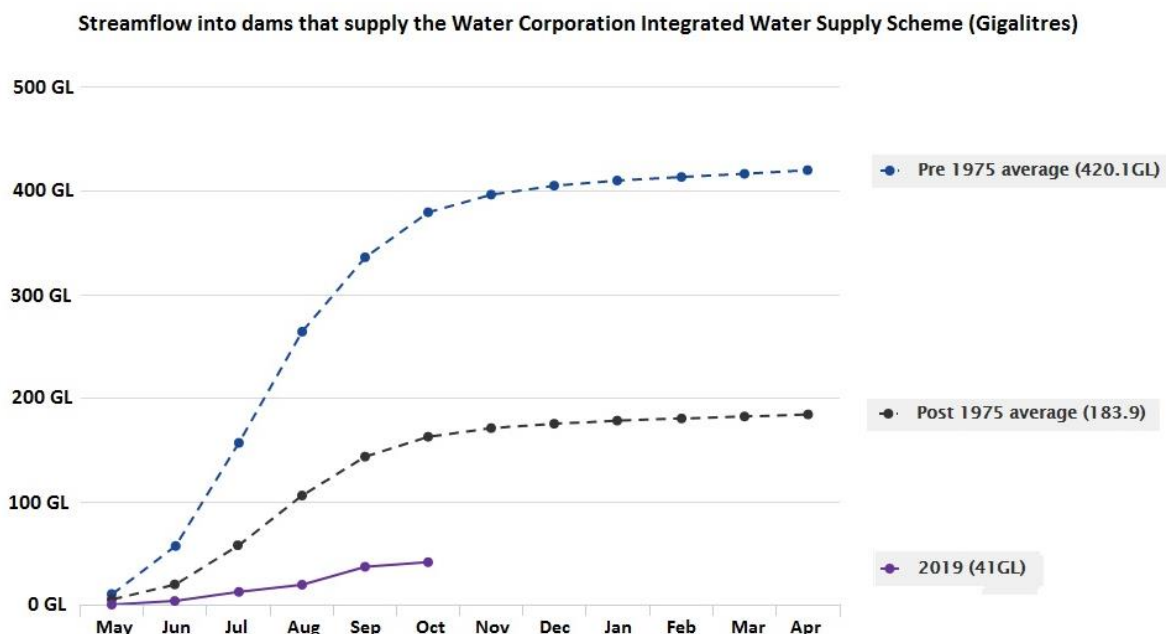
- *In the south-west, the prolonged period of drying will continue, affecting primary industries, water security and natural ecosystems... Climate change will see a need for greater emphasis on disaster preparedness, and increase the challenge of protecting infrastructure and vulnerable communities.*
- *Climate change will exacerbate existing health burdens by increasing injury, physical and mental illness, and the frequency of extreme weather events (floods, droughts, heatwaves and storms). Climate change will also lead to alterations in the distribution of vector-, water- and food-borne infectious diseases, and air pollution patterns.*
- *Climate risks are generally not spread evenly across the community, but are greater for vulnerable groups including Aboriginal communities, the elderly and the homeless.*
- *Perth is expected to be up to 2.7°C hotter by 2030. In eastern suburbs, where vegetation and tree canopy is lower, warming will be even greater.*
- *The fire season in Western Australia's south-west is expected to lengthen, placing more demands on personnel and equipment. A longer fire season will also narrow the seasonal window for prescribed burning and hazard reduction measures, and exacerbate the risk of severe fire.*
- *Extreme weather events may exacerbate land degradation, cause plant and animal deaths, and increase infrastructure and insurance costs.*
- *Climate change is anticipated to reduce biodiversity, including causing potential extinctions of species unable to cope with the rate of change or impacted by habitat loss.*
- *Our current infrastructure, along with our health, social and emergency services, have been planned on the basis of historic climate patterns and needs. The future volatility of our climate and the increasing prevalence of extreme weather events may strain or exceed the capacity of our existing health system and emergency management frameworks, and disrupt essential services and programs.*
- *Local governments are on the frontline of climate change adaptation. They are actively engaged in managing climate risks.... managing the implications of climate change for emergency services and considering how adaptation costs may be equitably shared. Local governments are best placed to identify the adaptation needs of local communities, and will typically be the first to respond to local impacts.*

The Department of Primary Industries and Regional Development updated online information on climate projections for Western Australia in May 2019, which includes:

- In the south-west, by 2030, mean annual temperature is projected to increase by 0.5–1.2°C under intermediate- and high-emission scenarios, compared to current conditions (the average of conditions between 1986 and 2005). By 2090, mean annual temperature is projected to increase by 1.1–2.1°C in an intermediate-emission scenario and 2.6–4.2°C in a high-emission scenario.
- Perth could see the average annual number of days with maxima over 35°C increase from 28 in the recent past (1971–2000 average) to 36 in 2030, and to 40 and 63 in 2090 for intermediate- and high-emission scenarios, respectively.
- Annual rainfall in the south-west is projected to decline by 5-6% by 2030... By 2090, the mean rainfall will reduce by 12% (range 1–15%) in an intermediate-emission scenario. Rainfall will decline by 29% in winter, and 36% in spring by 2090 in a high-emission scenario.
- The number of dry days is likely to increase over all of WA. Agricultural drought months (defined as a month of extremely low soil moisture) are projected to increase by up to 20% over most of Australia by 2030 and up to 80% in the south-west by 2070. The projected duration and frequency of droughts in the south-west increased for all emission scenarios, with a high level of confidence in these projections.
- The number of days with severe fire danger rating and the cumulative forest fire danger index are likely to increase over most of WA in response to increased temperatures and decreased rainfall.

Impacts on Water Supplies

Declining annual rainfall onto drier soils has reduced groundwater recharge and significantly reduced streamflow into dams (see streamflow graph below, sourced from Water Corporation interactive online water supply information).



Perth has not faced severe water shortages due to early action to install desalination plants, which began producing fresh water in 2006 and now supply 48% of Perth's water supply.

While natural flow into dams such as the Mundaring Weir still occurs, much of the water contained in dams is now sourced from the ocean desalination plants and pumped up to the dams for storage.

Additional desalination plants are being planned to maintain scheme water supplies as Perth grows, however they require substantial energy to operate. Water Corporation is also moving to install more renewable energy infrastructure to reduce the carbon footprint of its operations.

The reduction in annual rainfall also reduces the recharge of groundwater. Parks staff have noted irrigation bores running dry more frequently however for Shire operations and irrigation of ovals, less available groundwater can be replaced with more scheme water (although at higher cost, and at odds with objectives to reduce scheme water use). The Shire has very limited involvement with private groundwater bores, but residents reliant on groundwater (and rainwater) may need to adapt through installing more tanks and supplementing their on-site water supply with water deliveries.

Local water supply issues can be managed through changing water sources, given that climate-independent desalination water is available. More significant impacts of the reduced rainfall for the Shire of Mundaring are dry conditions that increase bushfire risk, and threaten existing species and ecosystems.

Impacts on Biodiversity

CSIRO researchers have analysed the impacts of climate change on native species and ecosystems across Australia and produced a report in 2012; *The Implications of Climate Change for Biodiversity, Conservation and the National Reserve System: Final Synthesis*. They concluded that ecological change in response to climate change is unavoidable, it will be widespread and it will be substantial. Within decades, environments across Australia will be substantially different at most locations:

The project predicts dramatic environmental change due to climate change: these changes will be ecologically very significant, and will result in many novel environments quite unlike those currently occurring anywhere on the continent, and the disappearance of many environments currently occupied by Australian biodiversity. While biodiversity impacts from these changed environments may be buffered when species exploit natural variation in the environment, our results suggest that the magnitude of change will overcome these buffering effects by 2070. Changing temperature, moisture availability and fire regimes are likely to lead to changes in vegetation structure, and it is likely there will be a gradual turnover of species along vegetation-structure gradients. Historical habitat loss and fragmentation due to land clearing will exacerbate the impacts of climate change; land-use intensification, as a response to climate change in agricultural and forestry sectors, remains a major threat to biodiversity. Increases in fire weather across much of Australia are very likely, which could have significant impacts on composition, structure, habitat heterogeneity and ecosystem processes.

The Australian Department of the Environment and Energy states:

Australia faces significant environmental and economic impacts from climate change across a number of sectors. Decisions made today will have lasting consequences for future generations.

The 2016 national State of the Environment report found climate change is one of the main pressures on the Australian environment and exacerbates other pressures including land-use change, habitat fragmentation and degradation, and invasive

species. Climate change, particularly rising temperatures, increases the impact of these existing pressures, undermining the resilience of native species.

Scientists expect climate change to cause changes to the abundance and geographic range of many species, restrict or alter species movement and interfere with their lifecycles (such as the timing of germination). Climate change presents a biosecurity risk for Australia's ecosystems by altering the distribution of pest and weed species.

Ecosystems have a limited capacity to manage these multiple pressures compared to human systems. Rates of climate change, together with other pressures, limit the capacity of species to adapt in situ or migrate to more climatically suitable areas, where such areas exist.

The current rate of climate change will lead to broad changes to temperature and rainfall patterns by mid-century, which would drive changes to local biodiversity that are beyond the Shire's capacity to ameliorate.

Impacts on Bushfire Risk

A previous national risk assessment focussed on the risks to settlements and infrastructure, natural ecosystems, and industries in the coastal zone. The report, *Climate Change Risks to Australia's Coast – A First Pass National Risk Assessment* was released by the Australian Government Office of Climate Change and Energy Efficiency in 2009.

A recently published report *Climate Change Risk to Australia's Built Environment – A second Pass National Assessment* considers a greater number of hazards and covers all municipal areas in Australia. XDI analysed climate risk to over 15 million addresses between 2020 and 2100 based on a 'business as usual' continued emissions scenario, for five hazards (riverine flooding, coastal inundation, forest fire, subsidence and wind). Shire of Mundaring appears within the top 10 local government areas at risk of forest fire in both 2020 and 2100, and is identified as the fifth most at risk local government area (percentage of high-risk properties) in 2100 (see Attachment 3).

The number of high-risk properties within the Shire of Mundaring is projected to increase from 153 (0.84%) in 2020 to 5,769 (31.5%) in 2100 (see Attachment 4). These numbers are based on existing development and do not account for new development.

The Emergency Leaders for Climate Action joint statement notes that bushfire seasons are lasting longer, the number of days of catastrophic bushfire danger each year are increasing, opportunities to carry out hazard reduction burns are decreasing, and higher temperatures mean that forests and grasslands ignite more easily and fires are harder to control.

The Department of Fire and Emergency Services (DFES) 2018/19 Annual Report notes that as the risk of natural hazards increase with climate change, policy, planning and investment decisions need to change appropriately. 'Climate change continues to manifest itself through increased likelihood and impact of natural hazards such as cyclones, storms, flooding and bushfires.'

Current arrangements for bushfire mitigation and firefighting have a heavy reliance on volunteers, which may be more difficult to maintain with a lengthening fire season and increased severity of fires. Increases in extreme fire weather may result in increased incidence of loss of property and potentially lives, which would have significant impacts on firefighters as well as the families and communities involved.

Impacts on Health

The WA Department of Health worked with the Curtin University to produce a report in 2007, *Health Impacts of Climate Change: Adaptation Strategies for Western Australia*. Attachment 5 contains an excerpt of that report, Tables 1 and 2 describing potential health impacts of extreme events and gradual climatic changes. A Chief Health Officer Inquiry is underway to assess WA preparedness for health impacts of climate change, and the final report is expected in March 2020.

In August 2019, the Australian Medical Association (AMA) joined other health organisations (including the British Medical Association and American Medical Association) in recognising climate change as a health emergency. The AMA noted that climate change affects health and wellbeing in multiple ways, including higher mortality from heat stress; food insecurity resulting from declines in agricultural outputs; injury and mortality from increasingly severe weather events; increases in mosquito and vector-borne diseases; and a higher incidence of mental ill-health.

Increasing intensity and duration of heatwaves will increase pressure on infrastructure including electrical grids, and power failures during heatwaves may take longer to resolve due to more stringent safety requirements to avoid sparking bushfires. Elderly and ill people, pregnant women and very young children are more vulnerable to heat stress. While they are not as dramatic or destructive as floods and bushfires and may not be seen as an emergency, more Australians actually die in heatwaves than any other natural disaster.

Economic Impacts

Climate change is often framed as a primarily environmental concern, without sufficient attention to economic and social impacts. In addition, estimates of economic impacts have been informed by underestimates of damage and disruption that have not adequately accounted for compounding and cascading risks.

The Reserve Bank of Australia, Australian Prudential Regulation Authority and Australian Securities and Investment Commission have recently noted risks posed by climate change as a key concern for the Australian economy and financial stability.

In May 2019 the Climate Council released a report, *Compound Costs: How Climate Change is Damaging Australia's Economy* based on observed and projected impacts on agriculture, property and infrastructure. The key findings are summarised in Attachment 6. The report noted that:

There are few forces affecting the Australian economy that can match the scale, persistence and systemic risk associated with climate change... climate change is driving a trend change, increasing both the frequency and severity of many extreme weather events. This is shrinking the recovery times between events, and increasing the probability of simultaneous events in multiple locations. Climate change is also increasing the probability of compound events, where two or more extreme weather events combine to produce impacts that are worse than the effects of each event independently (e.g. coincident droughts and heatwaves worsening bushfires)...

Direct macroeconomic shocks will arise from the impacts of climate change on housing, temporary or permanent contractions of some industries and subsequent reductions in employment, commodity price adjustments, and damages and disruption to critical infrastructure that provide essential services and facilitate economic activity. Australia's

economy will also continue to be affected by climate change impacts on our trading partners...

The total estimated damage-related loss of property value – excluding any disruptions to productivity – is expected to rise to \$571 billion by 2030, \$611 billion by 2050 and \$770 billion by 2100. These costs are likely to be highly concentrated on about 5-6% of properties, and will represent an enormous cost for those affected, with likely flow-on effects to the whole economy, as governments become the insurers of last resort. The annual average risk costs of extreme weather and climate change to properties is projected to rise to \$91 billion per year in 2050 and \$117 billion per year in 2100. These will be felt through increased insurance costs and will predominantly impact the same households that will experience the steepest losses in property values.

In June 2019 the Insurance Council of Australia issued a brief *Public Statement on Climate Change*, which included:

The members of the Insurance Council of Australia (ICA) accept the international scientific consensus presented by the Intergovernmental Panel on Climate Change and supported by the CSIRO... Climate change is occurring along a rapid and severe pathway, and without intervention it presents a serious risk to environments, economies and communities worldwide. The impacts of human-induced greenhouse gas emissions are becoming increasingly evident through the occurrence of more frequent and intense extreme weather events, sea level rise and global mean temperature increase.

In October 2019 the Reserve Bank of Australia outlined climate change risks in its *Financial Stability Review*, including the points below:

Climate change is exposing financial institutions and the financial system more broadly to risks that will rise over time, if not addressed...

The physical effects of climate change can have a significant impact on Australian financial institutions. As an example, inflation-adjusted insurance claims for natural disasters in the current decade have been more than double those in the previous decade. This impact is likely to grow over time.

An increase in the frequency and severity of natural disasters will increase the incidence of damage to, or destruction of, physical assets that are insured or used as collateral. Assets that are exposed to increasing physical risk (such as property located in bushfire-prone or coastal areas) could decline in value, particularly if these risks become uninsurable. Climate change could also reduce certain types of business income that is used to service loans. Examples include changing rainfall patterns that result in lower or less predictable income from agriculture, more frequent storms disrupting supply chains and therefore sales, and damage to natural assets that reduces tourism income.

Insurers are most directly exposed to the physical impacts of climate change. This can arise through natural disaster claims, crop insurance, and health and life insurance. While insurers can increase their premiums to reflect higher risk, it is difficult to accurately price new and uncertain climate risks. If insurers under-price these risks, it could threaten their viability in the event of extreme weather events resulting in very large losses. On the other hand, over-pricing would impede the risk pooling function provided by insurance and unduly limit economic activity. Even if correctly priced, more of these risks may become uninsurable, forcing households, businesses or governments to bear this risk...

Climate change will have a broad-based impact on Australian financial institutions and therefore clearly poses risks that are systemic in nature. However, it does not yet pose an imminent threat to financial stability. Change has so far occurred at a pace that has allowed financial institutions to adjust, and losses associated with climatic events have been manageable. But climate change could emerge as a risk to financial stability if it is not properly managed, or if the size of climate-related losses increased materially. Rising climate-related losses could also erode confidence in an institution or the financial system, leading to a withdrawal of funding. This would be more likely if the physical impacts of climate change are more severe or occur sooner than currently projected, or if the transition to a low-carbon economy occurs in a disruptive and costly manner.

Increases in risk can lead to increases in insurance pricing that may leave some areas effectively uninsurable or underinsured due to annual costs, and have a subsequent impact on property prices in high risk areas. If insurance for rebuilding after bushfires also becomes more difficult and expensive to obtain, this may have significant impacts on some localities within the Shire of Mundaring by mid-century. There would be parallel impacts on insurance for Shire facilities and infrastructure as well as private residential and commercial buildings.

Declaring a Climate Emergency

An emergency is generally defined as a serious and dangerous situation where there exists a risk of significant harm and an urgent response is required. Given the information above, the EAC may form the view that increasing climate change does represent an emergency and that a declaration is appropriate. Local government climate emergency declarations are seen as a way to publicly call for State and Commonwealth governments to acknowledge and respond to climate change with adequate mitigation and adaptation measures.

When used in relation to climate change, mitigation usually refers to carbon emissions reduction and is distinguished from adaptation to changed conditions. For the Shire of Mundaring, adaptation also includes mitigation of increased risks, particularly for bushfire. Taken broadly, mitigation measures are included in a number of Shire documents including the *Environmental Management Plan 2012-2022*, *Local Climate Change Adaptation Action Plan* and *Energy and Emissions Reduction Strategy*. Climate change is also acknowledged within the Shire's *Environmental Sustainability Policy*, *Local Planning Strategy* and *Local Planning Scheme No.4*. These documents are all publicly available from the Shire website.

The *Environmental Management Plan 2012-2022* includes relevant actions under the 'Atmosphere and Climate Change' focus area. These actions include the finalisation of the *Local Climate Change Adaptation Action Plan* and the implementation of a Carbon Reduction Strategy (now *Energy and Emissions Reduction Strategy*, adopted by Council in 2018) and Greenhouse Action Plan (now *Energy and Emissions Reduction Plan*, see Attachment 7). It is recommended that the range of actions being undertaken or planned under Council's current strategic framework be noted, in addition to bushfire risk mitigation work undertaken by Shire staff and volunteer bushfire brigades.

However, the Shire's capability to reduce its own emissions and encourage effective community emissions reduction is limited by the context in which it operates. Many emissions reduction initiatives require state or national level coordination and support. Some Shire buildings and facilities will not be suitable for solar panel installation due to the age of the building or the time of daily use, and will continue to rely on the Western Power

electrical grid. Opportunities to replace streetlights with more efficient bulbs have been limited by Western Power ownership of poles, the previous restrictions on permitted bulbs, and potentially high costs to switch to new bulbs. There are very few electric vehicle charging facilities within the Shire, and financial incentives for electric vehicles that are common in other nations are lacking in Australia.

State-led action to quickly increase the proportion of renewable energy (and increase energy storage to maintain reliability) of the grid will be the most effective way to widely reduce emissions from electricity used across the Shire. Facilitation of electric vehicle charging networks would allow local governments, communities and businesses to take advantage of the increasing range of electric vehicles and move more quickly to low emissions transport. Commonwealth Government leadership is needed, along with financial support towards State and Local Government emissions reduction and climate change adaptation initiatives (including increasing firefighting resources).

Climate change was raised as a community concern during the consultation for the Shire's Strategic Community Plan, which is currently being prepared. However, many decisions made by local governments are not related to factors affected by climate change, or are decisions that must be made within a framework and legislation set or delegated by the State Government. While climate change should be given due regard in decision-making, it would be inappropriate for Council to commit to 'all future decisions made by the Council' being guided by the climate emergency declaration, or that such a declaration becomes 'a principal guide for policy and decision-making for a period of five years'.

The Shire's Energy and Emissions Reduction Strategy notes:

It is important to note that local governments alone cannot and should not be expected to manage emissions reduction to the extent necessary to avoid dangerous levels of climate change. Current international commitments are too low to avoid a global rise in temperature of over 2°C. To date there has been a concerning lack of direction from the State and Commonwealth Governments, and Australia's emissions are well above the levels required to meet the national target of 26-28% reduction by 2030 (from 2005 levels). Advocacy for effective leadership and action from the State and federal governments will therefore be a necessary component of the Energy and Emissions Reduction Strategy and associated action plan.

It is therefore recommended that the EAC recommends Council resolve to declare a climate emergency and request urgent efforts by State and Commonwealth Governments to reduce emissions, increase resources for firefighting, and assist local governments with adaptation.

VOTING REQUIREMENT

Simple Majority

EAC3.11.19 – Climate Emergency Declaration

COMMITTEE RECOMMENDATION

EAC3.11.19

That Council:

1. Declares that climate change is causing serious and worsening risks for the Shire of Mundaring and urgent action is required to reduce emissions, constituting a climate emergency;
2. Writes to the Department of Premier and Cabinet and to the Department of the Prime Minister and Cabinet to request their urgent efforts to rapidly reduce emissions from all sources; increase resources for firefighting; and provide support for adaptation within the local government sector; and
3. Notes the range of actions undertaken, underway and planned within the Shire's *Local Climate Change Adaptation Action Plan, Environmental Management Plan 2012-2022*, and *Energy and Emissions Reduction Plan*.

COUNCIL DECISION MOTION

C7.12.19

Moved by	Cr Collins	Seconded by	Cr Driver
----------	------------	-------------	-----------

That Council:

1. Declares a Climate Emergency in the Shire of Mundaring to address the serious and worsening risks for our district and the need for urgent action;
2. Acknowledges that the Shire of Mundaring is already a leader in Environmental Management in Local Government with actions undertaken, underway and planned within the Shire's Local Climate Change Adaptation Action Plan 2012 - 2022, Environmental Management Plan 2012- 2022 and Energy and Emission Reduction Plan 2019; and
3. Writes to the Department of Premier and Cabinet and to the Department of the Prime Minister and Cabinet to request their urgent efforts to rapidly reduce emissions from all sources; increase resources for firefighting; and provide support for adaptation within the local government sector.

CARRIED 7/4

For: Cr Daw, Cr Driver, Cr Jeans, Cr Martin, Cr Green, Cr Russell and Cr Collins

Against: Cr Burbidge, Cr Lavell, Cr Corica and Cr Cuthbert

During debate on this item the following procedural motions were carried:

COUNCIL DECISION			C8.12.19
MOTION			
Moved by	Cr Russell	Seconded by	Cr Corica

That Cr Cuthbert be granted a further three minutes to speak to this item.

CARRIED 10/1

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Lavell, Cr Martin, Cr Green, Cr Russell,
Cr Corica, Cr Cuthbert and Cr Collins

Against: Cr Jeans

COUNCIL DECISION MOTION			C9.12.19
Moved by	Cr Burbidge	Seconded by	Cr Jeans

That Cr Russell be granted a further three minutes to speak to this item.

CARRIED 10/1

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green,
Cr Russell, Cr Corica and Cr Collins

Against: Cr Cuthbert

9.2 Reports of Audit and Risk Committee 3 December 2019

Please note: The '**ATTACHMENTS**' referred to in the following Committee reports refer to the unconfirmed minutes of the Audit & Risk Committee meeting held 3 December 2019 and not the Council meeting. (**see Audit & Risk Committee Minutes here**).

COUNCIL DECISION MOTION	C10.12.19
Moved by	Cr Russell
Seconded by	Cr Jeans

That recommendations ARC2.12.19 and ARC5.12.19 be carried by en-bloc Council Decision.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

ARC2.12.19 - Review of Policy AS-04 - Purchasing Policy

File Code	GV.OPP 1
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Purchasing Policy AS-04 - original 2. Purchasing Policy AS-04 - tracked changes 3. Purchasing Policy AS-04 - final

SUMMARY

A review of Policy AS-04 'Purchasing Policy' has been undertaken and this report recommends that the policy be amended to include -

1. Exemptions from purchasing thresholds and quotation requirements;
 2. Sustainability as an additional purchasing principle;
 3. The objectives of sustainable procurement; and
 4. The statutory obligation for corporate card holders to complete primary and/or annual returns.
-

BACKGROUND

During the Audit and Risk Committee meeting held 21 May 2019, the committee considered a report that compared the recommendations of the Auditor General's Report into Local Government Procurement (October 2018) to the Shire's own documented controls relevant to the recommendations.

The Auditor General recommended that purchasing policies should be more transparent and efficient around when exemptions can be applied by including a list of purchase types that are exempt from policy requirements. Whilst Procedure Admin 31 'Quotations for Purchase of Goods and Services' states how exemptions are to be applied and approved, the Purchasing Policy did not specifically list exemptions.

Implementing the Auditor General's recommendation also provided an opportunity to make small amendments to the policy in the areas of sustainability and corporate cards.

STATUTORY / LEGAL IMPLICATIONS

Regulation 11A of the *Local Government (Functions & General) Regulations 1996* requires all local governments to have a purchasing policy for contracts where the consideration under the contract is expected to be \$150,000 or less.

POLICY IMPLICATIONS

Policy AS-04 'Purchasing Policy' has been reviewed and will be amended to include a list of exemptions from policy requirements, as well as other minor amendments.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Non-compliance with the Shire's Purchasing Policy.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The Shire's Purchasing Policy clearly defines the exemptions from policy requirements.		

EXTERNAL CONSULTATION

Nil

COMMENT

As part of the review of any policy, all Shire departments were invited to comment to inform the review. The current Purchasing Policy was advertised for internal comments and feedback from 6 August to 6 September 2019.

In accordance with the Auditor General's recommendation a list of exemptions has been added to Part 2 – Purchasing Thresholds.

Sustainability has been added to the Purchasing Principles in clause 1.2 and clause 1.5 'Sustainable procurement' has been updated.

Part 7 'Corporate Credit Cards' has been amended to include the statutory obligation of card holders to complete a primary and annual return.

VOTING REQUIREMENT

Simple Majority

ARC2.12.19 – Review of Policy AS-04 - Purchasing Policy

COUNCIL DECISION	C9.12.19
COMMITTEE RECOMMENDATION	ARC2.12.19

That Council adopts Policy AS-04, Purchasing Policy, as amended in **Attachment 3** subject to the following amendment to the policy on page 33, part 7 as follows: "That the CEO is to maintain a register of all credit cards".

CARRIED BY EN-BLOC COUNCIL DECISION C9.12.19

ARC5.12.19 - Audited Annual Financial Report 2018/19

File Code	FI.AUD 1819
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Audited Annual Financial Report for the year ended 30 June 20192. Explanation of Variances - Annual Financial Report 2018/19

SUMMARY

This report presents the audited Annual Financial Report for the year ended 30 June 2019. The Annual Financial Report will include the independent audit report issued by the Office of the Auditor General (OAG).

BACKGROUND

Council is required to accept the audited Annual Financial Report which will be included as part of the Shire's Annual Report.

The OAG has completed the audit and an audit exit interview was conducted by the OAG and the OAG's audit contractor (Moore Stephens) with the members of the Audit and Risk Committee and relevant Shire employees on Tuesday 26 November 2019.

The Annual Financial Report for the year ended 30 June 2019 has been prepared in accordance with Australian Accounting Standards and complies with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

The Audit and Risk Committee (ARC) is to review the audited Annual Financial Report prior to its presentation to Council.

The ARC Terms of Reference provides:

- 12.1 (h) Review the Shire's draft Annual Financial Report. Focussing on:
- Accounting policies and practices;
 - Changes to accounting policies and practices;
 - The process used in making significant accounting estimates;
 - Significant adjustments to the financial report (if any) arising from the audit process;
 - Compliance with accounting standards and other reporting requirements; and
 - Significant variances from prior years.

STATUTORY / LEGAL IMPLICATIONS

The *Local Government Act 1995* sets out the requirements for the preparation of the annual financial report as follows:

- Section 6.4 (1) and (2) - requires the Shire to prepare an annual financial report for the preceding financial year which is to be presented in the manner and form prescribed;
- Section 6.4(3) - requires the Shire to submit to its auditor the accounts balanced up to the last day of the preceding financial year and the annual financial report by 30 September; and
- Section 5.53(2) - requires the Shire to prepare an annual report that includes the financial report for the financial year and the auditor's report for the financial year.

Regulation 10 of the *Local Government (Audit) Regulations 1996* stipulates what is to be included in the auditor's report.

Sections 7.12A 4 (a) (b) and 7.12A 5 stipulate that a local government must:

- Prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters;
- Give a copy of that report to the Minister within 3 months after the audit report is received by the local government; and
- Within 14 days after a local government gives a report to the Minister publish a copy of the report on the local government's official website.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Financial and reputational. Risk of material misstatement of the Shire's financial position and performance.		
Likelihood	Consequence	Rating
Rare	Major	Low
Action / Strategy		
The audit of the Shire's financial report is undertaken by an external auditor to mitigate the risk of material misstatement of the Shire's financial position and performance.		

EXTERNAL CONSULTATION

Nil

COMMENT

The independent audit report to be issued by OAG will be an unqualified report.

The OAG did note the following matter that will be reported in accordance with regulation 10(3) of the *Local Government (Audit) Regulations 1996*:

There is a significant adverse trend in the financial position of the Shire as the Asset Sustainability Ratio has been below the industry benchmark for the past 2 years and the current year ratio is lower than the prior year.

The Asset Sustainability Ratio measures the annual capital expenditure on renewing or replacing assets to the annual depreciation of those assets. This ratio indicates whether the Shire is renewing or replacing existing physical assets at the same rate at which they are wearing out.

The Shire's Asset Sustainability Ratio for the past three financial years is as follows:

2019	2018	2017
0.56	0.62	1.02

The industry benchmark is between 0.95 and 1.05. The Shire ratio has been adversely impacted by a change in accounting estimates for the depreciation of roads. Prior to the 2018/19 financial year the Shire factored in a non-depreciable component (residual value) for the pavement and surface of sealed roads. This practice was discontinued in 2018/19, which has resulted in a significant increase in the annual depreciation expense for roads (an increase of \$1,070,368). Whilst the Shire continues to recycle pavement and surface material, the cost involved to bring the material to a standard suitable to provide the same level of service is significant, making the residual value immaterial to the calculation of the depreciable amount.

The Shire's performance for the other two asset related ratios, the Asset Consumption Ratio and the Asset Renewal Funding Ratio, meets industry benchmark standards.

The Asset Consumption Ratio expresses the total carrying value of depreciable assets as a percentage of the total reported value of depreciable assets before accumulated depreciation.

This ratio highlights the aged condition of the Shire's physical asset. The benchmark for this ratio between 0.5 and 0.75.

The Shire's Consumption Ratio for the past three financial years is as follows:

2019	2018	2017
0.73	0.74	0.85

This ratio indicates that the Shire has only consumed 27% of the useful life of its total asset base which in turn indicates the Shire's assets are in a good condition.

The Asset Funding Renewal Ratio is a measure of the ability of the Shire to fund its projected asset renewals and replacements in the future, and compares the Shire's required renewal funding requirements (determined by Shire's asset management plans) to the Shire's planned renewal funding (what is forecast in the long term financial plan). The benchmark for this ratio is 0.95 or greater.

The Shire's Asset Renewal Funding Ratio for the past three financial years is as follows:

2019	2018	2017
1.11	1.14	0.99

These results indicate that the Shire's planned asset and renewal funding within the long term financial plan more than meet the required renewal funding requirements determined by Shire's asset management plans.

In terms of addressing the Shire's recent results for the Asset Sustainability Ratio the Shire's only option is to continue to review the useful lives of all its assets on annual basis. This continuous exercise of review and analysis will ensure that the useful lives of the Shire's assets reflects reality. If the Shire is under estimating the useful lives of its assets this would have the consequence of the Shire overstating its annual depreciation expense. Overstating the annual depreciation expense has an adverse impact on the calculation of the Asset Sustainability Ratio.

If the Shire is estimating the useful lives of its assets accurately the Shire will need to review its long term financial plan and develop a strategy as to how to fund the annual depreciation of its assets through the renewal and replacement of its assets. This being said, the Shire's Asset Consumption Ratio indicates that the Shire has historically funded asset renewal and replacement sufficiently; whilst the Shire's Asset Renewal Funding Ratio indicates that the Shire's planned funding for future asset renewal and replacement is sufficient to meet required levels of funding determined by Shire's asset management plans.

It should be noted, that whilst the OAG has identified the Shire's recent performance in the Asset Sustainability Ratio as a significant adverse trend in the financial position of the Shire, the Shire's overall financial performance has improved over the past five financial years. The seven statutory financial ratios (which include the asset ratios) are utilised to calculate the Department of Local Government and Communities' Financial Health Indicator (FHI) score for each local government. The FHI measures financial sustainability and is a score out of 100 based on the seven ratios. The benchmark for financial sustainability is a FHI score of 70 or above.

The Shire's FHI score for the past five financial years is as follows:

2015	2016	2017	2018	2019
70	75	76	85	84

In addressing the specifics of the Terms of Reference of ARC, the following is provided:

1. Accounting policies and practices

Significant accounting policies are set out in the Notes to and forming part of the Annual Financial Report.

2. Changes to accounting policies and practices

On the 26 June 2018 Paragraph 17A (5) was inserted into *Local Government (Financial Management) Regulations 1996*. The regulation stated an asset is to be excluded from the assets of a local government if the fair value of the asset at the date of acquisition by the local government is under \$5,000.

Australian Accounting Standard AASB 108 Accounting Policies, Changes in Accounting Estimate and Errors, requires this amendment to the asset values to be treated as a change in accounting policy. The standard requires balances to be adjusted retrospectively, unless it is impracticable to determine the period-specific or cumulative effects of the change. As the overall impact was immaterial, an adjustment to prior period balances was not required.

As a result, during the year assets with a fair value at the date of acquisition of under \$5,000 and purchased prior to 30 June 2018 have been excluded from the assets of the Shire. The total amount of these assets was \$325,852.

3. The process used in making significant accounting estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

4. Significant adjustments to the financial report (if any) arising from the audit process

There were no significant adjustments to the financial report arising from the audit process.

5. Compliance with accounting standards and other reporting requirements

The accounts have been prepared in compliance with applicable Australian Accounting Standards, the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996*.

6. Significant variances from prior years

When comparing income and expenditure for the Income Statement it is appropriate to compare actual results to budget. Major variances between 2019 Budget and 2019 Actual and major variances between 2019 Actual and 2018 Actual are set out in attachment 2.

The OAG at the time of writing this report had not provided its independent Audit Report, which was due three to five business days post the audit exit interview. The Audit Report, when released by the OAG, will be circulated to Committee members prior to the meeting and also tabled at the meeting. The Audit Report will be included as part of the Annual Financial Report on pages 54-55 of the document.

VOTING REQUIREMENT

Simple Majority

ARC5.12.19 – Audited Annual Financial Report 2018/19

COUNCIL DECISION	C9.12.19
COMMITTEE RECOMMENDATION	ARC5.12.19

That Council accepts the audited Annual Financial Report for the year ended 30 June 2019 and notes the independent Audit Report issued by the Office of the Auditor General in **Attachment 1**.

CARRIED BY EN-BLOC COUNCIL DECISION C9.12.19

10.0 REPORTS OF EMPLOYEES

10.1 Proposed Conversion of Former CSIRO Building to Residential Building - 1710 (Lot 96) Clayton Road, Helena Valley

File Code	CL 3.1710
Author	Sarah Morgan, Co-ordinator Statutory Planning
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Revised Site Plan ↓2. Revised Floor Plan ↓3. Elevations ↓4. Internal Image 1 ↓5. Internal Image 2 ↓6. Bushfire Management Statement ↓7. Aerial Photo ↓8. Locality and Zoning Plan ↓9. Original Site Plan ↓10. Building Envelope ↓

Landowner	Mivianjama Pty Ltd
Applicant	MGA Town Planners
Zoning	Rural Residential 2
Area	4.1ha
Use Class	Residential Building 'A'

SUMMARY

Planning approval is sought for the conversion of a former CSIRO building to a Residential Building for 16 accommodation 'units' and one manager's accommodation. The application was initially refused in 2015 by Shire officers under delegation and also the Western Australian Planning Commission (WAPC).

The applicant appealed to the State Administrative Tribunal (SAT) against both refusal decisions. During the ensuing mediation process the applicant lodged a scheme amendment, which Council initiated at its 9 May 2017 meeting. The amendment has only recently been acknowledged as not requiring a formal assessment by the Environmental Protection Authority (EPA).

The Shire is currently subject to SAT orders to consider a revised application comprising a Residential Building, where 'units' are not fully self contained and communal facilities are provided.

The application was advertised to surrounding residents. 21 submissions were received, with 20 objections.

An assessment of the application indicates there is merit in terms of sustainability, it will help deliver alternative housing choice and is consistent with the Shire's Foothills Growth Strategy. Conditional approval is therefore recommended.

BACKGROUND

Acronym/Abbreviation	Definition
Amendment	Amendment 10 to Local Planning Scheme No.4
CSIRO	Commonwealth Scientific and Industrial Research Organisation
EPA	Environmental Protection Authority
FGS	Foothills Growth Strategy
LPS4	Local Planning Scheme No.4
MRS	Metropolitan Region Scheme
SAT	State Administrative Tribunal
Shire	Shire of Mundaring
WAPC	Western Australian Planning Commission
R Codes	Residential Design Codes
LN 2009	Liveable Neighbourhoods 2009
the Guidelines	Guidelines for Planning in Bushfire Prone Areas
DBCA	Department of Biodiversity, Conservation and Attractions
EDS	Effluent Disposal System
ATU	Alternate Treatment Unit (a type of effluent disposal system)
APZ	Asset Protection Zone (reduced fuel load around building)
GSP	Government Sewerage Policy.

Description of subject land

The land contains a substantial but dilapidated former CSIRO building close to the corner of Clayton Road and Fyfe Street. The lot contains several outbuildings, water tanks and the like. Given the substantial buildings, parking areas and infrastructure remaining on the site, its reasonable to conclude that the CSIRO facility was historically a more intensive use relative to the low density nature of the surrounding rural residential uses.

There are substantial asphalt driveways within the site and major and minor crossovers to Fyfe Street.

The lot slopes down from Clayton Road to the south western portion where it abuts the Helena River. Visibility of the existing building is somewhat obstructed by its low elevation relative to Clayton Road (approximately 2.5m lower). It is nevertheless visible from the corner of Clayton Road and Fyfe Street.

There are no mapped watercourses within the site however aerial photography suggests a damp area through the centre of the lot.

There are scattered trees over the lot. Remnant vegetation near the river appears more intact but is not mapped as Local Natural Area (LNA). It is currently being used for grazing of sheep.

Refer **Attachment 7** Aerial Photo.

Locality

The lot is located within a strip of Rural Residential zoned lots adjacent and nearby to the Helena River.

Land to the north west is urban land zoned Residential, to the north east a substantial conservation reserve.

Refer **Attachment 8** Locality Zoning Plan.

Shire and WAPC refusals

The original application was ambiguous in its detail and was subsequently refused by Officers under delegation on 18 December 2015 for the following reasons:

- 1. The proposal represents Grouped Dwellings which are an 'X' use in the Rural Residential zone under Local Planning Scheme No.4;*
- 2. The proposal includes a Caretakers Dwellings which is an 'X' use in the Rural Residential zone under Local Planning Scheme No.4; and*
- 3. The proposal is considered of a residential nature, achieving a dwelling similar to the R5 density code, which is inconsistent with the intent of the Rural zoning under Perth Metropolitan Region Scheme.*

Refer **Attachment 9** Original Site Plan

The application was 'called in' by the WAPC due to its inconsistency with the Rural zoning under the MRS. On 29 January 2016 the WAPC refused the application for the following reasons:

- 1. The land is zoned 'Rural' in the Metropolitan Region Scheme and 'Rural Residential' in the Shire of Mundaring Local Planning Scheme No. 4 and the proposed development is contrary to the intent of the rural zoning which is to preserve the rural character and landscape of the area;*
- 2. The land is zoned 'Rural' in the Metropolitan Region Scheme and 'Rural Residential' in the Shire of Mundaring Local Planning Scheme No. 4 and the proposed development is contrary to the intent of the rural zoning which is to preserve the rural character and landscape of the area;*
- 3. The proposal does not comply with the Western Australian Planning Commission's State Planning Policy 2.10 as it has not been established that the development would maintain and enhance the health of the Helena River;*
- 4. The proposal does not comply with the Western Australian Planning Commission's State Planning Policy 3.7 as it has not been demonstrated that future occupants or users of the site will be safe from the risk of bushfires;*
- 5. Approval of the proposed development would set an undesirable precedent for 'Rural' zoned land in the area; and*
- 6. The proposal has failed to demonstrate that the site has sufficient capacity to accommodate on-site effluent disposal to service the proposed development.*

Amendment No. 10 to LPS4

At its May 2017 meeting (C176) Council initiated the advertising of a Additional Use Amendment. In initiating the Amendment, Council recognised the site is unique and re-use of the substantial building for residential purposes has planning merit.

The EPA recently permitted the Shire to proceed with public advertising, acknowledging that in their view the Amendment did not require formal assessment. To avoid complicating the determination process associated with the development application, the Shire intends to begin advertising the Amendment following Council's consideration of this application.

Questions from the community have been raised as to the timing of this application before the Amendment is finalised, however these are two separate processes independent of each other.

Description of proposal

Approval is sought to convert the existing building (950m² in area) to a Residential Building (1010m² in area) as defined under the R Codes, which is commonly known as a share house or similar. 16 'units' comprising a bedroom, bathroom, lounge and bench/sink are proposed, and one managers accommodation. Communal facilities are also proposed including a kitchen/dining, laundry and swimming pool.

The applicant advises the building will be totally renovated and rejuvenated and the surrounds landscaped.

The proponent's intention is to market the accommodation towards persons 45 years of age or older for longer term stay. The applicant is aware that the Rural Residential zoning will not permit units to be subdivided or strata titled and owned separately.

Other aspects include an increase in on-site car parking, a circular accessway and new crossover and a new effluent disposal system.

The existing cottage on Fyfe Street is to remain and be used as a Single House for habitation on a permanent basis.

Refer **Attachments 1.** Site Plan, **2.** Revised Floor Plan and **3.** Elevations, **4.** Internal Image 1, **5.** Internal Image 2 and **6.** Bushfire Management Statement.

STATUTORY/LEGAL OBLIGATIONS

The proposal constitutes development under the *Planning and Development Act 2005* and requires planning approval under the Shire's *Local Planning Scheme No. 4 (LPS4)*.

Other relevant legislation includes:

- *Planning and Development Regulations (Local Planning Schemes) deemed provisions.*

The application was previously refused by the Shire (under delegation) and the WAPC, and is currently the subject of a SAT mediation matter. SAT orders were made to ensure Council determined the matter by 12 November 2019. Additional information was required and delays occurred as a result of the applicant. The applicant acknowledged this fact and agreed to defer the determination date until Council's December meeting. As the applicant agreed to the revised determination date, no issues are likely to be encountered by the Shire in not meeting the deadline expressed in the SAT orders.

If Council refuses the application, or impose condition/s the applicant is aggrieved by, the applicant could progress the matter to a hearing.

If Council approves the application with conditions the applicant is agreeable to, then the applicant is likely to withdraw the matter from SAT, provided approval is also granted by the WAPC. Nevertheless if the WAPC do not grant approval and the Shire does, the Shire would no longer be involved in the SAT appeal.

On a separate matter, while the proposal represents a 'Residential Building' under the Shire's LPS4, under the Shire's Health Local Law the proposal would represent a form of 'lodging house'. The Health Local Law specifies certain standards regarding communal kitchens, laundry and dining areas. The Shire's Health Service note the proposal is unlikely to comply with the areas required unless a unit (i.e. Unit 8) was converted to communal space. It is not expected that compliance with the Health Local Law would necessitate 'additional' floor area or external additions to the building footprint, other than those already proposed. In a scenario where planning approval is issued, an adjustment of the internal walls would represent a minor variation to the planning approval and could be resolved as part of the subsequent Building and Health approval process.

Importantly, the application of the Shire's Health Local Law ensures the proposal would need to be registered as a lodging house and subject to renewals by the Shire's Health officers.

This arrangement ensures standards are upheld in relation to the site manager's / lodger's responsibilities, communal spaces, sanitary conveniences, laundry, fire prevention, cleanliness and sanitary issues.

POLICY IMPLICATIONS

Nil

Advertising was undertaken in accordance with the Shire's Advertising Planning Applications Policy for a standard application. The timeframe was required under SAT orders to the Shire.

FINANCIAL IMPLICATIONS

To date the Shire has incurred legal costs of \$10,061 in addition to staff costs from attending SAT. Additional costs would be avoided if Council approves the application and the applicant withdraws the appeal. Should Council refuse the application or the applicant is aggrieved by conditions of approval, the matter is likely to proceed to a hearing, which will incur legal costs and staff time. An appeal of this nature could incur additional legal costs that could total tens of thousands depending on the content of the appeal and any expert witnesses required to assist.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 4 - Built environment

Objective 4.2 – Community needs are considered in planning for the future

Strategy 4.2.1 – Promote and facilitate the planning and development of affordable residential options, without compromising amenity of area

SUSTAINABILITY IMPLICATIONS

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

RISK IMPLICATIONS

Risk: Financial – if the matter proceeds to a full SAT hearing		
Likelihood	Consequence	Rating
Possible	Major	High
Action / Strategy		
Council could adopt the Officer's recommendation		

Risk: Reputational – the recommendation may not align with the immediate community's wishes		
Likelihood	Consequence	Rating
Likely	Moderate	Moderate
Action / Strategy		
Impose conditions of approval that address valid concerns.		

EXTERNAL CONSULTATION

Residential Building is an 'A' use within the Rural Residential zone meaning public advertising is required, and Council has the discretion to approve or refuse the application. The Shire wrote to 53 landowners and occupiers of nearby properties. 21 submissions were received, comprising 20 objections and one conditional 'no objection'.

The themes for objection are listed below and addressed throughout the report.

- Traffic;
- Unknown demographic of future residents;
- Effluent disposal;
- Conflicts with zoning and rural residential amenity;
- Lack of infrastructure/services;
- Flora and fauna;
- Conflicts with Foothills Growth Strategy; and
- Undesirable precedent

Non-planning related objections, such as effect on property values, have not been included.

Assessment against Local Planning Scheme No.4

LPS4	
Scheme Requirement/Clause	Assessment/Comment
<p>A Residential Building is defined under the R Codes as:</p> <p><i>“A building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:</i></p> <ul style="list-style-type: none"> • <i>temporarily by two or more persons; or</i> 	<p>Use class and land use:</p> <p>A Residential Building, in common terms, is a large scale 'share house'. Like most rental or share house arrangements the choice of occupants would be at the discretion of the landowner who states it will be marketed towards persons aged over 45's.</p> <p>Following SAT mediation the revised application is presented as no longer</p>

<p>• <i>permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.</i>”</p> <p>Whereas a Grouped Dwelling is defined under the R Codes as:</p> <p><i>“A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property.”</i></p> <p>A Dwelling is defined under the R Codes as:</p> <p><i>“A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.”</i></p>	<p>proposing fully self-contained dwellings (per the previous applicaiton) but, rather, as a series of bedroom units dependent on cummunal facilities. This is a key difference that enables it to be classified as ‘Residential Building’. It is recommended that if Council grants approval a condition be imposed that does not permit kitchenettes. (A kitchennette is dictionary defined as a ‘small, compact kitchen’.)</p> <p>As discussed at SAT, if this application is approved and if Amendment 10 is granted final approval by the Minister, then it would be open to the applicant to seek Council approval to modify this application by:</p> <ol style="list-style-type: none"> 1. Re-classifying the development for approval to ‘Residential Building (extra facilities); 2. Approve a revised floor plan that may include kitchenettes; and 3. Deleting the condition that prohibits kitchenettes. <p>If Council approves this application, it is recommended that an advice note be included that acknowledges the delegation in Condition 2 (minor modifications) to the Shire to approve a modification at a later date that aligns with the Amendment. This avoids a modification application being put back to Council.</p> <p>Demographics of residents:</p> <p>Objections included concerns regarding a lack of information about what ‘type’ of people would live there. Speculation included uses such as a drug rehabilitation centre and the like. However the planning framework does not require the landowner to specify the ‘type’ of people that may occupy a ‘Residential Building’. Instead it <i>excludes</i> the ability for it to be used without further approval for distinct groups of people with a common need, such as for drug rehabilitation.</p> <p>In response to submissions the applicant has advised:</p> <p><i>“... what is proposed is not a hostel for vulnerable people... The market research suggests that there is an unmet demand for existing residents from the Shire of</i></p>
---	--

	<p>Mundaring, who wish to downsize, but wish to remain in a rural/rural residential style environment, without the obligations of maintenance of gardens and bushfire mitigation measures.”</p> <p>If the application is approved, it will be limited to only being used for a Residential Building (and therefore excludes other uses) and prohibits short term accommodation, no less than 3 months in accordance with the <i>Residential Tenancies Act</i>.</p> <p>The applicant has advised:</p> <p>In terms of management –</p> <ul style="list-style-type: none"> • There will be a site manager whose residence is on-site, who can address any maintenance issues for the residents, and any amenity concerns raised by adjoining owners, in the unlikely event that they arise. • Unlike a hostel, the minimum period of time for lease will be 3 months, which accords with the requirements of the <i>Residential Tenancies Act 1987</i> (section 5(4) of that Act deems any lease agreement for a period of 3 months or longer to be a residential lease). • The site manager will appropriately screen prospective tenants when application is made. • Residents will be required to sign a Code of Conduct as part of their lease agreement, which will cover matters such as personal conduct, anti-social behaviour, and generation of noise. • The lease agreement will allow a lease to be terminated should there be a sustained breach of the code of conduct.
<p>4.2.2 Objectives for Rural Residential zone:</p> <p><i>(a) To provide for residential use in a rural setting, in suitable and appropriate locations in reasonable proximity to services.</i></p>	<p>Some objections cited non-compliance with the zone objectives.</p> <p>The objective broken down comprises:</p> <ol style="list-style-type: none"> 1. A residential use in a rural setting-complies;

<p><i>(b) To conserve the natural environment as far as possible for the enjoyment of residents as well as the maintenance of ecological and landscape values, particularly by the protection of native vegetation (trees and understorey) and by water-sensitive development.</i></p>	<ol style="list-style-type: none"> 2. In suitable and appropriate locations – complies, as discussed throughout the report there are no fundamental flaws to make this an unsuitable or inappropriate location; and 3. In reasonable proximity to services – Boya hub is 1km to the west, a 10-12 minute walk. Public transport is also 1km both to the west on Scott Street and north on Coulston Road. This is not considered unreasonable and the same proximity to services for the existing rural residential population. <p>Objections regarding impact upon flora and fauna were received.</p> <p>As this involves the re-use of an existing building, there is no ‘clearing’ proposed. Several trees will need to be removed for car parking purposes and bushfire reasons, although some are fatally termite infested or not native to the area. The applicant has not objected to replacing trees at the rate of planting two for every one removed, and advises of intentions to landscape the development surrounds. If approved, a condition for a tree retention and removal plan, and a landscaping plan with the 2:1 replacement ratio is recommended. Beautification of Fyfe Street with street trees will be expected, and landscaping of the ATU irrigation area.</p> <p>The site plan shows a gazebo and an area that was labelled on a previous site plan as a ‘future’ element. The applicant has been advised that the Shire is not supportive as this area adjacent to the river is best suited to off-set revegetation. Despite these discussions, the gazebo and landscaped area were not removed from the plan. Consequently the Shire has ‘red penned’ ‘revegetation area’ on the site plan for approval.</p> <p>Therefore the landscape values when viewed from the public realm (the roads and other side of the river) will be maintained and improved in the area near the river. In</p>
--	--

<p><i>(c) To provide for other uses compatible with and complementary to rural living, subject to appropriate land capability and suitability and protection of residential amenity.</i></p> <p><i>(d) To ensure conservation of soil, watercourses and other water resources and the protection of ecological and landscape values.</i></p>	<p>order to improve the landscape values for the amenity of existing and future residents as a result of this approval, the Shire also recommends a rubbish removal plan condition be applied for the entire lot, to be undertaken prior to occupancy.</p> <p>Regarding water sensitive development, a condition is recommended to ensure the stormwater plan incorporates water sensitive design principles.</p> <p>N/A this objective relates to uses other than residential.</p> <p>Complies – as discussed above, and regards water this is also contingent upon gaining necessary approvals from the Health Department for a compliant EDS.</p>
<p>5.7.7 <u>Effluent disposal</u> 5.7.7.1 <i>Where access to a reticulated sewerage system is not available, on-site effluent disposal facilities are to be provided to treat and dispose of any effluent generated on the site. Soil permeability, nutrient retention characteristics, soil microbial purification ability, slope and distance to groundwater and surface water must be demonstrated to be appropriate for the proposed system.</i></p>	<p>Effluent disposal was raised as an issue of concern by some objectors.</p> <p>Environmental reporting has already occurred through the Amendment process and the EPA recently determined not to assess the Amendment.</p> <p>Although the EDS application is to be determined by the State Health Department, not the Shire, if the application is approved it is recommended that compliance with the GSP is certified by a suitable professional prior to the issue of building permit. No fatal flaws are anticipated, but if there are, a building licence could not be issued.</p> <p>The matter is already subject of a SAT appeal where it considers the issue can be addressed and complied with post approval, as it is of a technical, not subjective, nature.</p>
<p>5.7.20.3 <i>The car parking requirements for residential uses shall be as per the Residential Design Codes.</i></p>	<p>The R Codes do not specify a car parking requirement for this specific use. It is logical however that it should be consistent Clause C3.1 equating to bedroom numbers for dwellings not within proximity to high frequency public transport, as described in the R Codes. The requirement is 1 space for each 'unit' (bedroom) and 1 visitor bay for each 4 'units' which is $17 + 4 = 21$ bays required, 33 are proposed - complies.</p>

<p>5.7.20.10 <i>Design requirements for car parking and Schedule 13 – car parking dimensions.</i></p>	<p>Car bays are compliant with LPS 4. Standard condition to be imposed.</p>
<p>Vegetation removal:</p> <p>5.7.12.5 <i>In considering and determining an application for removal of any tree or vegetation, the Shire shall take into account the following:</i></p> <p>(a) <i>the desirability of minimising disturbance to the landscape characteristics of the locality;</i></p> <p>(b) <i>whether there is a need for removal of the tree or vegetation to facilitate use of the land;</i></p> <p>(c) <i>the intrinsic value of the tree or vegetation in terms of physical state, rarity and variety;</i></p> <p>(d) <i>the existing and future amenity of the adjoining land and natural environment of the locality;</i></p> <p>(e) <i>the effect on the environment of removing trees and/or vegetation; and</i></p> <p>(f) <i>N/A</i></p> <p>(g) <i>whether the vegetation is dead or diseased.</i></p> <p>5.7.12.6 <i>In addition to other matters set out in this Scheme, the Shire may impose a condition on any approval for removal of a tree(s) or vegetation, requiring replanting or revegetation elsewhere on the site to reduce or counteract any adverse impact from the removal of the tree(s) or vegetation being approved.</i></p>	<p>The Shire's Environmental Staff have reviewed the trees to be removed in order to provide accessways, car parking and compliance with asset protection zone and raise no objection.</p> <p>Some of the trees are termite infested, dangerous due to severe lean and non-native. The applicant has agreed to modify the car park where it is practical to retain a healthy native tree.</p> <p>A condition is recommended for a tree retention and removal plan, and a landscaping plan that proposes a tree replacement ratio of 2:1 as discussed previously.</p>
<p>5.9.2.7 <i>Where a building envelope applying to a lot is contained in the Shire's Register of Building Envelopes, every building erected on that lot shall be located within the boundaries of the building envelope.</i></p> <p>5.9.2.9 <i>On the written request of the landowner, the Shire may, at its discretion, delete a building envelope from the Register of Building Envelopes or relocate or modify</i></p>	<p>A building envelope (BE) is applicable to the lot and 5 adjoining and nearby lots, refer Attachment 10. It occupies the majority of the lot, setback 20m from all boundaries, except for a 100m river setback.</p> <p>The BE does not include the entirety of the building. It is reasonable to conclude that the BE was approved years ago when the buildings were likely expected to be demolished. It is therefore timely to consider</p>

<p><i>the shape and area of a building envelope, where in its opinion this would:</i></p> <p><i>(a) be consistent with the objectives in clause 5.9.2.2;</i></p> <p>5.9.2.2 <i>The objectives of building envelopes within the Rural Residential zone are to:</i></p> <p><i>(a) protect Local Natural Areas, other vegetation, watercourses, damp areas and features of special environmental significance from development;</i></p> <p><i>(b) concentrate built development on each lot so as to preserve the amenity and landscape values of the area;</i></p> <p><i>(c) avoid areas where ground or soil conditions may inhibit the structural integrity of buildings or cause pollution, erosion or flooding; and</i></p> <p><i>(d) ensure effluent disposal systems are appropriately located.</i></p> <p><i>(b) not result in greater impact on Local Natural Areas; and</i></p> <p><i>(c) not cause greater adverse visual impact than the existing building envelope.</i></p> <p><i>Where the Shire is satisfied that these three criteria have been met by the request, and where the proposed relocated or modified building envelope is not nearer to one or more lot boundaries than the development setbacks specified in clause 5.9.11.1, the Shire will generally not consult with neighbouring landowners.</i></p>	<p>whether the BE now serves any purpose.</p> <p>The benefits of a BE are questionable, particularly given LPS4 has extensive locational criteria requirements specifically geared towards issues such as environmental protection and bushfire safety. BE's can sometimes arguably be seen as duplicating these requirements with little benefit.</p> <p>Given this application proposes the re-use of the existing building, it is timely to delete the BE. The objectives in LPS4 clause 5.9.22 are not detrimentally affected.</p> <p>Any new application for development on the remainder of this lot would be subject to the setbacks of the RR2 zone and LPS4's multiple assessment criteria relating to all aspects of development and protecting the environment.</p> <p>The application for Residential Building was advertised. Removal of the envelope is more of an ancillary administrative issue which did not require specific reference to during advertising.</p>
<p>6.5 Bush Fire Hazard 6.5.6 An application for development approval must be accompanied by:</p> <p><i>(a) a bushfire attack level assessment carried out in accordance with the methodology contained in the Planning for Bush Fire Protection Guidelines (2010); And</i></p> <p><i>(b) a statement or report that demonstrates that all relevant bush fire protection acceptable solutions, or alternatively all</i></p>	<p>A bushfire management plan (BMP) was prepared in 2016 to accompany the Amendment report. It concluded the proposal was compliant or could be made compliant with the Guidelines.</p> <p>However, as the BMP also included the park home park concept, and the bushfire attack level (BAL) was out of date, the applicant provided a new BAL and bushfire management statement (BMS). Refer</p>

<p><i>relevant performance criteria, contained in the Planning for Bush Fire Protection Guidelines (2010) have been considered and complied with, and effectively address the level of bush fire hazard applying to the land.</i></p>	<p>Attachment 6.</p> <p>The BAL and BMS was prepared by BJ Marsh Pty Ltd and addresses the protection criteria from the Guildelines as follows:</p> <ol style="list-style-type: none"> 1. Location: Can comply – the location is considered manageable. BAL – Flame Zone currently, however BAL-29 is acheivable upon APZ establishment. Recommended condition: BAL-29 compliance certificate before applying for building permit. 2. Siting and Design: Can comply – establish and maintain APZ. 3. Vehicular access: Complies – two way access achieved via Clayton Street. Clayton and Fyfe Street both meet criteria for compliant public roads. 4. Water Complies– reticulated water is available. A hydrant is located directly on the corner of the Fyfe Street and Clayton Road opposite the building. <p>The Guidelines do not mandate an Emergency Evacuation Plan (EEP) be prepared as a condition of approval for this type of development, the Shire must use its discretion. Given the potential for 17+ persons at any one time, it is considered important that a condition be imposed that requires an appropriate bushfire practitioner prepare an EEP prior to occupancy.</p>
<p>1.6 The (relevant) aims of the Scheme: <i>(c) assist in achieving ecological, social and economic sustainability through a land use planning framework that balances the benefits and impacts of development on the Shire’s natural, built, social and economic environment;</i></p>	<p>Complies - the proposal is consistent with the sustainability principles, as it re-uses an existing structure and will have negligible detrimental impacts upon the environment. Beneficial impacts are associated with the Shire’s social environment by allowing an alternative residential housing choice in an area of high amenity, and to the local economy it equates to more business.</p>

<p><i>(e) promote a more energy-efficient form of development and disposition of land uses and transport systems, and to minimise greenhouse gas emissions;</i></p> <p><i>(g) provide adequate supply of suitable and appropriately located land for housing, employment, commercial activities, community facilities, recreation and open space to meet the needs of the community;</i></p> <p><i>(j) provide for variety and choice in housing to meet the changing needs of the community, in particular the need for housing for aged or dependent persons;</i></p>	<p>Complies - the development will have to comply with energy efficiencies requirements under the National Construction Code. Given the development is 1km from public transport is it likely that most occupants will have a reliance on cars. Nevertheless the principal of re-use of the structure significantly lowers the embodied energy impact, a positive overall sustainability outcome. (Embodied energy is the energy consumed by all of the processes associated with the production of a building, from the mining and processing of natural resources to manufacturing, transport and product delivery.)</p> <p>Complies - regarding housing, more concentrated residential 'unit' development is typically best located within close proximity to services. However this proposal is unique as it proposes re-use of an existing building, and does provide an alternative housing option for which there is currently no supply in the area.</p> <p>Complies - the development would create greater variety in housing choice and tenure type. It is also noted that although the Shire cannot compel the applicant to provide accessible housing, Unit 6 is proposed to be an accessible unit.</p>
<p><i>Relevant clauses from the Regulations (deemed provisions for local planning schemes):</i></p> <p><i>(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;</i></p> <p><i>(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;</i></p> <p><i>(c) any approved State planning policy;</i></p>	<p>Aims of LPS4 addressed above. Any 'other Scheme' is the MRS. The WAPC must determine if the use is consistent with the Rural zoning under that Scheme, not the Shire.</p> <p>N/A although the Amendment has been initiated it has not been advertised yet.</p> <p>SPP3.7 Planning in Bushfire Prone Areas – complies, see bushfire considerations above.</p>

<p><i>(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</i></p> <p><i>“(n) the amenity of the locality including the following —</i></p> <ul style="list-style-type: none"> <i>(i) environmental impacts of the development;</i> <i>(ii) the character of the locality;</i> <i>(iii) social impacts of the development;”</i> 	<p>Complies - the building itself is a long term established structure in the landscape. The application proposes substantial renovations and improvements to upgrade the appearance of the building. The height, bulk etc are not proposed to change.</p> <p>Several objections cited concerns relating to loss of amenity.</p> <p>The fact that a Residential Building is a use that can be considered in the Rural Residential zone, and not an ‘X’ use, is reflective of the likelihood that it can be a compatible use.</p> <p>From the Regulations: amenity means ‘all those factors which combine to form the character of an area and include the present and likely future amenity.’</p> <p>The area is characterised by a mix of semi rural open landscape, low density rural residential lots and on the periphery of a low density urban area (north of Clayton Street). Most of the rural residential lots contain large structures (houses and outbuildings), not dissimilar in terms of size and scale to the subject building. The existing building, its ancillary buildings, and high cyclone mesh fencing have contributed to, and formed part of, the existing character for many years as an active workplace.</p> <p>To revitalise the corner, refurbish the existing building and re-use it as a place of residence is not considered out of character in this area where there is a mix of residential development and the building was actively used by numerous people for many years. Given the extent of the car park it is reasonable to assume that there could have been a considerable sized workforce there, and this proposal could actually comprise a less intense use.</p> <p>Issues of amenity in terms of noise and vehicle movements should not be assessed using its current non-operational status as a base line. However it is not considered that the noise increase will be beyond what is out of character for a rural residential area on the fringe of an urban area, particularly given its former use as an active workplace.</p>
---	--

<p><i>(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;</i></p> <p><i>“(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;”</i></p>	<p>Noise and amenity risks is one of the reasons a manager is proposed on site, to assist with ensuring a pleasant atmosphere for both the residents and the neighbours.</p> <p>All land uses are subject to compliance with the Environmental (Noise) Regulations 1997.</p> <p>Environmental impacts – negligible, discussed above.</p> <p>Social impacts – as discussed above, the development will provide an alternative housing choice, enabling single people to avoid living in isolation.</p> <p>The development is well above the 1 in 100 year floodway and bushfire risk is manageable as discussed above. Other risks are not applicable</p> <p>Traffic concerns relating to the adjoining roads being unsuitable were cited in most of the objections received.</p> <p>The additional traffic generated by the development is not substantial and can be suitably accommodated on the existing road network without modification, as discussed below:</p> <p>Width of Clayton Road and traffic volumes:</p> <p>Traffic generated from residential dwellings is calculated on the basis of 10 vehicle movements per day (vpd). However in this situation it is likely to be much less than a typical dwelling, approximately half, so 5 per day is a reasonable estimate. Calculated at 5 vpd x 17 ‘units’ = 85 additional vpd movements.</p> <p>Clayton Road traffic counts close to the lot in 2014 show it carries just below 2,000 vpd, approx 1,000 vpd in each direction. Since that time there has been negligible growth in this locality and surrounding areas, albeit vehicles temporarily using Clayton Road to avoid the Great Eastern Highway road works.</p> <p>The increase in traffic of approximately 85 vpd on a road that carries 2,000 vpd is an</p>
--	--

	<p>increase of only 4.25%. The road is capable of safely accommodating a much higher capacity before any upgrades would be considered.</p> <p>Speeding vehicles:</p> <p>Objections cited speeding on Clayton Road. The Shire acknowledges the impact speeding vehicles have on road safety, however it cannot recommend refusal based on the possibility that vehicles do not always adhere to the speed limit. Unfortunately speeding probably occurs on all roads, but is a police matter.</p> <p>Footpath:</p> <p>Objections stated that the development is unsuitable without a footpath on Clayton Road, however this is not recommended for this application. The development does not give rise to the need. If it was an aged persons development where LPS4 requires it, then there would be a valid planning nexus, but in this instance there is not.</p> <p>Fyfe Street:</p> <p>Nine properties currently use Fyfe Street. The Shire has not conducted a road count in the past. It is classified as an access way, compliant with LN 2009. The carriageway is 6m wide and designed to accommodate a minimum of 1,000 vpd (vehicles per day). Approximately half a metre of the west side of the Fyfe Street carriageway is currently obscured by verge growth, giving the impression the road is narrower.</p> <p>Using the 10 vpd calculation multiplied by nine properties, it is reasonable to assume the road carries approximately 90 vpd. Whilst the potential increase to 175 vpd (90 vpd + 85 vpd) is double the existing traffic, it can be accommodated safely.</p> <p>Contrary to claims in submissions, Shire engineering officers consider the sightlines in both directions of Clayton Road, and the condition and construction of the intersection are satisfactory for the increase in traffic. Nevertheless officers have arranged for cutting back of verge vegetation along both Clayton Road and Fyfe Street to improve sight lines.</p>
--	---

<p><i>“(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;”</i></p> <p><i>“(y) any submissions received on the application;”</i></p>	<p>The benefits to the community are considered to outweigh any perceived negative impacts to the neighbours.</p> <p>Submissions considered and addressed above.</p>
---	--

Conclusion

Based on the above assessment it is considered that the revised application for 1710 Clayton Road, Helena Valley, which proposes a Residential Building, is consistent with the relevant planning framework and technical requirements, and has strong merits in the areas of alternate housing choices and sustainability.

Conditions are proposed to address the valid objections raised and conditional approval is recommended accordingly.

VOTING REQUIREMENT

Simple Majority

MOTION RECOMMENDATION			
Moved by	Cr Lavell	Seconded by	Cr Cuthbert

That Council:

1. Grants approval to the proposed Residential Building and removal of Building Envelope on 1710 (Lot 96) Clayton Road, Helena Valley subject to the following conditions:
 1. This planning approval is only for a Residential Building as defined by the Local Planning Scheme No. 4 and shown on the approved plans. Approval has not been granted for the proposed 'Future contemplation Garden and Orchard'. (P);
 2. The development shall comply with the approved plans (including any amendments marked in red) unless approval is granted by the Planning Service for any minor variation made necessary by detailed design. (P);
 3. This approval is not for holiday accommodation, and lease periods for each accommodation unit must not be less than 3 months in duration. (P);
 4. All stormwater runoff shall be collected and/or contained on site and shall not discharge onto other land or reserves. Stormwater drainage plans must be submitted with the application for a building permit. (B);
 5. Before commencement of use or occupation of the building, all crossovers shall be located, installed and/or upgraded to the specifications and satisfaction of the Shire. (I);
 6. No street tree on the verge is to be removed relocated or replaced except with the prior written consent of the Shire. (E);

-
7. Before commencement of use or occupation of the building all redundant crossovers shall be removed and the verge kerbing and path reinstated to the satisfaction of the Shire. (I);
 8. Earthworks shall not encroach into the road reserve and the landowner/applicant shall make good any damage to the road kerb footpath or drainage infrastructure that occurs during construction to the satisfaction of the Shire. (I);
 9. Prior to obtaining a building permit or starting site works engineering drawings and specifications detailing the construction and drainage of the car parking and vehicle access areas in accordance with the requirements of Local Planning Scheme No.4 shall be submitted to the satisfaction of the Shire. This plan shall also provide for safe pedestrian access to the building. (I);
 10. Prior to occupation or the commencement of use the car parking bays are to be constructed and drained to the satisfaction of the Shire. The driveways accessways and car bays shall be paved and drained (and individual bays marked) and thereafter maintained to the satisfaction of the Shire. (I);
 11. Prior to occupation the existing rubbish and disused materials located throughout the lot, generally in piles, must be removed to the satisfaction of the Shire. (P);
 12. The Residential Building shall be constructed in accordance with the approved plans (including any amendments marked in red) and to the required standard for the Bushfire Attack Level (BAL-29). (B);
 13. The Asset Protection Zone shall be established prior to construction and the property thereafter maintained in accordance with the Bushfire Management Statement approved by the Shire. (P);
 14. Prior to the lodgement of a building permit, certification shall be submitted to the Shire from a suitably qualified bushfire consultant which confirms that fuel reduction works have been undertaken in accordance with the approved Fire Management Statement as required to achieve the specified Bushfire Attack Level under Australian Standards 3959. (B);
 15. All native vegetation on the lot shall be retained unless clearing is specifically exempt under the Local Planning Scheme No 4, this approval or required under an approved Fire Management Plan or Statement. (E);
 16. A landscape plan shall be submitted for the approval of the Shire for the Residential Building, and shall include a tree retention and removal plan and to include replacement of removed trees at a ration of 2:1, and weed removal and control, and timing of planting. Landscaping shall be thereafter established and maintained in accordance with the approved landscaping plan to the satisfaction of the Shire. (E);
 17. Prior to starting site works the applicant/landowner shall identify fence or otherwise mark native vegetation to be protected during site works and construction to the satisfaction of the Shire. (E);
 18. Effluent disposal must be by way of an aerobic treatment unit (ATU) installed and maintained to the satisfaction of the Shire. (H);

-
19. An application to install an on-site effluent disposal system must be submitted to the with the application for a building permit. The Residential Building shall be connected to the approved on-site effluent disposal system installed to the satisfaction of the Shire's Health Service prior to occupancy. (H);
 20. Prior to applying for a building permit, the applicant must submit to the Shire certification from an appropriately qualified consultant that the proposed effluent disposal system will be compliant with the Government Sewerage Policy. (P);
 21. All preparation of food shall be undertaken in an approved kitchen to the satisfaction of the Shire. (H);
 22. The pool shall be adequately fenced and maintained to the satisfaction of the Shire. (H);
 23. The operator shall ensure that an Emergency Evacuation Plan for the safety of visitors is prepared by a suitably qualified bushfire consultant prior to occupancy. The plan shall be updated every five years to take into account changes to the locality or regulatory requirements. (F);
 24. Prior to applying for a building permit a waste management plan shall be submitted for the Shire's approval, and implemented to the Shire's satisfaction. (I);
 25. The approved individual accommodations must not contain kitchenettes to the satisfaction of the Shire. (P); and
 26. Retaining walls and pillars shall be completed in laterite blocks or natural earth coloured materials that blend in with the surrounding landscape to the satisfaction of the Shire. (P)

Notes:

- i If the development the subject of this approval is not substantially commenced within a period of 2 years (or another period as specified in the approval) after the date of the determination, the approval will lapse and be of no further effect;*
 - ii Where an approval has so lapsed, no development shall be carried out without the further approval of the Shire having first been sought and obtained;*
 - iii If you have read the conditions and advice notes but are unsure what will be required to meet a particular condition, you can contact the Local Authority on 9290 6666 and ask for the service indicated in brackets at the end of that condition: P = Planning; B = Building; H = Health; E = Environment; I = Infrastructure; F = Fire;*
 - iv This is a planning approval of the Shire of Mundaring and is not a building permit or an approval to commence or carry out development under any other law. It is the proponent's responsibility to obtain all necessary approvals, consents and permits required under any other law;*
 - v Note: Food preparation is required to comply with the Food Act 2008 and you should contact our Health Service to confirm whether your kitchen meets the required standard and if you need to register as a local food*
-

	<i>premise;</i>
vi	<i>Note: If the road verge kerb footpath or stormwater drainage are damaged by the applicant or landowner then the Local Authority may recover costs under section 84 or 85 of the Road Traffic Act 1974;</i>
vii	<i>Note: Provision of car parking bays for those with special accessibility needs is to be in accordance with relevant Australian Standards including 1428.1-2009;</i>
viii	<i>Note: Public swimming pools and spas are required to comply with the Health (Aquatic Facilities) Regulations 2007 and may require approval from the Department of Health;</i>
ix	<i>Note: Should native vegetation be damaged unnecessarily during construction or site works then the Local Authority may require revegetation using local native species;</i>
x	<i>Note: The Bushfire Management Statement should be reviewed periodically by a qualified professional to take into account changes to the locality or regulatory standards. Fuel management within environmentally sensitive areas or near watercourses is generally limited to removal of weeds and dead material. Please contact our Environmental Service if you require advice on appropriate weed management;</i>
xi	<i>Note: We have local Landscaping Guidelines available online to assist in preparing and approving Landscape Plans. Please note that local native species will be preferred in most situations (you can contact our Environmental Service if you have any queries);</i>
xii	<i>The applicant is advised that if the Minister for Planning approves Amendment No.10 for Residential Building with extra facilities, then the Shire has delegation to determine a modification to this approval to allow for kitchenettes; and</i>
xiii	<i>Please note, to obtain an occupancy permit a separate approval as a 'Lodging House' under the Shire's Health Local Law would be required. Minor alternations to internal walls will be required to increase the area of the internal communal space. In satisfying this separate and subsequent approval, the applicant is advised that a 'Unit' may need to be converted to communal use; and</i>

2. Forwards this resolution to the Western Australian Planning Commission for its information.

LOST 2/9

For: Cr Lavell and Cr Cuthbert

Against: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Martin, Cr Green, Cr Russell, Cr Corica and Cr Collins

9.25pm Meeting Adjourned

9.34pm Meeting Resumed

The meeting resumed with all elected members present.

MOTION

Moved by	Cr James	Seconded by	Cr Collins
----------	----------	-------------	------------

That Council refuses the application for the following reasons:

1. Ambiguity in what is being proposed. Appears a loose definition of residential dwelling is being applied;
2. Lack of amenity, including lack of public transport and footpaths;
3. Non compliance with SPP2.10 and SP3.7 has not been suitably addressed in the new application; and
4. Amendment 10 poses doubts as to the developers intentions in the matter before Council.

COUNCIL DECISION MOTION

C11.12.19

Moved by	Cr Martin	Seconded by	Cr Green
----------	-----------	-------------	----------

That debate on the motion be adjourned to the last item of business on the meeting agenda.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

Change to Order of Business

COUNCIL DECISION MOTION

C12.12.19

Moved by	Cr Russell	Seconded by	Cr Jeans
----------	------------	-------------	----------

That Items 11.1, 11.2 and 12.1 be considered prior to Item 10.4.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

Withdrawal of Motion

Cr Martin and Cr Collins withdrew their previous motion in accordance with clause 8.10 of the *Shire's Meeting Procedure Local Law 2019*.

COUNCIL DECISION MOTION	C13.12.19
Moved by	Cr Martin
Seconded by	Cr Collins

That Council refuses the application for the following reasons:

1. The land is zoned 'Rural' in the Metropolitan Region Scheme and 'Rural Residential' in the Shire of Mundaring Local Planning Scheme No.4 and the proposed development is contrary to the intent of the rural zoning which is to preserve the rural character, amenity and landscape of the area;
2. The proposal is considered of a residential nature, achieving a dwelling density similar to the R5 density code, which is inconsistent with the intent of the Rural zoning under the Metropolitan Region Scheme and under the Shire of Mundaring Local Planning Scheme No.4; and
3. Approval of the proposal would set an undesirable precedent for "Rural Residential" zoned land in the locality.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil



LLOYD PICKWELL ARCHITECTURE



Unit 7/72 Kewee Street | P.O. Box 3453 Midland 0556
+61 8 9274 7085 | Info@lpwarchitecture.com.au

SERVICES

EXISTING CURB FACILITY ADAPTED
+ EXTENDED TO OVER 50% SLOPATION ST, HELENA VALLEY

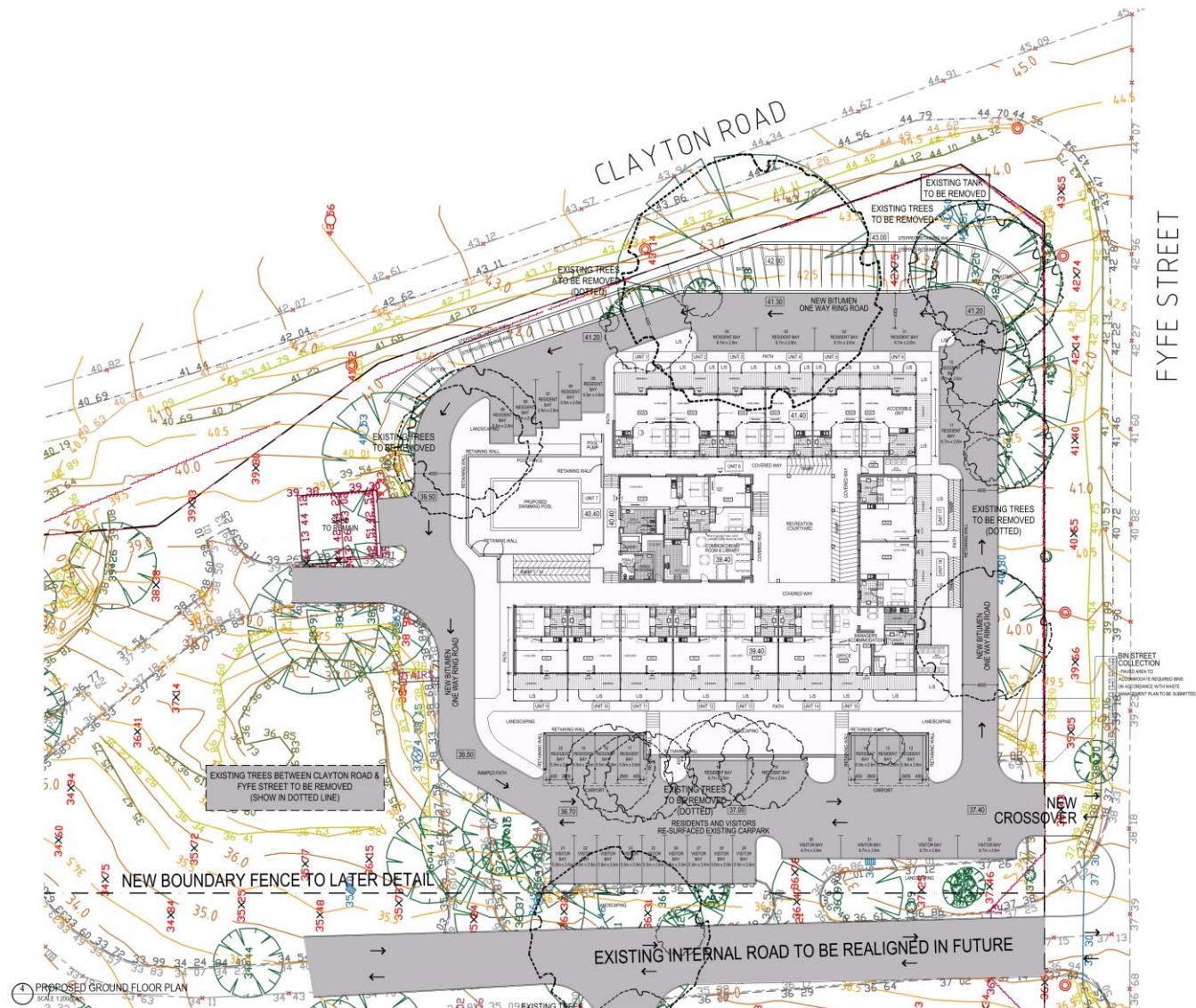
DRAWING TITLE

PROPOSED SITE PLAN

DEVELOPMENT APPROVAL

DATE DWN	19-11-2019	SCALE	1:1000 @ A3
DRAWN	ED	PROJECT NO.	1403
DRAWING NO.	A102	SCALE	F

validity of documents prior to commencing work, and stop drawing



Event	Date	Description
A	16-10-10	CSSE FOR CLIENT REVIEW
B	23-10-10	CSSE FOR CLIENT REVIEW
C	18-11-10	CSSE FOR DEVELOPMENT APPROVAL
D	19-11-10	CSSE FOR DEVELOPMENT APPROVAL

**LLOYD PICKWELL
ARCHITECTURE**



Unit 2/12 Keane Street | PO Box 3453 Midland 6056
T +61 8 9274 2993 | Esac@architecture.com.au

EXISTING CSIRO FACILITY ADAPTED
+ EXTENDED TO OVER 55'S (CLAYTON ST, HELENA VALLEY)

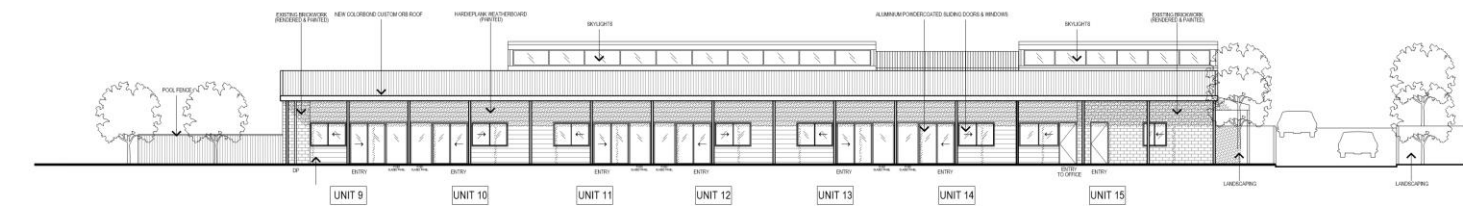
drawing title

PROPOSED GROUND FLOOR PLAN

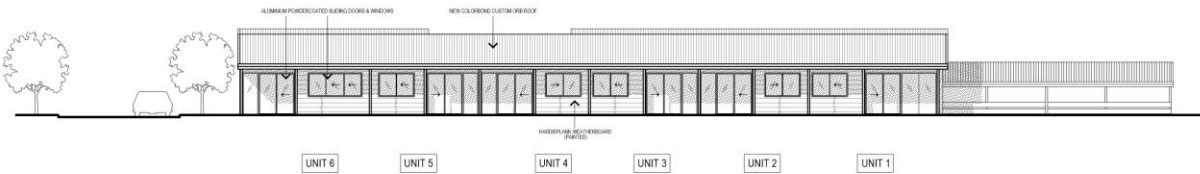
DEVELOPMENT APPROVAL

plot date	19-11-2019	scale	1:200 © A1
drawn	ED	project no.	1403
drawing no.	A202	issue	D

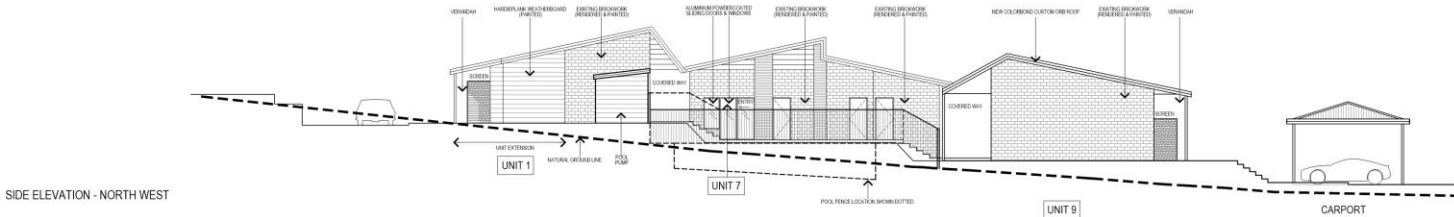
verify all dimensions prior to commencing work and shop detailing



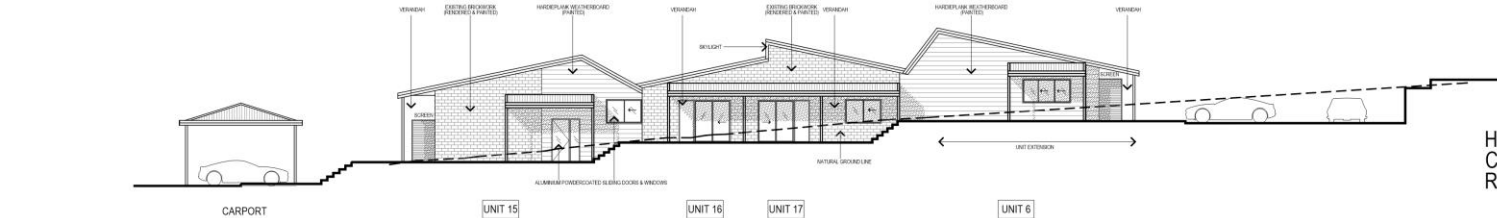
FRONT ELEVATION - SOUTH WEST



REAR ELEVATION - NORTH EAST



SIDE ELEVATION - NORTH WEST



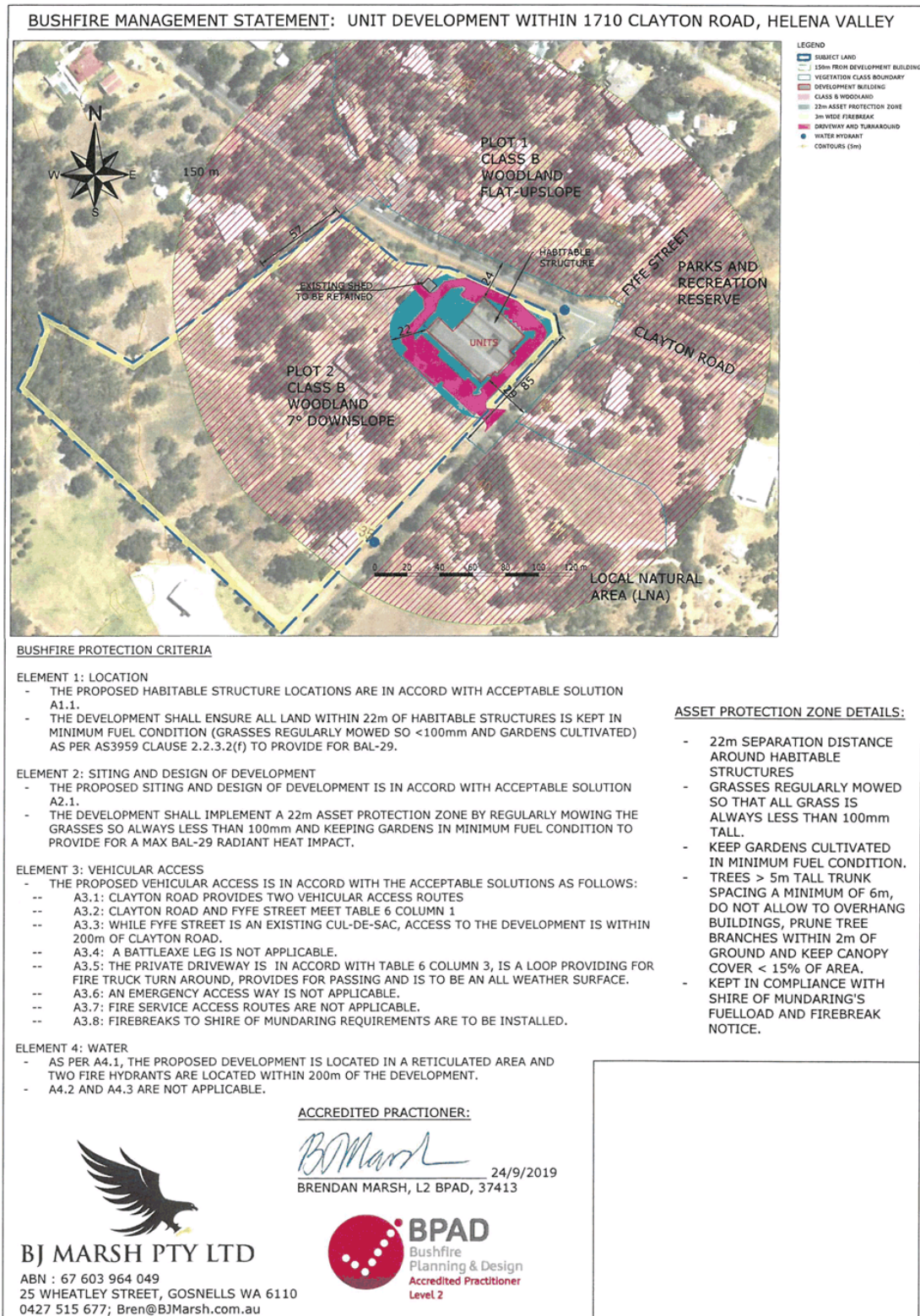
SIDE ELEVATION - SOUTH EAST

HELENA
COMMUNITY
RESIDENCE

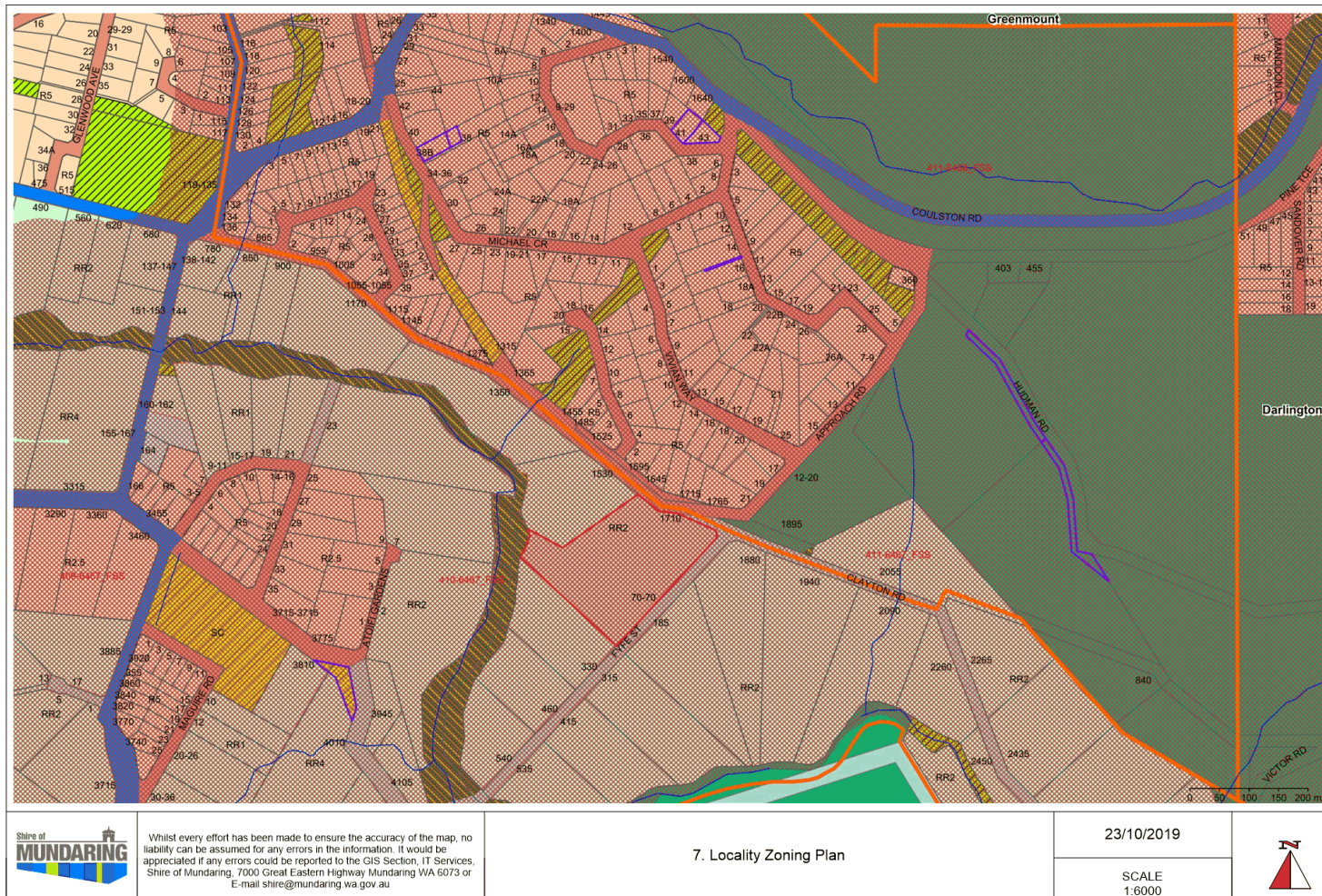
PROPOSED ELEVATIONS
SCALE 1:200 @ A3
20th September 2019

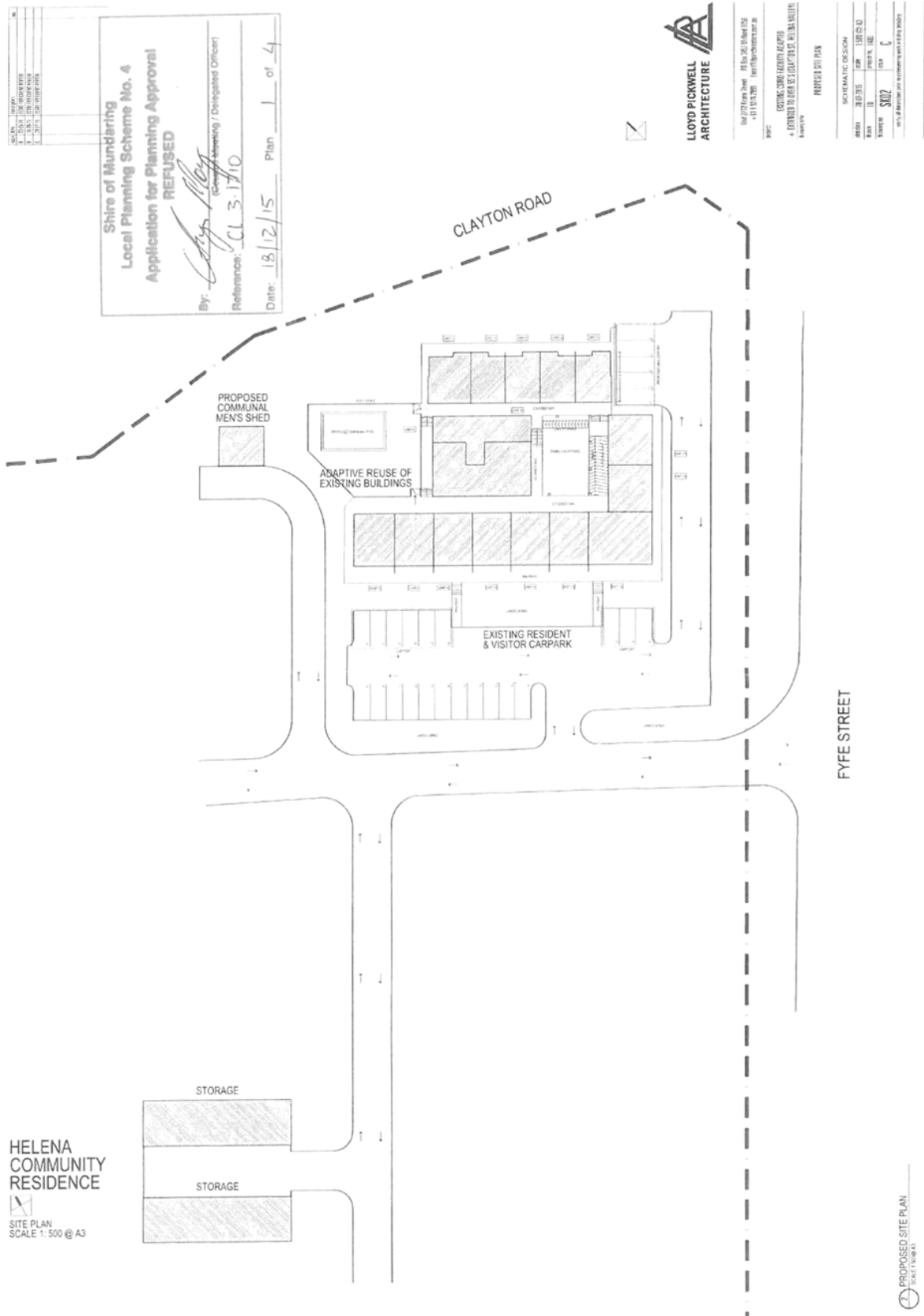


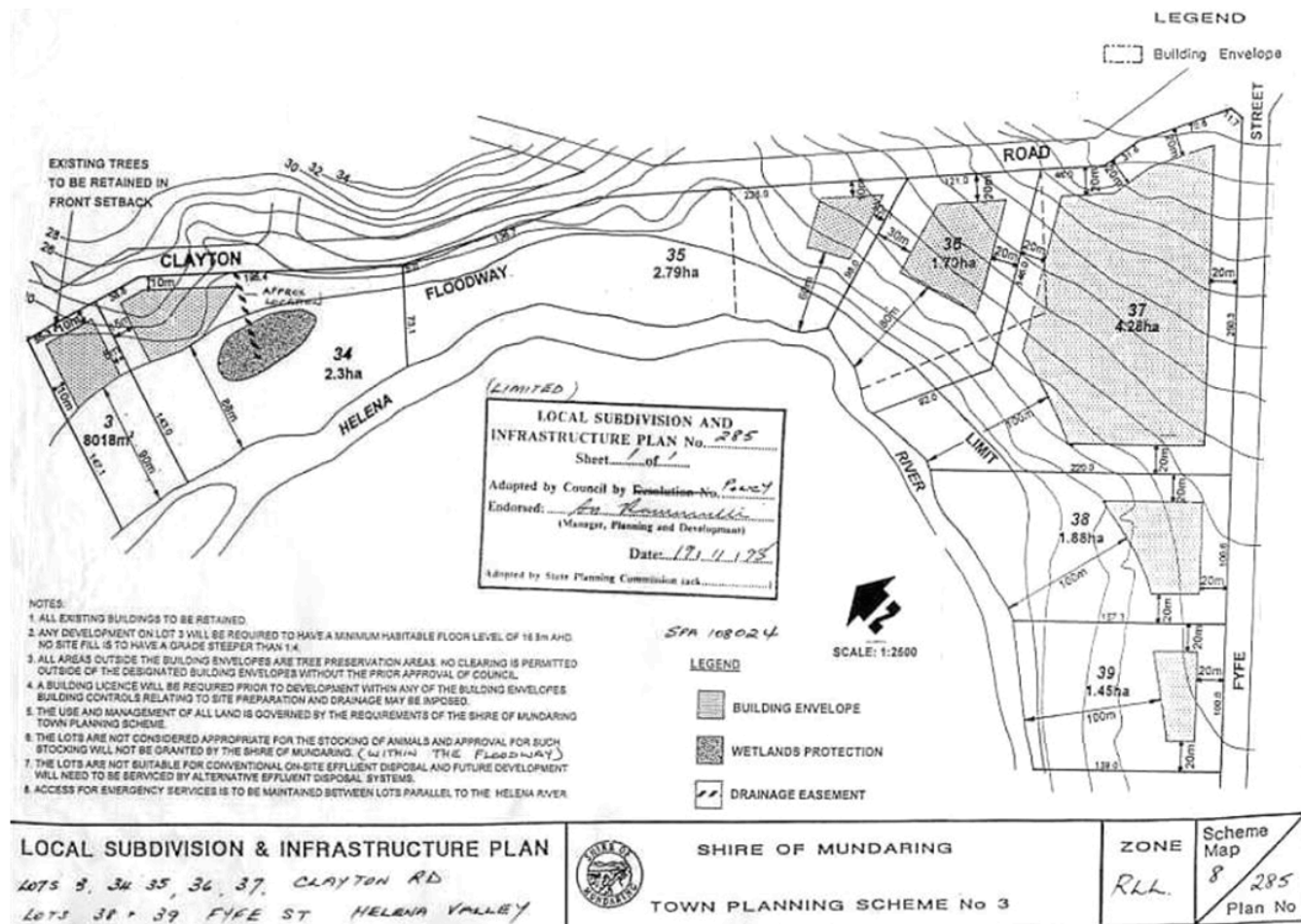












10.2 Mundaring Community Men's Shed - Proposed site for relocation

File Code	Wa 5 Res.41682
Author	Damien Martin, Strategic Projects Advisor
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Location map ↓2. Aerial Photograph ↓3. Shire of Mundaring Age-Sex Pyramid ↓

SUMMARY

Mundaring Community Men's Shed (Inc.) (MCMS) is located on a Shire-owned 997 sqm freehold property at 3205 Jacoby Street Mundaring. Shire officers have been liaising with the MCMS for some time with a view to identifying an alternative site for the group.

It is recommended Council approves, in principle, that the Shire makes Lot 313 Wandeara Crescent (Reserve 45508) and Lot 284 Wandeara Crescent (portion of Reserve 41682) available for the Mundaring Community Men's Shed.

BACKGROUND

MCMS was incorporated in 2007. Initially the group met at The Hub of The Hills, but from its beginnings MCMS' priority was to obtain its own fit-for-purpose premises.

Negotiations with the Shire resulted in the lease to MCMS of a shed at the rear of a former residence at 3205 Jacoby Street. The Men's Shed was officially opened March 2010. After the subsequent demolition of the former residence the lease was extended in 2013 to encompass the entire site. This in turn allowed for the installation of additional facilities.

MCMS has effectively outgrown its current site. It has a ten-year development plan that seeks to broaden the scope and scale of its activities and enable it to provide services to other sections of the community.

The Mundaring Town Initiative Masterplan was released in 2017. It sets out the Shire's commitment to revitalising and renewing the Mundaring Town Centre, the Shire's civic, commercial and community hub. The Masterplan identifies a portion of the town centre in which the Men's Shed is located as "land suitable for (re)development in (the) short-term". This portion bounded by Craig Street, Mundaring Weir Road, Jacoby Street and east of Mundaring Hotel, is the "Proposed Mundaring Cultural Precinct".

MCMS has been in discussions with the Shire since as early as 2017 to try and identify an alternative site. Various options have been discussed including a former gravel reserve on Martin Road, a reserve at the end of Craigie Street, and portions of the reserve on Mundaring Weir Road that includes the Mundaring Recreation Grounds, Mundaring Arena, and Mundaring Sporting Club. For various reasons including land tenure, environmental concerns and bushfire risk, none of these options have progressed.

More recently, the Shire identified two adjoining parcels of land in the Mundaring Light Industrial Area that may be suitable. That possibility was discussed with representatives from MCMS on 17 October 2019.

On 22 October MCMS advised that it believes it can “relocate on to this land [fulfil our vision, mission & values.” Accordingly, Council’s in-principle approval to make the land available to MCMS is sought.

Description of site

Lot 313 (Reserve 45508) is a 4178 sqm reserve adjoining the Railway Reserve Heritage Trail (RRHT) adjacent to Great Eastern Highway in the Mundaring Light Industrial Area. Reserve 45508 has a Management Order in favour of the Shire. The Reserve Purpose is “Drainage”. The Management Order does not include the power to lease.

Lot 284 (portion of Reserve 41682) is a 2369 sqm reserve adjoining Reserve 45508. It has a Management Order in favour of the Shire. The Reserve Purpose is Public Recreation. The Management Order does not include the power to lease.

When considered as a single parcel, the 6547 sqm site is bounded by the RRHT, Great Eastern Highway and Wandeara Crescent. It is a considerable distance from residential or other sensitive land-uses where there may be potential for land-use conflicts.

Site features

An overhead High Voltage Transmission Line traverses Reserve 45508 parallel and adjacent its’ boundary with Reserve 41682. This line is likely to restrict the potential for site development layout.

Generally the site contains native and exotic vegetation. In addition to the construction of a road as described below, the site has been cleared under the power lines. A preliminary environmental inspection reveals:

- no Local Natural Areas;
- no known Threatened Ecological Communities;
- a mix of native and weedy vegetation;
- a canopy of marri, jarrah, blackbutt, eastern states eucalyptus and pine. Most of the trees are under the 50cm diameter with one habitat/significant tree;
- potential to retain some canopy cover dependant on the development layout; and
- weeds noted included tagasaste, Sydney wattle, Flinders Range wattle, watsonia, olive trees, genista and weedy grasses.

A former extension of what is now Wandeara Crescent was constructed on the reserve, but this extension is closed. Approximately 80 metres of the RRHT adjoining the crossing over Great Eastern Highway has been diverted onto this constructed road. The area of the constructed road is approximately 750 sqm, or 11% of the total site area. A portion of it could potentially be used for parking or hard-stand. The RRHT may require realignment around the site. This is likely to necessitate earthmoving, drainage and associated works.

The site generally falls to the north. There is significant sub-surface drainage infrastructure and some surface drainage infrastructure on the site. Site development may necessitate modification and/or relocation of some or all of this infrastructure. Construction of a new drainage basin to the north-west may be required.

STATUTORY / LEGAL IMPLICATIONS

Lot 313 (Reserve 45508) has a Management Order in favour of the Shire. The Reserve Purpose is “Drainage”. The Management Order does not include a power to lease.

Lot 284 is a portion of Reserve 41682. The Reserve has a Management Order in favour of the Shire. The Reserve Purpose is Public Recreation. The Management Order does not include the power to lease.

Should Council approve the recommendation, Ministerial approval will be sought to amend the Reserve Purpose to reflect the proposed Community Use and to grant powers to lease.

POLICY IMPLICATIONS

Nil at this stage.

Should Council approval be granted and negotiations come to a successful conclusion, a lease is likely to be required in accordance with Council Policy OR-24 -Community Leases.

FINANCIAL IMPLICATIONS

Nil at this stage.

Should MCMS wish to proceed with development of the site, engineering and other site development costs would need to be determined and a fundraising mechanism identified.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.2 – Residents of all ages, needs and backgrounds are engaged and supported by their community

Strategy 2.2.3 – Encourage and promote volunteer and support services

SUSTAINABILITY IMPLICATIONS

Nil.

RISK IMPLICATIONS

Risk: Reputational - should Council not approve in principle that MCMS may have access to the site for relocation from its existing premises.		
Likelihood	Consequence	Rating
Likely	Moderate	High
Action / Strategy		
Communicate the reasons for Council determination.		
Risk: Financial - Council approval in principle that MCMS may have access to the site for relocation from its existing premises may give rise to an implied commitment that Council will undertake or fund some of the necessary site development works.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Communicate the processes for Council consideration of requests for infrastructure works.		

EXTERNAL CONSULTATION

Ongoing discussions with MCMS.

COMMENT

MCMS describes itself as “Blokes Building Better Communities”. MCMS commenced its search for what it described as a “permanent home” in 2017. At that stage it had 131 members and described its progress as having “exceeded our wildest dreams and changed the lives of many people and provide much for many.”

A glance at the Age-Sex Pyramid in **Attachment 3** shows the greater proportion of men over the age of 40 in the Shire of Mundaring compared to the Perth metropolitan area. This gives confidence that MCMS has a bright future.

MCMS is drafting a ten-year development plan to facilitate a broader scope of activities on a fit-for-purpose site. These activities will reach and support an even wider section of the community. MCMS has secured a major funding commitment from the Commonwealth government to assist it to implement its plans. The first steps in implementing its plans are contingent upon MCMS securing tenure to a suitable site. Even if a suitable freehold site could be identified, acquisition of such a site is beyond the financial capacity of MCMS.

Should Council approve this recommendation it will provide a significant contribution to the sustainability of MCMS, and therefore a significant investment in the future of the community.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION		C14.12.19	
Moved by	Cr Burbidge	Seconded by	Cr Russell

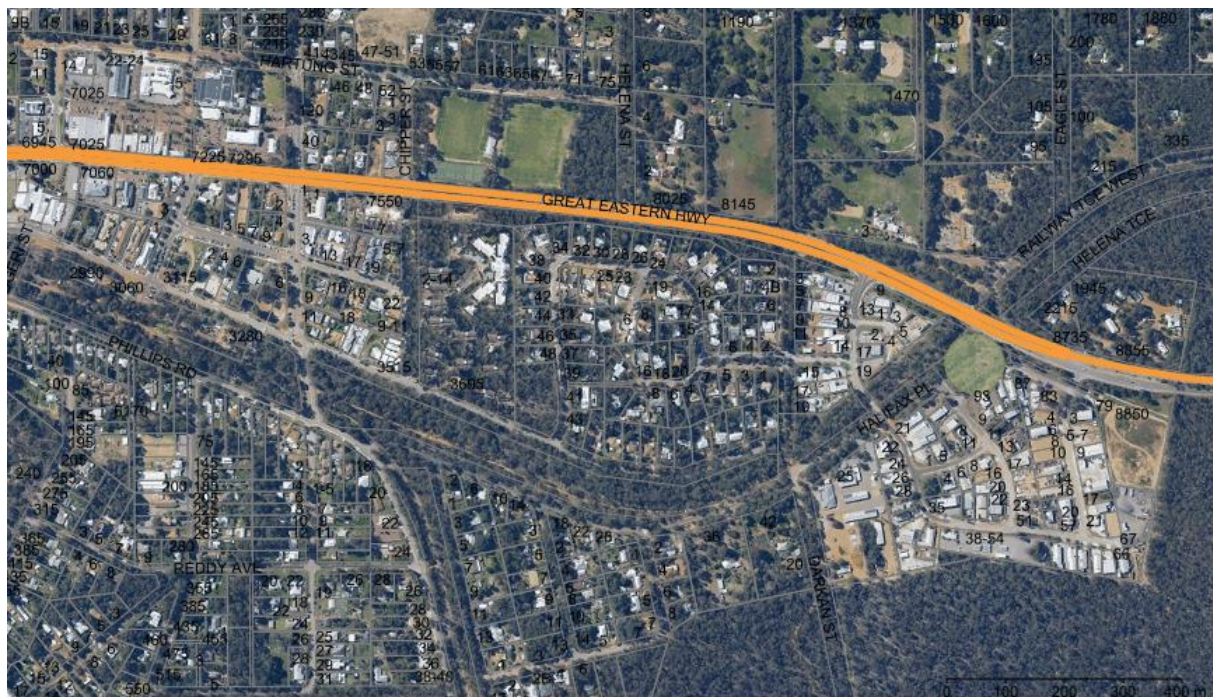
That Council:

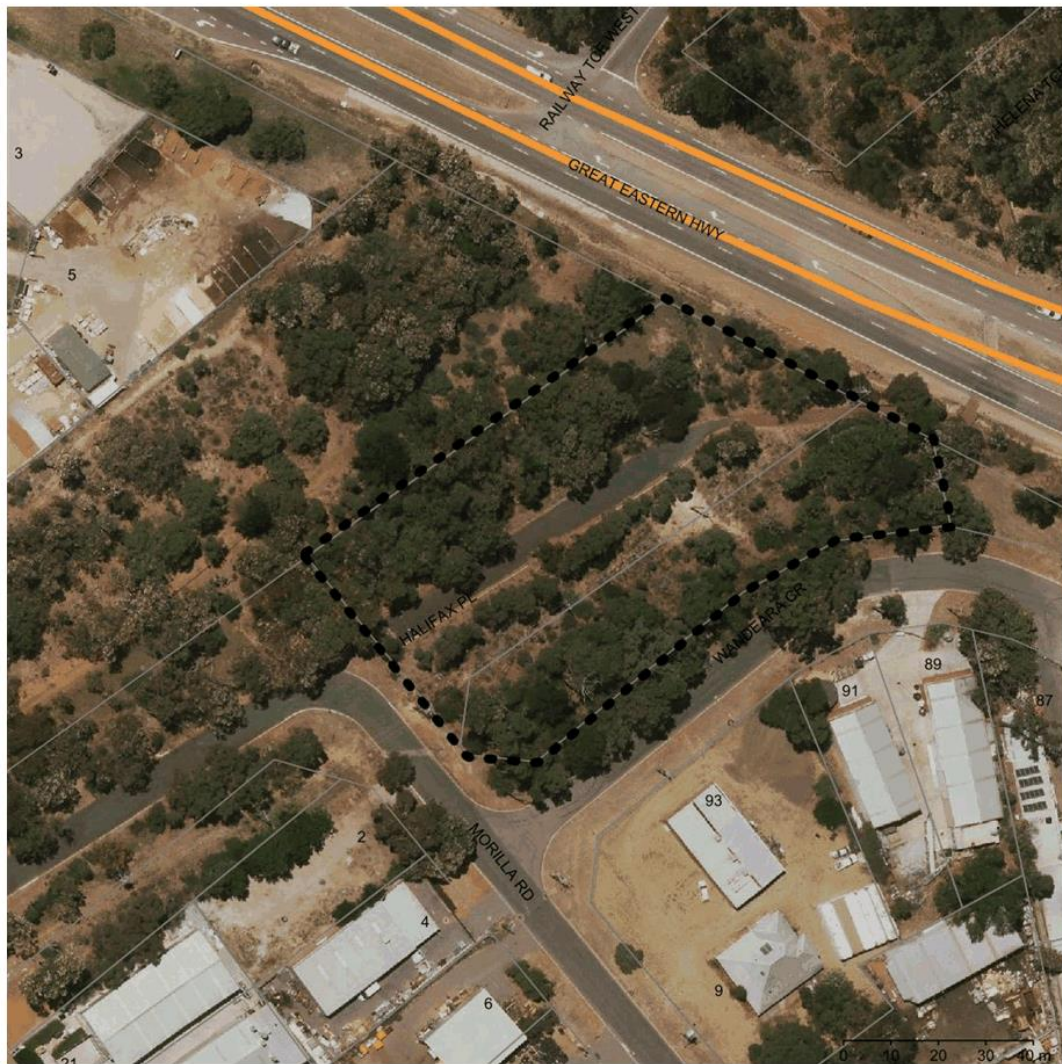
1. approves, in principle, Lot 313 (Reserve 45508) and Lot 284 (portion of Reserve 41682) Wandeara Crescent, Mundaring, being made available exclusively for Mundaring Community Men’s Shed Inc. for the purpose of relocating the Mundaring Community Men’s Shed from its existing site;
2. requests the Chief Executive Officer continue discussions with Mundaring Community Men’s Shed Inc. with a view to clarifying and specifying a potential site layout and the potential costs and a funding mechanism to relocate existing Shire infrastructure including, but not limited to, drainage, footpaths, crossovers, kerbs, and the Railway Reserves Heritage Trail; and
3. requests the Chief Executive Officer continue discussions with Mundaring Community Men’s Shed Inc. with a view to negotiating a Community Lease (contingent upon Ministerial approval to grant such a lease) over Lot 313 and Lot 284, pursuant to Council Policy OR-24 – Community Leases and broadly consistent, as far as is reasonably desirable and achievable, with the existing Men’s Shed lease.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

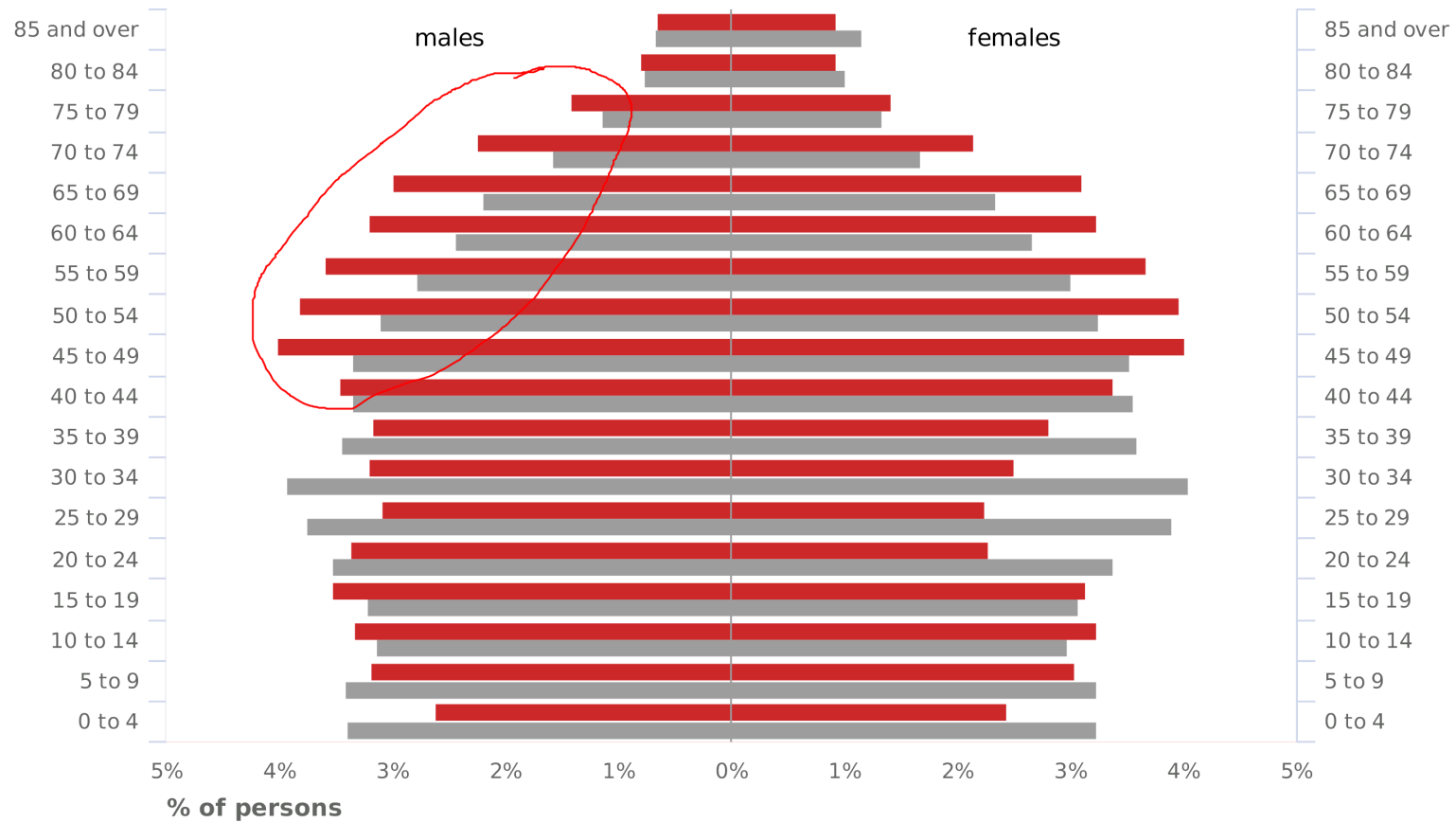
Against: Nil





Age-sex pyramid, 2016

■ Shire of Mundaring ■ Greater Perth



Source: Australian Bureau of Statistics, Census of Population and Housing, selected years between 1991-2016 (Enumerated data).
Compiled and presented in profile.id by .id, the population experts.

.id the
population
experts

10.3 Swan View & Districts Agricultural and Arts Society Funding Agreement

File Code	CS.CEV17
Author	Tracey Peacock, Community Capacity Building Officer Shannon Foster, Manager Libraries and Community Engagement
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

Please note:

The Swan View & Districts Agricultural and Arts Society have advised that they will no longer proceed with delivery of the Night Market series. As a result this item no longer requires consideration and has been withdrawn.

10.4 Draft Strategic Community Plan

File Code	OR.CMA 16
Author	Janice Byers, Organisational Development Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Draft Strategic Community Plan 2020-2030 ↓

SUMMARY

The draft Strategic Community Plan 2020 – 2030 (SCP) is the third SCP to be developed since the inception of the State Government's Integrated Planning and Reporting Framework (IPRF), which came into effect for local governments on 1 July 2013.

This iteration of the SCP results from a major review of the plan, which occurs every four years. The draft SCP is the result of input from the community via a range of engagement methods and via deliberative input and feedback from Councillors through a series of workshops.

The draft SCP articulates the community vision, values and priorities for the next 10 years and links the community's aspirations with the Council's vision and long-term strategy.

Council is now requested to approve the release of the draft Shire of Mundaring 2020-2030 Strategic Community Plan (**Attachment 1**) for public comment during the period 14 December 2019 to 7 February 2020. Upon the closure of the consultation period, comments will be collated and the revised SCP will be presented to Council in March 2020 for adoption.

BACKGROUND

Section 5.56 of the *Local Government Act 1995* (the Act) "Planning for the Future" requires a local government to plan for the future of the district and to make plans in accordance with the regulations. Regulations came into effect 1 July 2013 requiring all local governments in Western Australia to have developed and adopted a Strategic Community Plan (SCP) and a Corporate Business Plan supported and informed by resourcing and delivery strategies. Through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The IPRF is designed to ensure more effective delivery of the local government's strategic intentions, and to provide a process to:

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

It will deliver:

- A long term strategic plan that clearly links the community's aspirations with the Council's vision and long-term strategy;
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan ; and
- A clearly stated vision for the future of the local government area.

Shire staff are concurrently working on the other aspects of the IPRF including the Workforce Plan, the Long Term Financial Plan, Asset Management Plans, and the Corporate Business Plan.

STATUTORY / LEGAL IMPLICATIONS

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Formal adoption of the Strategic Community Plan will be the basis from which the Corporate Business Plan and the Long Term Financial Plan are developed and from which the annual budget will be derived.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.2 – Increase open and regular communication between elected members and the community

SUSTAINABILITY IMPLICATIONS

As described in the draft SCP the community's vision for sustainable living encompasses the principles of sustainable development at a whole of community level and at the household level.

The draft SCP provides that everyone has a role to play, as follows:

- the Shire incorporating sustainable development principles into its decision-making and own operations;
- households and businesses making sustainable choices; and
- the community sharing knowledge, including indigenous knowledge, and leading community-based activities to promote, inspire and inform sustainable living

RISK IMPLICATIONS

Risk: The plan may fail to satisfy the expectations of some community members or groups by what is included or excluded from the Plan.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Seek public comment on plan		
Risk: Failure of Council to endorse the draft plan for public comment will affect the timeline for final adoption, which will affect the Corporate Business Planning process.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Council endorses draft Strategic Community Plan for public comment.		

EXTERNAL CONSULTATION

The draft Strategic Community Plan is developed from an extensive public consultation process undertaken from July to September 2019. As well as engagement with the general community, the Shire specifically sought the views of young people, the business community, the Aboriginal community and community leaders across a range of groups that are active in the district. Workshops were held in different areas to ensure a good geographic mix. In addition, there was a parallel online process. It is also informed by other strategy documents, such as the Community Perception Survey, which is developed with its own public consultation processes.

The results of the community engagement were discussed at a Summit workshop with elected members and community representatives on 28 August 2019.

If approved for release by Council, the SCP will be available for public comment from 14 December 2019 through until 7 February 2019 and will be widely publicised through:

- Direct invitation to comment to all community members who registered for the community engagement workshops in August 2019;
- Direct invitation to comment to all residents and ratepayers groups and progress associations;
- Invitation to comment via email databases such as businesses, sporting groups, fire brigade, and environment groups;
- Promotion in the Echo Newspaper;
- Posters inviting public comment in Shire offices, libraries, Brown Park Recreation Centre, The Hub of the Hills, Mundaring Arena, Swan View Youth Centre and local shopping centres;
- Promotion via Shire's social media and website; and
- Community members will be encouraged to comment via Engage Mundaring.

COMMENT

Since the Summit workshop with elected community representatives held on the 28 August 2019, Council have held a further two deliberative workshops to further consider and refine the draft SCP, which is a long term plan that articulates the community's vision and how the Council has responded.

During the community engagement process an overall total of 513 responses were received. It is proposed that the final step in the engagement process is for the draft SCP to be released for community feedback.

It is proposed that a consultation period of eight weeks is provided, in recognition of the time of the year that the consultation is occurring. The proposed dates for community comment are 14 December 2019 through to 7 February 2020. This will give the community opportunity for input, whilst also providing adequate time for the SCP to be finalised and adopted by Council to ensure that drives the development of the annual Corporate Business Plan, which is scheduled to be adopted in June 2019.

Once the draft SCP has been endorsed for public comment the feedback process will be communicated through the channels listed under External Consultation above.

VOTING REQUIREMENT

Simple Majority

10.46pm Cr Russell left the Council Chamber.

COUNCIL DECISION RECOMMENDATION		C15.12.19	
Moved by	Cr Burbidge	Seconded by	Cr Cuthbert

That Council approves the release of the draft Shire of Mundaring 2020-2030 Strategic Community Plan (**Attachment 1**) for community comment for the period 14 December 2019 to 7 February 2020.

CARRIED 10/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

10.50pm Cr Russell returned to the Council Chamber



Strategic Community Plan 2020 – 2030



The Place for Sustainable Living



CONTENTS

Message from the Shire President.....	i
The Place for Sustainable Living.....	ii
Navigating the Plan	iii
Introduction and Summary.....	1
Community Profile	3
Progress since the last Plan (2016 – 26)	5
Community Engagement	7
Strategic Direction	12
Council Decision-Making Criteria.....	21
Strategic Risk Management	23
Success Measures	24
APPENDIX 1: Western Australia Local Government Integrated Planning and Reporting Framework	26
APPENDIX 2: Shire of Mundaring Council	28
APPENDIX 3: The Shire’s Roles.....	29
APPENDIX 4: State and Federal Government Planning Landscape	30
APPENDIX 5: Community Engagement Process.....	32

MESSAGE FROM THE SHIRE PRESIDENT

We are proud to present the Shire of Mundaring's 2020 - 2030 Strategic Community Plan.

This plan expresses our community's vision and prioritises the way forward.

On behalf of the Council, I thank the hundreds of people who contributed to the plan. The opportunity to contribute was open to all. Multiple workshops were held and on-line submissions were collected. Many young leaders also came forward with their ideas.



These community voices have given Council a strong and compelling message.

The community's priority is for the natural environment to be well managed and for our Shire to remain a great place to immerse oneself in nature.

The community wants the Shire to be a great place for young and old and everyone in between.

The community wants to take the lead on sustainable living initiatives and has asked the Shire to support them in these endeavours.

Shire-Community partnerships are strengthened through Shire grant funding, and in-kind and professional support. We will continue to support the community to access grants from the Federal and State Governments. The Shire will continue to provide high quality facilities at a low cost to the community.

Council supports the call from the Aboriginal community for increased celebration and learning of Noongar language and culture. We also back the local business community in their aspirations. There is strong community support for local businesses and developing the tourism potential of our distinctive culture, arts, and natural environment.

Council's strategic focus for the coming decade is to develop, strengthen and expand our partnerships with the community. Together we will strive to be the most sustainable community we can be.

Council has listened to the community and we have responded with this 10-year strategic plan. The strength of this plan lies in the strength of the community's vision and desire to lead the way. Mundaring is, and will remain, a community-focused Shire Council.

Councillor John Daw
President, Shire of Mundaring

THE PLACE FOR SUSTAINABLE LIVING

The community's vision for sustainable living encompasses the principles of sustainable development at a whole of community level, and at the household level.

Sustainable development integrates social, economic and environmental outcomes to meet the needs of the community, without compromising the ecosystems that support life or the ability of future generations to meet their own needs.

Sustainable living is built on high trust within communities, and between communities and the institutions that work with and for them.

It is an inclusive and empowering concept, where neighbourhoods and communities of interest are supported to create places they love.

Local businesses are valued and thriving, offering employment opportunities close to home.

Sustainable living sees residents, businesses and organisations minimise use of natural resources, reduce waste, and act to protect and regenerate biodiversity and eco-systems.

Being the place for sustainable living means that everyone has a role to play, including:

- the Shire incorporating sustainable development principles into its decision-making and own operations
- households and businesses making sustainable choices
- the community sharing knowledge, including Aboriginal knowledge, and leading community-based activities to promote, inspire and inform sustainable living

NAVIGATING THE PLAN

This is how the plan is put together.



Introduction and Summary

The main points of the Plan in a nutshell.



Community Profile

Key aspects of our geography and population that affect how we plan for the future.



Progress since the last Strategic Community Plan (2016 – 2026)

Reflections on community satisfaction and how we are going against our objectives.



Community Engagement

What we heard from the community on their challenges, vision, values and priorities.



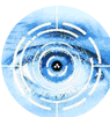
Strategic Direction

The compass of the Plan – including the community vision, priorities, strategies and resourcing implications.



Council Decision-Making Criteria

How the Council will ensure the Plan is followed in all significant decisions.



Strategic Risk Management

What could put the Plan off track and what the Council will do to address those risks.



Success Measures

How progress will be measured, with a focus on the ten year priorities.

INTRODUCTION AND SUMMARY

INTRODUCTION

Welcome to the Shire of Mundaring's Strategic Community Plan. It is a long term plan that shows the community's vision and how the Council has responded. The purpose of the Plan is to:

- Guide Council in its corporate business and financial planning and other decisions
- Engage the community in a unified sense of direction
- Influence others who can help make the Plan a reality (eg funding bodies)
- Enable Council and the community to monitor progress

The Shire of Mundaring Council is responsible for approving the Strategic Community Plan. Execution is detailed in the Corporate Business Plan, which is a four year delivery plan with accompanying budget forecast. The Shire Administration is responsible for implementation and reporting on progress to the Council.

These two plans are part of the Integrated Planning and Reporting Framework, which is applied by all local governments in Western Australia. If you are interested to know more about the framework, please see [Appendix 1: Western Australia Local Government Integrated Planning and Reporting Framework](#).

See the current Councillors in [Appendix 2: Shire of Mundaring Council](#). The five key roles of the Shire of Mundaring are outlined in [Appendix 3: The Shire's Roles](#).

State and Federal Government have a significant effect on the Shire's planning for the future. See [Appendix 4: State and Federal Government planning landscape](#) for key legislation, frameworks, strategies and plans.

Council adopted the draft Plan for consultation on 10 December 2019. Community feedback will be incorporated into the final Plan, to be adopted by Council on 10 March 2020. The Plan will be reviewed by 2022 and then two yearly

SUMMARY

The process undertaken in developing this Strategic Community Plan has demonstrated the desire of the people within the Shire of Mundaring for sustainable living, and a move towards a more community-based approach, which embraces leadership, collaboration, and inclusivity.

The community vision, what we value most as a community, ten and four year priorities, goals and resourcing implications of the Strategic Community Plan are listed below.

Community Vision

The place for sustainable living

What we value most as a community

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

Ten and Four Year Priorities

While the Plan has comprehensive goals (see below), objectives and strategies, the Council has adopted three major ten year priorities. Each ten year priority has four year priorities which will be reflected in the Corporate Business Plan and accompanying budgets.

Table 1: Ten and Four Year Priorities

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

Goals

Our goals are as follows:

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

Resourcing implications

The Council faces a constant challenge to meet community needs, maintain existing assets and remain financially sustainable. This Plan does not introduce significant new assets or services. The main priorities for enhanced service levels are protection of natural areas and waste management. Detailed financial planning is undertaken to ensure sound financial stewardship and affordability. The long term financial profile is on [page 21](#). It shows that the Plan can be delivered with modest and declining rates increases.

COMMUNITY PROFILE

LOCATION

The Shire of Mundaring is located on the eastern edge of metropolitan Perth, about 35 kilometres from the Perth CBD. Its land area is 644 km², of which nearly half is National Park, State Forest or water catchments. Its neighbours are the Shires of Toodyay (north), Northam and York (east), and the Cities of Kalamunda (south), and Swan (west/north-west). Mundaring is thought to derive from an Aboriginal word meaning "a high place on a high place" or "the place of the grass tree leaves". The Shire is made up of 22 distinct localities across rural, bush and more urbanised environments:

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

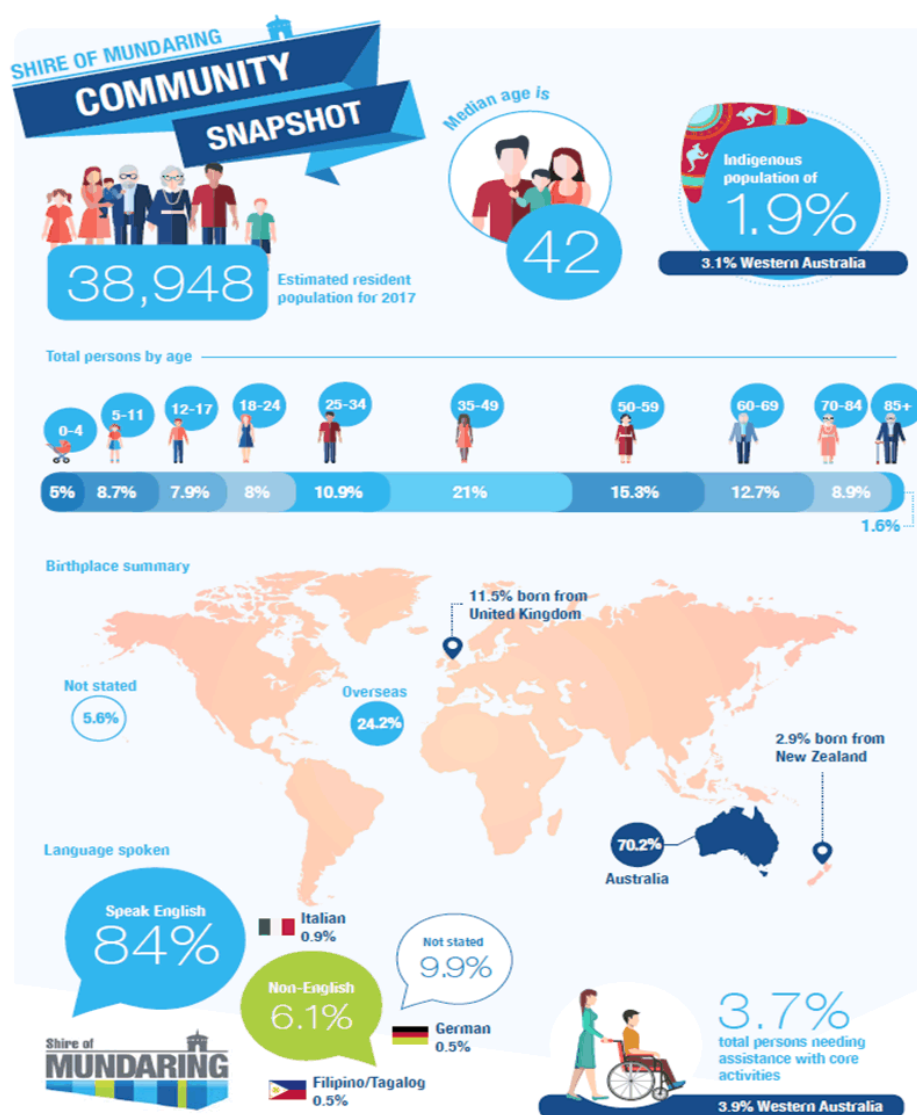
Figure 1: Map of Shire of Mundaring



KEY FEATURES

The “Community Snapshot” in Figure 2 summarises key features of the Shire of Mundaring population. See the full community and economic profile here <https://profile.id.com.au/mundaring/home>.

Figure 2: Shire of Mundaring Community Snapshot



PROGRESS SINCE THE LAST PLAN (2016 – 26)

COMMUNITY SATISFACTION

Community satisfaction is a key indicator of progress. The 2019 Community Perceptions Survey found that the community is mostly satisfied with the overall performance of the Shire (74%). The service with the greatest impact on the evaluation of overall services and facilities is environmental management. This is consistent with the results of the community engagement as shown in the following section. Faith and trust in the Shire and leadership are the aspects most strongly correlated with positive reputation. The survey indicates potential to improve the quality of life of residents through initiatives that promote inclusion, with only 41% of residents agreeing that residents of all ages, needs and backgrounds are engaged and supported by their community.

PROGRESS ON OBJECTIVES

The objectives in the last Strategic Community Plan are listed below with a short snapshot of progress for each area. All are a mixture, so a “heat map” indicator of progress is shown with green being most positive, orange being average and red being least positive.

Governance

Objectives

- A fiscally responsible Shire that prioritises spending appropriately
- Transparent, responsive and engaged processes for Shire decision making

Progress

The Shire applies prudent financial policies and balances its expenditure decisions to responsibly manage the asset base (roads, parks, libraries etc) and deliver valued services to the community, taking into account the community’s priorities within what is affordable to the community. The Shire meets the required ratios for financial and asset sustainability.

The Shire is open and engages with the community on all major decisions, including the Strategic Community Plan, issue specific strategies and plans, and land use planning.

Community

Objectives

- A community that is prepared for bush fire and other natural disasters
- Residents of all ages, needs and backgrounds are engaged and supported by their community
- A strong and localised community spirit
- A place of vibrant culture and arts
- Flourishing local business

Progress

There has been pleasing progress in bush fire and natural disaster preparedness. While the proportion of residents who have an up-to-date Bushfire Survival plan has reduced slightly (62%), there has been a considerable increase among those who have practiced bushfire survival with their family (56%).

Community spirit is strong, and there are many activities, events and services for different groups (eg young people, seniors). The Arena and Boya Community Centre have been built and ovals have been upgraded. Community groups are supported and celebrated, and culture and the arts are strong.

However, the community survey indicates engagement and support could be improved.

The local business community is in a challenging environment, which is also an area of concern.

Natural Environment

Objectives

- A community that manages water sustainably
- A place where the environment is well managed
- A great place to immerse yourself in nature

Progress

There has been good progress in the natural environment. Efforts made to limit water and energy use while still meeting community expectations for facilities and services. The community has increased recycling and less waste is going to landfill. There is substantial and increasing community involvement in environmental management, in partnership with the Shire. Some aspects of environmental management in the Shire are an ongoing battle, such as weed control.

Built Environment

Objectives

- A place that is connected, safe and easy to move around
- Community needs are considered in planning for the future
- Reliable digital services and power supply

Progress

Extending the footpath and cycleway network is taking longer than originally anticipated as the Shire is staging this work more slowly to manage costs for ratepayers. Amenity for public transport users is incrementally improving with the addition of bus shelters.

Planning for development is occurring, taking into account community needs and concerns, which can be in conflict. These processes occur outside the Community Strategic Plan framework.

Power supply has improved and internet coverage via the National Broadband Network (NBN) is on track.

COMMUNITY ENGAGEMENT

BACKGROUND

Engagement with our community was a vital part of developing the Strategic Community Plan. A summary of the process is outlined in [Appendix 5: Community Engagement Process](#).

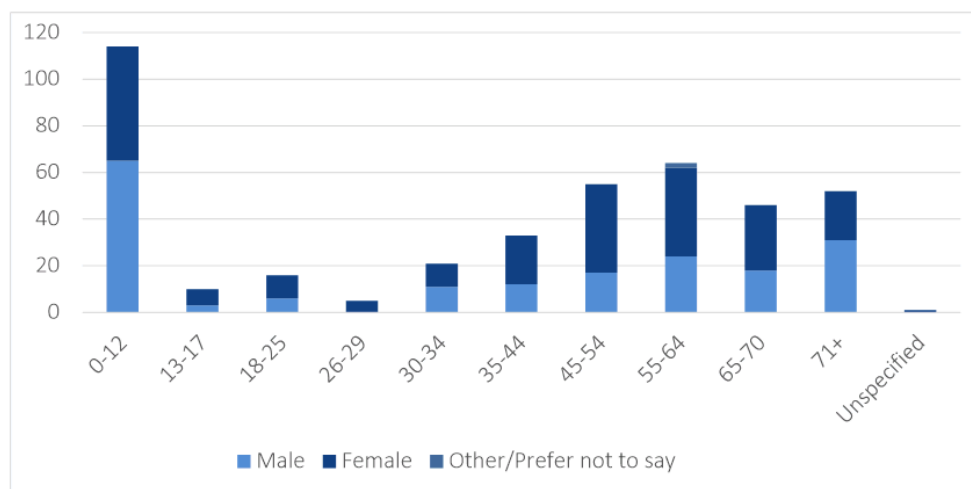
As well as engagement with the general community, the Shire specifically sought the views of young people, the business community, the Aboriginal community and community leaders across a range of groups that are active in the district. Workshops were held in different areas to ensure a good geographic mix. In addition, there was a parallel online process.

The following sections summarise the overall participation and results. The specific groups have also significantly influenced this Plan and the priorities. You can see all the detailed results (forthcoming) on [Engage Mundaring](#).

PARTICIPATION

A total of 417 people participated in the community, youth and Aboriginal workshops. Their demographic profile shown in Figure 3 below. In addition, we had 56 responses online, 18 attendees at the business sundowner and 22 attendees in the community leaders' workshop. A total of 513 responses were received overall.

Figure 3: Age and sex profile of community, youth and Aboriginal workshop participants



OVERALL RESULTS

Major challenges

The staff and Council made a preliminary identification of the major challenges facing the community for the decade ahead. The face to face and online engagement checked in with community to see what other major challenges they saw. The items added by the community are shown in *italics* below.

Community	<ul style="list-style-type: none"> Ageing population <i>Opportunities for young people</i> <i>Embracing Aboriginal culture, history and language</i> Local business sustainability Household finances Mutual trust within communities Fire risk, including lengthening of the bush fire season
Natural environment	<ul style="list-style-type: none"> Threats to bushland and species Climate change adaptation
Built environment	<ul style="list-style-type: none"> <i>Maintain the highly valued character of the built and natural environment</i> Sewerage infrastructure – State Government support <i>Public transport</i> Connectivity of roads Congestion
Governance	<ul style="list-style-type: none"> Council cost pressures – especially lifecycle costs of infrastructure and facilities Rates – keeping increases to a minimum Mutual trust between community and Council

What the community loves most

The following word cloud captures what the community loves most about the Shire of Mundaring. Key elements include the natural environment, the peace and quiet, the community and way of life.

Figure 4: What the community loves most



Vision

The following word cloud captures the community's vision for the Shire of Mundaring. Key elements again include the natural environment, peace and quiet, the community and way of life: things the community does not want to lose. The notion of remaining unspoilt is strong. Elements of the vision that are less strong in the current state (representing a desire for positive change) include recognition of Aboriginal culture, improved transport (walking, cycling, public transport), accessibility and jobs.

Figure 5: Vision



What we want to be known for

The following word cloud captures what the community most wants to be known for. This question sheds a different light on the community's vision. These are the things that would engender pride and reflect how the community wants to see itself. The responses revealed a desire for environmental leadership; a place to unwind and experience nature; a hub for arts, food and eco-tourism; and a beacon for sustainable living.

Figure 6: What we want to be known for



Top five priorities for the next four years

The top five priorities for the next four years were (in order):

- environmental management
- bushfire brigades and fire prevention
- youth services
- community development (grants, events and activities)
- waste management

Top five priorities – willing to pay more

A little over half of the participants (58%) said they would be willing to pay higher rates if the additional revenue was earmarked for specific priorities. The top five priorities in this category were (in order):

- environmental management
- waste management
- bushfire brigades and fire prevention
- tourism
- roads, footpaths, drainage and public works

Bottom five services – willing to forego

Just under half of participants (47%) said they would be willing to forego spending on some services if the savings were earmarked for reducing rates increases. The services in this category were (in order):

- street lighting
- roads, footpaths, drainage and public works
- waste management
- town planning and statutory building services
- animal control

The above exercises highlighted that priorities are influenced by where a person lives in the Shire. For example, there are those who enjoy a rural aspect and do not have or value street lighting. Others who live in the more urbanised parts of the Shire, especially in the western parts, value streetlighting highly.

The waste management result was also interesting, appearing in both the top and bottom five lists. This was because while waste management was a high priority, some participants considered that better waste management would actually cost less and not more, due to reduced collection and/or disposal costs.

It is not unusual for communities to identify regulatory services such as town planning and statutory building services as lower priorities. In this case, concern about development in the Shire was also an influencing factor.

One low cost idea

Participants were asked to suggest one low cost idea to improve community outcomes. The suggestions were mainly focused on ideas that support:

- sustainable living at the household level
- community action at the locality and Shire-wide level
- business and tourism promotion and growth

Efficiency improvements

Participants were also asked to suggest any efficiency suggestions they could think of. The two biggest areas for efficiency suggestions were energy (particularly LED and solar powered lighting) and reducing waste to landfill.

STRATEGIC DIRECTION

COMMUNITY VISION

The place for sustainable living

WHAT WE VALUE MOST AS A COMMUNITY

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

TEN AND FOUR YEAR PRIORITIES

While the Plan has comprehensive goals, objectives and strategies to achieve the community's vision, the Council has adopted three major ten year priorities. Each ten year priority has four year priorities which will also be reflected in the Corporate Business Plan and accompanying budgets.

Table 2: Ten and four year priorities

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

ASSUMPTIONS

The following assumptions have been used in the development of this Plan.

Table 3: Assumptions

Item	Assumptions
Shire population	38,157 (2016) growing to 41,220 by 2030, an increase of 3,063 (8%) (Department of Planning, Western Australia Tomorrow 2016-2031)
Property base growth	0.5%
Interest rate (borrowing)	3.5%
Inflation	Average 2.0% - 2.5%
Independent costs	2.5% - 3.25% annually
Grant funding environment	Assume no change. Assumed level of external funding for some key operating and capital projects. These projects will not proceed at budget time if funding not secured.
Staffing levels	Assume steady staffing levels overall
Climate change	It is assumed that drier conditions, heatwaves, longer bushfire seasons and more extreme weather events will have increasing impacts on the landscape and community over coming decades.

GOALS, OBJECTIVES AND STRATEGIES

The following goals, objectives and strategies respond to the community engagement process undertaken in the development of this Plan. They reflect the four and ten year priorities but also provide clear and comprehensive strategic direction across the whole scope of the Shire's activity. The strategies in this section are often interconnected, as actions in one area will affect another area. The program of work to deliver these strategies will be detailed in the Corporate Business Plan.

Goals

The goals are grouped into four areas: community, natural environment, built environment and governance. The goals are as follows:

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

Facilities and Services grouped into the goals

Table 4 below groups the Shire's facilities and services into the goals. Note that some facilities and services support more than one goal and have been listed under the one where it fits the best.

Table 4: Facilities and Services grouped into goals

Community Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs	Natural Environment A natural environment that is protected, sustainable and enjoyed	Built Environment Transport, infrastructure and planning for liveable, connected communities	Governance Trusted, leading and listening local government
<ul style="list-style-type: none"> Environmental Health Community Safety Companion Animal Control Volunteer Bushfire Brigade support Emergency management and recovery Aquatic Centres Recreation Centres, Sports Grounds and Sports Facilities, Skateparks, Dirt Jumps Leased Community Facilities Libraries Community and Cultural Grants, Events, Activities Disability Access/Inclusion Community Engagement Volunteer Support Seniors Family and Children's Services Youth Services Tourism Visitor Services Business Relationships 	<ul style="list-style-type: none"> Environmental Advice Environmental Assessment (planning) Sustainable and Environmental Education Sustainability Projects Strategic Environmental Projects Parks, Reserves and Open Spaces Bush Reserves Verge Weed Management Waste Management Lake Leschenaultia Verge/Median Maintenance Firebreak Inspections Fire Protection and Mitigation Fire Hazard Inspection 	<ul style="list-style-type: none"> Bridges and Bus Shelters Stormwater Drainage Roads, Trails Footpaths, Cycleways, Cemeteries Street Lighting Public toilets Community Halls Strategic and Statutory Land Use Planning and approvals Statutory Building Services Asset Management Infrastructure Design Plant and Fleet Maintenance Building construction project management Building maintenance Graffiti removal 	<ul style="list-style-type: none"> Elected Members and Decision-Making Regional co-operation Governance, risk and compliance Advocacy Customer Service Marketing and Communication Integrated planning and reporting (IPR) Property Management Corporate Support Services

Objectives and Strategies

The section below sets out the objectives the community and the Council wish to see achieved over the next ten years under each of the goals. These are shown in grey shading. Strategies are identified under each of the objectives. These objectives and strategies will drive Council investment and action over the medium and long term, paying particular attention to the ten and four year priorities, which are highlighted in italics.

Goal 1: Community

Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

ITEM	OBJECTIVES AND STRATEGIES
1.1	Healthy, safe, sustainable and resilient community
1.1.1	Provision of sport, recreation and community facilities
1.1.2	Provision and support for arts, culture and events
1.1.3	Provide life-long learning resources through library and information services
1.1.4	<i>Support community collaboration and community-led initiatives and activities</i>
1.1.5	<i>Encourage and promote neighbourliness</i>
1.1.6	Promote and recognise volunteering within the Shire
1.1.7	Provide emergency management planning, disaster management and disaster recovery, and associated community liaison and education
1.1.8	Ensure safety and amenity standards are upheld
1.2	Flourishing local businesses
1.2.1	<i>Support business collaboration and be a business-friendly local government</i>
1.2.2	<i>Encourage 'buy local'</i>
1.2.3	<i>Support tourism development and promote the distinctive character of the attractions of the district including arts, food, sustainability and natural environment</i>
1.3	Everyone belongs
1.3.1	<i>Engage with and support the Shire's young leaders</i>
1.3.2	<i>Provide and support youth facilities and activities</i>
1.3.3	Provide and support family and children's facilities and activities
1.3.4	<i>Encourage opportunities for interaction between generations</i>
1.3.5	<i>Provide and support seniors' facilities and activities</i>
1.3.6	<i>Seek opportunities to facilitate age appropriate housing</i>
1.3.7	Ensure Shire facilities and infrastructure are accessible for people with disability
1.3.8	Increase awareness and celebration of the cultural diversity within the Shire
1.3.9	<i>Promote Noongar language and culture (Subject to Reconciliation Action Plan)</i>

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

ITEM	OBJECTIVES AND STRATEGIES
2.1	Protecting natural areas and biodiversity
2.1.1	<i>Pursue revegetation and address weeds and other threats to native flora and fauna in partnership with Friends Groups, the wider community, government and non-government organisations</i>
2.1.2	Manage bushfire risk, having regard to conservation of natural landscapes and biodiversity
2.1.3	Manage parks, nature reserves and green spaces appropriately
2.2	Water management that is efficient and sustainable
2.2.1	Maintain waterwise practices to minimise mains and ground water consumption
2.2.2	Encourage community water efficiency and water sensitive design
2.2.3	Manage watercourses appropriately to maintain habitat values
2.3	Waste management that is efficient and sustainable
2.3.1	Provide efficient waste collection services
2.3.2	Increase recycling rates and diversion from landfill
2.3.3	Provide and support community education on waste avoidance, reduction and reuse
2.4	Energy management that is efficient and sustainable
2.4.1	Increase renewable energy use
2.4.2	Improve energy efficiency and adopt low-emissions technology
2.4.3	Encourage residents, schools and businesses to reduce energy use and emissions

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

ITEM	OBJECTIVES AND STRATEGIES
3.1	Shire assets and facilities that support services and meet community need
3.1.1	Roads and drainage are appropriately managed according to their need and use
3.1.2	Footpaths, verges and trails are appropriately managed according to their need and use
3.1.3	Maintain and improve bus stop facilities
3.1.4	Buildings and facilities are appropriately managed according to their need and use
3.1.5	Revitalise the Mundaring Town Centre
3.2	Advocate for infrastructure improvements by others
3.2.1	Advocate for required upgrades to waste water provision in the Mundaring Town Centre
3.2.2	Advocate for improvements to the State road network

ITEM	OBJECTIVES AND STRATEGIES
3.3	Regulated land use and building control to meet the current and future needs of the community
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
3.3.2	Adopt appropriate building regulation practices
3.3.3	Promote sustainability in design and development for buildings
3.4	Preservation of local heritage buildings and places of interest
3.4.1	Effective planning controls to preserve and maintain heritage buildings and places of interest
3.4.2	Appropriate maintenance and signage for Shire-owned heritage buildings and places of interest
3.4.3	Provide and maintain heritage trails

Goal 4: Governance*Trusted, leading and listening local government*

ITEM	OUTCOMES AND STRATEGIES
4.1	Civic leadership
4.1.1	<i>Showcasing Mundaring as the place for sustainable living</i>
4.2	The Shire advocates on behalf of its community
4.2.1	The Shire develops partnerships with government and non-government organisations to achieve positive outcomes for the community and wider region
4.3	A well engaged and informed community and a high standard of customer service
4.3.1	The community can access information on their community through a range of media
4.3.2	The community is engaged in planning for the future and other matters that affect them
4.3.3	The community can readily access friendly and efficient bookings, registers, applications, advice and other customer services
4.4	High standard of governance and accountability
4.4.1	Robust decision-making by culturally aware, well-informed and supported Councillors
4.4.2	<i>Seek Aboriginal representation for advice and collaboration (mechanism subject to the Reconciliation Action Plan)</i>
4.4.3	Risks are well managed
4.4.4	The Shire will apply sustainability principles in its own operations and corporate practices
4.4.5	Continual improvement in the Integrated Planning and Reporting (IPR) standard
4.4.6	Sound financial and asset management
4.4.7	Be an employer of choice, attracting and retaining the right people with the right skills in a diverse and productive workplace
4.4.8	Compliance with the Local Government Act 1995 and all relevant legislation and regulations

RESOURCING IMPLICATIONS

The Council faces a constant challenge to meet community needs, maintain existing assets and remain financially sustainable. This Plan does not introduce significant new assets or services. Within financial constraints, the main priorities for enhanced service levels are protection of natural areas and waste management. Detailed long and medium term asset and financial planning is undertaken to ensure sound financial stewardship and affordability. The long term financial profile is provided in Table 5 on page 21. It shows that the Plan can be delivered with modest and declining rates increases. The assumptions underpinning the long term financial profile are shown on [page 14](#).

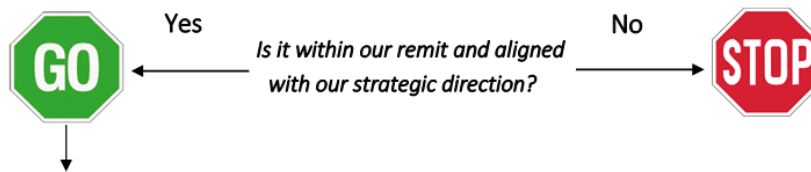
Table 5: Long Term Financial Profile

Shire of Mundaring Long Term Financial Plan 2020-2029 Variable Assumptions Underpinning the Plan									
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
OPERATING REVENUES									
Rates – Annual Increase	2.80%	2.50%	2.40%	2.40%	2.30%	2.30%	1.50%	1.50%	1.50%
Rates – Annual Growth (additional rateable properties)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Rates – Annual Increase in Rate Yield	3.30%	3.00%	2.90%	2.90%	2.80%	2.80%	2.00%	2.00%	2.00%
Operating Grants, Subsidies and Contributions	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Non-Operating Grants, Subsidies and Contributions	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Fees and Charges	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Interest Earnings	2.40%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other Revenue	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
OPERATING EXPENSES									
Employee Costs	2.75%	3.00%	3.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Materials and Contracts	2.25%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Utility Charges	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Insurance Expense	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Other Expenditure	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

COUNCIL DECISION-MAKING CRITERIA

In implementing the Strategic Community Plan, the Council will make many decisions beyond those already made in the plan. This includes decisions on the Corporate Business Plan and Annual Budget, as well as decisions on issue-specific plans and many other matters that come before a local government.

The Council will apply a two-step process as shown below to significant decisions. Step one is designed to eliminate proposals that are not within our lawful remit or contrary to the strategic direction contained in this Plan. Step 2 then assesses the proposal against criteria and associated considerations.

Step 1: Getting to maybe**PROCEED TO STEP 2****Step 2: Assessment against criteria**

Criteria	Considerations
Compliance	Legislative requirements. Consistency with broader legislative and policy framework. Meeting financial and asset sustainability ratios.
Capacity	Cost and benefits/ Reallocation of resources/Non-rates revenue Return on Investment/Implications to LTFP/Renewal Life-cycle costs/Capital/Maintenance/Operations – including workforce implications Other delivery models/Partnerships Ability to attract external funding or increased income
Risks	Compliance/Financial Impact Reputation/Property People (Physical/Psychological) Interruption to service
Sustainability	Integrated and balanced consideration of social, environmental, economic and governance issues to deliver improved outcomes now and into the future
Community vision and priorities	Contribution to vision and priorities expressed in the SCP Community demand, views and feedback Demonstrably supported by the broader community Ability to inform and/or build capacity of community
Fairness	Balancing needs of majority with needs of specific interest groups Balancing current needs with future needs and capacity to pay Balancing across the whole Shire Geographical/demographical/ temporal Addressing disadvantage Intergenerational equity - balancing who carries cost and who benefits over time
Standards	Generally accepted standard (unless net benefit demonstrated and supported by community); ie not over-expending to deliver above expectations/needs

STRATEGIC RISK MANAGEMENT

The following table outlines the strategic risks to the Plan and the risk controls that apply.

Table 6: Strategic Risks and Controls

RISK CATEGORY	RISK DESCRIPTION	RISK CONTROLS
Political	Core changes to Local Government – e.g. rating powers, boundary changes, Local Government Act	<ul style="list-style-type: none"> ▪ LTFP ▪ Sector wide Lobbying and Advocacy Strategy e.g. WALGA, input into LG Act review
Financial	State government changes to fees, cost shifting, rebates and unfunded service requirements	<ul style="list-style-type: none"> ▪ LTFP ▪ Sector wide Lobbying and Advocacy Strategy e.g. via WALGA
Financial	Reduced capital program linked to increased costs, borrowing capacity and potential additional projects	<ul style="list-style-type: none"> ▪ LTFP/Integrated Planning and Reporting ▪ Rigour of Council prioritisation ▪ Rigour of project management ▪ Asset Management Plans
Financial	Increased waste management costs due to variations in world recycling markets and state government waste initiatives	<ul style="list-style-type: none"> ▪ LTFP ▪ Regional Waste Education Steering Group
Financial	Employee cost rises above assumption	<ul style="list-style-type: none"> ▪ LTFP ▪ Workforce Plan (WFP) ▪ EBA
Financial	Reduced external grants Roads to Recovery	<ul style="list-style-type: none"> ▪ LTFP/Integrated Planning and Reporting ▪ Lobbying and Advocacy e.g. via ALGA, WALGA ▪ Evaluation/accreditation
Financial	Increased demand for services outstripping capacity to deliver unrealistic community requests	<ul style="list-style-type: none"> ▪ LTFP ▪ Strategic Community Plan ▪ Community Engagement Framework ▪ Community Perception Survey
Economic	Major economic shifts	<ul style="list-style-type: none"> ▪ LTFP Integrated planning process
Economic	Slow rate growth in areas identified under the LPS4	<ul style="list-style-type: none"> ▪ LTFP ▪ Sector wide lobbying and advocacy ▪ LPS4
Environmental	Major Natural Disasters i.e. bushfire / flooding	<ul style="list-style-type: none"> ▪ Local Emergency Management Arrangements ▪ Business Continuity Plan ▪ LPS4 and relevant policies ▪ Bushfire mitigation service ▪ Volunteer bushfire brigades ▪ Memorandum of Understanding with DFES

RISK CATEGORY	RISK DESCRIPTION	RISK CONTROLS
Environmental	Impact of Climate Change	<ul style="list-style-type: none"> Local Climate Change Adaptation Action Plan Regional Climate Change Adaptation Action Plan LPS4
People	Structure not aligned to SCP Inefficiencies/Over delivery	<ul style="list-style-type: none"> Regular Reviews
People	Lack of available skilled staff/ contractors/volunteers	<ul style="list-style-type: none"> Workforce Plan
Interruption to services	Business interruption (systems/people/facilities)	<ul style="list-style-type: none"> Business Continuity Plan Insurance CBP Asset Management Plan Local Emergency Management resources
Reputation	Emerging unregulated broadcast channels (social media) resulting in instantaneous global communications which can amplify issues and misinformation	<ul style="list-style-type: none"> Social Media Operational Plan and adequate resourcing Social Media Policy and training (staff and elected members)

SUCCESS MEASURES

The following table outlines the measures, sources of data and targeted direction for the Strategic Community Plan, with a focus on the strategic priorities. These are not measures of the Shire's performance. They are focusing on outcomes that require a whole of community effort and even then are influenced by many other factors. However, it is important to monitor these outcomes as they reflect the community's aspirations for positive change.

If these indicators are going in the right direction, we will know we are making good progress towards achieving the community's vision. Conversely, where they are going off track, we can re-consider our strategies at the next Strategic Review.

The Corporate Business Plan will be accompanied by a comprehensive set of outcome measures and performance indicators, including financial and asset ratios.

Table 7: Success Measures

MEASURES	SOURCE	TARGET
Leadership and partnerships for sustainable living – Shire, community, business		
Conservation, protection and retention of natural areas (measure to be determined in forthcoming Local Biodiversity Strategy)	To be determined	To be determined
Reduction in Shire CO ₂ emissions	Shire data	30% reduction
Household resource efficiency (water and waste)	EMRC and Shire data	To be determined
Mundaring Community Strength Index ¹ (composite measure)	Community survey	Increasing
Mundaring Business Confidence Index	Business survey	Increasing
A place for young and old		
Sense of belonging by young people	Community survey	No lower than the community average
Sense of belonging by seniors	Community survey	No lower than the community average
Recognise and celebrate Noongar culture and language		
Aboriginal cultural awareness in community – new measure to be developed (subject to Reconciliation Action Plan)	Community survey	To be determined

¹ A composite measure derived from responses to the following statements in the community survey:

- I would feel ok about turning to a neighbour for help
- I have people within the local community I can turn to when in need
- I feel like I belong to this community
- We have a strong and localised community spirit
- I feel residents of all ages, needs and backgrounds are engaged and supported by their community

APPENDIX 1: WESTERN AUSTRALIA LOCAL GOVERNMENT INTEGRATED PLANNING AND REPORTING FRAMEWORK

The Integrated Planning and Reporting Framework is shown in Figure 7. The idea behind the framework is to ensure that the Council's decisions consider the community's aspirations and deliver the best results possible within available resources.

The Strategic Community Plan sets the scene for the whole framework – it expresses the community's vision and priorities for the future and shows how the Council and community intend to make progress over a ten-year period.

This is not a fixed plan for ten years – it would be long out of date by then. Rather, it is a “rolling” Plan, which is reviewed every two years. The two-yearly reviews alternate between a minor review (updating as needed) and a major review (going through all the steps again).

The most recent minor review found that the following issues warranted further consideration in the Corporate Business Plan. These have also been factored into this Strategic Community Plan:

- support local business
- visitor attractions/nature based activities
- weed control
- sustainable water management
- Mundaring Town Centre land assembly

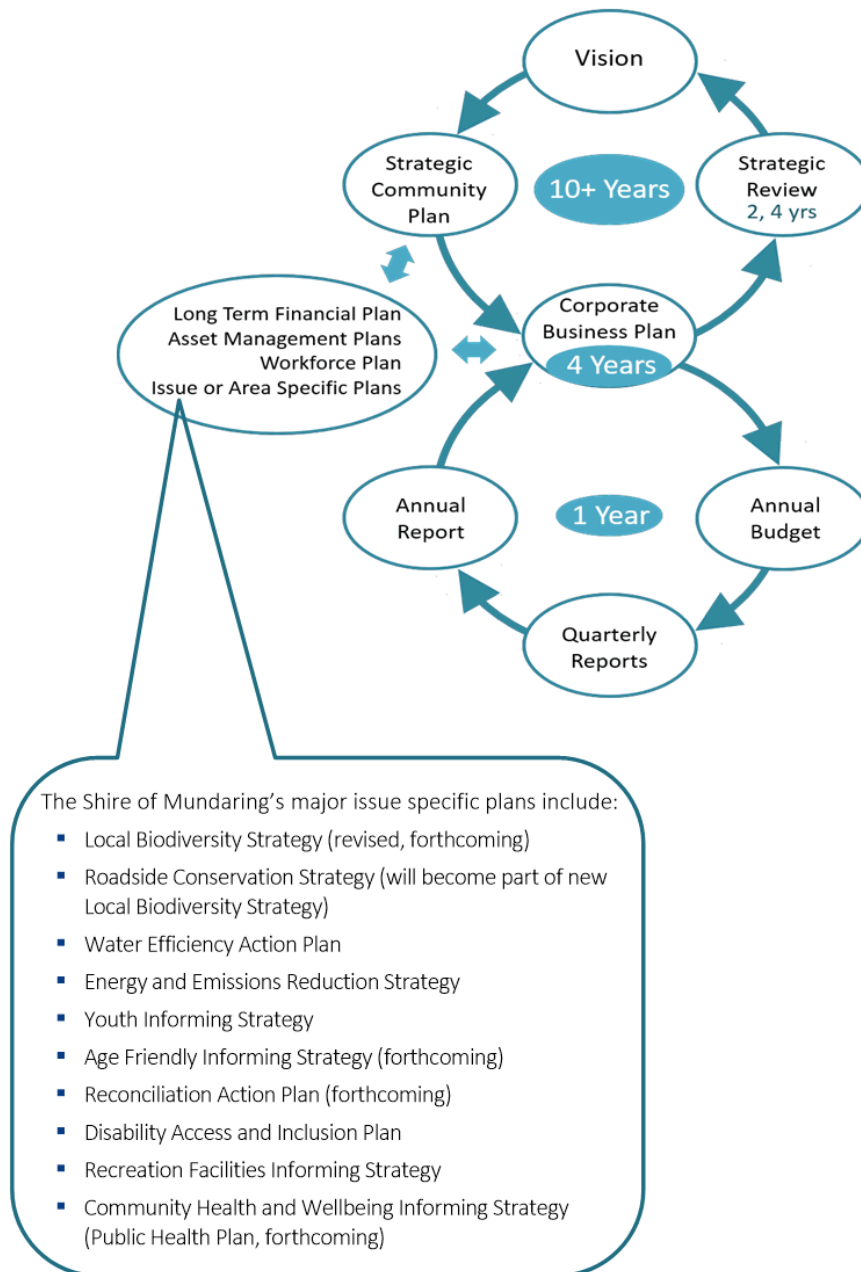
The Plan is continuously looking ahead, so each review keeps a ten-year horizon. This is to ensure that the best decisions are made in the short to medium term.

Detailed implementation for the next four years is covered in the Corporate Business Plan. The “Informing Strategies” – particularly the Long Term Financial Plan, Asset Management Plans and Workforce Plan – show how the Plan will be managed and resourced. Further guidance is obtained from the issue specific informing strategies. A selection of key issue specific strategies are listed in Figure 7 below.

The Annual Budget relates to that year's “slice” of the Corporate Business Plan, with any necessary adjustments made through the Annual Budget process.

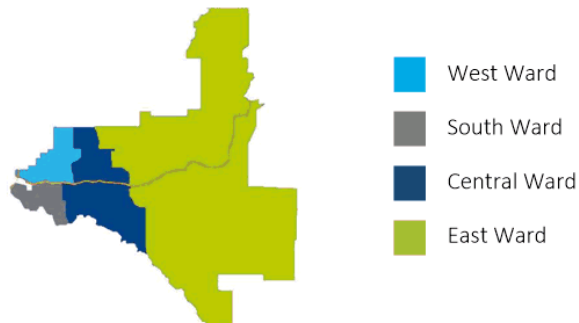
The Planning Cycle

Figure 7: Integrated Planning and Reporting Framework Planning Cycle



APPENDIX 2: SHIRE OF MUNDARING COUNCIL

A Council, with 12 elected members who elect a Shire President, governs the Shire. There are four Wards. The Council is responsible for the provision of good governance to the residents of the district.



WEST WARD



Cr Matthew
Corica



Cr Jason Russell
Deputy President



Cr Ian Green

SOUTH WARD



Cr James Martin



Cr David Lavell



Cr Darrell Jones

CENTRAL WARD



Cr Doug Jeans



Cr Amy Collins



Cr Toni Burbidge

EAST WARD



Cr Kate Driver



Cr John Daw
President



Cr Simon
Cuthbert

APPENDIX 3: THE SHIRE'S ROLES

The Shire's roles are described below.

Delivery of facilities and services

The Shire delivers a broad range of facilities and services that benefit the whole community directly or indirectly (see [table 4](#)). Most Shire facilities and services are partially or fully rates funded as they either can't be provided by the market (for example public open space) or wouldn't be within the reach of most families if they were (for example swimming pools).

Some services are based on infrastructure, for instance parks and playgrounds, roads and buildings. Maintenance and renewal of those infrastructure assets is a vital part of the Shire's service delivery role.

Some services are non-asset based, such as provision of events like the Summer of Entertainment Series.

Regulation

The Shire must fulfil statutory obligations as required by the State and Federal Governments, which are vital for community well-being. For example, we have a regulatory and enforcement role in:

- public health (eg licensing and monitoring food premises)
- issuing approval under State planning legislation
- the appropriateness and safety of new buildings

These areas are subject to regulation to ensure a minimum standard is adhered to, as well as to minimise the potential to impose costs or adverse effects on others (eg food poisoning, injuries or hazardous activities too close to population).

Enabling and facilitation

The Shire assists, supports and enables community groups and other strategic partners to develop and deliver solutions that meet the needs and aspirations of the community.

This occurs through activities such as provision of grants programs, volunteer support programs and provision of community facilities including subsidised use of community facilities.

Education

The Shire has a role in providing information and educational campaigns that assist the community to identify safe, healthy, sustainable and more economical choices. Bush fire prevention is a good example of this.

Civic leadership and advocacy

The Shire provides civic leadership with a broad and deep view of relevant trends and issues. This includes engaging and leading the community in its development; wise stewardship of community assets; advocacy to State Government for recognition, funding or policy support.

APPENDIX 4: STATE AND FEDERAL GOVERNMENT PLANNING LANDSCAPE

Table 8 lists relevant State and Federal Government legislation, frameworks, strategies and plans. This Strategic Community Plan has regard to this planning landscape, which has a significant effect on the Shire's planning for the future.

Table 8: Relevant State and Federal Government Legislation, Strategies and Plans

Relevant Strategy	Comment
Local Government Act	Review currently in progress
National Construction Code of Australia	Became operational in May 2019
National Disaster Risk Reduction Framework	Climate change provisions particularly relevant
Perth and Peel @ 3.5 million (including both population and the transport network)	Overarching WA State Government approach to growth management in Perth and Peel
North-East Sub-Regional Planning Framework	Applies Perth and Peel @ 3.5 million to the Cities of Swan and Kalamunda and the Shire of Mundaring
Planning and Development (Local Planning Schemes) Regulations 2015	Sets out planning processes that all local governments must follow
State Planning Policy 5.1	Changes to the Australian Noise Exposure Forecast (ANEF) affecting land in the vicinity of Perth Airport which is, or may in the future, be affected by aircraft noise
State Planning Policy 4.2	Requires us to have an activity centre plan approved for Mundaring town centre
State Government Sewerage Policy	Launched in September 2019, this Policy changes some requirements for effluent disposal which can affect minimum lot sizes and subdivision potential
State Planning Policy 7	Includes R-Codes – Volumes 1 & 2, Liveable Neighbourhoods Review and Precinct Design Guidelines). Will require changes to the way we do statutory, strategic and environmental planning
Guidelines for Planning in Bushfire Prone Areas	Suite of recent changes will require changes to the way we do statutory, strategic and environmental planning

Relevant Strategy	Comment
Metronet – Bellevue Station area	Possible extension of the Midland line to Bellevue to create a new station and surrounding community precinct.
EastLink WA (Orange Route) (incorporating Perth to Adelaide National Highway)	Great Eastern Highway is four-lanes, but has poor geometry and is winding and quite steep on the descent into Perth. There is increasing localised commuter traffic merging onto this key freight route. Eastlink WA is an alternative route between Northam and Perth to the current alignment of the Great Eastern Highway. Mentioned in the Perth and Peel @ 3.5million strategy, the North-East Sub-Regional Planning Framework, and a number of other strategies.
Waste Avoidance and Resource Recovery Strategy 2030	This strategy aims for a consistent three bin kerbside collection system across Perth and Peel by 2025. Local governments are also required to develop waste plans that are in alignment with the State's Strategy.
State Public Health Plan 2019-24	Requires all Western Australian local governments to develop a Public Health Plan (Community Health and Wellbeing Informing Strategy)

APPENDIX 5: COMMUNITY ENGAGEMENT PROCESS

Figure 3: Steps in the community engagement process (2019)



The steps are outlined below.

Steps 1 and 2: Scene-setting workshops

Workshops held with staff and Councillors to set the scene for the Strategic Review, review progress, make a preliminary identification of the key challenges facing the community for the decade ahead, and confirm the engagement process.

Step 3: Face to face and online community engagement

The face to face engagement schedule is outlined in table 9. The workshops focused on challenges facing the community, what is most valued about the Shire, vision, what we want to be known for and priorities for achieving the vision. The online engagement replicated the same questions.

The workshops were independently facilitated, with assistance from table facilitators, who were staff from a variety of roles who nominated to be involved. Councillors and Executives were present at the workshops to listen and assist with enquiries as required.

The workshops were held in a variety of times and locations to maximise the opportunity for participation. The workshops were well subscribed apart from two (one open community workshop and a young adults workshop), which were both cancelled.

The invitation community workshops were attended by people who received one of 6,000 letters from the Shire. Those who responded registered into one of the six invitation workshops offered.

One community workshop was open to all community members. As noted above, originally two open workshops were offered, but one was cancelled due to low registration.

The engagement included traditionally harder to reach groups – the business community, young people and Aboriginal community members. In addition to the workshops listed below, a large number of children were able to participate through the Child and Parent Centre's engagement with local schools.

The community leaders' workshop was an exception to the format described above. That workshop looked at practical ways some of the community's ideas could be implemented utilising Shire and community collaboration.

All the workshops elected two representatives to report back directly to the Council (see Step 4).

Table 9: Schedule of face to face community engagement

Date	Time of day	Location	Type of engagement
6 August	Afternoon	Civic Area	Community workshop - invitation
6 August	Evening	The Hub	Community workshop - invitation
8 August	Evening	Civic Area	Community workshop – open to all
10 August	Morning	Mundaring Arena	Community workshop - invitation
14 August	Evening	Civic Area	Youth workshop
15 August	Evening	Civic Area	Business Sundowner workshop
17 August	Afternoon	Civic Area	Community workshop - invitation
21 August	Afternoon	Boya Hub	Community workshop – invitation
21 August	Evening	Bruce Douglas Pavillion	Community workshop – invitation
22 August	Evening	Civic Area	Community leaders' workshop
23 August	Morning	Child and Parent Centre	Aboriginal community – yarning workshop

Step 4: Council Summit

A Council Summit was held in the Mundaring Arena with the Councillors, Executive and representatives from the workshops. The results of the workshops and online engagement were presented and there was intensive discussion whereby the Councillors and Executives gained a deeper understanding of the community's perspectives. At the end of the Summit, Councillors summarised what they had heard.

Step 5: Council deliberation workshop

Following the Council summit, Councillors met to deliberate on the results and give guidance to the drafting of the Strategic Community Plan.

Step 6: Council workshop on draft Strategic Community Plan

Following step 5, work proceeded on developing the draft Strategic Community Plan. Councillors met to review and refine the draft document before being adopted for public consultation.



Strategic Community Plan 2020 - 2030
developed with the assistance of Localise

10.5 Draft Community Health and Wellbeing Informing Strategy

File Code	HS.HLH1
Author	Martin Shurlock, Senior Environmental Health Officer
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	1. Draft Community Health and Wellbeing Informing Strategy ↓

SUMMARY

The *Public Health Act 2016* is being implemented in five stages to replace the *Health (Miscellaneous Provisions) Act 1911*. It is currently at stage 4. Upon stage 5 coming into force, each local government will have two years to prepare a local public health plan. No date has been set by the State Government as to when stage 5 will come to pass, however it is reasonably believed to be three to five years away. Notwithstanding the development of a Public Health Plan not being required at this stage, Council determined to develop a Public Health Plan as a key two year project for 2019/19 and 2019/20.

The draft Public Health Plan has been titled *Community Health and Wellbeing Informing Strategy 2020-2025* (CHWIS) in order to reflect its status in the Shire's suite of strategic informing plans and to utilise language that is more meaningful for community.

Council is now requested to approve the release of the draft CHWIS for public comment during the period of 14 December 2019 to 7 February 2020. Upon the closure of the consultation period, comments will be collated and the revised CHWIS will be presented to Council in March 2020 for adoption.

BACKGROUND

The Shire commenced development of the draft CHWIS on 1 July 2018. This draft Plan has been informed by significant community consultation and active input by an internal Public Health Plan working group.

STATUTORY / LEGAL IMPLICATIONS

Development of a Local Public Health Plan is a legislated requirement under the *Public Health Act 2016*. A Local Public Health Plan is required to be prepared by each local government within two years of stage 5 of the *Public Health Act 2016* being enacted. Within one year of stage 5 being implemented, the State Government is required to implement a State Public Health Plan. The State Government released its first State Public Health Plan in July 2019.

POLICY IMPLICATIONS

As an informing strategy, the CHWIS is designed to integrate with the Shire's Strategic Community Plan, the Corporate Business Plan and the Annual Budget. At a State level it is

designed to align with the objectives outlined in the State Public Health Plan where it is considered appropriate.

As public health permeates through most of the Shire's functions, it has the potential to influence – and be influenced by – policies that include the following:

- Community Gardens (CD-03)
- Support for Volunteerism (LR-02)
- Environmental Sustainability (OR-23)
- Mobile Vendors on Shire Owned or Managed Land (HS-02)
- Street Trees (PS-08)

As the CHWIS seeks to improve the mental and physical health of the community it should be seen as aiding other policies, albeit the link may not always be immediately obvious for public health is very broad and can be delivered in a large number of ways.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.1 – Increase transparency and responsiveness of Shire administration processes

SUSTAINABILITY IMPLICATIONS

The Shire's Environmental Sustainability Policy OR-23 acknowledges the intrinsic link between human health and the health of the environment:

3.1. The Shire recognises that healthy ecosystems and well-managed natural areas support the health and well-being of the community, and the Shire will strive to lead by example as a responsible custodian of public environmental assets.

RISK IMPLICATIONS

Failure to generate a local public health plan two years after stage 5 of the *Public Health Act 2016* (timeframe yet to be determined, however reasonably understood to be 3-5 years away), will result in a breach of the *Public Health Act 2016*.

Risk: Failure to adopt a PHP by two years post stage 5 of the implementation of the *Public Health Act 2016* would result in a breach of the *Public Health Act 2016*.

Likelihood	Consequence	Rating
Almost Certain	Major	Extreme
Action / Strategy		
Adoption of a Public Health Plan within an appropriate timeframe would		

completely mitigate the risk.

EXTERNAL CONSULTATION

The preparation of the CHWIS has undergone considerable external consultation in its design phase. This consisted of several formats to ensure that broad representation was achieved.

A survey was conducted over a period of three months. The purpose of the survey was to identify and articulate the community's perceptions of health outcomes. The online survey received 326 responses:

- People aged over 60 years of age (50%)
- Young people (12%)
- Aboriginal and Torres Strait Islander community (3%)
- Person with a disability (9%)

In addition to the online survey, there was also an interactive survey activity with young people (77 responses) and a workshop with the Aboriginal community (28 attendees).

A facilitated workshop with representatives from the various Resident and Ratepayers Associations (9 attendees) was also undertaken.

Consultation was undertaken with other local governments who had already prepared their own Public Health Plans. Opportunities were taken to note the lessons they had learnt through this process and these have been incorporated into the CHWIS.

Engagement also took place with the East Metropolitan Health Unit to obtain public health statistics. These statistics were then used to compare against the public perceptions from the survey.

If approved for release by Council, the CHWIS will be available for public comment from 14 December 2019 through until 7 February 2020 and will be widely publicised through:

- Direct invitation to comment to all community members who registered for the community engagement workshops in August 2019.
- Direct invitation to comment to all residents and ratepayers groups and progress associations
- Invitation to comment via email databases such as businesses, sporting groups, fire brigade, and environment groups
- Promotion in the Echo Newspaper
- Posters inviting public comment in Shire offices, libraries, Brown Park Recreation Centre, The Hub of the Hills, Mundaring Arena, Swan View Youth Centre and local shopping centres
- Promotion via Shire's social media and website
- Community members will be encouraged to comment via Engage Mundaring.

COMMENT

Local government is regarded as having the closest contact with the public and has many opportunities to engage with them across a host of different formats.

Owing to its level of contact, local government is a key stakeholder in delivering services and activities that can have a significant impact on the public health outcomes of the community. These services and activities can take many forms and may be done so in a manner that is not under a public health banner. Examples of this may include the

provision of recreational facilities or community events that in turn encourage the community to become physically active and engage with other members of the community.

Whilst the preparation of a Public Health Plan is not legally required at this point in time, it is known that there are a number of local governments that have had Public Health Plans for some years and that some are now on their second or third generation plan.

The State Government has recognised that local governments are increasingly looking to prepare a Public Health Plan in advance of stage 5 of the *Public Health Act 2016*. In order to support local government and provide guidance, the State Public Health Plan 2019-24 was published in July 2019. The State Public Health Plan provides a range of state level objectives; and the timing of its release has been serendipitous in the preparation of the Shire's CHWIS as it enabled confirmation of the alignment of the objectives.

Whilst there are a number of local governments that are already well down the Public Health Plan path, many more have not commenced the journey. By preparing this CHWIS, the Shire of Mundaring would be considered as one of the more proactive local governments when it comes to addressing public health matters within its community.

The *Public Health Act 2016* will in require reporting on the activities of a Public Health Plan as well as an annual review. However as Public Health Plans are not legally mandated at this stage, there is neither a legal requirement to do either, nor is there a framework to do so. It is anticipated that the Shire would undertake its own annual review process and commence reporting upon the Department of Health establishing a reporting framework.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION		C16.12.19	
RECOMMENDATION			
Moved by	Cr Lavell	Seconded by	Cr Burbidge

That Council approves the release of the draft Community Health and Wellbeing Informing Strategy (**Attachment 1**) for community comment for the period 14 December 2019 to 7 February 2020.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil



Shire of

Mundaring

Community Health and Wellbeing
Informing Strategy
2020 - 2025



What's It All About?

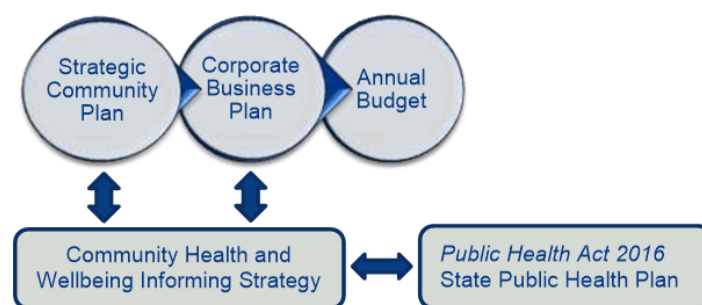
The role local government plays in community health and wellbeing

Intentionally blank page

Executive Summary

The Community Health and Wellbeing Informing Strategy (CHWIS) 2020/2025 is a five-year plan that links to the Shire's strategic objectives as outlined in the Strategic Community Plan and Corporate Business Plan. This ensures commitments within the strategy are achieved within the Shire's current service levels and resourcing capability and are aligned to community's vision for the future, including aspirations and service expectations.

The CHWIS consolidates the Shire's existing practice intended to protect and promote the health of the community and provides a foundation on which the Shire can build.



Acknowledgement of Country

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

Our Community Health and Wellbeing Vision

A healthy and connected community, embodied by space and place, which empowers each of us to take control of our wellbeing.

Commitment to Deliver Community Health Outcomes

The Shire of Mundaring recognises that a whole of organisation approach, along with partnerships with other government and non-government agencies, local organisations and the broader community, are essential for the delivery of community health and wellbeing outcomes.

Strongly aligned to the Shire's Strategic Community Plan, this CHWIS involves a holistic approach to community health, which is achieved through the Shire's interconnecting priorities in governance, community and the natural and built environment.

Throughout the planning and implementation of these priorities, The Shire engages with organisations, community groups, and individuals to hear their perceptions of health and wellbeing in the spaces in which they live, work, and play.

The Shire is committed to the following goals to promote and support a healthy community:

- Supporting a mentally and physically healthy community
- Empowering and enabling our people and community to make healthy lifestyle choices
- Fostering an age-friendly community
- Preventing and controlling infectious disease
- Building and maintaining safe spaces to live, work, and play
- Protecting the community by ensuring a healthy environment
- Regulating and managing the built and natural environments to ensure sustainable and healthy living.



Midvale Hub for Families



Recreational Facilities and Spaces Provision



Food Safety



Physical Activity Promotion



Bush Fire Prevention



Public Building Control



Water Management



Festival and Public Safety



Waste Services

Shire of Mundaring's Role in Public Health

Our Nation's Health

A National overview of health priorities and their determinants

In response to burden of disease and injury within the Australian community, the Federal government has established nine National Health Priority Areas based on our most significant diseases and conditions. By adopting this approach, the focus is on addressing the factors affecting each of the nine diseases and conditions to improve our nation's overall health and wellbeing.

The *Public Health Act 2016* recognises the partnerships between state government, non-government agencies and local government, and the contributions they make in supporting and promoting the health and wellbeing of the Western Australian population.



To address health at a state level, the Western Australian government acknowledges our state has a varying degree of health outcomes across population and demographic groups. Within the state, poor health outcomes are found to be more commonly faced by those of low socio-economic status and communities in rural and remote regions. Subsequently, state government has identified the need to support public health programs in three priority areas.

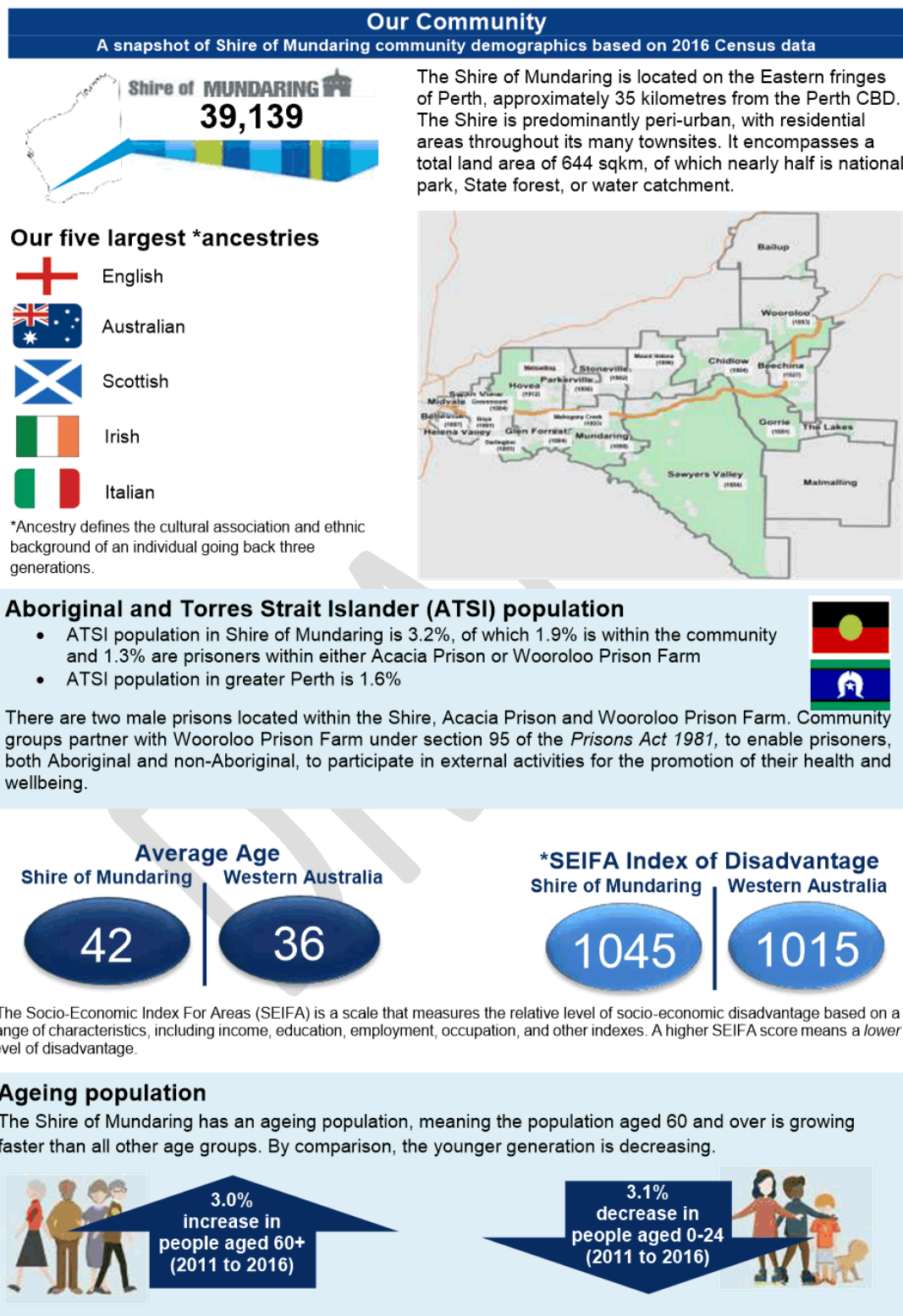
What Makes us a Healthy Community?

Today, health is seen as much more than the lack of disease. Modern public health takes a broader approach that considers and values the factors, which determine community health.

These determinants make a significant impact in everyday life and affect each person differently.

Being at the level of government closest to community, the Shire is in a unique position to guide the social, economic and environmental determinants, which ultimately support our community in achieving good health.





Support for Diverse Cultures within the Community

Understanding the impact of culture on health and wellbeing

Programs and Services for Diverse Cultures

The journey through early childhood is known to affect a person's health and wellbeing during their later years. Our Midvale Hub Centres deliver a suite of early education and care services, parenting programs and adult study programs that focus on empowering adults and children to strive for a brighter future. The Hub team has gained a community-wide reputation for being approachable and friendly and take pride in maintaining strong relationships with local Aboriginal and culturally and linguistically diverse communities.

One of the Midvale Hub Centres is the Child and Parent Centre – Swan, which supports the wellbeing of children from pre-birth to 8 years old through a range of integrated services. During a visit to the Centre, we asked participants of the Moordidjabing (Becoming Strong) program “what does health and wellbeing mean to you”? These are some of their responses:

Natasha

“For me it's about keeping mentally healthy by exercising and eating healthy food, cooking together and keeping relationships”



Amanda

“Health for me is about fitting in, being comfortable and feeling equal. I go to a study class every week where I feel I belong and I'm treated the same as everyone else. I also find peace through art and craft”

Rachael

“I think it's important to have a safe space like here at the Centre where me and my kids can be with other people, it helps me to keep motivated”



Engagement Opportunities

Methods used to gathered information and feedback to inform the strategy

Community Engagement

This strategy has been developed using information and feedback gathered from government departments, local organisations, service providers and community.

Through communication with the Western Australian Department of Health and East Metropolitan Health Service, the Shire gathered and analysed health data, which was used to determine the priorities and objectives for this strategy.

An internal working group was established with staff members from each Service Area. Their role was to identify public health practices the Shire currently has in place and to help communicate a greater consideration of public health across the organisation.



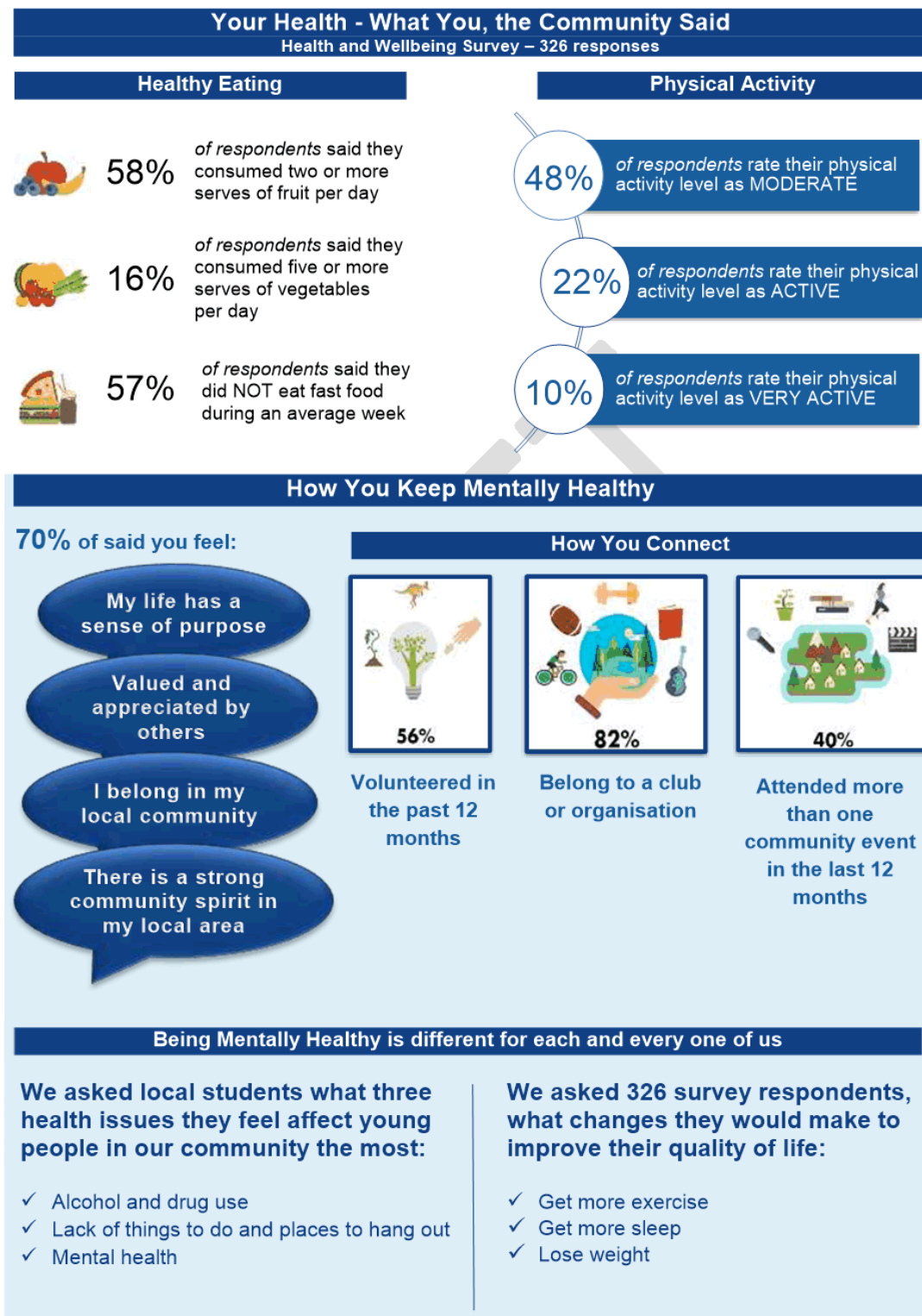
We invited you, the community, to give feedback on perceptions of community and individual health and wellbeing and to prioritise local health issues. We consulted with community through a number of community engagement opportunities, resulting in 440 responses.

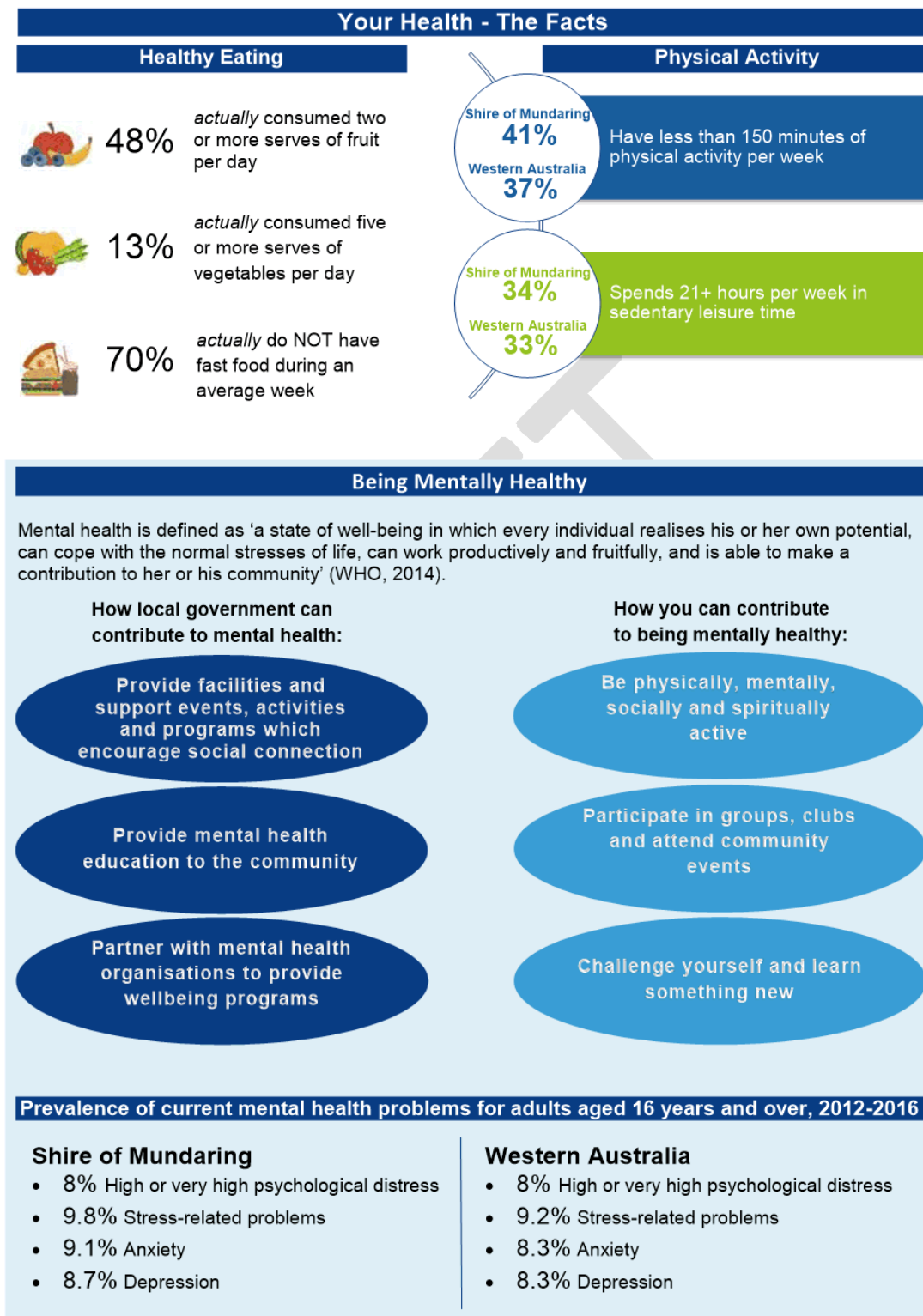
- 326 Individual responses to a Community Health and Wellbeing survey
- 9 Resident and Ratepayer groups provided feedback during a workshop activity
- 77 Young people participated in an interactive survey activity
- 28 Aboriginal people engaged in yarning opportunities.

The following documents and the associated community feedback have been used in the development of this strategy.

Strategic Community Plan 2016-2026
Corporate Business Plan 2019/20–2022/23
Local Planning Scheme No 4 (LPS4)
Local Planning Strategy
Mundaring Activity Centre Plan
Public Open Space Strategy

Bushfire Area Access Strategy 2016
Environmental Management Plan 2012-2022
Seniors Informing Strategy 2013-2017
Disability Access and Inclusion Plan 2017-2021
Youth Informing Strategy 2017-2022
Recreation Facilities Informing Strategy





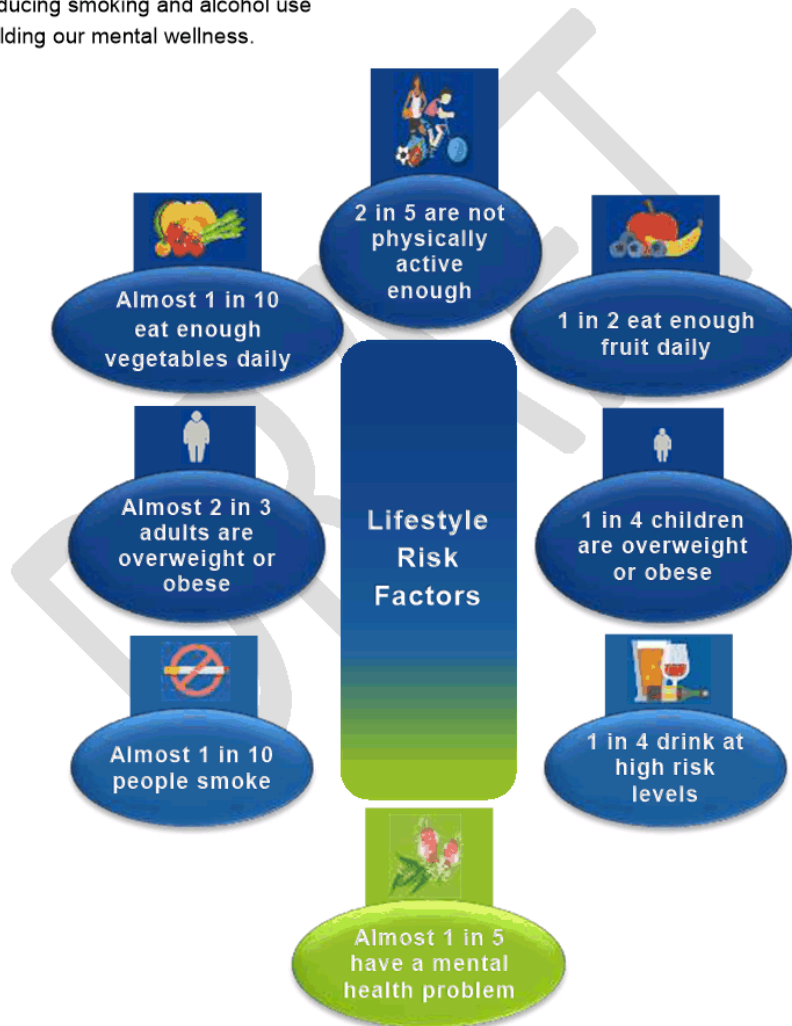
Chronic Disease/Conditions and What You Can Do About It

The Impact of Lifestyle Choices

Lifestyle behaviours that impact health and wellbeing

Chronic diseases/conditions such as cardiovascular disease, dementia and Alzheimer disease, cancer, diabetes and mental health conditions are the leading cause of death and disability both in Western Australia and Shire of Mundaring. The lifestyle choices we make everyday can impact our risk of developing these disease/conditions. In Shire of Mundaring, the biggest lifestyle choices that we can focus on are:

- Increasing fruit and vegetable consumption
- Improving physical activity levels
- Reducing smoking and alcohol use
- Building our mental wellness.



Current Shire Public Health Commitments

This CHWIS consolidates the Shire's existing practice in the space of public health. The ongoing commitments detailed below reflect our goal to achieve positive community health and wellbeing outcomes.

Our People, Our Community

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
Commitments
1.1 Promote National and State mental health awareness campaigns 1.2 Provide opportunities that facilitate positive mental health for the local community, such as programs run through the Midvale Hub
Objective 2: Increase participation in activities that yield mental health benefits
Commitments
2.1 Promote participation in volunteering opportunities 2.2 Acknowledge and celebrate the efforts of volunteers 2.3 Support groups and organisations that host community events

Goal: Empowering and enabling our people and community to make healthy lifestyle choices

Preventing harm and promoting a safer community
Objective 3: Minimise the risk of harm from falls Objective 4: Increase awareness of road safety campaigns Objective 5: Increase water safety awareness and minimise associated risks
Commitments
3.1 Investigate and deliver opportunities for people to participate in skill, education and recreation based programs
4.1 Promote National and State road safety campaigns
4.2 Share road safety information with community and visitors
5.1 Conduct private swimming pool and spa inspections
5.2 Support and promote Department of Education Interm and VacSwim swimming programs
5.3 Provide public aquatic facilities to create opportunities and encourage participation in swimming lessons and a range of other aquatic programs
Objective 6: Facilitate a more active community by increasing participation in physical activity
Commitments
6.1 Provide a broad range of recreation and leisure facilities across the district
6.2 Promote and encourage participation at local recreational spaces
6.3 Promote and support local organised recreation and sporting clubs and groups
6.4 Build and maintain partnerships to implement National, State and local physical activity programs
6.5 Provide physical activity opportunities within our natural environments
<ul style="list-style-type: none"> • Lake Leschenaultia: canoeing, paddle boarding, swimming, walking & cycling trails • Other walking & cycling trails e.g. Railway Reserves Heritage Trail, Bilgoman Well Heritage Trail, Munda Biddi Trail

Objective 7: Foster healthy eating in our community
Commitments
7.1 Promote National, State and local nutrition programs
7.2 Support events that encourage and provide healthy eating options
7.3 Action the Shire Community Gardens policy

Objective 8: Prevent harms associated with smoking, alcohol and drugs in the community
Commitments
8.1 Promote and encourage facilities, environments and events which are free from smoking, alcohol and other drugs
8.2 Attend the Mundaring Local Drug Action Group (LDAG)

Fostering health and wellbeing of our ageing population by creating an age friendly community
Objective 9: Engage older people to participate in activities and events
Objective 10: Strengthen access to facilities, services and information for older people
Objective 11: Facilitate appropriate housing for older people
Commitments
9.1 Provide facilities that cater for activities attractive to older people
9.2 Manage the activity and event program at The Hub of the Hills and Brown Park Recreation Centre
9.3 Promote and encourage participation in local activities and events
9.4 Build and maintain partnerships to promote and deliver National, State and local initiatives for older people
10.1 Manage and deliver library services available for older people
10.2 Support community groups that provide initiatives for older people
10.3 Build and maintain partnerships with organisations that provide information relevant for older people
11.1 Through the current Local Planning Scheme, respond to development proposals in relation to housing opportunities for older people, where appropriate

Goal: Prevention and control of infectious diseases

Objective 12: Promote, raise awareness and increase knowledge about immunisation
Commitments
12.1 Partner with stakeholders to provide and promote an immunisation program in accordance with the National Immunisation Program Schedule

Objective 13: Manage and maintain the risks associated with infectious disease
Commitments
13.1 Utilise a range of media to increase community awareness about: <ul style="list-style-type: none"> the risks associated with infectious disease, and actions to prevent infectious disease
13.2 Monitor emerging environmental health risks
13.3 Provide guidance and advice to the body art and personal appearance industry operating within the Shire, regarding health and hygiene practises

Our Space, Our Place

Goal: Building and maintaining safe spaces and places to live, work and play

Emergency management and bush fire preparedness Objective 1: Manage and control risks associated with emergency events Objective 2: Enhance bush fire preparedness
Commitments
1.1 Support and actively participate in District and Local Emergency Management Committees 1.2 Periodically review the Local Emergency Management Arrangements (LEMA) 1.3 Promote heatwave community education campaigns in partnership with Department of Health 1.4 Action policy and guidelines related to building in bush fire prone areas 2.1 Undertake Bush Fire Safety and Firebreak Management Program 2.2 Implement a range of treatments to manage bushfire risk on lands owned or managed by the Shire 2.3 Engage residents to effectively manage bushfire risk on private property 2.4 Establish and maintain volunteer bush fire brigades in accordance with the requirements of the <i>Bush Fires Act 1954</i> .
Recreation, leisure and community assets Objective 3: Protect the community by managing safety of public buildings, recreation facilities and events
Commitments
3.1 Administer maintenance programs for public buildings, leased community facilities, footpaths, trails, aquatic facilities, parks, reserves and Lake Leschenaultia camp ground to ensure safety of facilities 3.2 Facilitate the Playground Safety Inspection program and ensure equipment is constructed and maintained in accordance with Australian standards 3.3 Request and evaluate risk management plans, emergency management plans and traffic management plans for Shire and community run events 3.4 Ensure aquatic facilities meet all relevant regulations and standards
Access & inclusion Objective 4: Support people with disability and their families, friends and carers to feel welcomed, valued and included in the Shire community
Commitments
4.1 Administer strategies outlined in the Shire Disability Access and Inclusion Plan 2017-2021 to enhance access and inclusion within the community
Transport Objective 5: Minimise congestion and advocate for improved public transport
Commitments
5.1 Partner with key stakeholders to work towards improving traffic control and congestion at key intersections 5.2 Advocate to maintain and improve existing public transport options

5.3 Consider transport and movement networks in any planning advice, approvals or strategies prepared by the Shire

Youth engagement and support

Objective 6: Engage with and support our young people and wider community to become more connected

Commitments

- 6.1 Provide affordable and accessible facilities for junior sports programs
- 6.2 Facilitate partnerships with community groups and organisations that deliver programs and activities for young people
- 6.3 Provide grant funding to community groups and organisations that deliver programs and activities for young people

Goal: Protecting the community by ensuring a healthy environment

Objective 7: Maintain and enhance environments supportive of public health

Commitments

- 7.1 Administer the *Food Act 2008* which governs the registration and inspection of all food businesses within the Shire
- 7.2 Assess applications for on-site effluent disposal, carry out inspections of installation and monitor routine service reports for aerobic treatment units to ensure that they are performing satisfactorily
- 7.3 Co-ordinate and resource solid waste collection and solid waste disposal services in accordance with the *Waste Avoidance and Resource Recovery Act 2007*, including: domestic and commercial bin collection; waste transfer stations; and bulk verge collection
- 7.4 Provide and maintain a stormwater drainage system that mitigates foreseeable risks to public health and safety
- 7.5 Administer legislation as it relates to animals, pests, noise, air quality, litter/dumping and environmental health nuisance

Goal: Regulate and manage the built and natural environments to support sustainable and healthy living

Objective 8: Build capacity for safe and sustainable water management by Shire and community
 Objective 9: Identify health risks and adaptation options for climate change impacts
 Objective 10: Facilitate sustainable land use and development

Commitments

- 8.1 Work in partnership to:
 - use Water Sensitive Cities benchmarking to improve water management within Shire and community
 - promote and deliver Waterwise programs and activities for community
- 9.1 Administer a range of climate change adaptation and mitigation measures in order to better prepare, protect and inform residents of impacts on climate change
- 9.2 Partner with and support community groups that promote environmental awareness and engagement with nature - Environmental Advisory Committee, Catchment Groups, Friends Groups, Mundaring in Transition etc.
- 10.1 Action the Local Planning Strategy and Local Planning Scheme No.4

Evaluation of Our Plan

The Shire of Mundaring Health and Wellbeing Informing Strategy is managed by the Shire Health Services Department and supported by senior management. Commitments identified are implemented and evaluated by Service Areas across the organisation.

A review of the strategy will be carried out annually as required under the *Public Health Act 2016*. The Shire's internal working group will assist with the review. The strategy and associated action plan may be amended or replaced in response to changes in State policy and/or in consideration of statistical updates, new trends and/or evidence.

A formal review will be undertaken at the end of the five-year period as part of the process to develop a new strategy that will set the direction for the next five years. This process will include; a review of the health status of our local area; a review of the State Public Health Plan; a review of current Shire plans/policies/strategies; and consultation with local community to better understand community needs and expectations.

References

- Australian Bureau of Statistics, 2010, *Causes of Death*, cat. no. 3303.0
- Australian Bureau of Statistics, 2019, *National Health Survey: First Results, 2017-18*, cat no. 4364.0.55.001
- Australian Institute of Health and Welfare, 2012, *Dementia in Australia*. Cat no. AGE 70. Canberra: AIHW
- Australian Institute of Health and Welfare, 2018, *Australia's health 2018*. *Australia's health series no. 16*. AUS 221. Canberra: AIHW
- Department of Health, 2018, *Leading Health Conditions: Deaths – Mundaring (S) LGA*
- Department of Health, 2019, *State Public Health Plan for Western Australia, Objectives and Policy Priorities for 2019-2024*. Perth: WA
- East Metropolitan Health Service, October 2018, *Moorditj Djena* [Meeting]: Midland, WA
- East Metropolitan Health Service, 2018, *Shire of Mundaring Community Health Profile 2018*, EMHS Department of Health: Perth
- Epidemiology Branch, 2017, *Health and Wellbeing Surveillance System, Mundaring (S), Adults 16 and Over, 2012-16 HWSS*, WA Department of Health: Perth
- Epidemiology Branch, 2017, *Mundaring (S) LGA Health Profile, 2012-16*, HWSS, WA Department of Health: Perth
- Public and Aboriginal Health Division, 2019, *State Public Health Plan for Western Australia: Objectives and Policy Priorities for 2019-2024*, Department of Health: Perth
- Public Health Division, 2017, *WA Public Health Act Handbook for Local Government*, Department of Health: Perth
- Public Health Division, 2018, *Public Health Planning Guide for Local Government*, Department of Health: Perth
- Robinson, K., Donovan, R. J., Anwar McHenry, J. 2013, *A Great Way to Live Life. The Act-Belong-Commit Guide to Keeping Mentally Healthy*. Healthy Mentally Healthy WA: Curtin University, Perth
- World Health Organization, 2013, *Mental Health Action Plan 2013-2020*: Geneva, Switzerland



This document is available in alternative formats upon request.



Address 7000 Great Eastern Highway, Mundaring WA6073

Phone (08) 9290 6666

Email shire@mundaring.wa.gov.au

Website www.mundaring.wa.gov.au

Facebook @ShireofMundaring

Instagram @shireofmundaring @mdgyouthcrew



10.6 Adoption of the 2018/19 Annual Report and Date of Annual General Meeting of Electors

File Code	FI.RPT 3
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	1. Annual Report 2018/19 Part 1 ↓ 2. Annual Report 2018/19 Part 2 - Audited Annual Financial Report ↓

SUMMARY

Council is requested to accept the Annual Report for the year ended 30 June 2019 and set the date for the Annual General Meeting of Electors.

The Annual Report has been prepared in accordance with the requirements of sections 5.53 and 5.54 of the *Local Government Act 1995* (the Act) and the Regulations under the Act. Section 5.54 of the Act requires all local governments to adopt their annual report for the preceding financial year by no later than 31 December each year unless the Auditors Report is not available in time for this to occur, in which case it must be accepted no later than two months after the auditor's report becomes available.

Section 5.27 (2) of the Act requires a general meeting to be held on a day selected by the local government but not more than 56 days after the acceptance of the Annual Report, with the matters to be discussed at the meeting prescribed in the *Local Government (Administration) Regulations 1996*.

BACKGROUND

The Annual Report for 2018/19 has been prepared in two parts. Part 1 is the Annual Report (**Attachment 1**) itself which outlines major achievements and activities undertaken by the Shire in 2018/19 and Part 2 is the Annual Financial Report (**Attachment 2**).

It should be noted the Annual Financial Report does not yet include the Audit Report which will be included in the Agenda and the Annual Report as soon as it is received from the Office of the Auditor General.

As required under section 5.53(2) (f) and (h) of the Act, the Annual Report includes the audited Annual Financial Report and the independent Audit Report. The Annual Financial Report and Audit Report are to be reviewed by the Audit and Risk Committee at its meeting to be held 3 December 2019. Recommendations from the Audit and Risk Committee meeting will be circulated to Elected Members prior to the Council meeting as soon as the minutes are available.

The Annual Financial Report and Independent Audit Report have been finalised later than in previous years in part because of additional time required in the sign off process by the Office of the Auditor General. In addition there have been delays in the audit of the

Eastern Metropolitan Regional Council (EMRC) which has meant the Shire was not able to complete its Annual Financial Report until the EMRC audit was completed.

STATUTORY / LEGAL IMPLICATIONS

The requirement to prepare an Annual Report and convene a general meeting of electors is contained in the *Local Government Act 1995* and accompanying Regulations.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

Priority 1 – Governance

Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Objective 1.2.2 – Increase open and regular communication between elected members and the community.

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Non-compliance with the Act if the Annual Report is not adopted by Council by 31 December each year and the General Meeting of Electors is not held in accordance with statutory requirements and timeframes.

Likelihood	Consequence	Rating
Rare	Moderate	Low

Action / Strategy

The Annual Report is prepared and presented to Council by no later than December each year and the Annual Electors' Meeting is held within 56 days of the Report's acceptance.

EXTERNAL CONSULTATION

Once Council had determined the date of the Annual General Meeting of Electors, the Chief Executive Officer is to convene the meeting by giving:

1. at least fourteen days' public notice; and
2. Elected Members fourteen days' notice of the date, time and place and purpose of the meeting.

COMMENT

The Audit and Risk Committee will meet on 3 December 2019 and a recommendation regarding the audited Annual Financial Report for 2018/19 will be subsequently advised.

While the Annual General Meeting of Electors has been held in late December for a number of years, due to the delay in finalising the Annual Report this year and given the requirement for at least 14 days' public notice (which excludes public holidays and weekend days) the earliest date the meeting could be held is 26 December 2019.

In order to meet the statutory deadline of convening the Annual Electors' Meeting within 56 days of acceptance of the Annual Report, the meeting must be held by Wednesday 5 February at the latest.

To maximise electors' opportunity to participate it is recommended that the meeting be held after the January 2020 Council meeting, which is scheduled for Tuesday 28 January. Monday 27 January is a public holiday.

As such, it is recommended that that the Annual Electors' Meeting be held on Monday 3 February 2020 at 6.30pm in the Shire of Mundaring Civic Area.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995 Section 5.54 (1)*

COUNCIL DECISION RECOMMENDATION		C17.12.19	
Moved by	Cr Green	Seconded by	Cr Jeans

That Council:

1. By absolute majority, accepts the Annual Report, which includes the audited Annual Financial Report, for the year ended 30 June 2019; and
2. Determines the date for the Annual Meeting of Electors to be Monday 3 February 2020, commencing at 6.30pm in the Shire of Mundaring Civic Area.

CARRIED BY ABSOLUTE MAJORITY 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil



Shire of Mundaring Snapshot

Population

39,139



Land Area

64,409ha
(644 Km²)

Population density

0.61
persons per hectare



Enquiries to Mundaring Visitors Centre

12,495

Number of residents
employed (Aged 15-64)

65.8%



Contents

INTRODUCTION

4

Acknowledgement of Traditional Owners

About Us

About this Annual Report

Shire President's message

CEO's message

Our Organisation

Councillors and Wards

REPORT OF OPERATIONS

16

Highlights of the year

Challenges and future outlook

THE YEAR IN REVIEW

20

Youth Partnership Fund

Community Events

Emergency Management

A Tourism Destination

Innovations in Our Shire

Libraries

Awards

Community Grants

OUR WORKFORCE

45

Executive Leadership Team

Our workforce

Our volunteers

PERFORMANCE INDICATORS AND MEASURES

50



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

A highlight of the Shire's Events Calendar is the celebration of NAIDOC Week. Several activities are held including a highly successful flag raising ceremony.

Plans are underway for the development of a Reconciliation Action Plan (RAP).

The plan will further cement the Shire's ongoing commitment to respecting Aboriginal and Torres Strait Islander people and preserving their culture, particularly within the Perth Hills region.

About Us



Shire of Mundaring is located on the eastern fringe of Perth, approximately 35 kilometres from the Perth CBD. The original inhabitants of the Mundaring area were the Noongar Aboriginal people. Mundaring is thought to be an Aboriginal word meaning “a high place on a high place” or “the place of the grass tree leaves”.

It encompasses a total land area of 644sqkm, of which nearly half is National Park, State Forest or water catchments. Townsites and locations include Bailup, Beechina, Bellevue (part), Boya, Chidlow, Darlington, Glen Forrest, Gorrie, Greenmount, Helena Valley, Hovea, Mahogany Creek, Malmalling, Midvale (part), Mount Helena, Mundaring, Parkerville, Sawyers Valley, Stoneville, Swan View (part), The Lakes and Wooroloo.

Shire of Mundaring has an estimated resident population of 39,139 (Australian Bureau of Statistics, 2018). Over the past decade, the population increased by approximately eight percent.

The largest industries are construction, manufacturing, rental hiring and real estate services. There are 2,985 local businesses as of 2018, and 10,650 local jobs. Industrial precincts are in Mundaring and Midvale. Just over 20,000 residents are employed. (National Institute of Economic and Industry Research 2018).

5



About this Annual Report

The current Strategic Community Plan and its supporting Corporate Business Plan form the Shire's plan for the future.

These two publications detail the community's aspirations for the Shire of Mundaring. The 2018/19 Annual Report informs the reader of how the Shire is delivering on its vision to provide a sense of space, a sense of place.

What we value

A peaceful lifestyle with amenity

Living in a safe place

Being part of a resilient, supportive and inclusive community

Living sustainably

Respect for the heritage and history of the area

Engaged, responsible leadership

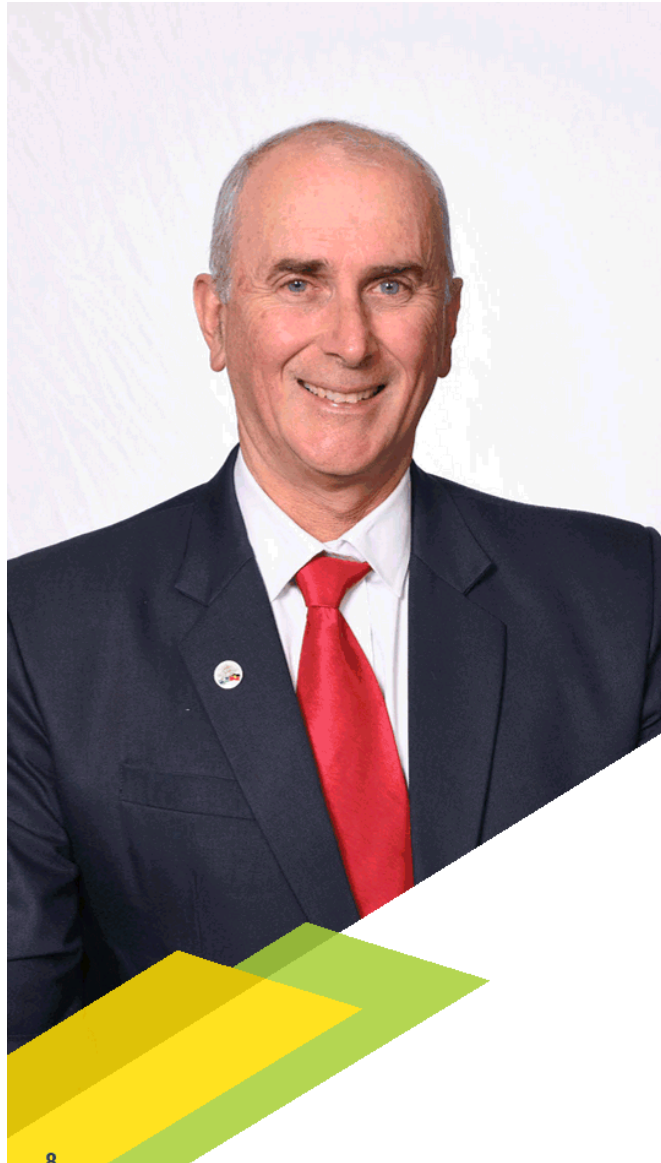
This Annual Report comprises the following:

- An overview of the Shire including reports from the Shire President and Chief Executive Officer (CEO)
- Report of Operations
- The Year in Review
- Our Workforce
- Performance Indicators and Measures



If you would like to provide feedback on the Annual Report please email the Shire at shire@mundaring.wa.gov.au.

Alternative formats of this document are available upon request.



Message from the Shire President

It is with great pleasure that I present Shire of Mundaring's Annual Report for 2018/19 on behalf of my colleague Councillors.

I thank all Councillors and Shire officers for their wise use of our financial resources to deliver positive outcomes for residents, ratepayers, community groups and businesses.

The Shire succeeded in delivering services valued by the community, at an affordable and sustainable level of rates and charges and through grants and other income. I thank community members for their continued support of Council decision-making through ongoing community engagement about financial and service-priority issues.

Community engagement became more accessible and inclusive this past year with the launch of an online engagement platform known as Engage Mundaring. This online consultation tool allowed community members to share ideas and participate in surveys, vote in polls and tell the Shire about their visions for the Shire - at a time and place of convenience to them.

Resources were applied to continue the development and maintenance of our valued roads, footpaths and drainage infrastructure, to our local libraries, cultural centres, recreation venues, sporting clubs and venues, bushfire preparedness and playgrounds. I am pleased to report

that not only was the new Mundaring Arena in constant use by our clubs, but that special sporting events, including international ones, were held at the Arena.

In its first year of operation the Youth Advisory Group, known as The C.R.E.W, recommended grants from the Engagement Partnership Fund. Shire/Community collaborations were funded to deliver programs and initiatives for local youth.

Our Family and Children's Service (Midvale Hub) secured an additional five years funding to operate two Department of Education Child and Parent Centres. This self-funded service provides significant support to our local families.

Council achieved a number of environmental goals, particularly in minimising our water usage and improving waste management.

The Shire received Gold Waterwise status, awarded to local governments demonstrating innovation and significant progress towards best practice sustainable water management. Bilgoman Aquatic Centre had a staggering 524kl (524,000 litres) reduction of water use compared to the previous year.

Innovative waste management initiatives over the past year enabled an average rate decrease of \$10 per household in this year's budget. This saving was generated by increased recycling and less waste to landfill, together with overall operational efficiencies in waste management.

Updating the Shire's solar panels on its administration building and civic centre also generated significant savings. This initiative was part of Council's Energy and Emissions Strategy.

Our commitment to waste reduction and community education about lowering the domestic carbon footprint led to the second Grab 'n Go 'tip shop' opening at the Coppin Road facility. These two shops helped reduce the amount of waste in the community by promoting the benefits of re-purposing household items.

The Community Grants Program supported an increased number of community events that brought families together. These initiatives were delivered by hardworking volunteers who gave time and inspiration to make our Shire a better place. A dollar value has not yet been put on this volunteer contribution, and it would be enormous.

As an organisation, the Shire of Mundaring was responsive to the needs of our residents and businesses, providing strong leadership and governance to encourage a thriving local economy, sustainable environment and a sense of place.

I am proud of what we have delivered on your behalf, and the sense of community we have fostered over the past year. I look forward to what we will achieve in the future as we continue to build the Shire of Mundaring.



Cr John Daw
Shire President

a



Message from the Chief Executive Officer

I am pleased to present the Shire of Mundaring Annual Report which outlines the organisation's performance in 2018/19. Our strong strategic focus to deliver high quality services remained a priority, while careful planning and self-evaluation has allowed us to make improvements and preparations to face challenges head-on, with drive and vision.

Responsible financial management

Shire of Mundaring has maintained its excellent track record of financial sustainability. Once again the rate increase was kept to a minimum. Our efforts to keep rate increases as low as possible while maintaining a good level of service delivery to meet community expectations demonstrates the Shire's strong financial management.

Strategic projects

The past 12 months have seen the development of a range of significant projects including the Mundaring Town Centre Activity Plan and the Recreation and Facilities Informing Strategy.

Consultation with the community was a central part of the Activity Master Plan and highlighted the importance of keeping a village atmosphere with trees and open spaces among other priorities. The plan, which is currently with the Western Australian Planning Commission (WAPC), will shape the Mundaring town centre for the foreseeable future.

The Recreation and Facilities Informing Strategy was adopted in early 2019. It aims to provide strategic direction and guidance in the provision of community, sport and recreation facilities across the Shire.

This Annual Report also documents our continued focus on maintaining the natural environment through initiatives such as the Energy and Emissions Strategy, which aims to reduce corporate emissions from Shire facilities. The target is to reduce emissions by 30% by 2030. Other key environmental projects which commenced during the reporting period include a Weed Tracking Program and a Dieback Rehabilitation project.

Advocacy and partnerships

Shire of Mundaring continued to advocate, develop and maintain partnerships to deliver the priorities outlined in our Strategic Community Plan 2026. We have worked closely with both the Federal and State Governments and local businesses to support investment and development throughout the Shire and facilitate progress on our major strategic projects.

As a result, the Shire secured \$100,000 Federal funding and State Government funding of \$167,000 to contribute towards the installation of floodlights at Chidlow Oval. This much anticipated community-project has made a significant difference to local residents as it has allowed them to play sport (and other activities) in the evening.

Major upgrade works at Mundaring Hardcourts have been undertaken, also through Commonwealth grant funding. This meant all eight courts were able to be resurfaced, along with all new backboards and the installation of LED floodlighting.

Funding commitments made during the Federal Government election include upgrade works at Morgan John Morgan Reserve (\$200,000), Chidlow Village Skatepark (\$150,000) and lighting at Mundaring Oval (\$195,000).

Facilities

Patronage at Mundaring Arena continued to rise since its opening in 2018. This has led to an increase in the number of sporting clubs throughout the region. The Arena has attracted national and international attention with the Malaysian hockey teams hosting a series of games at the venue earlier this year. This was a big drawcard among hockey fans, attracting local residents and spectators from further afield.

The progress we have made as a Shire during the year is the result of a concerted team effort and consistently high levels of customer service. I would like to express my gratitude to the Shire President, Cr John Daw, Councillors, the Executive Team, employees and volunteers for their hard work and support. I am proud of what we have achieved together and I look forward to continuing to drive excellence in our Shire in 2019/20.

Jonathan Throssell
Jonathan Throssell
Chief Executive Officer

Our Organisation

The Shire's roles and responsibilities are wide-ranging. We are responsible for providing strategic leadership and sustainable future planning, while also delivering a range of infrastructure and services needed for a growing community. Local Governments in WA operate under the *Local Government Act 1995*. This Act directs the way the Shire and its Council function and the activities and services we provide to our local community.

More than 100 other pieces of legislation also influence and affect the work of the Shire including the *Building Act 2011*, *Waste Avoidance and Resource Recovery Act 2007*, *Public Health Act 2016*, *Health (Miscellaneous Provisions) Act 1911*, *Bush Fires Act 1954*, *Dog Act 1976*, *Emergency Management Act 2005*, *Rates and Charges (Rebates and Deferments) Act 1992*, *Occupational Safety and Health Act 1984* and many other Acts and subsidiary legislation including regulations made under various Acts and Shire of Mundaring Local Laws.

Accountability and Governance

Achievement of best practice in corporate governance is a major responsibility of Council. It entails the consideration and approval of Shire policies, strategic direction and resource allocation as well as monitoring the Shire's performance, progress towards targets and use of resources. Risk management is critical to the organisation's ability to achieve the strategic objectives contained in its Strategic Community Plan and Corporate Business Plan. By fostering a dynamic risk management culture that encourages all employees to systematically apply the procedures outlined in this framework, the Shire seeks to minimise resource waste and ensure that all Shire events, activities and projects are undertaken with minimal risk to employees and the general community.

Freedom of Information

The Shire's Freedom of Information statement has been prepared in accordance with the Freedom of Information Act 1992. The statement is available on the Shire website and outlines the Shire's functions, the type of records that are kept and how these records

can be accessed by the public. The Shire received 14 Freedom of Information applications in this reporting period.

Occupational Health and Safety

The Shire continues to provide a safe and healthy workplace. It has met its moral and legal responsibilities under the Occupational Health and Safety Act 1984. A review of operational practices was progressing during the reporting timeframe.

Information Management

Information Management Services provides record keeping services as per the State Records Act 2000. Shire of Mundaring deals with a large amount of sensitive, commercial and confidential information.

Therefore a key area of focus is the responsible management and disclosure of information. The majority of information retained by the Shire is stored in an electronic format.

Councillors and Wards



L-R Cr David Lavell, Cr Ian Green, Cr Darrell Jones, Cr James Martin, Cr Tony Brennan, Cr Kate Driver, Cr Doug Jeans, Cr Toni Burbidge, Cr Stephen Fox, Cr Jason Russell, (seated Deputy Shire President Cr Lynn Fisher and Shire President Cr John Daw).

Council Meetings

Shire of Mundaring is committed to ensuring all Council meetings are carried out in accordance with legislative requirements and that the community has genuine opportunities to participate in the decision-making process.

Council generally holds one Ordinary Council Meeting each month. These meetings are held in an open environment, with the Shire's Meeting Procedures Local Law guiding how the meetings are conducted. In 2018/19, Council held 12 Ordinary Council Meetings and one annual Electors Meeting. Council Meetings are audio recorded and are available to the public on the Shire's website.

Elected Members

Our Shire comprises four wards with three Elected Members representing each ward. Following each local government election, Council elects a Shire President and Deputy Shire President. While each Elected Member represents a particular ward, their role is to consider the current and future interests of the entire Shire.

Number of Council Meetings attended






Elected Member	Ordinary (12)	Special (0)	Electors (1)
Cr John Daw	12	0	1
Cr Lynn Fisher	12	0	1
Cr Doug Jeans	11	0	1
Cr Stephen Fox	11	0	1
Cr Tony Brennan	10	0	0
Cr James Martin	9	0	1
Cr David Lavell	9	0	0
Cr Darrell Jones	11	0	1
Cr Toni Burbidge	12	0	1
Cr Kate Driver	11	0	0
Cr Jason Russell	10	0	0
Cr Ian Green	11	0	1

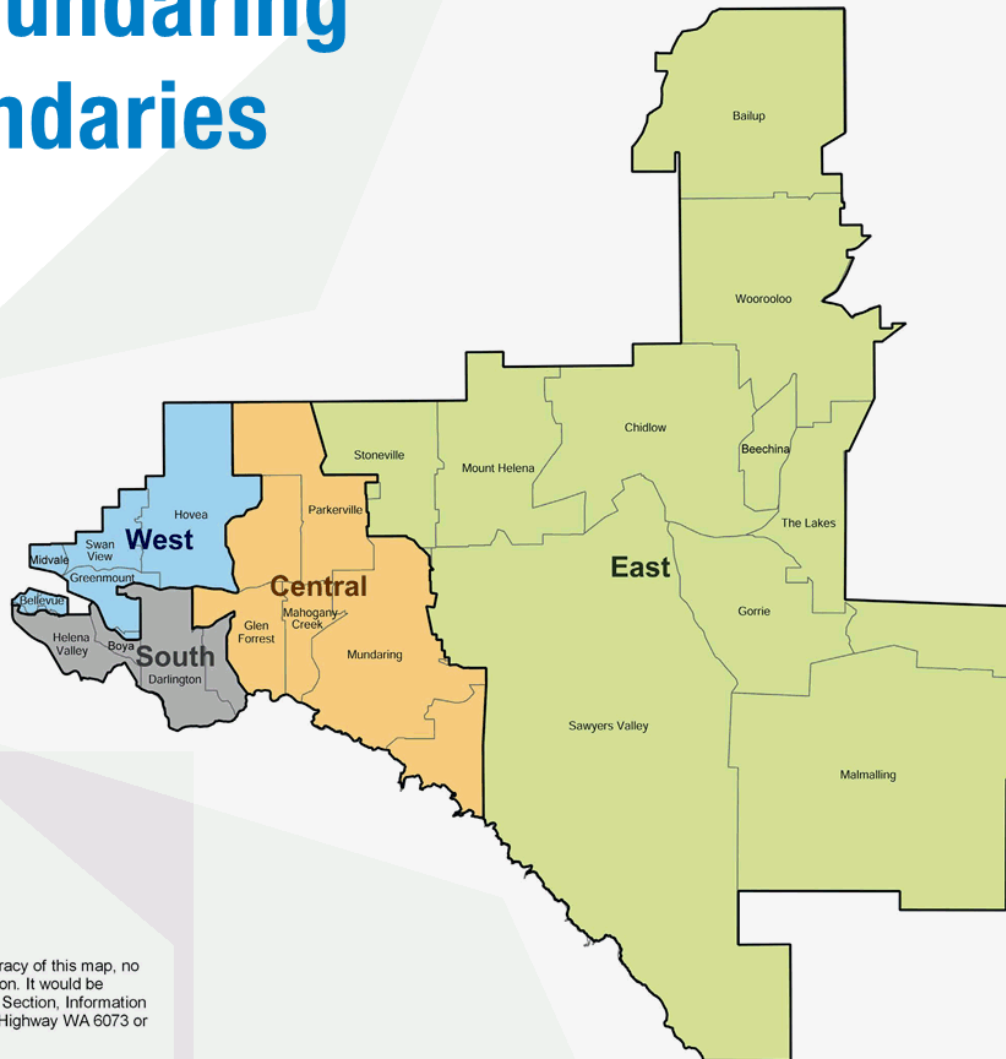
Committees

As well as attending Council meetings, Elected Members take part in internal and external committees and working groups. These provide additional opportunities for Elected Members to be involved in and contribute to issues important and relevant to their community. Details are available on the Shire's website.

Shire of Mundaring Ward Boundaries

Legend

-  Suburb Boundaries
-  Central Ward
-  East Ward
-  South Ward
-  West Ward



Whilst every effort has been made to ensure the accuracy of this 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, Information Technology, Shire of Mundaring, 7000 Great Eastern Highway WA 6073 or email shire@mundaring.wa.gov.au

15



16

Highlights of the year



Shire of Mundaring's 2018/19 Annual Report details the organisation's progress against the strategic objectives outlined in the Strategic Community Plan 2026. It also reports against measures set out in the Corporate Business Plan 2018/19 - 2022/23. These two plans, together with the Strategic Community Plan, form the Shire's blueprint for the future.

The Shire's vision is divided into four following aspirational objectives:

- **Governance**
- **Community**
- **Natural Environment**
- **Built Environment**

The following section highlights the Shire's major achievements across all four objectives over the past 12 months. A detailed report on these achievements is available in the the Financials section.



GOVERNANCE

Enhanced online animal registration process

Online bin collection day query

Council Decisions available on website (through centralised database)

GPS tracking application for Fire Protection Officers

COMMUNITY

Preparedness (Bushfires)

Youth Engagement Partnership Fund

Perth Hills Tourism Alliance

Community Grants

Child and Parent Centres - five year funding

Engage Mundaring

Business workshops

Research into gaps in service for Aboriginal families

Recreation Facilities Informing Strategy

NATURAL ENVIRONMENT

Dieback Rehabilitation Project

Energy and Emissions Reduction Strategy

Joining Cities Power Partnership

Seedlings for Landcare Program

Vegetation Weed Control Crew

Weed Tracking Program

BUILT ENVIRONMENT

Universal accessible toilet blocks in Glen Forrest & Sawyers Valley

Reconstruction of Elliott Road, Chidlow

Mundaring Town Centre Activity Plan

Floodlighting at Chidlow Oval

Playground at Parkerville Oval

Second Grab and Go (Tip Shop)

Footpath and roadworks at Wandu Road

Solar power panels at Shire Administration Building

Turnarounds to create better rubbish truck access

Mundaring Hardcourts

Challenges and Future Outlook

Challenges

Many WA local governments, including the Shire, are experiencing significant financial challenges exacerbated by:

- Low economic growth rates, constrained rate revenue and minimal population growth
- The community's increasing aspirations and priorities for improving its economic, environmental and social outcomes
- The community's priorities in terms of expected levels of service and community projects. This is particularly relevant in relation to additional funding requirements for replacement and maintenance of existing assets to standards that meet the expectations of the community
- Significant additional cost burdens from the continual shifting of responsibilities for service provision from the Federal and WA Governments to local government, without corresponding funding.

While it is easy to compare rate increases with other neighbouring Councils, it is important to be mindful of factors that are unique to the Shire such as:

- The district has a large number of assets – compared to other metropolitan areas – such as 656kms of roads which must be regularly maintained by the Shire.
- Limited opportunities to increase revenue as there is a little opportunity for additional rates revenue due to limited population growth.
- Restricted opportunity to generate alternative sources of significant revenue outside of the Shire's Investment Property Strategy.

The Future

Plans for the next 12 months, as per the Shire's Corporate Business Plan 2018/19 – 2022/23 will see the commencement of the following projects. These are captured within the Shire's Capital Works Program as follows:

- Mundaring Oval Lighting Upgrade (\$195,000 plus \$195,000 grant funding)
- New toilet block at Broz Park, Helena Valley (\$250,000)
- Resurfacing of hard courts at Mundaring Tennis Club (\$200,000)
- Skate Park Extension (\$100,000), Mt Helena, Elsie Austin
- Scott Street Bridge Upgrade – Substructure Works (\$600,000)
- Accessibility upgrades to Morgan John Morgan Park toilets and Parkerville Oval Pavilion
- Installation of large solar power systems to Boya Community Centre and Mundaring Arena to reduce power consumption from the grid, reducing carbon emissions and running costs

Other initiatives for the Shire include:

- Implementation of a Health and Wellbeing Informing Strategy
- Development of an Age-Friendly Informing Strategy
- Mundaring Town Centre Land Assembly Project



THE YEAR IN REVIEW

Youth Engagement Partnership Fund



Shire of Mundaring has developed a Youth Engagement Partnership Fund. It involves working in collaboration with community groups to deliver a range of programs and initiatives to local young people.

The program provides a funding pool of up to \$35,000 each financial year to community groups delivering initiatives that are aligned to the objectives of the Shire's youth services model.

Funded initiatives are community driven and actively engage young people, developing their personal and life skills and increasing opportunities for participation.



Golden Jubilee Community Celebration

Bilgoman Aquatic Centre in Darlington celebrated its Golden Jubilee in November 2018 with a community open day.

Marking 50 years since the pool first opened in 1968, residents were invited to enjoy free entry to the centre where they were offered a BBQ and a range of fun activities throughout the day. Councillors and staff were on BBQ duties at the 50th anniversary celebration.





Cinema Under Starlight Series

Residents once again enjoyed a series of free outdoor movies over summer. Hosted by Shire of Mundaring, four movies were screened at local ovals and parks. More than 1300 people attended the 2018/19 popular series. Several children's activities were held prior to each movie including face painting and interactive science challenges! Cinema Under Starlight continues to be a much anticipated Shire-run event, sponsored in 2018/19 by Perth Airport, Lotterywest and Mundaring Community Bank Branch Bendigo Bank and Linley Valley Fresh.

Australia Day

More than 30 new Australians were officially welcomed the Shire of Mundaring during the annual Citizen Ceremony as part of Australia Day celebrations on 26 January 2019. A number of Community Achievement Awards were also presented, recognising the contribution volunteers make to the Shire and their communities. Other awards presented include Citizen of the Year and Young Citizen of the Year Award.



23



Each week, approximately 30 local community members participate in a range of activities hosted by the Shire and the Active Ageing Network at The Hub of the Hills.

LiveLighter Seniors Day

Each year the Shire co-hosts a LiveLighter Seniors Activity Information Day with the Seniors Recreation Council of WA (SRCWA). The popular event aims to highlight the importance of social inclusion while encouraging people of all abilities to participate in activities held in the community.

The event gives people the opportunity to connect with other seniors while having a go at a variety of activities. A number of local community groups, volunteers and service providers were available on the day to share valuable information with guests.

The Shire provides multiple regular activities for seniors throughout the year including Memory Café, Gadgets and Gizmos workshops as well as functions such as the Seniors Christmas celebration, morning teas and Book Cafés. Memory Café lunch continues to be very popular as it provides a safe forum for people living with memory loss (and their carers) to come together and share their experiences.

Shire of Mundaring is committed to providing its seniors community with as many opportunities as possible which enable them to live an active, safe and productive life.



Bush Fire Risk Management Plan

The Bush Fire Risk Management Plan (BRMP) was completed and endorsed by the Office of Bush Fire Risk Management (OBRM) in February 2019. Soon after it was formally adopted by Council. Once this mechanism was put in place, the Shire was able to apply for a grant known as the Mitigation Activity Fund (MAF). This is funded through the current Emergency Services Levy (ESL) increase imposed by the State Government and Department of Fire and Emergency Services (DFES).

In May 2019 a \$256,000 grant was awarded to allow mitigation works to be carried out on 21 reserves managed by the Shire. Works include the installation of firebreaks, maintaining firebreaks, weed treatments and mechanical removal of woody weeds, strategic breaks for future burning and hazard reduction burns. A second successful funding application for \$389,000 was made in June 2019. This will allow for works to be carried out on 32 reserves managed by the Shire. All works will help create a safer and more prepared community.



Preparedness in the community

Fire Hazard Inspection Officers (FHIOs) and residents have had great outcomes with preparing their properties for bush fires prompted by either voluntary or targeted inspections. FHIOs have worked hard with limited resources in identifying works required for mitigation through the Shire budget and also the MAF. Officers are also required to carry out works on reserves and burning in conjunction with our volunteer bush fire brigades.

There are nine local volunteer brigades attached to the Shire of Mundaring.

Results from the 2019 Community Perceptions Survey indicate the majority of residents interviewed are Satisfied or Very Satisfied with bushfire prevention control in the Shire, achieving an

80% satisfaction rate.

Number of Property Inspections and Assessments

631



Prescribed Burns

16



Mitigation Treatments (addressing problems)

467

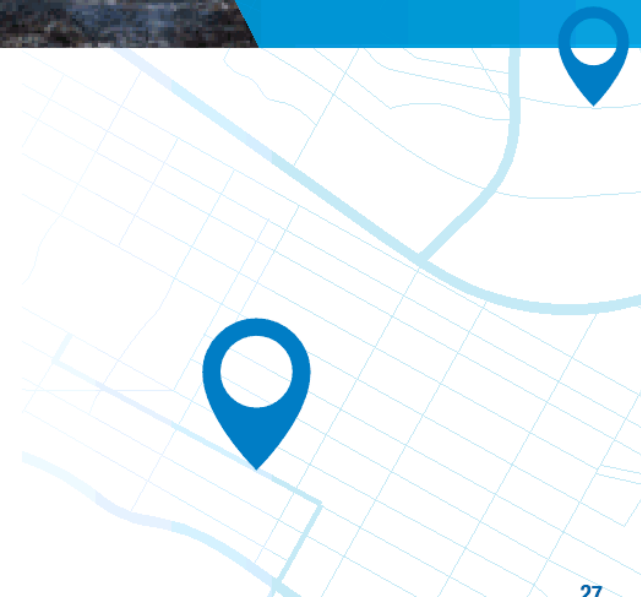


GPS Tracking Application

A GPS tracking application has been introduced to help improve the accuracy of mapping in Shire reserves. The new tool is used by Fire Protection Officers and can be used remotely.

It is integrated with the Shire's geographic system to ensure the accuracy of maps in the local area. The maps can be accessed in real time and can be used via electronic devices.

Fire Protection Officers work extensively on Shire reserves to reduce potential fires through fuel load reduction and controlled burns. They are also required to attend incidents.





Community Safety (Rangers)

The Shire's Community Safety team has continued to provide effective communication and education about pet-related matters throughout the community.

There has been significant work carried out to improve signage in Dog Exercise Areas and other popular locations people walk their dogs and are required to have them on a leash.

The team has reunited more than 100 lost cats and dogs with their owners during the reporting period.

In addition, the Community Safety Team re-homed around 20 stray animals.

Online Pet Registration

This online service, developed in late 2017, has been enhanced to help create a more streamlined process. Improvements include the development of an online Animal Registration System in early 2018. The service has resulted in a more user-friendly experience for pet owners including the ability to update details online and upload relevant documents from the comfort of their own home.

The Shire has received 146 registration renewals through the new system. In addition, the new process will allow for the majority of renewals to be sent via email rather than post. This has created a saving of \$5000 to \$7000 per annum. It also aligns with the Shire's commitment towards environmental sustainability.

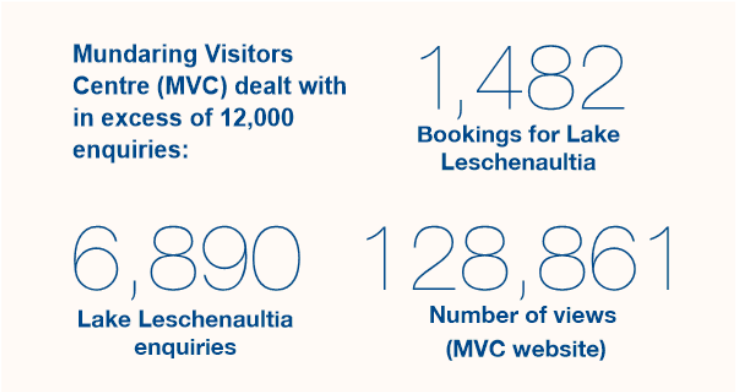




Historic Chidlow Tavern offers the unique experience of allowing visitors to ‘park’ their horse at the venue.

Regional Tourism

Mundaring Visitors Centre has adopted a regional approach to tourism marketing. It has joined forces with the Shire of Serpentine-Jarrahdale and Cities of Swan, Kalamunda and Armadale to form the Perth Hills Tourism Alliance. All five councils will work collaboratively to promote the Perth Hills region. This will be reflected in ongoing regional branding and marketing. A Memorandum of Understanding, formalising the agreement, was signed by member participants in early 2019.





Lake of Opportunity

Iconic Lake Leschenaultia in Chidlow is a popular location among local residents and visitors.

It is both a tourist attraction as well as a much sought after venue for a range of different community events and activities. It is home to Reflections Café, the recipient of several Gold Trip Advisor awards.

The Maida Vale Masters Swimming Club has held its annual open water event at the lake for more than 30 years. In November 2018, the Shire worked with Perth Trail Series and hosted the group's first ever ladies only running event, known as Lake Lash Dash. Both events were a great success.





Pictured: Co-ordinator Waste and Fleet, Roger Haripersad, at Grab n Go at Coppin Road. The converted sea container now operates as a 'tip shop' to help reduce the amount of waste going to landfill.

Tip Shops prove to be a treasure for managing waste

A second Grab n Go facility at Coppin Road, Mundaring was opened by the Shire in late June. It follows the success of the first shop which opened two years ago at Mathieson Road, Chidlow. Both shops are based at the transfer stations.

The Grab n Go 'tip shops' were developed to help reduce the amount of waste in the community by promoting the benefits of re-purposing household items.

There has already been a reduction in items going to landfill as the waste stream has been reduced. The Grab n Go facilities are based on the spirit of sharing and are run on an honour principle.

Solar strategy to reduce power bill

The Shire completed an overhaul of the solar panels on its administration building and civic centre as part of its Energy and Emissions Reduction Strategy. A key part of this overhaul was the addition of power optimisers to increase power generation efficiency.

In promoting the initiative, the Shire also urged local businesses and residents to consider the benefits from installing rooftop solar for their daytime power. Given the cost of solar panels has reduced in the past decade, the Shire reminded people that very often, the system paid for itself in electricity savings in just a few years. The Shire also hosted a Living Smart course, which was designed to help people learn more about reducing their own environmental footprint.



32



Digital Weed Tracking Program

A successful Weed Tracking Program was implemented during the reporting period. The online process allows the user to record the types of weeds found at a particular location.

The program can then help determine the type of action required at a follow up inspection such as whether to re-spray or revegetate the area. The new tracking program has enhanced the Shire's overall weed management strategies.

Energy and Emissions Reduction Strategy

This strategy, which was adopted by Council in September 2018, includes the Shire's intention of working towards a 30% reduction of emissions from Shire facilities and activities by 2030.

Shire officers have formed an Energy Team to work towards reducing energy use and increasing the use of rooftop solar, while also encouraging local residents, schools and businesses to follow their lead.

The strategy also aims to provide helpful information on ways to reduce energy use throughout the Shire, such as materials developed by the Switch Your Thinking program.

High energy use facilities were identified for energy audits and substantial new rooftop solar systems, to be completed in the next 12 months. LED lighting replacements are continuing across Shire facilities.

Benefits associated with hybrid and electric passenger vehicle options are also being investigated.



Online Engagement

The Shire's new engagement platform was implemented in early 2019.

Known as Engage Mundaring, this online consultation and communication tool allows community members to share their thoughts, participate in surveys, vote in polls and tell the Shire about their visions for the future.

Engage Mundaring was introduced to engage more residents in decision-making, improve access to the Shire and to provide a forum for local discussion in a safe environment.

Supporting Local Business

The Shire has partnered with Mundaring Chamber of Commerce to help deliver training workshops to local businesses.

A wide range of topics were presented during the reporting period such as digital marketing and how to start a business. Training in specific social media platforms was also offered including Facebook and Instagram. Workshops were either free or a nominal fee was charged.

They were delivered by Business Station, Community News Group and the Small Business Development Corporation. The partnership will continue throughout 2019-20.



Memberships on the rise

Shire of Mundaring has two community libraries - Albert Facey Memorial Library in Mundaring and Katharine Susannah Prichard Library, based at the Boya Community Centre. While there's been plenty of discussion over the years about libraries losing their popularity, membership has significantly increased in the Shire.

With the expansion of digital media and the rise of resources such as e-books, libraries are considered much more than a quiet place to read books. The libraries offer new technology, accessible screens, and an environment where people of all ages can explore and learn new technology.

The Katharine Susannah Prichard Library, which opened in 2017, also offers a bright and cheerful children's corner, several meeting rooms and a focus on digital technology with free wi-fi and self-checkout (as well as traditional checkout with library staff).



Story Time Success

Story time sessions continue to be one of the most popular library activities.

These sessions, which are held each week, are designed to be informative, engaging and interactive.



Almost **11,000** children and adults enjoyed the diverse range of activities and programs offered by the Shire's libraries

They are Story Time, Baby Rhyme Time, Wooroloo Mobile Library, Author Talks and various School Holiday Programs.



There are **13,346** active library members

Membership across both libraries has increased by nearly

2,000





Mobile Library Services

Wooroloo Mobile Library

This mobile library service is held on a three weekly basis at the Wooroloo Hall. Library staff take a variety of items (such as books, DVDs and audio books) so local residents can exchange their items. This outreach service has proved popular with local residents who enjoy the opportunity to come together whilst accessing the service. The mobile library is facilitated by a library staff member and a Shire of Mundaring volunteer.

Pictured: Library Volunteer participating in the Shire's Home Delivery Service.

Books on Wheels

Home Delivery

The Shire's Library Services operate a home delivery service. It is available to Shire of Mundaring residents who cannot visit a public library due to age or physical disability. Volunteers help deliver this service by selecting, delivering or returning books using their own vehicles.

Wooroloo Prison

Books and DVDs that library patrons might like to borrow are selected from a list from prison staff. Library Services send approximately 250 items every six weeks.

Yallambee Hostel

Library Services staff visit the hostel and take approximately 100 items each visit including books, DVDs, magazines and audio books. These are set up in the dining room and the patrons come and return and borrow items.

Yallambee Village

This book borrowing service is held once every three weeks. Staff select items for each patron as well as a few additional items that might interest the residents.



Caption: Shire of Mundaring Director Statutory Services Mark Luzi and WA Water Minister Dave Kelly.

Gold Waterwise Status

Shire of Mundaring was awarded Gold Waterwise status and recognised as one of WA's top water saving councils at a Water Corporation's special recognition event held recently. Gold Waterwise status is awarded to local governments for demonstrating innovation, significant progress towards best practice sustainable water management, or achievement above and beyond the actions required for endorsement.

Last year, the Shire developed a new Street Tree Policy to formally recognise the role of street trees in maintaining shade,

amenity and the overall water balance within catchments. In 2018, the Shire adopted a new Environmental Sustainability Policy, which includes sustainable water use principles as well as the protection of creek lines and catchments.

The Shire has hosted free gardening talks and workshops to encourage residents to learn more about waterwise garden design and how to minimise watering requirements.



Excellence in Water Savings

Bilgoman Aquatic Centre has once again been officially recognised as a Water Wise Aquatic Centre for 2019.

In a 12 month period, there was a 524 kl (524,000 litres), reduction of water use compared to the previous year.

Staff at the centre are committed to continuous improvement in developing water saving initiatives. This includes the diligent collection and analysis of all water usage at the popular facility.

Firewise Garden Recognised for Innovation

The Shire's Waterwise and Firewise demonstration garden at Sculpture Park in Mundaring made the shortlist for Water Corporation's Waterwise Council Community Choice Awards.

The garden showcases waterwise native plants and incorporates firewise elements, like gravel paths and smaller plants that don't drop flammable material. The initiative attracted widespread support from the local community and further afield.



30



Community Grants

Milestone Grant Recipients

Parkerville Primary School was awarded the Shire's Milestone Grant in 2018 which helped them host a very successful Twilight Christmas Markets event.

The students were thrilled to be able to run the fundraising event at which they hoped to raise \$70,000 to upgrade basketball courts at the school.

Parkerville Primary School was one of six successful recipients in the Shire's first 2018/19 Community Event Grant round.

Shire of Mundaring supports individuals and community groups through its Community Grants Program. The program provides funds across various categories, supporting community events, programs, minor capital upgrades, training and development, equipment, promotional material, volunteer recognition and sponsorship of young people. The Shire's Community Grant Program is organised on an annual basis and selection is made through a competitive process. All grants aim to support the sustainability and independence of community groups. During

the 2018/19 financial year, a total of \$70,714 was awarded to local community groups. These funds enabled the delivery of community events, facility upgrades, development of promotional material, purchase of equipment, celebration of volunteer contributions and for young people to represent their club/organisation in sport, community service and cultural competitions or events.

Lobbying and Advocacy

In 2018/19, Council continued to advocate for major key strategic priorities including:

Mundaring Town Initiative Masterplan

As this is a long-term process, the Shire has focused its efforts on convincing service agencies to plan for increased capacity in the wastewater treatment infrastructure for the Mundaring town site. This would facilitate increased residential densities and commercial development.

Perth – Adelaide National Highway

Regional lobbying efforts over several years have resulted in a renewed focus on planning for the highway project. This will assist with reducing heavy vehicle movements through town sites along Great Eastern Highway. As such, the project is now incorporated in long-term metropolitan transport plans and \$10M was allocated in the 2018 Federal budget.

Community Recreational Facilities

Funding commitments for numerous projects were announced during the recent Federal Government election. Funding was secured by the Shire and various community groups for upgrading lighting at Mundaring Oval (\$195,000); Mundaring Tennis Court Resurfacing (\$150,460); Morgan John Morgan Reserve (\$200,000); Chidlow Village Skatepark (\$150,000); Darlington Lower Oval Upgrade (\$338,000); Darlington Pavilion (\$150,000); Chidlow Hall (\$11,000); Chidlow Hardcourts Upgrade (\$49,850); Men's Shed relocation (\$900,000); Mahogany Creek Hall and tennis courts (\$100,000); Upgrade of Great Eastern Highway and Old Northern Road, Wooroloo (\$20m); Upgrade of Great Eastern Highway and Old Northern Road, Chidlow (\$1.5m).



Chidlow in the Spotlight!

The installation of new floodlights at Chidlow Oval (pictured) was welcomed by local sporting clubs and residents. The much-anticipated community project was largely driven by the lobbying efforts of Chidlow Cougars Football Club with support from other clubs in the area.

The project received \$100,000 Federal Funding, supported by Ken Wyatt MP Member for Hasluck, through the Community Development Grants Program. It also received State Government funding of \$167,000 – supported by Jessica Shaw MLA Member for Swan Hills. The new night lights at the oval have allowed people to play sports (and other activities) in the evenings, making a significant difference to the local community.

Mundaring Hardcourts

Upgrade works at Mundaring Hardcourts were originally going to be carried out in two stages however following successful Commonwealth grant funding, all eight courts were able to be resurfaced, along with all new backboards. LED floodlighting has been installed. They are more energy efficient and will result in less frequent globe replacements.



Commonwealth Funding for Lake Developments

The Australian Government recently committed to investing \$102,872 to support upgrades at Lake Leschenaultia. The funding is to be provided through the Building Better Regions Funding which is designed to help promote and support tourism growth in the eastern region of the Shire.

Upgrades will include the construction of a small outdoor stage to help bring new events to the area as well as terraced picnic areas, accessible pathways and eco-zoned landscaping.

Number of Visitors to Lake Leschenaultia

Approximately 200 people visited Lake Leschenaultia each day in the peak season, October to May.

From June to September, around 100 people visited each day. Many camped at the lake while others enjoyed the variety of activities on offer such as canoeing and stand-up paddle boarding.

Previous Commonwealth funding for Lake Leschenaultia has included the addition of new beach sand (pictured) which has significantly improved the amenity of the area.



43



Funding Boost for Child and Parent Centres

In early 2019 Family and Children's Service Midvale Hub was successful in securing an additional five years funding to operate two Department of Education's Child and Parent Centres. The facilities are located adjacent to the Middle Swan and Clayton View Primary Schools. These sites offer a suite of health, early years and parenting services. Of the 21 Child and Parent Centres in Western Australia, the Midvale Hub premises have been the most successful in offering integrated family support services. The new funding contract commenced in July 2019 and will continue until 2024.





OUR WORKFORCE

45



Executive Leadership Team

Shire of Mundaring's Executive Leadership Team, L-R Director Strategic & Community Services Megan Griffiths, Director Infrastructure Services Shane Purdy, Director Statutory Services Mark Luzi, Chief Executive Officer Jonathan Throssell, Director Corporate Services Paul O'Connor.

Shire of Mundaring comprises four directorates: Strategic and Community Services, Infrastructure Services, Statutory Services and Corporate Services. Each directorate is led by a director who reports to the Chief Executive Officer (CEO). Directorates are made up of a number of service teams, overseen by a manager.

Our Directors provide strategic and operational advice to the CEO, Council and other Shire employees. The team is an integral part of budgeting, forward planning, governance and determining organisational risk. The CEO is appointed by and directly accountable to Council, who are elected by the Shire's residents.

Employee Profile

The approved organisational structure is 211.72 full-time employees in 2018/19. The figure incorporates 38.2 full-time equivalents who deliver services to the community, which are funded through grants and service fees.

Our workforce comprises both temporary and casual workers. Many employees are also residents which demonstrates the value of our organisation as a local employer.



Our Workforce

Workplace Ethos

Shire of Mundaring recognises the important role its workforce plays in delivering responsive, effective and valued services. It encourages a values-driven workplace culture that provides a welcoming, supportive environment; enables employees to thrive; and drives our business performance in line with strategic objectives. The Shire's core values, Code of Conduct, competency framework, performance review process and other workplace practices provide the foundation for how we go about our business.

Code of Conduct

The Local Government Act 1995 requires that every local government prepares or adopts a Code of Conduct to set out acceptable standards of ethical and professional behaviour expected to be observed by elected members, committee members and employees. The Shire's Code of Conduct, available on our website, outlines the principles, values and behaviours that the community is entitled to expect of all elected members, committee members and employees. Its intent is to document expected standards of conduct, not to control or prohibit any behaviour. Additionally, the Local Government (Rules of Conduct) Regulations 2007 provide the disciplinary framework to deal with individual misconduct by elected members.

Comparative employee turnover has remained consistently low for the last five years as reflected below:

2018/19 - 11.8%
2017/18 - 10.17%
2016/17 - 12.45%
2015/16 - 9.54%

Employee turnover is affected by an ageing workforce and is likely to increase over the next few years.

Salaries

The Local Government (Administration) Regulations 1996 require local governments to state in their annual report the number of employees with a salary of more than \$100,000.

During 2018/19, 17 Shire of Mundaring employees were entitled to an annual cash salary of \$100,000 or more as stated in the following categories:

Breakdown of employees earning over \$100,000.

Salary Range	Number of Employees
100000 - 109999	0
110000 - 119000	1
120000 - 129999	2
130000 - 139999	5
140000 - 149999	3
150000 - 159999	1
160000 - 169999	0
170000 - 179999	2
180000 - 189999	2
250000 - 260000	1
Total	17

AR

Volunteers

Shire of Mundaring is fortunate to have around 6700 people volunteering their services across the district. These dedicated people contribute in excess of 1.2 million hours of their time each year to help our community.

During 2018/19, the Shire has continuously improved training and induction processes upholding the National Standards Framework for volunteers, ensuring that all volunteers are trained to undertake their role in a professional and safe manner.

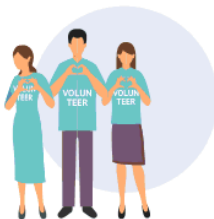
Volunteer roles within the Shire include fundraising, research, sales, teaching, community arts, youth activities, library work, gardening and child minding.

Volunteering is a reciprocal relationship – the community and individuals benefit from the efforts of volunteers, whilst volunteers themselves experience the satisfaction of giving, enjoy increased community involvement, learn new skills, build confidence and gain experience.



Pictured: Volunteer Raelene Watters (right) offers technology assistance to local resident Anne Anetts (left).

There are
6,700
volunteers in the Shire



Equates to around
21%
of residents

Collectively contribute
1,278,360
hours per year



Economic value of volunteers
to the Shire is more than

51m
per annum

40



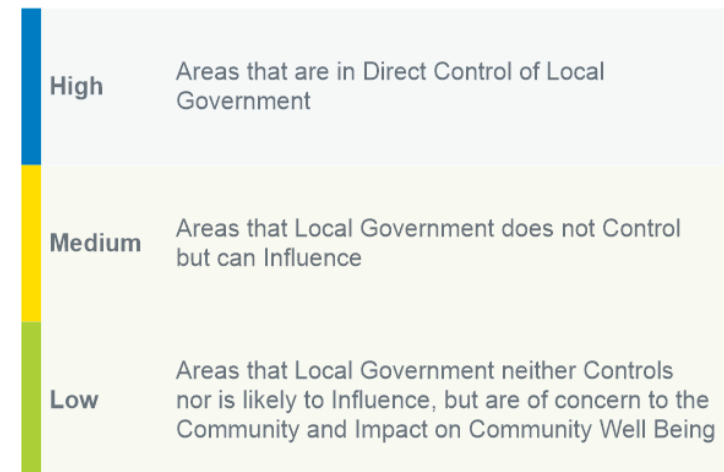
The SCP identifies four strategic priorities and the CBP has the four year priorities, which provide further focus for Council's actions. These are listed in the table below. The indicators track progress in strategic priority and four year priority areas and are identified on the indicator table using the notation below. Indicators tracking progress in other areas are designated "O".

Shire of Mundaring Strategic Priorities:	
SP1	A Fiscally responsible Shire
SP2	A strong and localised community
SP3	A place where the environment is well managed
SP4	A place that is connected, safe and easy to move around
Four Year Priorities from CBP	
P4	Built Environment
P3	Natural Environment
P2	Community
O	Tracking Progress in Other Areas

Local Government level of Control/Influence

Some of the indicators cover areas over which Council may have little control or influence, but which remain appropriate measures of progress towards the achievement of the community's vision. The level of Council influence is reflected alongside the indicators and is colour coded for ease of reference in the indicator tables.

The coding is reflected in the diagram below:



Strategic Theme 1: Governance

- A fiscally responsible Shire that prioritises spending appropriately
- Transparent, responsive and engaged processes for Shire decision making

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
H	O	Residents satisfied with the elected members' leadership % of respondents satisfied with the Shire's elected member's leadership within the community	45*	47**
M	O	# of Ordinary and Special Council Meetings attended by elected members	172	194
M	O	% Respondents' satisfaction with how the Shire engage the community about local issues	56*	53**
H	P4	% of respondents who agree that the Shire has developed and communicated a clear vision for the area.	26*	44**
M	SP2	Health and Wellbeing Informing Strategy		Commenced 2018/19 – 2019/20
H	P4	Mundaring Town Centre Land Assembly Project		Commenced 2018/19 – 2019/20

Strategic Theme 2: Community

- A community that is prepared for bush fire and other natural disasters
- Residents of all ages, needs and backgrounds are engaged and supported by their community
- A strong and localised community spirit
- A place of vibrant culture and arts
- Flourishing local business

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
H	SP2	% of respondents satisfied with the performance of the SOM with respect to playgrounds and parks	77*	78**
H	SP2	Sport and recreation facilities	81*	79**
H	SP2	Bilgoman Aquatic Centre and Mount Helena Aquatic Centre (16/17)	92*	
		Aquatic Centres (17/18)		70**
H	SP2	Library services	85*	83**
M	SP2	Events and Cultural Activities	66*	62**
M	SP2	Bushfire preparedness % of assessments leading to issuing of bushfire compliance notices	12.84	71.24

2 year Community Perception Survey * = 2015 ** = 2017 ↘ = Adverse weather conditions

53

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
H	SP4	# of Bushfire preparedness inspections undertaken	266	386
H	O	# of years lapsed since the Heritage register was updated	100%	Review 2020
H	O	\$ investment in public art	10,000	12,000
H	P2	% Building Minor Capital Projects Completed	75	71
H	O	% Community Satisfaction in the efficiency and effectiveness of the Shire's Customer Service	71*	74**
H	P2	Lake Leschenaultia Caretaker Accommodation		No longer required. Camp Host model implemented
H	P2	Construct Boya Oval Facilities	100%	NA
H	P2	Glen Forest Oval - Replace Toilet Block	NA	33%
H	P2	Sawyers Valley Oval - Replace Toilet Block	NA	33%

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
H	P3	% Community Satisfaction with Waste Transfer Stations services	79*	75**
H	P3	% Community Satisfaction with verge-side bulk rubbish collection	78*	75**
M	SP3	% who feel residents of all ages, needs and backgrounds are engaged and supported by their community	N/A	66**
M	SP2	Recreation Plan		Commenced 2018/19
M	P2	Public Health Plan		Commenced 2018/19 – 2019/20
M	P2	Seniors Housing Land Use Strategy		Commencing 2019/20

2 year Community Perception Survey * = 2015 ** = 2017 ✂ = Adverse weather conditions

55

Strategic Theme 3: Natural Environment

- A community that manages water sustainability
- A place where the environment is well managed
- A great place to immerse yourself in nature

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
M	SP1	# of trees/seedlings planted in natural areas / greenways by Shire and Friends Groups	2369	3050
L	P3	# hours spent on-ground by Friends Groups	2154	1258
H	P3	# of hours of Landcare Team assistance to Friends Group	456	454
M	P3	% Friends Groups satisfaction with Shire assistance	91	100
L	P3	# of new Friends Groups	2	2
H	P3	# of seedlings provided to public through Tree Canopy and Understorey Program	53,100	47,877
M	P3	# of applications for the Tree Canopy and Understorey Program	985	1150
M	SP1 & 4	Bush fire protection and weed control - # of prescribed burns conducted	65	32✍

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
H	P2	% parks, reserves and public open spaces capital projects completed	89	75
H	SP1	# of hours to mow verges	7334	7085
M	SP1	Residents satisfaction with services and facilities: % of respondents satisfied with mowing of verges, reserves and public open spaces	63*	60**
M	P3	Weed Control Strategy Review		Commencing 2018/19 – 2019/20
H	P3	Wildlife Corridor Strategy Review		Commencing 2020/21

2 year Community Perception Survey * = 2015 ** = 2017 ✂ = Adverse weather conditions

57

Strategic Theme 4: Built Environment

- A place that is connected, safe and easy to move around
- Community needs are considered in planning for the future
- Reliable digital services and power supply

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
H	P4	Access strategy for Bushfire prone areas	100%	
H	P4	Helena Valley urban expansion strategy	100%	
H	P4	Review Local Commercial Strategy		100%
H	P4	Public Open Space Strategy		Commencing 2019/20
H	P4	Limited Rural Strategy for Bailup and Wooroloo prepared		Commencing 2020/21
H	P4	Mundaring Town Centre Precinct Plan	70%	82%
H	P4	Watercourse Hierarchy Strategy		Commencing 2020/22
H	P2	% Roads, Bridges and Bus Shelter Capital Projects Completed	86%	72%

58

2 year Community Perception Survey * = 2015 ** = 2017 ✎ = Adverse weather conditions

High Medium Low- Control	Strategic Priorities	Indicators and Measures	2016/17	2017/18
M	P2	% of Roads in "Satisfactory" Condition	Road Condition Surveys carried out every five years	91%
H	P2	% Footpaths / Cycleways Capital Projects Completed	87%	86%
M	P2	% of Footpaths / Cycleways in "Satisfactory" Condition	Incomplete – subject to condition survey being completed and available funding.	Next Survey due in 2017/18 financial year
H	P2	# Drainage Capital Projects Completed	75	33
M	P2	# of Properties Complaining of Flooding	7	15
H	P2	# of Catchments Analysed for Drainage Capacity Per Annum	0	Next Catchment Analysis due in 2018/19

2 year Community Perception Survey * = 2015 ** = 2017 ↘ = Adverse weather conditions

50





Shire of Mundaring

7000 Great Eastern Highway, Mundaring WA 6073

9290 6666

shire@mundaring.wa.gov.au



SHIRE OF MUNDARING
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Notes to and forming part of the Financial Report	9
Independent Auditor's Report	54

COMMUNITY VISION

a sense space, a sense place

Principal place of business:

7000 Great Eastern Highway, Mundaring WA 6073

**SHIRE OF MUNDARING
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Mundaring for the financial year ended 30 June 2019 is based on proper accounts and records to present fairly the financial position of the Shire of Mundaring at 30 June 2019 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 27th day of November 2019



Chief Executive Officer

Jonathan Throssell

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
Revenue				
Rates	23(a)	28,386,167	28,160,287	27,375,948
Operating grants, subsidies and contributions	2(a)	6,332,488	5,366,702	5,860,186
Fees and charges	2(a)	12,792,343	12,637,433	12,277,089
Interest earnings	2(a)	1,097,000	952,840	984,574
Other revenue	2(a)	793,150	749,870	942,216
		49,401,148	47,867,132	47,440,013
Expenses				
Employee costs		(19,408,622)	(19,258,728)	(19,184,762)
Materials and contracts		(18,191,442)	(19,788,790)	(17,951,935)
Utility charges		(1,295,574)	(1,403,696)	(1,276,544)
Depreciation on non-current assets	10(b)	(8,950,800)	(7,048,166)	(7,397,842)
Interest expenses	2(b)	(577,456)	(500,716)	(609,593)
Insurance expenses		(488,792)	(446,126)	(437,906)
Other expenditure		(760,595)	(754,837)	(739,478)
		(49,673,281)	(49,201,059)	(47,598,060)
		(272,133)	(1,333,927)	(158,047)
Non-operating grants, subsidies and contributions	2(a)	2,024,236	1,928,858	3,265,015
Profit on asset disposals	10(a)	24,865	1,728,391	1,818
(Loss) on asset disposals	10(a)	(442,683)	(3,930)	(135,282)
Fair value adjustments to financial assets at fair value through profit or loss	7	122,620	0	0
Change in Equity - Investment in Associate	19	962,933	0	916,244
		2,691,971	3,653,319	4,047,795
Net result for the period		2,419,838	2,319,392	3,889,748
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	701,002	0	(69,060,425)
Total other comprehensive income for the period		701,002	0	(69,060,425)
Total comprehensive income for the period		3,120,840	2,319,392	(65,170,677)

This statement is to be read in conjunction with the accompanying notes.

STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
Revenue	2(a)			
Governance		237,596	231,500	305,700
General purpose funding		32,058,340	31,287,329	30,824,225
Law, order, public safety		811,470	469,200	688,534
Health		107,187	55,700	86,959
Education and welfare		5,857,582	4,835,750	5,321,614
Community amenities		8,155,733	8,187,998	7,946,410
Recreation and culture		1,344,922	1,344,070	1,393,680
Transport		58,862	641,000	89,862
Economic services		246,745	332,185	251,282
Other property and services		522,711	482,400	531,747
		49,401,148	47,867,132	47,440,013
Expenses	2(b)			
Governance		(4,343,973)	(4,709,587)	(4,775,505)
General purpose funding		(622,803)	(650,773)	(636,341)
Law, order, public safety		(2,686,315)	(2,479,686)	(2,491,000)
Health		(659,616)	(690,177)	(646,643)
Education and welfare		(7,093,747)	(6,467,843)	(6,967,744)
Community amenities		(8,695,665)	(9,743,248)	(8,647,054)
Recreation and culture		(10,441,181)	(10,081,844)	(9,630,844)
Transport		(12,298,985)	(11,356,639)	(11,010,752)
Economic services		(787,286)	(793,651)	(744,383)
Other property and services		(1,466,254)	(1,726,895)	(1,438,201)
		(49,095,825)	(48,700,343)	(46,988,467)
Finance Costs	2(b)			
Governance		(270,695)	(249,449)	(289,798)
Recreation and culture		(306,761)	(251,267)	(319,795)
		(577,456)	(500,716)	(609,593)
		(272,133)	(1,333,927)	(158,047)
Non-operating grants, subsidies and contributions	2(a)	2,024,236	1,928,858	3,265,015
Profit on disposal of assets	10(a)	24,865	1,728,391	1,818
(Loss) on disposal of assets	10(a)	(442,683)	(3,930)	(135,282)
Fair value adjustments to financial assets at fair value through profit or loss	7	122,620	0	0
Change in Equity - Investment in Associate	19	962,933	0	916,244
		2,691,971	3,653,319	4,047,795
Net result for the period		2,419,838	2,319,392	3,889,748
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	11	701,002	0	(69,060,425)
Total other comprehensive income for the period		701,002	0	(69,060,425)
Total comprehensive income for the period		3,120,840	2,319,392	(65,170,677)

This statement is to be read in conjunction with the accompanying notes.

STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2019

	NOTE	2019	2018
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	8,551,291	7,370,762
Trade receivables	5	2,218,953	1,981,982
Other financial assets	7	26,043,921	21,897,381
Inventories	6	96,367	112,090
TOTAL CURRENT ASSETS		36,910,532	31,362,215
NON-CURRENT ASSETS			
Trade receivables	5	1,020,261	961,993
Other financial assets	7	122,620	0
Property, plant and equipment	8	74,575,071	75,227,212
Infrastructure	9	295,687,864	296,344,898
Investment in Associate	19	20,854,109	19,891,176
TOTAL NON-CURRENT ASSETS		392,259,925	392,425,279
TOTAL ASSETS		429,170,457	423,787,494
CURRENT LIABILITIES			
Trade and other payables	12	4,300,200	1,429,155
Borrowings	13	635,200	605,330
Employee related provisions	14	3,245,465	3,280,522
TOTAL CURRENT LIABILITIES		8,180,865	5,315,007
NON-CURRENT LIABILITIES			
Borrowings	13	10,501,468	11,136,668
Employee related provisions	14	309,801	278,336
TOTAL NON-CURRENT LIABILITIES		10,811,269	11,415,004
TOTAL LIABILITIES		18,992,134	16,730,011
NET ASSETS		410,178,323	407,057,483
EQUITY			
Retained surplus		142,699,111	142,954,754
Reserves - cash backed	4	22,026,683	19,351,202
Revaluation surplus	11	245,452,529	244,751,527
TOTAL EQUITY		410,178,323	407,057,483

This statement is to be read in conjunction with the accompanying notes.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2019

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 1 July 2017		137,540,104	20,876,104	313,811,952	472,228,160
Comprehensive income					
Net result for the period		3,889,748	0	0	3,889,748
Other comprehensive income	11	0	0	(69,060,425)	(69,060,425)
Total comprehensive income		3,889,748	0	(69,060,425)	(65,170,677)
Transfers from/(to) reserves		1,524,902	(1,524,902)	0	0
Balance as at 30 June 2018		142,954,754	19,351,202	244,751,527	407,057,483
Comprehensive income					
Net result for the period		2,419,838	0	0	2,419,838
Other comprehensive income	11	0	0	701,002	701,002
Total comprehensive income		2,419,838	0	701,002	3,120,840
Transfers from/(to) reserves		(2,675,481)	2,675,481	0	0
Balance as at 30 June 2019		142,699,111	22,026,683	245,452,529	410,178,323

This statement is to be read in conjunction with the accompanying notes.

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019**

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		28,149,167	28,160,287	27,296,725
Operating grants, subsidies and contributions		6,253,696	5,366,702	5,860,186
Fees and charges		12,792,343	12,637,433	12,266,881
Interest received		1,097,000	952,840	984,574
Goods and services tax received		2,022,795	1,700,000	2,417,616
Other revenue		793,150	749,870	960,033
		51,108,151	49,567,132	49,786,015
Payments				
Employee costs		(19,154,849)	(19,258,728)	(19,117,196)
Materials and contracts		(15,562,039)	(19,788,790)	(18,925,503)
Utility charges		(1,295,574)	(1,403,696)	(1,276,544)
Interest expenses		(577,456)	(500,716)	(609,593)
Insurance paid		(488,792)	(446,126)	(437,906)
Goods and services tax paid		(2,002,242)	(1,700,000)	(2,408,412)
Other expenditure		(760,595)	(754,837)	(739,478)
		(39,841,547)	(43,852,893)	(43,514,632)
Net cash provided by (used in) operating activities	15	11,266,604	5,714,239	6,271,383
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	8(a)	(1,880,802)	(2,503,142)	(6,535,683)
Payments for construction of infrastructure	9(a)	(6,040,764)	(5,139,138)	(5,809,552)
Proceeds from/(payments for) financial assets at amortised cost		(4,146,540)	0	3,798,838
Non-operating grants, subsidies and contributions	2(a)	2,024,236	1,928,858	3,265,015
Proceeds from sale of property, plant & equipment	10(a)	563,125	3,291,831	435,314
Net cash provided by (used in) investment activities		(9,480,745)	(2,421,591)	(4,846,068)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(605,330)	(605,330)	(577,065)
Net cash provided by (used in) financing activities		(605,330)	(605,330)	(577,065)
Net increase (decrease) in cash held		1,180,529	2,687,318	848,250
Cash at beginning of year		7,370,762	24,595,036	6,522,512
Cash and cash equivalents at the end of the year	15	8,551,291	27,282,354	7,370,762

This statement is to be read in conjunction with the accompanying notes.

**RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019**

	NOTE	2019 Actual \$	2019 Budget \$	2018 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	24 (b)	7,301,336	3,859,575	7,720,764
		7,301,336	3,859,575	7,720,764
Revenue from operating activities (excluding rates)				
Governance		237,596	242,345	305,700
General purpose funding		3,672,173	3,127,042	3,448,277
Law, order, public safety		811,470	469,200	688,534
Health		107,187	55,700	86,959
Education and welfare		5,857,582	4,837,010	5,321,614
Community amenities		8,155,733	8,193,183	7,948,228
Recreation and culture		1,344,922	2,179,070	1,393,680
Transport		83,727	657,101	89,862
Economic services		246,745	332,185	251,282
Other property and services		522,711	1,342,400	531,747
		21,039,846	21,435,236	20,065,883
Expenditure from operating activities				
Governance		(4,651,961)	(4,959,036)	(5,065,303)
General purpose funding		(622,803)	(650,773)	(636,341)
Law, order, public safety		(2,699,526)	(2,483,616)	(2,517,318)
Health		(660,614)	(690,177)	(646,643)
Education and welfare		(7,116,495)	(6,467,843)	(6,967,744)
Community amenities		(8,718,542)	(9,743,248)	(8,647,054)
Recreation and culture		(10,763,281)	(10,333,111)	(9,953,968)
Transport		(12,298,985)	(11,356,639)	(11,110,932)
Economic services		(789,833)	(793,651)	(744,383)
Other property and services		(1,793,924)	(1,726,895)	(1,443,656)
		(50,115,964)	(49,204,989)	(47,733,342)
Non-cash amounts excluded from operating activities	24(a)	9,341,815	5,323,705	7,569,152
Amount attributable to operating activities		(12,432,967)	(18,586,473)	(12,377,543)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	2,024,236	1,928,858	3,265,015
Proceeds from disposal of assets	10(a)	563,125	3,291,831	435,314
Purchase of property, plant and equipment	8(a)	(1,880,802)	(2,503,142)	(6,535,683)
Purchase and construction of infrastructure	9(a)	(6,040,764)	(5,139,138)	(5,809,552)
Amount attributable to investing activities		(5,334,205)	(2,421,591)	(8,644,906)
FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(605,330)	(605,330)	(577,065)
Transfers to reserves (restricted assets)	4	(4,222,617)	(6,716,149)	(4,358,635)
Transfers from reserves (restricted assets)	4	1,547,136	1,806,760	5,883,537
Amount attributable to financing activities		(3,280,811)	(5,514,719)	947,837
Surplus/(deficit) before imposition of general rates		(21,047,983)	(26,522,783)	(20,007,040)
Total amount raised from general rates	23	28,386,167	28,160,287	27,375,948
Surplus/(deficit) after imposition of general rates	24(b)	7,338,184	1,637,504	7,301,336

This statement is to be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 26 to these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUE AND EXPENSES

(a) Revenue

Grant Revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Operating grants, subsidies and contributions			
General purpose funding	2,333,840	1,930,202	2,240,172
Law, order, public safety	617,609	299,000	485,624
Education and welfare	3,197,795	2,463,750	2,833,208
Community amenities	87,075	2,500	9,930
Recreation and culture	35,584	40,000	212,671
Transport	45,356	625,000	62,714
Economic services	0	0	15,867
Other property and services	15,229	6,250	0
	6,332,488	5,366,702	5,860,186
Non-operating grants, subsidies and contributions			
Law, order, public safety	0	632,000	268,257
Recreation and culture	565,161	20,000	981,953
Transport	1,459,075	1,276,858	2,014,805
	2,024,236	1,928,858	3,265,015
Total grants, subsidies and contributions	8,356,724	7,295,560	9,125,201

SIGNIFICANT ACCOUNTING POLICIES

Grants, donations and other contributions
Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

Grants, donations and other contributions (Continued)
a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 22. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2019	2019	2018
	Actual	Budget	Actual
	\$	\$	\$
Other revenue			
Reimbursements and recoveries	146,304	184,720	231,630
Other	646,846	565,150	710,586
	793,150	749,870	942,216
Fees and Charges			
Governance	32,247	65,000	65,757
General purpose funding	201,448	210,500	157,236
Law, order, public safety	193,860	170,200	202,638
Health	107,187	55,700	86,959
Education and welfare	2,639,574	2,354,000	2,404,905
Community amenities	8,066,566	8,187,998	7,936,186
Recreation and culture	1,260,036	1,244,850	1,135,635
Transport	15,597	16,000	27,149
Economic services	246,745	332,185	251,282
Other property and services	29,083	1,000	9,342
	12,792,343	12,637,433	12,277,089
There were no changes during the year to the amount of the fees or charges detailed in the original budget.			
Interest earnings			
Reserve accounts interest	457,381	427,840	446,827
Rates penalty interest (refer Note 23(c))	221,822	175,000	196,645
Other interest earnings	417,797	350,000	341,102
	1,097,000	952,840	984,574

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUE AND EXPENSES (Continued)

(b) Expenses	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Auditors remuneration			
- Audit of the Annual Financial Report	45,000	33,000	21,672
- Financial Management Review	0	0	8,907
- Other services	2,710	10,000	1,950
	47,710	43,000	32,529
Interest expenses (finance costs)			
Borrowings (refer Note 13(b))	577,456	500,716	609,593
	577,456	500,716	609,593
Rental charges			
- Operating leases	215,640	211,000	207,000
	215,640	211,000	207,000

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

3. CASH AND CASH EQUIVALENTS

	NOTE	2019 \$	2018 \$
Cash at bank and on hand		8,551,291	7,370,762
Total cash and cash equivalents		8,551,291	7,370,762
Financial assets at amortised cost	7(a)	26,043,921	21,897,381
Total cash, cash equivalents and all term deposits		34,595,212	29,268,143
Comprises:			
- Unrestricted cash and cash equivalents		10,070,935	9,896,308
- Restricted cash and cash equivalents		24,524,277	19,371,835
		34,595,212	29,268,143
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Reserve accounts			
Reserves Cash Backed - Plant Reserve	4	1,214,606	1,185,811
Reserves Cash Backed - Civic Facilities Reserve	4	8,774,504	7,097,652
Reserves Cash Backed - Information Technology Reserve	4	1,044,192	982,506
Reserves Cash Backed - Childrens Services Reserve	4	2,305,803	2,154,342
Reserves Cash Backed - Capital Investment Reserve	4	3,896,605	3,896,605
Reserves Cash Backed - Capital Income Reserve	4	4,104,921	3,783,891
Reserves Cash Backed - Gravel Pit Rehabilitation Reserve	4	59,519	58,229
Reserves Cash Backed - Long Service Leave Reserve	4	403,533	79,914
Reserves Cash Backed - Unspent Grants Reserve	4 & 22	223,000	112,252
		22,026,683	19,351,202
Other restricted cash and cash equivalents			
Unspent grants/contributions	22	0	20,633
Bonds and Deposits held	12 & 26	2,497,594	0
Total restricted cash and cash equivalents		24,524,277	19,371,835

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash

Cash and cash equivalents (Continued)
and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

4. RESERVES - CASH BACKED

	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance	2019 Budget Opening Balance	2019 Budget Transfer to	2019 Budget Transfer (from)	2019 Budget Closing Balance	2018 Actual Opening Balance	2018 Actual Transfer to	2018 Actual Transfer (from)	2018 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Reserves Cash Backed - Plant Reserve	1,185,811	726,053	(697,258)	1,214,606	878,889	729,609	(881,311)	727,187	682,282	878,403	(374,874)	1,185,811
(b) Reserves Cash Backed - Civic Facilities Reserve	7,097,652	1,935,532	(258,680)	8,774,504	5,904,862	1,941,143	(249,449)	7,596,556	9,233,832	2,147,371	(4,283,551)	7,097,652
(c) Reserves Cash Backed - Information Technology Reserve	982,506	61,686	0	1,044,192	826,748	66,762	0	893,510	918,106	64,400	0	982,506
(d) Reserves Cash Backed - Childrens Services Reserve	2,154,342	151,461	0	2,305,803	2,059,025	66,652	(116,000)	2,009,677	2,483,263	172,786	(501,707)	2,154,342
(e) Reserves Cash Backed - Capital Investment Reserve	3,896,605	0	0	3,896,605	3,896,605	2,675,000	0	6,571,605	3,896,605	0	0	3,896,605
(f) Reserves Cash Backed - Capital Income Reserve	3,783,891	556,030	(235,000)	4,104,921	3,394,195	493,022	(305,000)	3,582,217	3,191,627	592,264	0	3,783,891
(g) Reserves Cash Backed - Gravel Pit Rehabilitation Reserve	58,229	1,290	0	59,519	22,585	89,731	(36,000)	76,316	56,813	1,416	0	58,229
(h) Reserves Cash Backed - Long Service Leave Reserve	79,914	657,565	(333,946)	403,533	130,689	654,230	(219,000)	565,919	63,718	429,743	(413,547)	79,914
(i) Reserves Cash Backed - Unspent Grants Reserve	112,252	133,000	(22,252)	223,000	0	0	0	0	349,858	72,252	(309,858)	112,252
	19,351,202	4,222,617	(1,547,136)	22,026,683	17,113,598	6,716,149	(1,806,760)	22,022,987	20,876,104	4,358,635	(5,883,537)	19,351,202

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Reserves Cash Backed - Plant Reserve	Ongoing	To fund the replacement of works plant and light vehicles.
(b) Reserves Cash Backed - Civic Facilities Reserve	Ongoing	To fund the construction and/or purchase of public buildings and facilities.
(c) Reserves Cash Backed - Information Technology Reserve	Ongoing	To fund the upgrade and replacement of the Shire's information technology.
(d) Reserves Cash Backed - Childrens Services Reserve	Ongoing	To provide funds for the purchase of capital equipment, preventative maintenance for Children's Services buildings and employee entitlements. Also allows cash surpluses to be carried forward to fund operating expenses for future years.
(e) Reserves Cash Backed - Capital Investment Reserve	Ongoing	To fund the advancement of the Shire's property strategy.
(f) Reserves Cash Backed - Capital Income Reserve	Ongoing	To fund the development of Shire facilities and infrastructure.
(g) Reserves Cash Backed - Gravel Pit Rehabilitation Reserve	Ongoing	To fund the production of gravel and the rehabilitation of gravel pits.
(h) Reserves Cash Backed - Long Service Leave Reserve	Ongoing	To fund the Shire's long service leave liability.
(i) Reserves Cash Backed - Unspent Grants Reserve	Ongoing	To quarantine any unspent grant funds received during the financial year.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

5. TRADE RECEIVABLES

Current

	2019 \$	2018 \$
Rates receivable	1,398,710	1,225,763
Sundry receivables	289,545	254,736
LSL Contributions - Other Local Governments	59,646	23,384
Waste Charges	174,833	161,327
GST receivable	296,219	316,772
	2,218,953	1,981,982

Non-current

Pensioner's rates and ESL deferred	990,982	926,929
LSL Contributions - Other Local Governments	2,042	7,827
Debtors - POS Payments	27,237	27,237
	1,020,261	961,993

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 25.

Previous accounting policy: Impairment of trade receivables

In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectible were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

6. INVENTORIES

	2019	2018
	\$	\$
Current		
Fuel and Materials	96,367	112,090
	96,367	112,090
The following movements in inventories occurred during the year:		
Carrying amount at 1 July	112,090	92,741
Inventories expensed during the year	(535,026)	(440,377)
Additions to inventory	519,303	459,726
Carrying amount at 30 June	96,367	112,090

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

7. OTHER FINANCIAL ASSETS

	NOTE	2019 \$	2018 \$
(a) Current assets			
Other financial assets at amortised cost		26,043,921	21,897,381
		26,043,921	21,897,381
Other financial assets at amortised cost			
- Financial assets at amortised cost - term deposits	3	26,043,921	21,897,381
		26,043,921	21,897,381
(a) Non-current assets			
Financial assets at fair value through profit and loss		122,620	0
		122,620	0
Financial assets at fair value through profit and loss			
- Unlisted equity investments			
Local Government House Trust		122,620	0
		122,620	0
During the year, the following gains/(losses) were recognised in profit and loss:			
Fair value gains/(losses) on equity investments at fair value through profit and loss are recognised in other gains/(losses) and classified as other property and services			
		122,620	0
		122,620	0

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Term deposits with original terms of three months or more were classified as cash and cash equivalents in the 2018 financial report. However, they have now been reclassified as financial assets at amortised cost.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 25.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Previous accounting policy: available for sale financial assets

Available-for-sale financial assets were non-derivative financial assets that were either not suitable to be classified as other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Previous accounting policy: Loans and receivables

Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.

Refer to Note 27 for explanations regarding the change in accounting policy and reclassification of available for sale financial assets to financial assets at fair value through profit and loss.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Works in Progress	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2017	25,954,702	800,000	26,754,702	32,612,767	32,612,767	59,367,469	514,789	6,825,428	4,557,029	71,264,715
Additions	0	0	0	5,395,471	5,395,471	5,395,471	19,831	1,078,052	42,329	6,535,683
(Disposals)	0	0	0	0	0	0	0	(568,778)	0	(568,778)
Depreciation (expense)	0	0	0	(1,275,447)	(1,275,447)	(1,275,447)	(31,756)	(697,205)	0	(2,004,408)
Transfers	0	0	0	4,557,029	4,557,029	4,557,029	0	0	(4,557,029)	0
Carrying amount at 30 June 2018	25,954,702	800,000	26,754,702	41,289,820	41,289,820	68,044,522	502,864	6,637,497	42,329	75,227,212
Comprises:										
Gross carrying amount at 30 June 2018	25,954,702	800,000	26,754,702	64,381,000	64,381,000	91,135,702	1,140,105	10,707,237	42,329	103,025,373
Accumulated depreciation at 30 June 2018	0	0	0	(23,091,180)	(23,091,180)	(23,091,180)	(637,241)	(4,069,740)	0	(27,798,161)
Carrying amount at 30 June 2018	25,954,702	800,000	26,754,702	41,289,820	41,289,820	68,044,522	502,864	6,637,497	42,329	75,227,212
Additions	0	0	0	505,734	505,734	505,734	83,081	1,289,937	2,050	1,880,802
(Disposals)	0	0	0	(9,646)	(9,646)	(9,646)	(344,723)	(626,574)	0	(980,943)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	0	701,002	0	701,002
Depreciation (expense)	0	0	0	(1,507,104)	(1,507,104)	(1,507,104)	(30,364)	(715,534)	0	(2,253,002)
Transfers	0	0	0	42,329	42,329	42,329	0	0	(42,329)	0
Carrying amount at 30 June 2019	25,954,702	800,000	26,754,702	40,321,133	40,321,133	67,075,835	210,858	7,286,328	2,050	74,575,071
Comprises:										
Gross carrying amount at 30 June 2019	25,954,702	800,000	26,754,702	64,881,463	64,881,463	91,636,165	559,413	11,040,680.00	2,050	103,238,308
Accumulated depreciation at 30 June 2019	0	0	0	(24,560,330)	(24,560,330)	(24,560,330)	(348,555)	(3,754,352.00)	0	(28,663,237)
Carrying amount at 30 June 2019	25,954,702	800,000	26,754,702	40,321,133	40,321,133	67,075,835	210,858	7,286,328	2,050	74,575,071

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	Level 2	Market approach using recent observable data for similar properties in the area	Independent Registered Valuers	30 June 2017	Price per square metre
Land - freehold land	Level 3	Cost approach	Independent Registered Valuers	30 June 2017	Purchase costs and current condition (Level 2) and remaining useful life assessments (Level 3) inputs
Land - vested in and under the control of Council	Level 3	Cost approach	Independent Registered Valuers	30 June 2017	Purchase costs and current condition (Level 2) and remaining useful life assessments (Level 3) inputs
Buildings - specialised	Level 3	Cost approach using depreciated replacement cost	Independent Registered Valuers	30 June 2017	Construction costs and current condition (Level 2) and remaining useful life assessments (Level 3) inputs
Furniture and equipment	Level 3	Cost approach using depreciated replacement cost	Management Valuation	30 June 2019	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Plant and equipment	Level 2	Market approach using recent observable data for similar plant	Independent Registered Valuers	30 June 2019	Price per item (Level 2)
Plant and equipment	Level 3	Cost approach using depreciated replacement cost	Independent Registered Valuers	30 June 2019	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

9. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Parks and Ovals	Total Infrastructure
	\$	\$	\$	\$	\$
Balance at 1 July 2017	285,162,828	14,013,700	42,539,263	23,273,414	364,989,205
Additions	3,016,223	609,760	753,969	1,429,600	5,809,552
Revaluation increments / (decrements) transferred to revaluation surplus	(67,982,712)	(1,970,687)	4,744,900	(3,851,926)	(69,060,425)
Depreciation (expense)	(3,872,065)	(340,607)	(492,475)	(688,287)	(5,393,434)
Carrying amount at 30 June 2018	216,324,274	12,312,166	47,545,657	20,162,801	296,344,898
Comprises:					
Gross carrying amount at 30 June 2018	267,084,119	15,457,867	69,210,942	26,017,535	377,770,463
Accumulated depreciation at 30 June 2018	(50,759,845)	(3,145,701)	(21,665,285)	(5,854,734)	(81,425,565)
Carrying amount at 30 June 2018	216,324,274	12,312,166	47,545,657	20,162,801	296,344,898
Additions	3,316,502	365,241	692,760	1,666,261	6,040,764
Depreciation (expense)	(4,942,433)	(245,906)	(700,438)	(809,021)	(6,697,798)
Carrying amount at 30 June 2019	214,698,343	12,431,501	47,537,979	21,020,041	295,687,864
Comprises:					
Gross carrying amount at 30 June 2019	270,400,621	15,823,108	69,903,702	27,683,796	383,811,227
Accumulated depreciation at 30 June 2019	(55,702,278)	(3,391,607)	(22,365,723)	(6,663,755)	(88,123,363)
Carrying amount at 30 June 2019	214,698,343	12,431,501	47,537,979	21,020,041.00	295,687,864

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

9. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	Level 3	Cost approach using depreciated replacement cost	Management valuation	30 June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Roads (Bridges)	Level 3	Cost approach using depreciated replacement cost	Independent Registered Valuers	30 June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Footpaths	Level 3	Cost approach using depreciated replacement cost	Management valuation	30 June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Drainage	Level 3	Cost approach using depreciated replacement cost	Independent Registered Valuers	30 June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Parks and Ovals	Level 3	Cost approach using depreciated replacement cost	Independent Registered Valuers	30 June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY
Land under control

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(a) Disposals of Assets

	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss	2019 Budget Net Book Value	2019 Budget Sale Proceeds	2019 Budget Profit	2019 Budget Loss	2018 Actual Net Book Value	2018 Actual Sale Proceeds	2018 Actual Profit	2018 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment												
Governance	119,420	88,320	0	(31,100)	36,125	46,970	10,845	0	0	0	0	0
Law, order, public safety	58,000	44,789	0	(13,211)	36,250	32,320	0	(3,930)	105,000	78,682	0	(26,318)
Education and welfare	40,000	20,273	0	(19,727)	25,000	26,260	1,260	0	0	0	0	0
Community amenities	109,968	87,091	0	(22,877)	13,500	18,685	5,185	0	20,000	21,818	1,818	0
Recreation and culture	0	0	0	0	0	0	0	0	21,338	18,009	0	(3,329)
Transport	261,184	286,049	24,865	0	476,495	492,596	16,101	0	407,440	307,260	0	(100,180)
Economic services	18,002	15,455	0	(2,547)	0	0	0	0	0	0	0	0
Other property and services	20,000	18,182	0	(1,818)	0	0	0	0	15,000	9,545	0	(5,455)
	626,574	560,159	24,865	(91,280)	587,370	616,831	33,391	(3,930)	568,778	435,314	1,818	(135,282)
Furniture and Equipment												
Governance	6,193	0	0	(6,193)	0	0	0	0	0	0	0	0
Health	3,964	2,966	0	(998)	0	0	0	0	0	0	0	0
Education and welfare	3,021	0	0	(3,021)	0	0	0	0	0	0	0	0
Recreation and culture	5,693	0	0	(5,693)	0	0	0	0	0	0	0	0
	18,871	2,966	0	(15,905)	0	0	0	0	0	0	0	0
Buildings												
Recreation and culture	9,646	0	0	(9,646)	0	0	0	0	0	0	0	0
	9,646	0	0	(9,646)	0	0	0	0	0	0	0	0
Land												
Recreation and culture	0	0	0	0	340,000	1,175,000	835,000	0	0	0	0	0
Other property and services	0	0	0	0	640,000	1,500,000	860,000	0	0	0	0	0
	0	0	0	0	980,000	2,675,000	1,695,000	0	0	0	0	0
Assets expensed due to change in accounting policy (note 32)												
Furniture and Equipment												
Other property and services	325,852	0	0	(325,852)	0	0	0	0	0	0	0	0
	325,852	0	0	(325,852)	0	0	0	0	0	0	0	0
	980,943	563,125	24,865	(442,683)	1,567,370	3,291,831	1,728,391	(3,930)	568,778	435,314	1,818	(135,282)

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

10. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(b) Depreciation	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Buildings - specialised	1,507,104	1,274,205	1,275,447
Furniture and equipment	30,364	32,229	31,756
Plant and equipment	715,534	671,267	697,205
Infrastructure - Roads *	4,942,433	3,780,000	3,872,065
Infrastructure - Footpaths	245,906	180,000	340,607
Infrastructure - Drainage	700,438	540,000	492,475
Infrastructure - Parks and Ovals	809,021	570,465	688,287
	8,950,800	7,048,166	7,397,842

* Change in accounting estimate. Prior to the 2018/19 financial year the Shire factored in a non-depreciable component (residual value) for the pavement and surface of sealed roads. This practice was discontinued in 2018/19, which has resulted in a significant increase in the annual depreciation expense for roads. Whilst the Shire continues to recycle pavement and surface material, the cost involved to bring the material to a standard suitable to provide the same level of service is significant, making the residual value immaterial to the calculation of the depreciable amount.

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below.

Asset Class	Useful life
Buildings	
- Structure	30 to 75 years
- Fit out	18 to 45 years
- Mechanical	18 to 45 years
- Roof Cladding	24 to 60 years
Furniture and Equipment	3 to 12 years
Plant and Equipment	3 to 20 years
Sealed Roads and Streets	
- Formation	not depreciated
- Pavement	70 to 110 years
- Surface	15 to 30 years
- Kerb	70 years
Unsealed Roads	
- Formation	not depreciated
- Surface	15 years
Drainage	60 to 100 years
Bridges	40 to 100 years
Footpaths	15 to 100 years
Heritage Trails	75 years
- Formation	not depreciated
- Pavement	60 years
- Point items	15 to 100 years
Waste Transfer Stations	15 to 100 years
Bus Shelters	20 to 50 years
Parks Hard Assets	5 to 80 years

Depreciation (Continued)

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in the following way:

The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

11. REVALUATION SURPLUS

	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	Total Movement on Revaluation	2019 Closing Balance	2018 Opening Balance	2018 Revaluation Increment	2018 Revaluation (Decrement)	Total Movement on Revaluation	2018 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation Surplus - Land and Buildings	41,318,001	0	0	0	41,318,001	41,318,001	0	0	0	41,318,001
Revaluation Surplus - Plant and Equipment	926,871	701,002	0	701,002	1,627,873	926,871	0	0	0	926,871
Revaluation surplus - Infrastructure - Roads	153,544,587	0	0	0	153,544,587	221,527,299	0	(67,982,712)	(67,982,712)	153,544,587
Revaluation surplus - Infrastructure - Footpaths	6,315,940	0	0	0	6,315,940	8,286,627	0	(1,970,687)	(1,970,687)	6,315,940
Revaluation surplus - Infrastructure - Drainage	30,852,091	0	0	0	30,852,091	26,107,191	4,744,900	0	4,744,900	30,852,091
Revaluation surplus - Infrastructure - Parks and Ovals	11,794,037	0	0	0	11,794,037	15,645,963	0	(3,851,926)	(3,851,926)	11,794,037
	244,751,527	701,002	0	701,002	245,452,529	313,811,952	4,744,900	(73,805,325)	(69,060,425)	244,751,527

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

12. TRADE AND OTHER PAYABLES

Current

	2019 \$	2018 \$
Sundry creditors	1,093,964	1,076,416
Accrued salaries and wages	257,365	0
Bonds and Deposits Held (note 26)	2,497,594	0
Creditor Accruals	451,277	352,739
	4,300,200	1,429,155

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

Trade and other payables (Continued)

of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

13. INFORMATION ON BORROWINGS

(a) Borrowings

	2019	2018
	\$	\$
Current	635,200	605,330
Non-current	10,501,468	11,136,668
	11,136,668	11,741,998

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	Actual	30 June 2019	Actual	30 June 2019	Actual	30 June 2019	Actual	30 June 2019	Budget	30 June 2019	Budget	30 June 2019	Budget	30 June 2019	Budget	30 June 2019	Actual	30 June 2018	Actual	30 June 2018	Actual	30 June 2018	Actual	30 June 2018
				Principal	New	Principal	repayments	Interest	repayments	Principal	outstanding	Principal	New	Principal	repayments	Interest	repayments	Principal	outstanding	Principal	New	Principal	repayments	Interest	repayments	Principal	outstanding
				1 July 2018	\$	1 July 2018	\$	1 July 2018	\$	1 July 2018	\$	1 July 2018	\$	1 July 2018	\$	1 July 2018	\$	1 July 2018	\$	1 July 2017	\$	1 July 2017	\$	1 July 2017	\$	1 July 2017	\$
Governance																											
Civic Facility Redevelopment	170	WATC*	6.06%	3,650,454	0	262,672	270,665	3,396,782	3,650,454	0	262,672	249,449	3,396,782	3,650,454	0	245,085	289,708	3,650,454	3,650,454	0	245,085	289,708	3,650,454	3,650,454	0	245,085	289,708
Recreation and culture																											
Community Building Projects	171	WATC*	3.17%	8,082,544	0	342,858	306,761	7,739,886	8,082,544	0	342,858	251,267	7,739,886	8,082,544	0	331,980	319,705	8,082,544	8,082,544	0	331,980	319,705	8,082,544	8,082,544	0	331,980	319,705
				11,741,998	0	605,330	577,456	11,136,668	11,741,998	0	605,330	500,716	11,136,668	11,741,998	0	577,065	609,503	11,136,668	11,136,668	0	577,065	609,503	11,136,668	11,136,668	0	577,065	609,503

* WA Treasury Corporation

All loan repayments were financed by general purpose revenue.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

13. INFORMATION ON BORROWINGS (Continued)

	2019	2018
	\$	\$
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Bank overdraft limit	500,000	500,000
Bank overdraft at balance date	0	0
Credit card limit	55,300	86,500
Credit card balance at balance date	(28,538)	(28,949)
Total amount of credit unused	526,762	557,551
Loan facilities		
Loan facilities - current	635,200	605,330
Loan facilities - non-current	10,501,468	11,136,668
Total facilities in use at balance date	11,136,668	11,741,998
Unused loan facilities at balance date	NIL	NIL

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note 25.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2018			
Current provisions	1,617,844	1,662,678	3,280,522
Non-current provisions	0	278,336	278,336
	1,617,844	1,941,014	3,558,858
Additional provision	1,226,983	409,391	1,636,374
Amounts used	(1,298,847)	(341,119)	(1,639,966)
Balance at 30 June 2019	1,545,980	2,009,286	3,555,266
Comprises			
Current	1,545,980	1,699,485	3,245,465
Non-current	0	309,801	309,801
	1,545,980	2,009,286	3,555,266
Amounts are expected to be settled on the following basis	2019 \$	2018 \$	
Less than 12 months after the reporting date	1,571,242	1,536,880	
More than 12 months from reporting date	1,984,024	2,021,978	
	3,555,266	3,558,858	

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued) rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2019 Actual \$	2019 Budget \$	2018 Actual \$
Cash and cash equivalents	8,551,291	27,282,354	7,370,762
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	2,419,838	2,319,392	3,889,748
Non-cash flows in Net result:			
Adjustments to fair value of financial assets	(122,620)	0	0
Depreciation	8,950,800	7,048,166	7,397,842
(Profit)/loss on sale of asset	417,818	(1,724,461)	133,464
Share of profits of associates	(962,933)	0	(916,244)
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(295,239)	0	(62,410)
(Increase)/decrease in inventories	15,723	0	(19,349)
Increase/(decrease) in payables	2,871,045	0	(954,219)
Increase/(decrease) in provisions	(3,592)	0	67,566
Grants contributions for the development of assets	(2,024,236)	(1,928,858)	(3,265,015)
Net cash from operating activities	11,266,604	5,714,239	6,271,383

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2019	2018
	\$	\$
Governance	10,461,844	10,827,297
General purpose funding	37,375,477	31,851,103
Law, order, public safety	3,709,433	3,573,242
Health	337,944	352,918
Education and welfare	1,619,338	1,707,986
Community amenities	22,492,954	21,386,766
Recreation and culture	53,839,413	53,447,111
Transport	278,192,994	279,393,940
Economic services	55,568	49,050
Other property and services	21,085,492	21,198,081
	429,170,457	423,787,494

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

17. LEASING COMMITMENTS

(a) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

Payable:

- not later than one year
- later than one year but not later than five years

2019	2018
\$	\$
246,420	215,640
360,480	606,900
606,900	822,540

SIGNIFICANT ACCOUNTING POLICIES

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

18. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Meeting Fees	255,420	255,420	255,618
President's allowance	50,852	50,852	50,852
Deputy President's allowance	12,713	12,713	12,713
Travelling expenses	12,858	12,000	13,205
Telecommunications allowance	42,359	42,000	42,000
	374,202	372,985	374,388

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2019 Actual	2018 Actual
	\$	\$
Short-term employee benefits	1,184,687	1,080,621
Post-employment benefits	95,800	94,396
Other long-term benefits	24,582	24,516
	1,305,069	1,199,534

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

18. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

KMP, other than elected members, are entitled to and do utilise the free use of the Shire's Aquatic Centres.

Elected members are provided with food and refreshments before all Council meetings.

	2019 Actual \$	2018 Actual \$
Associate entity:		
Purchase of goods and services	2,906,685	2,862,406

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

19. INVESTMENT IN ASSOCIATE

The Shire is a member of the Eastern Metropolitan Regional Council (EMRC). The Shire's share in the EMRC as calculated by the EMRC is 10.67%.

The Shire's share in the assets and liabilities based on the audited results of the EMRC is as follows:

	2019 \$	2018 \$
Current Assets	11,489,374	10,782,685
Non Current Assets	10,609,421	10,040,381
Total assets	22,098,795	20,823,066
Current liabilities	765,404	549,957
Non Current Liabilities	479,282	381,933
Total liabilities	1,244,686	931,890
Net Assets	20,854,109	19,891,176
Net Movement	962,933	916,244

SIGNIFICANT ACCOUNTING POLICIES

Investment in associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investment in associates (Continued)

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

20. MAJOR LAND TRANSACTIONS

The Shire did not participate in any major land transactions during the 2018/2019 financial year.

21. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire did not participate in any trading undertakings or major trading undertakings during the 2018/2019 financial year.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

22. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance ⁽¹⁾	Received ⁽²⁾	Expended ⁽³⁾	Closing Balance ⁽¹⁾	Received ⁽²⁾	Expended ⁽³⁾	Closing Balance ⁽⁴⁾
	1/07/17	2017/18	2017/18	30/06/18	2018/19	2018/19	30/06/19
	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety							
Grant - Volunteer Bush Fire Brigade Equipment	0	90,000	(69,168)	20,832	0	(20,832)	0
Community amenities							
Environmental Grants - State NRM	0	0	0	0	87,075	(54,075)	33,000
Recreation and culture							
Grant - Kidsport Funding	0	78,756	(77,336)	1,420	0	(1,420)	0
Grant - Mundaring Arena	0	766,231	(766,231)	0	0	0	0
Grant - Mundaring Arts Centre	7,966	0	(7,966)	0	0	0	0
Grant - Leno Court and Parkerville Oval	0	50,000	0	50,000	0	0	50,000
Grant - Skatepark	0	0	0	0	100,000	0	100,000
Transport							
Grant - Special Bridge Grant	60,000	0	(20,000)	40,000	0	0	40,000
Grant - Roads to Recovery	281,892	961,717	(1,222,976)	20,633	0	(20,633)	0
Total	349,858	1,946,704	(2,163,677)	132,885	187,075	(96,960)	223,000

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

(4) - These amounts have been quarantined in the Unspent Grants Reserve as per Note 3.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

23. RATING INFORMATION

(a) Rates

RATE TYPE

Differential general rate / general rate

Gross rental valuations

GRV - Residential

GRV - Commercial

GRV - Light Industrial

GRV - Rural Residential

Unimproved valuations

UV - Rural

Sub-Total

Minimum payment

Gross rental valuations

GRV - Residential

GRV - Commercial

GRV - Light Industrial

GRV - Rural Residential

Unimproved valuations

UV - Mining

Sub-Total

Movement in Rates paid in advance

Total amount raised from general rate

Totals

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

	Rate in \$	Number of Properties	2018/19 Actual Rateable Value \$	2018/19 Actual Rate Revenue \$	2018/19 Actual Interim Rates \$	2018/19 Actual Back Rates \$	2018/19 Actual Total Revenue \$	2018/19 Budget Rate Revenue \$	2018/19 Budget Interim Rate \$	2018/19 Budget Back Rate \$	2018/19 Budget Total Revenue \$	2017/18 Actual Total Revenue \$
GRV - Residential	0.081948	11,287	221,004,104	18,110,844	158,434	0	18,269,278	18,184,537	140,101	0	18,324,638	17,628,398
GRV - Commercial	0.081948	280	24,495,475	2,007,355	11,007	0	2,018,362	1,933,663	0	0	1,933,663	1,949,518
GRV - Light Industrial	0.081948	283	16,269,688	1,333,268	0	0	1,333,268	1,333,268	0	0	1,333,268	1,303,202
GRV - Rural Residential	0.081948	3,056	65,551,750	5,371,835	29,007	0	5,400,842	5,371,835	0	0	5,371,835	5,251,782
Unimproved valuations												
UV - Rural	0.00578	258	144,209,000	833,529		0	833,529	833,528	0	0	833,528	786,200
Sub-Total		15,164	471,530,017	27,656,831	198,448	0	27,855,279	27,656,831	140,101	0	27,796,932	26,919,100
Minimum payment												
GRV - Residential	841	347	2,749,378	291,827	0	0	291,827	291,827	0	0	291,827	328,032
GRV - Commercial	841	3	22,790	2,523	0	0	2,523	2,523	0	0	2,523	2,448
GRV - Light Industrial	841	1	8,400	841	0	0	841	841	0	0	841	816
GRV - Rural Residential	841	76	697,430	63,916	0	0	63,916	63,916	0	0	63,916	53,856
Unimproved valuations												
UV - Mining	1,062	4	52,514	4,248	0	0	4,248	4,248	0	0	4,248	4,124
Sub-Total		431	3,530,512	363,355	0	0	363,355	363,355	0	0	363,355	389,276
		15,595	475,060,529	28,020,186	198,448	0	28,218,634	28,020,186	140,101	0	28,160,287	27,308,376
Movement in Rates paid in advance							167,533				0	67,572
Total amount raised from general rate							28,386,167				28,160,287	27,375,948
Totals							28,386,167				28,160,287	27,375,948

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

23. RATING INFORMATION (Continued)

(b) Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount		2019 Actual	2019 Budget	2018 Actual
		%	\$	\$	\$	\$
Rates	Write-Off	0.00%	0.00	44	500	37
Penalty Interest	Write-Off	0.00%	0.00	2,826	5,000	4,327
				2,870	5,500	4,364

No discount or concession on rates was available.

The cost to the Shire for the early payment of rates incentive was \$4,000 being \$2,500 towards the first prize and \$1,500 towards the second prize.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

23. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
Option One				
Single Full Payment	23 Aug 2018	0.00	0.00%	11.00%
Option Three				
First Instalment	23 Aug 2018	0.00	0.00%	11.00%
Second Instalment	25 Oct 2018	9.50	0.00%	11.00%
Third Instalment	10 Jan 2019	9.50	0.00%	11.00%
Fourth Instalment	14 Mar 2019	9.50	0.00%	11.00%

	2019 Actual	2019 Budget	2018 Actual
	\$	\$	\$
Interest on unpaid rates	221,822	175,000	196,645
Charges on instalment plan	151,443	153,000	141,836
	373,265	328,000	338,481

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

24. RATE SETTING STATEMENT INFORMATION

		2018/19 (30 June 2019) Carried Forward)	2018/19 Budget (30 June 2019) Carried Forward)	2018/19 (1 July 2018) Brought Forward)
Note		\$	\$	\$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to operating activities				
	Less: Profit on asset disposals	10(a)	(24,865)	(1,728,391)
	Movement in pensioner deferred rates (non-current)		(64,053)	0
	Movement in employee benefit provisions (non-current)		37,250	0
	Add: Loss on disposal of assets	10(a)	442,683	3,930
	Add: Depreciation on assets	10(b)	8,950,800	7,048,166
	Non cash amounts excluded from operating activities		9,341,815	5,323,705
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
	Less: Reserves - restricted cash	3	(22,026,683)	(22,022,987)
	Add: Current borrowings	13(a)	635,200	635,200
	Total adjustments to net current assets		(21,391,483)	(21,387,787)
Net current assets used in the Rate Setting Statement				
	Total current assets		36,910,532	29,322,447
	Less: Total current liabilities		(8,180,865)	(6,297,156)
	Less: Total adjustments to net current assets		(21,391,483)	(21,387,787)
	Net current assets used in the Rate Setting Statement		7,338,184	1,637,504

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

25. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowing
Credit risk	Cash and cash equivalents, trade receivables, financial	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2019					
Cash and cash equivalents	1.40%	8,551,291	0	8,551,291	0
Financial assets at amortised cost - term deposits	2.41%	26,043,921	26,043,921	0	0
2018					
Cash and cash equivalents	1.40%	7,370,762	0	7,370,762	0
Financial assets at amortised cost	2.60%	21,897,381	21,897,381	0	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2019	2018
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	345,952	292,681

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 13(b).

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

25. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2018 or 1 July 2019 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for rates receivable. No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates.

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2019					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	1,050,715	93,246	89,490	165,259	1,398,710
Loss allowance	0	0	0	0	0
01 July 2018					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	920,713	86,619	80,313	138,118	1,225,763
Loss allowance	0	0	0	0	0

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for trade receivables. No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for trades receivables as historical data indicates that any expected credit loss would be immaterial.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2019					
Sundry Receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	448,524	13,089	1,006	1,759	464,378
Loss allowance	0	0	0	0	0
01 July 2018					
Sundry Receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	399,002	17,106	(45)	0	416,063
Loss allowance	0	0	0	0	0

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

25. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 13(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2019					
Payables	4,300,200	0	0	4,300,200	4,300,200
Borrowings	1,103,182	4,412,729	9,065,137	14,581,048	11,136,668
	5,403,382	4,412,729	9,065,137	18,881,248	15,436,868
2018					
Payables	1,429,155	0	0	1,429,155	1,429,155
Borrowings	1,082,659	4,412,729	10,168,318	15,663,706	11,741,998
	2,511,814	4,412,729	10,168,318	17,092,861	13,171,153

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

26. TRUST FUNDS

In previous years bonds and deposits were held in trust. They are now included in Restricted cash at Note 3 and shown as a current liability at Note 12.

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2018	Amounts Received	Amounts Paid	Reclassification to Restricted Cash	30 June 2019
	\$	\$	\$		\$
Deposits, Bonds & Retentions	1,008,616	130,823	(302,015)	(837,424)	0
Public Open Space	3,305,774	74,759	(22,747)	0	3,357,786
Road Construction	1,677,200	52,422	(69,452)	(1,660,170)	0
	5,991,590	258,004	(394,214)	(2,497,594)	3,357,786

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associated with the amendment of existing standards, the only new standard with potential material application is AASB 9 *Financial Instruments*.

AASB 9 Financial Instruments

AASB 9 *Financial Instruments* replaces AASB 139 *Financial Instruments: Recognition and Measurement* for annual reporting periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Shire applied AASB 9 prospectively, with an initial application date of 1 July 2018. The adoption of AASB 9 has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements. In accordance with AASB 9.7.2.15, the Shire has not restated the comparative information which continues to be reported under AASB 139. Differences arising from adoption would have been recognised directly in accumulated surplus/(deficit).

There was no effect of adopting AASB 9 as at 1 July 2018 for the following reasons:

No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates.

No expected credit loss was forecast on 1 July 2018 or 30 June 2019 for trade receivables as historical data indicates that any expected credit loss would be immaterial.

The Shire does not hold any self-supporting loans or available for sale financial assets.

The nature of these adjustments are described below:

(a) Classification and measurement

Under AASB 9, financial assets are subsequently measured at amortised cost, fair value through other comprehensive income (fair value through OCI) or fair value through profit or loss (fair value through P/L). The classification is based on two criteria: the Shire's business model for managing the assets; and whether the assets' contractual cash flows represent 'solely payments of principal and interest' on the principal amount outstanding.

The assessment of the Shire's business model was made as of the date of initial application, 1 July 2018. The assessment of whether contractual cash flows on financial assets are solely comprised of principal and interest was made based on the facts and circumstances as at the initial recognition of the assets.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

27. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The classification and measurement requirements of AASB 9 did not have a significant impact on the Shire. The following are the changes in the classification of the Shire's financial assets:

- Trade receivables classified as Loans and receivables as at 30 June 2018 are held to collect contractual cash flows and give rise to cash flows representing solely payments of principal and interest. These are classified and measured as Financial assets at amortised cost beginning 1 July 2018.

- The Shire did not designate any financial assets as at fair value through profit and loss.

In summary, upon the adoption of AASB 9, the Shire had the following required (or elected) reclassifications as at 1 July 2018:

	AASB 139 value	AASB 9 category amortised cost	Fair value through OCI	Fair value through P/L
AASB 139 category	\$	\$	\$	\$
Loans and receivables				
Trade receivables	1,641,826	1,641,826	0	0
	1,641,826	1,641,826	0	0

(b) Impairment

The adoption of AASB 9 has fundamentally changed the Shire's accounting for impairment losses for financial assets by replacing AASB 139's incurred loss approach with a forward-looking expected credit loss (ECL) approach. AASB 9 requires the Shire to recognise an allowance for ECLs for all financial assets not held at fair value through P/L. Upon adoption of AASB 9, the Shire did not recognise any additional impairment on the Shire's Trade receivables as historical data indicates that any expected credit loss would be immaterial.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

28. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

This note explains management's assessment of the new and amended pronouncements that are relevant to the Shire, the impact of the adoption of AASB 15 *Revenue from Contracts with Customers*, AASB 16 *Leases* and AASB 1058 *Income for Not-for-Profit Entities*. These standards are applicable to future reporting periods and have not yet been adopted.

(a) Revenue from Contracts with Customers

The Shire will adopt AASB 15 *Revenue from Contracts with Customers* (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019.

The standard impacts the timing of revenue recognition as it requires a local government to recognise revenue aligned to the transfer of promised goods or services to customers for an amount that reflects the consideration the local government is entitled for those goods or services. Whilst the nature of this type of revenue is uncertain, the Shire did have unspent grants as at 30 June 2019.

In summary the following adjustments are expected to be made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

	AASB 118 carrying amount		AASB 15 carrying amount	
Note	30 June 2019	Reclassification	01 July 2019	
	\$	\$	\$	
Contract liabilities - current				
Unspent grants, contributions and reimbursements		0	223,000	223,000
Adjustment to retained surplus from adoption of AASB 15	28(d)	(223,000)		

(b) Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying the AASB 16 under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the Shire will recognise lease liabilities in relation to leases which had previously been classified as an 'operating lease' applying AASB 117. These lease liabilities will be measured at the present value of the remaining lease payments, discounted using the lessee's incremental borrowing rate on 1 July 2019. The weighted average lessee's incremental borrowing rate applied to the lease liabilities on 1 July 2019 is 2.2%.

Note	2019
	\$
Operating lease commitments disclosed as at 30 June 2019	
Lease liability recognised as at 1 July 2019	
discounted using the Shire's incremental borrowing rate of 2.2%	594,363
Right of use asset recognised as at 1 July 2019	594,363
Low-value leases recognised on a straight-line basis as an expense	0

On adoption of AASB 16, the Shire will recognise a right-of-use asset in relation to a lease which had previously been classified as an 'operating lease' applying AASB 117. This right-of-use asset is deemed to be equal to the lease liability adjusted by the amount of any prepaid or accrued lease payments. Property, plant and equipment increases by \$594,363 on 1 July 2019 and the net impact on retained earnings on 1 July 2019 will be Nil.

On adoption of AASB 16 *Leases* (issued February 2016), for leases which had previously been classified as an 'operating lease' when applying AASB 117, the Shire is not required to make any adjustments on transition for leases for which the underlying asset is of low value. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).

In applying AASB 16 for the first time, the Shire will use the following practical expedient permitted by the standard.
- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

28. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS (Continued)

(c) Income For Not-For-Profit Entities

The Shire will adopt AASB 1058 *Income for Not-for-Profit Entities* (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods shall not be restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes will occur to the following financial statement line items by application of AASB 1058 as compared to AASB 1004 Contributions before the change:

		AASB 1004 carrying amount		AASB 1058 carrying amount
	Note	30 June 2019	Reclassification	01 July 2019
Trade and other payables		\$ 4,300,200	\$ 1,143,848	\$ 5,444,048
Adjustment to retained surplus from adoption of AASB 1058	28(d)		(1,143,848)	

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance give rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates will be recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurs the financial liability will be extinguished and the Shire will recognise income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

Volunteer Services will not be recognised as revenue and expenditure as the fair value of the services cannot be reliably estimated.

(d) Impact of changes to Retained Surplus

The impact on the Shire of the changes as at 1 July 2019 is as follows:

	Note	2019 \$
Retained surplus - 30 June 2019		141,736,178
Adjustment to retained surplus from adoption of AASB 15	28(a)	(223,000)
Adjustment to retained surplus from adoption of AASB 1058	28(c)	(1,143,848)
Retained surplus - 01 July 2019		140,369,330

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019**

29. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 118) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 118.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

30. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

31. FINANCIAL RATIOS

	2019 Actual	2018 Actual	2017 Actual
Current ratio	2.35	2.29	2.17
Asset consumption ratio	0.73	0.74	0.85
Asset renewal funding ratio	1.11	1.14	0.99
Asset sustainability ratio	0.56	0.62	1.02
Debt service cover ratio	8.39	7.27	7.13
Operating surplus ratio	0.01	0.02	(0.02)
Own source revenue coverage ratio	0.85	0.86	0.81

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019**

32. IMPACT OF CHANGE IN ACCOUNTING POLICY

On the 26 June 2018 Paragraph 17A (5) was inserted into Local Government (Financial Management) Regulations 1996. The regulation stated an asset is to be excluded from the assets of a local government if the fair value of the asset at the date of acquisition by the local government is under \$5,000.

Australian Accounting Standard AASB 108 Accounting Policies, Changes in Accounting Estimate and Errors, requires this amendment to the asset values to be treated as a change in accounting policy. The standard requires balances to be adjusted retrospectively, unless it is impracticable to determine the period-specific or cumulative effects of the change. As the overall impact was immaterial, an adjustment to prior period balances was not required.

As a result, during the year assets with a fair value at the date of acquisition of under \$5,000 and purchased prior to 30 June 2018 have been excluded from the assets of the Shire. The total amount of these assets was \$325,852 (refer to Note 10).

33. SUBSEQUENT EVENTS

There have been no material events after the end of the reporting period that would require an adjustment or disclosure in the financial report.

34. CONTINGENT LIABILITIES

In compliance with the Contaminated Sites Act 2003 Section 11, the Shire has a listed site which may be potentially contaminated. Details of the site are:

- Mathieson Road Transfer Station (former landfill site)

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of this site. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

Auditor's Report to be inserted when available

Auditor's Report to be inserted when available

Auditor's Report to be inserted when available

10.7 Submission - Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

File Code	OR.IGR 3/1
Author	Jonathan Throssell, Chief Executive Officer
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Impartiality
Attachments	<ol style="list-style-type: none">1. Draft CEO Standards (DLGSCI) ↓2. WALGA Draft Submission - CEO Standards ↓3. WALGA State Council Report Regarding Proposed Submission on CEO Standards ↓4. Shire of Mundaring Draft Submission - CEO Standards ↓

SUMMARY

On 27 June 2019 the *Local Government Legislation Amendment Act 2019* (the Act) was passed in Parliament.

The Act includes a requirement for the introduction of:

- a mandatory code of conduct for council members, committee members and candidates (Code of Conduct); and
- mandatory minimum standards covering the recruitment, selection, performance review and early termination of local government Chief Executive Officers (CEO Standards).

The Department of Local Government, Sport and Cultural Industries (the Department) is seeking feedback on the draft Code of Conduct and draft CEO Standards (and accompanying guidelines).

This report presents a draft submission for Council to consider, to provide feedback on the CEO Standards as requested by the Department.

BACKGROUND

A draft consultation paper was released by the Department for the purpose of obtaining feedback on the CEO Standards (see **Attachment 1**). This document outlines proposed mandatory standards which will inform the drafting of regulations.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. The guidelines are designed to assist local governments in meeting the proposed standards and will not form part of the legislative framework.

While the standards and guidelines were developed by the Department in consultation with representatives from the Public Sector Commission, the Ombudsman, Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Professionals), it is known that the draft was released without the endorsement of WALGA or LG Professionals. Both WALGA and LG Professionals have identified a number of concerns with the draft.

WALGA's draft submission paper makes general comments and provides specific feedback in response to the Department's draft CEO Standards. A copy of WALGA's draft submission (which will be considered by State Council on 4 December 2019) is attached (see **Attachment 2**).

WALGA sought feedback on its draft submission by 25 October however there was not sufficient time to prepare a report and convene a (Shire of Mundaring) council meeting to enable this to occur, principally due to the timing of the recent local government elections.

This report was presented to the ordinary meeting of Council held on 12 November 2019, however Council resolved to defer consideration of the item until the December meeting.

Since the previous Council meeting WALGA has refined its proposed submission, which is to be considered by the WALGA State Council on 4 December (see **Attachment 3**). In the submission's summary the following is noted:

"WALGA has expressed disappointment that the Model Standards Draft for Consultation was released for sector comment prior to the endorsement of the Working Group established to facilitate its development. It is therefore proposed that WALGA adopt a principle advocacy position that the Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries to consider the matters raised in response to the Department's Draft for Consultation."

Accordingly WALGA's recommendation is:

"That WALGA:

1. Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and
2. Refer the following matters to the Working Group for consideration:
 - (a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;
 - (b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
 - (c) Reconsideration of the proposal for independent review of the recruitment process;
 - (d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and
 - (e) Further investigate a role for a Local Government Commissioner.
3. Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector."

The Department is seeking feedback on the draft by 6 December 2019. Approval for the Shire to lodge a late submission has been received from the Department.

STATUTORY / LEGAL IMPLICATIONS

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to CEO recruitment, performance management and termination (sections 5.39A and 5.39B).

Model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs) will be established. These standards will inform the drafting of regulations.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

A reputational risk arises should Council not provide a submission on an issue to which the Department and/or members of the public might expect Council to respond.		
Likelihood	Consequence	Rating
Rare	Insignificant	Low
Action / Strategy		
Council endorses a submission.		

EXTERNAL CONSULTATION

Nil

COMMENT

A draft submission to the Department in response to the CEO Standards is attached for Council's consideration (see **Attachment 4**).

In summary:

1. The Department proposes a number of minimum standards for recruitment and selection of CEOs. It is considered that draft standards S1.1, S1.2 and S1.4 to S1.10 can be supported.
2. Draft Standard S1.3 refers to the requirement to include an independent person on the CEO selection panel who is not a current council member or staff member of the local government.

It is considered that the inclusion of an independent person on the selection panel has significant challenges and should not be supported as a mandatory

requirement. It is noted that this is also the position of WALGA, who are the employers' representative association. WALGAs draft submission notes:

"It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

"Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

"The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or *Local Government Act* requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

"WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel."

3. Draft Standard S1.11 requires that a local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years.

The Department proposes the standard but provides no context in the discussion paper for its reasoning and why this might be considered a suitable recruitment practice. It is noted WALGA rejects this proposal. WALGA's draft submission notes:

"It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

"If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

"In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

"Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent's contract.

"WALGA's view is that this requirement should be removed from the guidelines, and not included in regulations."

It is also noted that this requirement is not imposed at the State Government level in respect of CEOs and Directors-General.

4. The Department proposes a number of minimum standards for performance review of CEOs. It is considered that draft standards S2.1 to S2.6 can be supported.
5. The Department proposes a number of minimum standards for the early termination of a CEOs contract. It is considered that these draft standards can be supported, however a question arises as to who prepares the termination report referred to in the guidelines. In addition there is a concern in regards to the time taken to engage an independent person with relevant expertise to review that report and ensure Council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination.
6. A Local Government Commissioner model is briefly mentioned under Part 4 of the Department's document. The document provides limited arguments for a Local Government Commissioner and then asks a question (No. 24) about which body should be responsible for monitoring and enforcement of CEO standards. It is very difficult to make an informed comment in response to this question based on the dearth of information within the document itself.

As noted earlier in this report, WALGA received feedback on its draft submission and has subsequently updated its proposed submission to recommend that the working party formed to consider the content of the Model Standards be reconvened with the following matters to be considered:

- (a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;
- (b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
- (c) Reconsideration of the proposal for independent review of the recruitment process;
- (d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and
- (e) Further investigate a role for a Local Government Commissioner.

It is open to Council to support the WALGA position, or endorse the Shire's own submission, or support both positions as they are complementary.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION		C18.12.19	
Moved by	Cr Russell	Seconded by	Cr Martin

That Council:

1. endorses the draft submission responding to the Standards and Guidelines for CEO Recruitment and Section, Performance Review and Termination, as detailed in **Attachment 4** to this report; and
2. supports the WALGA advocacy position as follows:

“That WALGA:

 1. Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and
 2. Refer the following matters to the Working Group for consideration:
 - (a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;
 - (b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
 - (c) Reconsideration of the proposal for independent review of the recruitment process;
 - (d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and
 - (e) Further investigate a role for a Local Government Commissioner.
3. recommends the Working Group develop endorsed Model Standards for further consultation with the Local Government sector.”

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil



Standards and Guidelines For Local Government CEO Recruitment and Selection, Performance Review and Termination

Draft for Consultation

Contents

Preface	1
Part 1 – Recruitment and Selection	2
Principles.....	2
Recruitment and Selection Standard	2
Recruitment and Selection Standard cont.....	3
Guidelines	3
Recruitment and selection process	3
Advertising	4
Selection panel and independent person	4
Independent human resources consultant.....	4
Council's responsibilities	6
Creating Diversity.....	6
Due Diligence	7
Selection	8
Employment contract	8
Appointment.....	9
Confidentiality	10
CEO induction.....	10
Principles.....	11
Performance Review Standard	11
Guidelines	11
Employment contract and performance agreement.....	11
Key result areas, performance indicators and goals.....	12
Performance review panel	13
Independent consultant.....	13
Assessing performance.....	13
Addressing performance issues	14
Confidentiality	15
Part 3 – Termination	16
Principles.....	16
Termination Standard	16
Guidelines	16
Reason for termination.....	16
Opportunity to improve and mediation.....	18
Independent review of termination report	18

Confidentiality	18
Disclaimer	18

Preface

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

This document outlines proposed mandatory minimum standards, shown in boxes. These standards will inform the drafting of regulations.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. The guidelines will assist local governments in meeting the proposed standards and will not form part of the legislative framework.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department) in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed standards and guidelines. A survey is available at www.dlgsc.wa.gov.au/lgareview or you can provide your feedback to actreview@dlgsc.wa.gov.au by 8 November 2019.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form which clearly outlines the qualifications, selection criteria and responsibilities of the position, and which is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year).
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has thoroughly verified the recommended applicant's work history, qualifications, referees and claims made in his or her job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how his or her knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

Regulation 18C of the *Local Government (Administration) Regulations 1996* (Administration Regulations) requires a local government to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the district and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been identified, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented and the records kept in a manner consistent with the *State Records Act 2000* (WA).

In order to attract the best possible pool of applicants for the CEO position, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search (also known as headhunting).

A local government must publicly advertise the CEO position if one person has remained in the job for 10 consecutive years. This does not prevent the incumbent individual from being employed as CEO for another term, provided they are selected following a transparent selection and recruitment process.

Selection panel and independent person

Local governments are to appoint a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number to be determined by the council) and must include at least one independent person. The independent person cannot be a current elected member or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment and selection of CEOs and senior executives.

The independent person would be on the committee on an unpaid basis (except for reasonable travel and accommodation costs which should be covered by the local government) to provide objectivity to the selection and recruitment process.

The independent person and elected members on the panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment

and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO because if the CEO is employed, he or she would be their employer.

The consultant should not be associated with the local government or any of its council members and can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- sourcing and development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews;
- writing the selection report;
- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not necessary.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, that consultant or agency will require an employment agent licence under the *Employment Agents Act 1976 (WA)*.

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on an independent consultant.

There is no requirement for local governments to engage an independent human resources consultant to assist with the recruitment of a CEO. If a decision is made to outsource the recruitment process, it is imperative that the council maintains a high

level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews with short-listed applicants: This should be done by the council (this may involve the establishment of a committee consisting of only council members under section 5.8 of the Act). A council may decide that a human resources consultant undertakes the initial shortlisting of candidates, for example, conducting initial interviews and compiling a short-list of applicants for the council to review. Following shortlisting, a consultant can participate by sitting in on the interviews, providing advice on the recruitment and selection process and writing up the recommendations. The consultant may also arrange the written referee reports of applicants.
- Make the decision about who to recruit: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: The council should conduct the final negotiations (noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions).

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview questions are objective and gauge the applicants' hard and soft skills, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnic, age and experiential diversity on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will aid in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- “Similar-to-me” effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- “Halo” effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant’s other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant’s qualifications, experience and demonstrated performance. This includes:

- verifying an applicant’s qualifications such as university degrees and training courses;
- verifying the applicant’s claims (in relation to the applicant’s character, details of work experience, skills and performance) by contacting the applicant’s referees. Referee reports should be in writing in the form of a written report or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant’s referee, such as a previous employer. This may be useful in obtaining further information regarding an applicant’s character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of a media material and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government’s values. This should be made clear in the application information.

To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the council, selection panel or consultant assesses each application and identifies a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant being asked the same interview questions which are related to the selection criteria and being provided with the same information and completing the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations, that it meets the requirements set out in relevant employment law and that it is legally binding and valid.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any (even slight) doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process (refer to the termination guidelines in this document for information on the process of termination). The notice periods outlined in the employment contract should be consistent with Australian employment law.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO. The council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. The employment contract must be signed by both parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should

an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants and their personal details, assessment, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LGPro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets the needs of the CEO.

The program provides the CEO with an opportunity (through meetings and on-going regular communications) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standard

The minimum standard for performance review will be met if:

- S2.1** Key result areas are specific, relevant, measurable, achievable and time-based.
- S2.2** The key result areas and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding key result areas is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievement against key result areas and decisions and actions are impartial, transparent and capable of review.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance about key result areas, progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to key result areas should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Key result areas, performance indicators and goals

Setting the performance criteria is an important step. As one of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. These tasks are called key result areas. Key result areas should be set for each critical aspect of the CEO's role. It is important that each key result area is measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Key result areas should focus on the priorities of the council and, if appropriate, could be assigned priority weighting in percentages. The council and CEO should set goals as to the target outcome for future achievement in the key result areas. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the key result areas and goals, the council will need to determine how to measure the outcomes in each key result area. Key performance indicators measure the achievement of the key result areas. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that

such contextual factors are given weight and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council.

Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance management and, if possible, experience in local government or dealing with the performance management of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance goals;
- setting key result areas;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

The process of assessing performance should be agreed to by both parties and documented in the employment contract or performance agreement.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships.

The council should consider any evidence of CEO performance from two perspectives, namely, current CEO performance and future performance if the CEO's current behaviours continue. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, professional networks and the relevant unions); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of KPIs, the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance?
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet key result areas does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area (for example, through an agreed improvement plan).

Confidentiality

The council should ensure that accurate and comprehensive records of the performance management process are created. Any information produced should be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and clarity. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standard

The minimum standard for the early termination of a CEO's contract will be met if:

- S3.1** Decisions are based on the assessment of the local government's requirements (such as the documented key result areas) and the CEO's performance is measured against these.
- S3.2** Performance issues have been identified and the CEO informed. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues.
- S3.3** Procedural fairness and the principles of natural justice are applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decision affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial, transparent and capable of review.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reason for termination) is provided in writing.

Guidelines

Reason for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work. It includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work, e.g. speaking to people in a disrespectful manner, not attending required work meetings and telling inappropriate jokes;
- disruptive or negative behaviour at work, e.g. constantly speaking negatively about the organisation;
- not meeting the performance criteria set in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues (a plan for improvement);
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaving unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission or the Corruption and Crime Commission is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should take all reasonable steps to consider misconduct allegations including ensuring procedural fairness is applied. It should also seek independent legal, employment or industrial relations advice prior to a termination. A council should seek independent advice generally during the termination process including the relevant employment legislation affecting CEO employment and the application of that legislation in the circumstances. This will ensure that a council complies with employment law during the entire termination process.

To meet the termination standard, the local government is required to endorse the decision to terminate the CEO's employment by way of an absolute majority resolution.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to help the CEO improve. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform his or her duties) and the subsequent termination of the CEO's employment.

Independent review of termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy the issues, and an explanation of the CEO's failure to remedy the issues. It is recommended that the council arranges for the termination report to be reviewed by an independent person (e.g. a person with legal expertise, local government experience or a human resources consultant) to ensure the council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination. In the interests of fairness, the review should take place promptly and before the termination of the CEO's employment.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of the grounds for termination and avenues for review of the decision. Notice of termination of employment is required to be given in writing. In addition, where possible, the news of termination of employment should be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of the employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in person of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work

Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

Part 4 – Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

One potential model is for the establishment of an independent Local Government Commissioner. This position would provide a quality assurance role over CEO recruitment and selection, performance review and terminations by ensuring that the minimum standards were met.

In relation to performance review, either the CEO or council could approach the Local Government Commissioner who would have the power to order that a third party be involved in the performance management process if the Commissioner deemed it necessary.

CEO standards consultation survey

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

It is intended that the standards will be mandatory and inform the drafting of regulations. These will be accompanied by guidelines outlining the recommended practice for local governments undertaking these processes.

This survey is intended to provide the Government with feedback regarding the proposed content of the standards and the guidelines.

Thank you for taking the time to complete this survey.

1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business
2. What is the name of that organisation?
3. What is your name?
4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation
6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54

- f. 55-64
- g. 65+
- h. Not applicable/the survey responses are provided on behalf of an organisation
- 7. Which local government do you interact with most?
- 8. Do you wish for your response to this survey to be confidential?
 - a. Yes
 - b. No
- 9. What is your email address?
- 10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
 - a. Yes
 - b. No
 - c. Unsure
- 11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
 - a. I was not aware of the Local Government Act review
 - b. I was not interested in providing my views
 - c. I did not have time to provide my views
 - d. Other (please specify)

Recruitment and selection

- 12. How frequently should a council be required to re-advertise the CEO position?
 - a. At the conclusion of the term of the CEO's contract
 - b. Where a person has occupied the CEO position for two (2) consecutive terms
 - c. Where a person has occupied the CEO position for ten (10) consecutive years
 - d. When council determines
 - e. Unsure
 - f. Other (please specify)

- 13. To what extent do you support the following statement?

"A local government should be required to undertake 'blind CV recruitment' (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.

The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

14. To what extent do you support the following statement?

"The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

15. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

16. To what extent do you support the following statement?

"If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

17. Should there be any other restrictions on who the independent person on a selection panel should be?

- a. Yes
- b. No
- c. If yes, please specify

Performance review

The *Local Government Act 1995* currently requires a council to review the performance of the CEO annually.

18. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually

- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required

19. To what extent do you support the following statement?

"A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

20. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

21. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

Termination

22. To what extent do you support the following statement:

"The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO's employment before the expiry date of the employment contract"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

23. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO's employment, what should the minimum notice period be?

- a. Two (2) weeks
- b. Four (4) weeks
- c. Other (please specify)

Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

24. Who should be responsible for monitoring and enforcing the CEO standards?

- a. Public Sector Commission or other integrity agency
- b. Department of Local Government, Sport and Cultural Industries
- c. Independent office of Local Government Commissioner
- d. Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
- e. Local Government Standards Panel (expanded role)
- f. Other (please specify)

25. To what extent do you support the following statement?

"If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

26. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

<input type="checkbox"/>	To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
<input type="checkbox"/>	To order that a third party be involved in the performance review process
<input type="checkbox"/>	To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
<input type="checkbox"/>	To arbitrate or make a ruling on a matter
<input type="checkbox"/>	To prepare a report on contract termination (for potential referral for industrial relations action)
<input type="checkbox"/>	To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend, dismiss or order remedial action whether in regards to the entire council or individual council members

<input type="checkbox"/>	To order that a local government seeks professional advice or assistance from an independent person
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

27. To what extent do you support the following statement?

"If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

28. To what extent do you support the following statement?

"If a council has not complied with the standard for a particular process, they should be required to recommence the process"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

29. To what extent do you support the following statement?

"Local governments should be subject to penalties if they do not comply with the CEO standards"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

30. Do you have any additional comments in relation to the CEO standards?

Guidelines accompanying the CEO standards

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

31. How useful are the proposed guidelines?

Extremely useful	Very useful	Moderately useful	Slightly useful	Not at all useful

Please specify why:

32. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify)
33. Do you have any additional comments in relation to the guidelines?



Draft Submission

Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination

October 2019



About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

Contacts

Tony Brown
Executive Manager Governance and Organisational Services
(08) 9213 2029 tbrown@walga.asn.au

Tim Lane
Manager Association Governance and Strategy
(08) 9213 2029 tlane@walga.asn.au

James McGovern
Manager Governance
(08) 9213 2093 jmcgovern@walga.asn.au

Emma Clements
Employee Relations Service Manager
(08) 9213 2014 eclements@walga.asn.au



Contents

About WALGA	2
Contacts	2
Background	4
General Comments – Philosophical Approach	5
Specific Feedback	6
Re-advertising the Position after 10 Years	6
Selection Panel – Independent Person	6
Creating Diversity Section	7
Independent Review of Termination Report	7
Feedback on Consultation Questions	7
Recruitment and Selection	7
Performance Review	8
Termination	8
Monitoring and Enforcement	8
Guidelines	9



Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to CEO recruitment, performance and termination (Sections 5.39A and 5.39B).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.



General Comments – Philosophical Approach

WALGA's fundamental guiding principle is that democratically elected Councils are competent, and should be empowered to undertake their role of governing the Local Government's affairs. This is articulated in WALGA's Strategic Plan, which outlines the vision for Local Government as follows:

Local Governments will be built on good governance, autonomy, local leadership, democracy, community engagement and diversity.

WALGA's perspective is that Councils should be empowered to do the job they've been entrusted by the community in democratic elections to do. This includes responsibility for employment of a Chief Executive Officer. Further, WALGA believes that the correct approach is to build the capacity of Councils to undertake this function through the provision of professional services, advice and support, and training.

This is not to downplay the challenges associated with employing and managing a Chief Executive Officer. It is fully acknowledged that this one of Council's most challenging tasks.

Given Council has only one employee – the Chief Executive Officer – it is crucial that the Council makes an informed decision when employing a CEO, and has the processes in place to effectively manage the performance of the CEO. As Councillors are often community representatives, who may not be experienced or qualified in contemporary human resource management practices, employment, management and performance appraisal of the CEO may be one of the Council's most significant challenges.

The *Local Government Act 1995* requires that performance criteria for the purpose of reviewing the CEO's performance are established. Similarly, development of these performance criteria are crucial for the Council to get right.

For these reasons, WALGA offers an Elected Member training course on CEO Performance Appraisals, and provides Elected Members with significant advice and assistance through the CEO recruitment and performance appraisal cycle.

WALGA also recommends that Councils engage a specialised recruitment consultant to assist Councils manage the recruitment process.

The development of guidelines to assist Councils through the Chief Executive Officer employment cycle is supported in principle. However, WALGA believes the approach should be based on capacity building, guidance and support, and help where necessary; not based on the development of rules that create a compliance regime which may create uncertainty, unnecessary administration and risk for Local Governments and Chief Executive Officers.



Specific Feedback

WALGA has concerns relating to some specific aspects of the draft document. These concerns are outlined below.

Re-advertising the Position after 10 Years

It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent's contract.

WALGA's view is that this requirement should be removed from the guidelines, and not included in regulations.

Selection Panel – Independent Person

It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or Local Government Act requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel.



Creating Diversity Section

WALGA contends that this section should be renamed "Sound Decision Making", as this is what this section is primarily about.

It is acknowledged that unconscious biases can be a factor in decision making and building awareness of these biases in the guidelines is supported.

Independent Review of Termination Report

WALGA acknowledges that decisions and rationale relating to termination need to be documented. The principle that Councils should seek advice from an employee relations or legal advisor when terminating the CEO is acknowledged and supported.

It is not clear that requiring independent review of a termination report adds value. Rather, it will add unnecessary administrative time and risk into the decision making process.

Feedback on Consultation Questions

WALGA provides the following feedback in response to the consultation survey questions.

Recruitment and Selection

Question 12 – How frequently should a council be required to re-advertise the CEO position?

Council, as the employer, should determine when the position of CEO is advertised.

Question 13 – To what extent do you support that Local Governments should be required to undertake 'blind CV recruitment'?

It is acknowledged that 'blind CV recruitment' could be a useful tool in some circumstances, but it should not be a requirement. In addition, in the Western Australian Local Government sector, blind CV recruitment would be almost practically impossible because the applicant's previous employment experience would mean that they would be identifiable. That is, if an applicant listed "CEO at the Shire of _____", their identity could be determined with a very quick internet search.

Questions 14-17 – Independent Selection Panel Members

The requirement to have an independent member on the selection panel is not supported.



Performance Review

Question 18 – How frequently should a Council review the performance of the CEO?

There is no rationale for why the current annual requirement is unsatisfactory. Clearly, a Council may have reasons to formally review the CEO's performance more frequently than the minimum annual requirement, and as such, the Council should have the discretion to do so.

Questions 19-21 – Independent Person on Performance Review Panel

It is unclear how an independent person on a performance review panel would add any value to the process, given an independent person may have limited knowledge about the CEO's recent performance.

In fact, having a person not involved in the employment relationship involved in the performance review process seems to be contrary to a fair and proper performance review process.

WALGA fully supports Councils utilising an experienced and qualified consultant to facilitate the performance review process, but not to contribute to the substance of the performance review.

Termination

Questions 22 and 23 – Termination Notice Periods

It is noted that notice periods must comply with the National Employment Standards. There needs to be compliance with employment law at a minimum and, as the role of CEO is a senior position, a greater notice period (in the order of three months) is appropriate.

Monitoring and Enforcement

Questions 24-30 – Monitoring and Enforcement

As outlined in the general comments section above, WALGA's preferred approach is one based on capacity building, advice and support, and training.

A compliance based approach undermines the intent of having guidelines to assist Local Governments in their decision making processes, and may lead to risks and unintended consequences.

The consultation questions seem to imply that costs that result from consequences stemming from breaching the standards would be borne by the Local Government: for example, if the



process needed to be redone or there was a dispute. Establishment of a compliance and enforcement framework of this nature seems to be unnecessarily putting public money at risk.

WALGA acknowledges that the CEO recruitment process needs to be undertaken properly, and legally, and it is for these reasons that WALGA is advocating for a capacity building approach, with Councils encouraged to engage professional services and advice to ensure the process is undertaken properly.

Question 25 – To what extent do you support the statement: If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation?

This appears to be a new idea without any supporting information as to the powers, duties and role of a Local Government Commissioner, and is therefore not something that WALGA can support at this stage.

The idea that Local Governments should be levied to fund an apparatus of the State Government is not supported. This would represent a significant cost shift from the State Government to the Local Government sector, for what appears to be a core regulatory role of the Department of Local Government, Sport and Cultural Industries.

Guidelines

Questions 31-33 – Utility of the guidelines

In general, there is useful information in the guidelines that will be of assistance to Councils embarking on a CEO recruitment process. As argued in this submission, WALGA's perspective is that the approach should be based on capacity building, support, advice, and training, and not based on a compliance driven approach.



5.4 Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination – Sector Feedback (05-034-01-0001 JMC)

By James McGovern, Manager Governance

Recommendation

That WALGA:

- 1. Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and**
- 2. Refer the following matters to the Working Group for consideration:**
 - (a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;**
 - (b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;**
 - (c) Reconsideration of the proposal for independent review of the recruitment process;**
 - (d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and**
 - (e) Further investigate a role for a Local Government Commissioner.**
- 3. Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector.**

In Brief

- The *Local Government Legislation Amendment Act 2019* was assented to in July 2019 and introduced a range of Act amendments, including provision by future commencement of new Section 5.39A 'Model standards for CEO recruitment, performance and termination.'
- The Department of Local Government, Sport and Cultural Industries formed a Working Group that included WALGA, to consider the content of future Model Standards.
- Prior to endorsement by the Working Group, the Department of Local Government, Sport and Cultural Industries released a Consultation Paper in September requesting sector feedback by the amended date of 6 December 2019.
- WALGA provided a Draft Submission to Member Local Governments and feedback received by 25 October is incorporated in this report; additional commentary is anticipated as part of the WALGA Zone process.

Attachments

- Standards and Guidelines for CEO Recruitment, Performance Review and Termination – Draft for Consultation:

<https://walga.asn.au/getattachment/Documents/Item-5-4-attachment-draft-ceo-standards-and-guidelines.docx?lang=en-AU>

- WALGA Model CEO Standards Draft Submission:

<https://walga.asn.au/getattachment/Documents/Item-5-4-attachment-Draft-Submission-on-CEO-Standards-and-Guidelines-O.pdf?lang=en-AU>

Relevance to Strategic Plan

Key Strategies

Engagement with Members

- Deliver a broad range of benefits and services that enhance the capacity of member Local Governments;
- Improve communication and build relationships at all levels of member Local Governments;
- Provide ongoing professional development and interactive opportunities for Elected Members to contribute to debate on sector issues;
- Build a strong sense of WALGA ownership and alignment.

Sustainable Local Government

- Continue to build capacity to deliver sustainable Local Government;
- Provide support to all members, according to need;
- Represent the diversity of members' aspirations in the further development of Local Government in Western Australia;
- Foster economic and regional development in Local Government.

Enhanced Reputation and Relationships

- Communicate and market the profile and reputation of Local Government and WALGA;
- Promote WALGA's advocacy successes with the sector and the wider community;
- Strengthen effective relationships with external peak bodies and key decision makers in State and Federal Government;
- Develop simple and consistent messages that are effectively articulated;
- Promote WALGA's supplier agreements to assist Local Governments.

Policy Implications

This process will establish WALGA's advocacy position on the Model Standards.

Budgetary Implications

Nil.

Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to CEO Recruitment, Performance Review and Termination under new Section 5.39A of the *Local Government Legislation Amendment Act 2019*.

The Department of Local Government, Sport and Cultural Industries released the Standards and Guidelines for CEO Recruitment, Performance Review and Termination Draft for Consultation in September 2019, seeking a response by the amended date of 6 December 2019.

WALGA and other invited parties participated in the CEO Recruitment, Performance Review and Termination Working Group to develop Model Standards, however the Draft for Consultation was released prior to endorsement by the Working Group. There are a number of unresolved issues previously raised by WALGA's representatives that will be expanded upon in this submission.

WALGA's Draft Submission drew attention to matters of concern and Members were asked to provide a response by 25 October 2019. In the absence of comment by this date, there would be additional opportunity to provide commentary as part of the WALGA Zone process. By the close of submissions, 10 Local Governments were able to provide responses that are reflected in the following report.

SECTOR FEEDBACK ON WALGA DRAFT SUBMISSION

Specific Feedback

Re-advertising the Position after 10 Years

The Model Standards proposes the introduction of a mandatory requirement to advertise the CEO position once the incumbent has achieved 10 years of continuous service. Early versions of the Model Standards provided to the Working Group prefaced this proposal with the now-deleted statement *"In order to avoid 'contracts for life' and place a focus on continued performance..."*

Section 5.39(2)(b) of the Local Government Act already limits CEO contracts to a maximum of 5 years and Councils have general competence powers to consider whether to renew the incumbent's contract or advertise the position. Suggesting that a Council must re-advertise the position of a CEO after 10 years is likely to prove unworkable or counterproductive in any case as:

- Councils cannot provide reassurances to incumbent CEO's as to the outcome of the process and risk the departure of high performing individuals;
- Councils conducting a selection process known to involve an incumbent CEO will risk allegations of non-compliance with Section 5.40 of the Local Government Act *'Principles affecting Local Government employees'* due to actual or perceived bias, nepotism and lack of merit and equity in relation to other applicants; and
- reappointment of an incumbent CEO in whose performance, competence and capacity the Council has faith will only further entrench perceptions that contracts are for life, thus negating the very purpose of this proposal.

Respondents agreed unanimously with WALGA's view that the imposition of this requirement, net of any commentary or justification other than to assuage undisclosed perceptions of 'contracts for life', is unwarranted and should be removed from the Model Standards and not be included in regulations.

Selection Panel – Independent Person

The Model Standards states at Item S1.3 that at least one independent person must be appointed to the CEO selection panel. The associated commentary suggests that the independent person may include:

- former elected member or former staff member
- former or current elected member of another local government
- a prominent or highly regarded member of the community
- a person with experience in recruitment and selection of CEO's

Respondents agreed with WALGA's submission that mandating an independent person's involvement is impractical and risks creating uncertainty and ambiguity in the both the recruitment process and the employment relationship. A Local Government can never guarantee that an independent person is truly impartial, understands recruitment or adds value to the selection and recruitment process. WALGA's submission supports the ongoing use of an independent qualified and licensed recruitment consultant to provide guidance (as opposed to active participation) in both the recruitment process and to assist with Local Government Act obligations to finalise the employment of a CEO.

Creating Diversity

Respondents generally supported the Model Standards proposal, and raising awareness of unconscious bias as a factor in the recruitment and selection decision-making is supported.

Independent Review of Termination Report

WALGA acknowledges and supports that Councils should seek advice from a suitably qualified person to assist in a termination process to minimize exposure to risk. It is less clear what benefit, if any, would result from having an independent review following a termination process. This can be summarized by stating that the former point obviates the need for the latter.

Feedback on Consultation Questions

Respondents supported WALGA's Draft Submission in relation to the following consultation survey questions:

Recruitment and Selection

Questions 13: The 'blind CV recruitment' proposal is not supported, due to the inevitability that disclosure of applicants' past employment history will be identifiable, and may trigger an element of unconscious bias toward certain individuals.

Performance Review

Question 18: Annual performance reviews are viewed as satisfactory.

Termination

Questions 22 and 23: Termination notice periods must comply with National Employment Standards.

Monitoring and Enforcement

Questions 24 – 30: Respondents support WALGA's commentary, that a minimal approach to enforcement of the Model Standards is required as Local Government Councils, as employing authorities of the CEO, have obligations to observe employment law when undertaking its responsibilities.

Local Government Commissioner

Question 25: Respondents do not support the establishment of a Local Government Commissioner on the basis of the information provided in the Model Standards. The paper introduced the item as an afterthought and it is suggested this matter requires further consideration.

Summary

WALGA has expressed disappointment that the Model Standards Draft for Consultation was released for sector comment prior to the endorsement of the Working Group established to facilitate its development. It is therefore proposed that WALGA adopt a principle advocacy position that the Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries to consider the matters raised in response to the Department's Draft for Consultation.



Submission

Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

November 2019

Contents

GENERAL COMMENTS	3
PART 1 – RECRUITMENT AND SELECTION	4
PART 2 – PERFORMANCE REVIEW	7
PART 3 – TERMINATION	8
PART 4 – MONITORING AND ENFORCEMENT	9

GENERAL COMMENTS

Shire of Mundaring agrees with the proposition that Councils should be empowered to do the job they have been entrusted to do by the community as a result of democratic elections.

One of the most important roles of the Council is the employment of the local government's CEO. Shire of Mundaring accepts that it is crucial that Council makes an informed decision when employing a CEO, and has the processes in place to effectively manage the performance of the CEO. To that end, the development of standards and guidelines to assist Councils in undertaking this responsibility is welcomed, albeit the preferred approach is one of capacity building and support as opposed to compliance with rules which might create unnecessary administration and risk.

PART 1 – RECRUITMENT AND SELECTION

The Department proposes a number of minimum standards for recruitment and selection of CEO's.

While Shire of Mundaring supports standards S1.1, S1.2 and S1.4 to S1.10 in principle, it offers comment in regards to S1.3 and S1.11.

Standard S1.3 - Selection Panel – Independent Person

Standard S1.3 refers to the requirement to include at least one independent person on the CEO selection panel who is not a current council member or staff member of the local government.

It is considered that the inclusion of an independent person on the selection panel has significant challenges and is not supported as a mandatory requirement. The employment relationship between the CEO and Council is critical to the success of the local government. Introducing a person who is not included in that employment relationship exposes the selection process to unnecessary risk as well as increasing the potential for a protraction of the process, which would likely increase costs and delays.

With appropriate guidance and support, obtained by training, and preferably with the engagement of a qualified recruitment consultant (who would not be a decision making member of the selection panel), Councils are able to undertake this responsibility without the need for an independent person who may not have knowledge of recruitment or local government processes and relevant legislation.

Challenges include:

- If it was to be made a mandatory requirement, the composition of the selection panel would need to ensure that the number of independent persons cannot unduly influence the selection process (ie there must not be more independent persons than elected members on the Selection Panel and/or the independent person should not be a decision making member of the panel);
- The process by which independent persons are nominated and appointed is unclear. An independent person would require Council to determine their selection, following some form of separate selection process of its own. As Council would then select the 'independent' person, that independence might be called into question. In addition, conflicts of interest in selecting that person might create problems for the process (especially noting the suggestion in the guidelines that an independent person might be a former councillor known to the current councillors etc);
- It would not be appropriate if an independent person was appointed as the Presiding Member of the Selection Panel;
- How would conflicts of interest of independent persons be managed when there is no requirement to disclose an interest if a person is not an elected member?
- By what criteria would an independent person demonstrate competence and the ability to participate in a recruitment and selection process? Criteria would need to include a demonstration of both training in contemporary recruitment and selection practices and, equally importantly, experience in recruitment and selection at an appropriate level.

4

Shire of Mundaring Submission – CEO Standards – November 2019

Should it be mandated that independent person(s) be appointed to a selection panel, it is the Shire's view that such appointments should be at the sole discretion of Council.

The employers' representative association's (WALGA) position on this issue is also noted. WALGAs draft submission dated October 2019 states:

"It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

"Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

"The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or Local Government Act requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

"WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel."

Standard S1.11 - Re-advertising the CEO Position after 10 Years

Standard S1.11 requires that a local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years. The Department proposes the standard but provides no context or rationale in the discussion paper for its reasoning and why this might be considered a suitable recruitment practice.

Shire of Mundaring does not support this standard because Council, as the employer, should determine when the position of CEO is advertised. In addition:

- there already exists employment law and fixed-term employment contract provisions that would allow the Council and/or CEO to terminate the contract and end the employment relationship if lawful and reasonable reasons exist for such an outcome, including in exceptional cases where the CEO's contract is terminated by Council before the agreed expiry date and for 'any reason';
- there is a risk that a CEO, who is performing to Council's satisfaction and whose service Council wishes to retain, when approaching the ten-year mark will apply for another position and leave rather than risk the ignominy of not being re-appointed;
- a recruitment exercise is financially costly, and if Council is satisfied with the CEOs performance, regulation should not require this impost. This would be a significant cost for regional and remote Councils where CEOs are required to relocate; and

- no other level of government requires this impost on its Chief Executive Officers/Directors-General.

It is noted WALGA also rejects this proposal. WALGA's draft submission dated October 2019 notes:

"It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

"If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

"In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

"Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent's contract.

"WALGA's view is that this requirement should be removed from the guidelines, and not included in regulations."

Shire of Mundaring:

- **SUPPORTS** Recruitment and Selection Standard S1.1, S1.2, and S1.4 to S1.10, in principle;
- **DOES NOT SUPPORT** Recruitment and Selection Standard S1.3 *The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member or staff member of the local government as a mandatory requirement; and*
- **DOES NOT SUPPORT** Recruitment and Selection Standard S1.11 – *The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years because Council, as the employer, should determine when the position of CEO is advertised.*

PART 2 – PERFORMANCE REVIEW

The Department proposes that the standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

While Shire of Mundaring supports these standards in principle (S2.1 to S2.6) it notes the following comments and queries in regards to the proposed Guidelines.

Guidelines

It is suggested that the Guidelines detail that all performance review processes should be consistent with the terms included in the employment contract.

Key Result Area

It is suggested that:

- Where examples of key result areas are provided, the comment “service delivery targets from the council’s Strategic Community Plan” should be re-written to reflect that the operational objectives/targets/resources emanating from the Strategic Community Plan is determined in the Corporate Business Plan of the local government, which Council adopts and the CEO implements;
- It is not considered appropriate to assign priority weightings in percentages for key result areas as it adds complexity to performance management without necessarily adding value or practical impact on results; and
- It is not considered appropriate to relate performance indicators to the selection criteria used in the selection of the CEO for the first twelve months. The selection criteria may not be relevant to the Council’s objectives years after recruitment.

Performance Review Panel

It is suggested that the Department clarifies the reference to an ‘independent observer’. Is this an independent consultant engaged to assist Council with managing the performance review process or another person? Shire of Mundaring does not support the addition of an independent person to the Performance Review Panel for similar reasons as expressed in regards to the proposal for an independent person on the Selection Panel. Undertaking the review of the CEOs performance should only involve those included in the employment relationship.

Shire of Mundaring SUPPORTS the Performance Review Standard and the associated guidelines in principle, noting the comments and queries above.

PART 3 – TERMINATION

The Department proposes that the standards for the termination of a local government CEO (other than for reasons such as voluntary resignation or retirement) be based on the principles of fairness and clarity.

The Department proposes a number of minimum standards for early termination of a CEO's contract.

While Shire of Mundaring supports these standards in principle (S3.1 – S3.6) it notes the following comments in regards to the proposed Guidelines.

Guidelines

Reason for Termination

The Department provides examples of reasons for the early termination of a CEO's contract, due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

It is important that any early termination is undertaken in accordance with employment law. In addition, it is suggested the Department provide further advice in regards to the examples provided in the guidelines relating to poor performance. As the guidelines currently read, they could be interpreted as meaning one instance of a CEO not attending a required work meeting (supposedly this would be missing the meeting without reasonable justification), or inadvertently not following a council policy, or where an incident is subjective (such as "speaking to people on a disrespectful manner") would result in termination of employment.

Care is also needed to ensure that one instance of poor performance is not used as a basis for termination of employment.

Independent review of termination report

A question arises as to who prepares the termination report as referred to in the guidelines. In addition there is a concern in regards to the time taken to engage an independent person with relevant expertise to review the report and ensure Council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination.

Shire of Mundaring SUPPORTS the Termination Standard and associated guidelines in principle, noting the comments and queries above.

PART 4 – MONITORING AND ENFORCEMENT

To ensure that local governments are complying with the standards and to address any alleged non-compliance, the Department advises that a process will need to be established to monitor and enforce the CEO Standards.

The Department suggests one potential model is for the establishment of an independent Local Government Commissioner. This position would provide a quality assurance role over CEO recruitment and selection, performance review and terminations by ensuring that the minimum standards were met.

In relation to performance review, the Department suggest either the CEO or council could approach the Local Government Commissioner who would have the power to order that a third party be involved in the performance management process if the Commissioner deemed it necessary.

The idea of a Local Government Commissioner is not presented with any accompanying information as to the powers, duties or role of that position. The document provides limited arguments for a Local Government Commissioner and then asks a question in the survey about which body should be responsible for monitoring and enforcement of CEO standards. It is very difficult to make an informed comment in response to this question based on the dearth of information within the document itself.

Shire of Mundaring supports the WALGA comment which acknowledges that the CEO recruitment process needs to be undertaken properly, and legally, and it is for these reasons that the sector advocates for a capacity building approach, with Councils encouraged to engage professional services and advice to ensure the process is undertaken properly.

It is recommended the Department engage with the sector and advise what the intended role and responsibilities of a Local Government Commissioner would be.

Shire of Mundaring DOES NOT SUPPORT the proposal for a Local Government Commissioner until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be.

CEO standards consultation survey

1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business**
2. What is the name of that organisation? **Shire of Mundaring**
3. What is your name? **N/A**
4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)**
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation**
6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54
 - f. 55-64
 - g. 65+
 - h. Not applicable/the survey responses are provided on behalf of an organisation**
7. Which local government do you interact with most? **Shire of Mundaring**
8. Do you wish for your response to this survey to be confidential?
 - a. Yes
 - b. No**
9. What is your email address? **shire@mundaring.wa.gov.au**
10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
 - a. Yes**
 - b. No
 - c. Unsure
11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?

- a. I was not aware of the Local Government Act review
- b. I was not interested in providing my views
- c. I did not have time to provide my views
- d. Other (please specify)

Recruitment and selection

12. How frequently should a council be required to re-advertise the CEO position?
- a. At the conclusion of the term of the CEO's contract
 - b. Where a person has occupied the CEO position for two (2) consecutive terms
 - c. Where a person has occupied the CEO position for ten (10) consecutive years
 - d. When council determines**
 - e. Unsure
 - f. Other (please specify)

13. To what extent do you support the following statement?

"A local government should be required to undertake 'blind CV recruitment' (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Shire of Mundaring notes this is impractical and should not be a requirement because previous employment history would identify an applicant.

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.

The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

14. To what extent do you support the following statement?

"The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
X				

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

15. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

16. To what extent do you support the following statement?

"If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

17. Should there be any other restrictions on who the independent person on a selection panel should be?

- a. Yes
- b. No
- c. If yes, please specify

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

Performance review

The *Local Government Act 1995* currently requires a council to review the performance of the CEO annually.

18. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually
- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required**

19. To what extent do you support the following statement?

“A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
X				

Shire of Mundaring is supportive of a performance review panel but not supportive of an independent person on the panel.

20. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

Shire of Mundaring does not support the inclusion of independent persons on the panel.

21. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

Shire of Mundaring does not support the inclusion of independent persons on the panel.

Termination

22. To what extent do you support the following statement:

"The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO's employment before the expiry date of the employment contract"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
				X

Shire of Mundaring note that the notice period must comply with National Employment Standards and employment law at a minimum.

23. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO's employment, what should the minimum notice period be?

- a. Two (2) weeks
- b. Four (4) weeks
- c. **Other (please specify)**

The period of notice should reflect the reason for the early termination of the CEOs contract. In most situations where a contract is terminated early, a CEO would be entitled only to accrued leave and other benefits, and, in some cases, to typical notice periods. However in exceptional cases – where a CEO's contract is terminated, by Council itself, before the agreed expiry date and for 'any reason' – the local government should be required to make an additional payment to the CEO which would reflect a period greater than the typical notice period. Otherwise the nominal length of a contract entered into (eg five years) would be rendered effectively meaningless if the employer could terminate the employee's contract for 'any reason' with a minimal notice period – it would mean the employee would be, in effect, employed on a two or four week 'rolling' contract.

Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

24. Who should be responsible for monitoring and enforcing the CEO standards?

- a. Public Sector Commission or other integrity agency
- b. Department of Local Government, Sport and Cultural Industries
- c. Independent office of Local Government Commissioner
- d. Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
- e. Local Government Standards Panel (expanded role)
- f. Other (please specify)

Shire of Mundaring DOES NOT SUPPORT the proposal for a Local Government Commissioner until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be.

25. To what extent do you support the following statement?

"If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
X				

26. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

<input type="checkbox"/>	To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
<input type="checkbox"/>	To order that a third party be involved in the performance review process
<input type="checkbox"/>	To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
<input type="checkbox"/>	To arbitrate or make a ruling on a matter
<input type="checkbox"/>	To prepare a report on contract termination (for potential referral for industrial relations action)
<input type="checkbox"/>	To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend,

	dismiss or order remedial action whether in regards to the entire council or individual council members
<input type="checkbox"/>	To order that a local government seeks professional advice or assistance from an independent person
<input checked="" type="checkbox"/>	Unsure -until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be
<input type="checkbox"/>	Other (please specify)

27. To what extent do you support the following statement?

"If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Cannot respond until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be – including who pays for matters directed to be undertaken.

28. To what extent do you support the following statement?

"If a council has not complied with the standard for a particular process, they should be required to recommence the process"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

This will depend on the situation and will require consideration of the costs involved in recommencing a process for what might be a potentially minor and insignificant compliance error.

29. To what extent do you support the following statement?

“Local governments should be subject to penalties if they do not comply with the CEO standards”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Capacity building and support to councils should be the objective, rather than punitive measures regarding non-compliance.

30. Do you have any additional comments in relation to the CEO standards?

Guidelines accompanying the CEO standards

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

31. How useful are the proposed guidelines?

Extremely useful	Very useful	Moderately useful	Slightly useful	Not at all useful
		X		

Please specify why: **As per submission**

32. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify) **As per submission**

33. Do you have any additional comments in relation to the guidelines? **As per submission**

10.8 Submission - Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates

File Code	OR.CMA 8
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. DLGSCI Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates ↓2. WALGA Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates ↓3. WALGA State Council Agenda Item - Mandatory Code of Conduct ↓4. Shire of Mundaring Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates ↓

SUMMARY

On 27 June 2019 the *Local Government Legislation Amendment Act 2019* (the Act) was passed in Parliament.

The Act includes a requirement for the introduction of:

- a mandatory code of conduct for council members, committee members and candidates (Code of Conduct); and
- mandatory minimum standards covering the recruitment, selection, performance review and early termination of local government Chief Executive Officers (CEO Standards).

The Department of Local Government, Sport and Cultural Industries (the Department) is seeking feedback on the draft Code of Conduct and draft CEO Standards (and accompanying guidelines).

This report presents a draft submission for Council to consider and to provide feedback on the Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates.

BACKGROUND

The *Local Government Legislation Amendments Act 2019* has introduced new requirements in relation to the introduction of a compulsory Code of Conduct to apply to all elected members, committee members and candidates for local government elections.

Following industry consultation, the Department has released a draft document – Mandatory Code of Conduct for Council Members, Committee Members and Candidates (see **Attachment 1**) for comment.

While the Draft Code of Conduct was developed by the Department in consultation with representatives from the Public Sector Commission, the Ombudsman, Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Professionals), it is known that the draft was released without the endorsement of WALGA or LG Professionals. Both WALGA and LG Professionals have identified a number of concerns with the draft. A copy of WALGA's draft submission (which will be further considered by State Council on 4 December 2019) is attached (see **Attachment 2**). The report accompanying the State Council Agenda Item is also attached for Elected Member consideration (**Attachment 3**)

The deadline for providing a submission is 6 December 2019. Approval to lodge a late submission has been received from the Department.

This document was only released by the Department on 24 September 2019 which, given the election period, has resulted in a limited timeframe to both digest the draft requirements, brief Elected Members and determine a Council position on the matter.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

5.103. Model code of conduct for council members, committee members and candidates

- (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.*
- (2) The model code of conduct must include —*
 - (a) general principles to guide behaviour; and*
 - (b) requirements relating to behaviour; and*
 - (c) provisions specified to be rules of conduct.*
- (3) The model code of conduct may include provisions about how the following are to be dealt with —*
 - (a) alleged breaches of the requirements referred to in subsection (2)(b);*
 - (b) alleged breaches of the rules of conduct by committee members.*
- (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).*
- (5) Regulations may amend the model code of conduct.*

5.104. Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.*

** Absolute majority required.*

- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.*

** Absolute majority required.*

- (3) *A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —*
- (a) *can only be expressed to apply to council members or committee members; and*
 - (b) *are of no effect to the extent that they are inconsistent with the model code.*
- (4) *A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.*
- (5) *The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.*
- (6) *An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.*
- (7) *The CEO must publish an up to date version of a local government's adopted code of conduct on the local government's official website.*

POLICY IMPLICATIONS

The existing Code of Conduct for Elected Members, External Committee Members and employees is an adopted Policy of Council, which was last reviewed in December 2018. The new statutory requirement to adopt the Model Code of Conduct for Council Members, Committee Members and Candidates will mean the existing Policy will need to be replaced when the legislation is passed by Parliament.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.1 – Increase transparency and responsiveness of Shire administration processes

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: The new mandatory Code of Conduct for Council Members, Committee Members and Candidates is not adequate to meet the needs of local government.

Likelihood	Consequence	Rating
Possible	Major	High

Action / Strategy
Council lodges a submission to the Department in regards to the draft code, highlighting concerns to be addressed.

EXTERNAL CONSULTATION

Staff have consulted with the Western Australian Local Government Association and Local Government Professionals WA in preparing the draft submission.

COMMENT

The Mandatory Code of Conduct will be a departure from the present legislative form that separates Codes of Conduct and the Rules of Conduct Regulations.

It will also depart from the present requirement to adopt one Code of Conduct that is to be observed by council members, committee members and employees.

The new section 5.51A, to commence at a later time, will require the CEO to prepare and implement a Code of Conduct to be observed only by employees, aligning with the sector's view that all matters relating to employees be separated from Council involvement and be contemplated within the CEO's functions under Section 5.41(g) of the Act.

A new requirement will be that the Mandatory Code of Conduct will apply to local government election candidates in the same way it applies to council members and an alleged breach of the Code of Conduct by a candidate can only be referred to the Local Government Standards Panel if elected. This is in response to sector concerns that there is currently no accountability for the conduct of candidates who are not serving elected members.

The Draft Code is constructed in three Parts:

- Part A – Principles;
- Part B – Behaviours; and
- Part C – Rules of Conduct

The Department's Draft for Consultation provides further guidance on the new Code:

- The Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model code applies;
- While local governments are not able to amend Part A or Part C, additional behaviours that are not inconsistent with the Code can be included in Part B;
- In considering additional behaviours, Council may give consideration to behaviours that are not currently represented in the Code that it considers are important. For example, this may include introducing a dress standard for members or use of technology; and
- To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.

The Shire of Mundaring is supportive of industry efforts to implement legislative reform that better defines the standards of acceptable conduct for Elected Members, Committee Members and Candidates and greater enforcement powers for the Department of Local Government, Sport and Cultural Industries (DLGSCI) or other agency when the conduct of individual Elected Members does not meet the accepted standard.

There have been many reported incidents in recent times that supports overwhelming anecdotal evidence, that the poor conduct of individual elected members is causing great detriment to their own local governments and the wider public perception of the sector.

The inadequacy of the existing legislation to properly investigate this misconduct, the lack of capacity within DLGSCI to investigate and the inadequate penalties that may be applied have all contributed to the empowerment of Elected Members who disregard the existing standards and the poor perception of local government by the general public.

While the “Draft for Consultation” is seen as a positive step in the right direction, staff are of the view that the new Model Code still requires significant work and sector consultation to best serve the needs of local government in this State.

Given the importance of the Draft Code, the apparent haste to implement is considered counterproductive and it is strongly recommended that DLGSCI take whatever time is required to ensure the Code, when implemented, is able to meet the long terms needs of the sector.

These views have been reflected in the attached draft submission for Council consideration (see **Attachment 4**).

VOTING REQUIREMENT

Simple Majority

11.00pm Cr Martin and Cr Cuthbert left the Council Chamber

11.02pm Cr Martin and Cr Cuthbert returned to the Council Chamber

RECOMMENDATION

That Council endorses the draft submission responding to the draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates, as detailed in **Attachment 4** to this report.

COUNCIL DECISION MOTION		C19.12.19	
Moved by	Cr Collins	Seconded by	Cr Driver

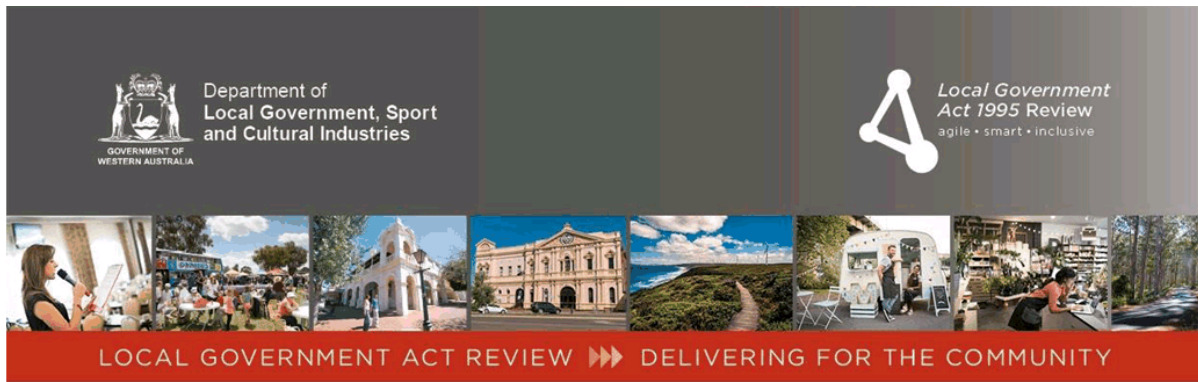
That Council endorses the draft submission responding to the draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates, as detailed in **Attachment 4** to this report, subject to the following:

1. Officers to amend the submission as appropriate to reflect that the Shire of Mundaring supports complaints being managed internally, for less serious complaints and that a staged process of escalating complaints be added to the new model Draft Code of Conduct to provide direction and guidance to the local government and Chief Executive Officer as to when a complaint should be referred to the Standards Panel.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Corica, Cr Cuthbert, Cr Russell and Cr Collins

Against: Nil



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

Draft for Consultation

Contents

Preface	2
Mandatory Code of Conduct	3
Guidelines	3
Part A – Principles	3
Guidelines	4
Part B – Behaviour	5
Guidelines	7
Attachment 1 – possible actions for Part B breaches.....	10
Part C – Rules of Conduct	12
Guidelines	12
Code of Conduct survey	24

Preface

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces a mandatory code of conduct for council members, committee members and candidates. These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

This document outlines the proposed Code which will inform the drafting of regulations. This is contained in the grey boxes. The accompanying guidelines provide clarification and guidance in relation to compliance and enforcement of the Code and would be available on the Department's website.

The proposed Code and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro). The Department gratefully acknowledges the participation of these representatives.

The Department notes that the content of the Code does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed Code and guidelines and associated matters.

A survey is available at www.dlgsc.wa.gov.au/lgareview or you can provide your feedback to actreview@dlgsc.wa.gov.au by **6 December 2019**.

Mandatory Code of Conduct

Preamble

The purpose of this Code of Conduct (Code) is to guide the decisions, actions and behaviours of council members, committee members and candidates running for election.

As an elected representative, council members govern the affairs and are responsible for the performance of their local government. To do this, council members must demonstrate professional and ethical behaviour to build and strengthen trust in their communities.

A person who has nominated to be a council member is also required to demonstrate professional and ethical behaviour during the election campaign.

In addition to carrying out the duties outlined in the *Local Government Act 1995*, council members and committee members must comply with the provisions in this Code of Conduct in carrying out their functions as public officials. It is the responsibility of council members, committee members and candidates to ensure that they are familiar with, and comply with, this Code at all times.

Guidelines

The Local Government Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.

While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.

In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.

To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.

Part A – Principles

Council members and candidates are expected to adhere to and promote and support the following principles by example. Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. All behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

Personal integrity

- 1.1** Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.
- 1.2** Act with honesty, integrity and uphold the concept of natural justice.

- 1.3 Identify, declare and appropriately manage any conflicts of interest in the public interest and the interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.
- 1.4 Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.
- 1.5 Avoid damage to the reputation of the local government.
- 1.6 Not be impaired by mind affecting substances while performing official duties.

Relationships with others

- 1.7 Treat others with respect, courtesy and fairness.
- 1.8 Maintain and contribute to a harmonious, safe and productive work environment for all.
- 1.9 Respect and value diversity in the workplace and in the community.

Accountability

- 1.10 Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.
- 1.11 Be open and accountable to the public, represent all constituents and make decisions in the public interest.

Guidelines

The principles outlined in Part A are overarching behaviours that council members, committee members and candidates must take into consideration in their role as public representatives, or potential public representatives.

All council members, committee members and candidates must familiarise themselves with the Code and Guidelines and any relevant policies the local governments have in place.

Council members are generally very active in their communities which may lead to conflicts of interests. To comply with this Code, those conflicts, or perceived conflicts, need to be managed appropriately. While a member may be confident of the integrity of their actions, how the relationship and actions may appear to others must be thought through.

There are many situations that council members, committee members and candidates might find themselves in that could lead to a breach of the Code. Members should seek further guidance and advice on specific situations whenever necessary.

Part B – Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.

Failure to comply with this Part may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

Personal integrity

- 2.1 Act in line with the principles outlined in this Code when performing official duties.
- 2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.
- 2.3 Respect and comply with all council policies, procedures and resolutions.
- 2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.
- 2.5 Use all forms of media, including social media, in a way that complies with this Code.

Relationships with others

- 2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.
- 2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.
- 2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.
- 2.9 While acting as a council member, do not:
 - i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or
 - ii. disparage the character of any council member or employee, or impute dishonest or unethical motives to them in the performance of their duties.
- 2.10 When attending a council or committee meeting, do not:
 - i. behave in an abusive or threatening manner towards another council member or other person attending the meeting;
 - ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or
 - iii. repeatedly disrupt the meeting.
- 2.11 When attending a council or committee meeting:
 - i. comply with the local law that relates to conduct of people at council or committee meetings;

- ii. promptly comply with any direction given by the presiding member at that meeting; and
 - iii. immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.
- 2.12** Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.

Accountability

- 2.13** Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.
- 2.14** Take responsibility for decisions and actions.
- 2.15** Abide by the decisions of council and publicly support the decisions even if of an alternative view.
- 2.16** Adhere to the principles in the:
- i. Occupational Safety and Health Act 1984 (WA);
 - ii. Equal Opportunity Act 1984 (WA);
 - iii. Racial Discrimination Act 1975 (Cth); and
 - iv. Sex Discrimination Act 1984 (Cth).

Complaint management

- 2.17** Any person may make a complaint about a council member under this Part within three months of the alleged breach occurring.
- 2.18** A breach of this part does not include a matter:
- i. that is resolved by the Presiding Member during a meeting, or
 - ii. where a council member complies with a request for remedial action in accordance with the relevant local law.
- 2.19** Complaints about an alleged breach should be made to the Mayor or President or the CEO of the local government or nominated delegate.
- 2.20** Complaints about an alleged breach by the Mayor or President should be made to the Deputy Mayor or President or a nominated delegate.
- 2.21** A complaint may be handled or managed in any manner that council deems appropriate for handling an alleged breach of this section. This includes investigation or dismissal of the complaint. This must be laid out in a council endorsed policy.
- 2.22** A complaint may be dismissed as trivial, vexatious or frivolous and accordingly not investigated.

Findings

- 2.23** Following an investigation in accordance with rule 2.21, the Council may, by resolution, make a finding of breach or no breach.
- 2.24** In accordance with rule 2.23, if a breach is found, the Council may, by resolution:
- i. take no action, or
 - ii. prepare an action plan, developed in conjunction with the council member, to address future behaviour.

- 2.25** An action plan may include the requirement for the council member to undertake training, mediation or counselling or any other actions deemed appropriate by the Council.
- 2.26** The Council to which the member is elected, may decide, via resolution, to make an allegation of a rule of conduct breach under Part C:
- i. after the third finding of a breach of this Part by the same council member, or
 - ii. where the council member fails to comply with the action plan in accordance with sub-rule 2.24(ii).
- 2.27** A matter under sub-rule 2.26(i) cannot be alleged as a Part C breach unless an action plan has been developed in accordance with sub-rule 2.24(ii) for the previous two breaches.
- 2.28** Written notification of the outcome of an alleged breach under this section must be given to the council member and complainant.
- 2.29** A written record must be kept of all complaints made under this Part and how they were dealt with.

Guidelines

Local governments are responsible for taking action against alleged breaches under Part B.

Local governments are to have a policy on how complaints are going to be handled or managed.

Australian/New Zealand Standards for complaints resolution AS/NZS 10002:2018 provides a tool and framework to assist local governments with developing a policy.

Whether or not local governments choose to adopt the Standard is optional, however, the policy must provide a clear outline of the steps that will be taken once a complaint is submitted. The complaint process must also uphold the principles of natural justice.

There are a number of resources for effective complaints handling available on the Ombudsman WA's website www.ombudsman.wa.gov.au

In developing a policy, the following key matters should be considered.

The complaints process

- The role of the council in the process.
- The extent to which independent persons are involved and their role in the process (complaint lodgement, investigation, findings). Local governments may decide to establish a regional or shared committee to deal with these complaints, for example.
- What types of remedial action are appropriate.
- The form of the action plan.

Process for making a complaint

- The process for a person to make a complaint needs to be clearly outlined in the policy, including whether complaints are required to be in a specific form.
- Complaints should be submitted in writing, with consideration given to a variety of methods, including email, letter or fax.
- The policy should also outline how the complaint is lodged, whether this is via a specific code of conduct complaint email address or a letter addressed to the Mayor or President (or alternative).
- The process should be simple and not act as a barrier to the raising of concerns about elected member behaviour.

Acknowledgement of the complaint

- The policy should include that complaints will be acknowledged and the timeframe for this.
- Complaints should be acknowledged in a timely manner. As part of the acknowledgement process, consideration may be given to providing information on how the complaint will be progressed. This may include providing the complainant with a copy of the complaint handling policy.

Responsiveness

- The policy should outline whether complaints are going to be addressed based on seriousness or impact of the allegation or on order of submission.
- Inclusion of an expected timeframe for the matter to be reviewed is also encouraged.

Action

- Complaints must be dealt with in an equitable, objective, timely and unbiased manner. The principle of natural justice should be applied.
- The policy needs to outline who will make the initial assessment of the complaint. This includes who will make the determination that the complaint is trivial, vexatious or frivolous or worthy of further investigation.
- The policy also needs to address the process for the investigation including:
 - giving adequate opportunity for a right of reply from both parties
 - if a breach is found, what are the actions that could be imposed by council.
- Attachment 1 provides further guidance on possible actions for breaches found against Part B.

Action plans

- Action plans are designed to provide council members with the opportunity to remedy their behaviour.
- The measures to stop the behaviour from continuing are not intended to be a punishment, rather a mechanism to prevent the behaviour from reoccurring.
- The Code requires that the action plan is prepared in conjunction with the relevant council member. This is designed to provide the council member with

the opportunity to be involved in matters such as the timing of meetings or training.

- While Council is required to give the council members the opportunity, not all council members will actively participate in the process.

What happens if agreement cannot be reached

- Circumstances may arise when a Council cannot agree on the outcome of an investigation, or whether an investigation is required to an alleged breach.
- In these situations, Council may decide to engage an independent person to:
 - review the complaint
 - investigate the complaint, or
 - make recommendations on appropriate actions
- The policy should address who will be engaged as an independent person. Local governments may consider sharing the services of an independent person.

Attachment 1 – possible actions for Part B breaches

Personal integrity		Possible actions
2.1	Act in line with the principles outlined in this Code when performing official duties.	Training
2.2	Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.	Training Mediation
2.3	Respect and comply with all council policies, procedures and resolutions.	Training
2.4	Ensure professional behaviour is not compromised by the use of alcohol or drugs.	Counselling
2.5	Use all forms of media, including social media, in a way that complies with this Code.	Training
Relationships with others		
2.6	Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.	Training Mediation Apology
2.7	Do not bully or harass council staff, other council members or members of the public in any form, including social media	Training Mediation Apology
2.8	Deal with the media in a positive, informative and appropriate manner in accordance with the <i>Local Government Act 1995</i> and relevant local government policies.	Training
2.9	While acting as a council member, do not: i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or ii. disparage the character of any council member or impute dishonest or unethical motives to them in the performance of their duties.	Training Mediation Counselling Apology
2.10	When attending a council or committee meeting, do not: i. behave in an abusive or threatening manner towards another council member or other person attending the meeting; ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or	Training Mediation Counselling Apology

	iii. repeatedly disrupt the meeting.	
2.11	When attending a council or committee meeting: i. comply with the local law that relates to conduct of people at council or committee meetings; ii. promptly comply with any direction given by the presiding member at that meeting; and iii. immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.	Training Mediation Counselling
2.12	Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.	Training
Accountability		
2.13	Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.	Training
2.14	Take responsibility for decisions and actions.	Training Counselling
2.15	Abide by the decisions of council and publicly support the decisions even if of an alternative view.	Training
2.16	Adhere to the principles in the: i. <i>Occupational Safety and Health Act 1984 (WA)</i> ; ii. <i>Equal Opportunity Act 1984 (WA)</i> ; iii. <i>Racial Discrimination Act 1975 (Cth)</i> ; and iv. <i>Sex Discrimination Act 1984 (Cth)</i> .	Training Mediation

Part C – Rules of Conduct

Rules of conduct breaches are matters that:

- negatively affect the honest or impartial performance of a council member;
- involve a breach of trust placed in the council member; or
- involve the misuse of information or material.

Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a “minor breach”. In the event the Standards Panel makes a finding of breach against a council member, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this part removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Guidelines

A breach of Part C is considered by the Standards Panel in accordance with the Act. The Standards Panel, which was established in 2007, has the authority to make binding decisions to resolve allegations of minor misconduct. The Standards Panel is independent of the Minister for Local Government and the department.

The process for complaints under Part C is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

As the Panel does not have investigative powers, findings and decisions are made on the basis of the information it receives. To assist with understanding each Part C rule of conduct, the elements are outlined alongside each. For a finding of breach, the Standards Panel needs to be satisfied that it is more likely than not, (on the balance of probabilities) that a breach of each element has occurred.

Personal Integrity

<i>Misuse of local government resources</i>	<i>Elements of Rule of Conduct</i>
<p>a. resource is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money.</p> <p>b. A person who is a council member must not either directly or indirectly use the resources of a local government —</p> <p>i. for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the <i>Electoral Act 1907</i> or the <i>Commonwealth Electoral Act 1918</i>; or</p> <p>ii. for any purpose other than fulfilling the legal obligations and duties of the council member's office,</p> <p>unless authorised under the Act, by the council or the CEO to use the resources for that purpose.</p>	<p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the council member directly or indirectly used;</p> <p>(c) resources that belonged to the local government;</p> <p>(d) for the identified electoral purpose or any other purpose other than in their legal role as a council member;</p> <p>(e) without such purpose being authorised under the Act, by the council or the local government's CEO.</p>
<i>Securing personal advantage or disadvantaging others</i>	<i>Elements of Rule of Conduct</i>
<p>c. A person who is a council member must not make improper use of the person's office as a council member —</p> <p>i. to gain directly or indirectly an advantage for the person or any other person; or</p>	<p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) by engaging in the conduct, the person the subject of the complaint made use of the office of a council member (in</p>

<p>ii. to cause detriment to the local government or any other person.</p> <p>d. Rule 3.3 does not apply to conduct that contravenes section 5.93 of the Act or <i>The Criminal Code</i> section 83.</p>	<p>the sense that he or she acted in their capacity as a council member, rather than in some other capacity);</p> <p>(c) when viewed objectively, such use was an improper use of the person's office as council member in that it:</p> <ul style="list-style-type: none"> i. involved a breach of the standards of conduct that would be expected of a person in the position of a council member by reasonable persons with knowledge of the duties, powers and authority of the councillor and the circumstances of the case (by for example, an abuse of power or the doing of an act which the councillor knows or ought to have known that he or she had no authority to do); and ii. was so wrongful and inappropriate in the circumstances that it calls for the imposition of a penalty; and <p>(d) the person engaged in the conduct in the belief that:</p> <ul style="list-style-type: none"> i. <i>[in the case of rule 3.3(i)]</i> an advantage (pecuniary or otherwise) would be gained directly or indirectly for the person or any other person; <u>or</u> ii. <i>[in the case of rule 3.3(ii)]</i> detriment (pecuniary or otherwise) would be suffered by the local government or another person; <p>(e) It is irrelevant whether advantage was actually gained or detriment suffered;</p> <p>(f) The conduct does not fall under section 5.93 of the Act: improper use of information (which would be a serious breach), or section 83 of the Criminal Code (which would be a crime).</p>
--	---

<i>Repeated breaches of Part B</i>	<i>Elements of Rule of Conduct</i>
<p>e. A breach of Part B of the Code of Conduct is a minor breach if:</p> <ul style="list-style-type: none"> i. it occurs after the council member has been found to have committed 3 or more other breaches of Part B; or ii. the council member fails to comply with the action plan developed after a finding of inappropriate behaviour under Part B; <p>and</p> <ul style="list-style-type: none"> iii. the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part. 	<ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Standards Panel makes its determination; (b) the council has passed a resolution referring the matter to the Standards Panel; (c) in the case of (i) – <ul style="list-style-type: none"> i. the person has been found to have breached Part B of the code of conduct on at least three occasions; ii. the behaviour the subject of this complaint occurred after a finding of inappropriate behaviour; iii. the person has engaged in behaviour that is a breach of Part B of the code of conduct; iv. an action plan is in place; or (d) In the case of (ii) – <ul style="list-style-type: none"> i. there was an action plan in place; ii. the action plan resulted from a previous finding of a breach of Part B; iii. the person has not complied with the action plan.

Relationships with employees

<i>Prohibition against involvement in administration</i>	<i>Elements of Rule of Conduct</i>
<p>3.7 A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the CEO to undertake that task.</p>	<ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member took on or was involved or participated in the performance, attempted performance, or part-performance, of a function or responsibility which under the

3.8 Rule 3.7 does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.	<p>Act or by delegation it is for the local government's CEO to perform or direct; and</p> <p>(c) such taking on, involvement or participation:</p> <ol style="list-style-type: none"> contributed (for example, played a part in achieving) something; and did not occur as anything the council member did as part of the deliberations at a council or committee meeting (which may include something the member did as part of their preparation for any such deliberation); and <p>(d) the local government's CEO did not authorise such taking on, involvement or participation.</p>
--	--

<i>Relations with local government employees</i>	<i>Elements of Rule of Conduct</i>
<p>3.9 In this rule —</p> <p>employee means a person as defined in section 5.36 of the Act and any person contracted to provide a service to the local government.</p> <p>3.10 A person who is a council member or candidate must not —</p> <ol style="list-style-type: none"> direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee; or 	<p>Rule 3.10(i)</p> <ol style="list-style-type: none"> the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination; the council member or candidate gave or tried or made an effort to give a direction or an order or command; to another person, who is an employee of the relevant local government; to do or not to do something in the other person's capacity as a local government employee; and the direction or attempted direction was not part of anything that the person did as part of the deliberations at a council or committee meeting (which may include something he or she did as part of their preparation for any such deliberation).

<p>iii. behave in an abusive or threatening manner towards any local government employee.</p> <p>3.11 Rule 3.10(i) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.</p> <p>3.12 If a person, in their capacity as a council member, is attending a council meeting, committee meeting or other organised event, other than at a meeting or part of a meeting that is closed to the public, the person must not, either orally, in writing or by any other means —</p> <p>i. make a statement that a local government employee is incompetent or dishonest; or</p> <p>ii. use offensive or objectionable expressions in reference to a local government employee.</p> <p>3.13 Rule 3.12(i) does not apply to conduct that is unlawful under <i>The Criminal Code</i> Chapter XXXV.</p>	<p>Rule 3.10(ii)</p> <p>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) a council member or candidate tried or made an effort to affect, sway or produce an effect on;</p> <p>(c) the conduct of another person, who is an employee of the relevant local government, in that person's capacity as a local government employee; and</p> <p>(d) the council member or candidate's effort to affect, sway or produce an effect was carried out by means of —</p> <p>(i) a threat by the person (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee — or on someone, or to something, that the employee cares about — in retaliation for, or conditionally upon, some action or course), or</p> <p>(ii) a promise or undertaking by the person to give the employee something having a value, or to do or not do something where the act or omission concerned has some value or advantage for or to the employee.</p> <p>Rule 3.10(iii)</p> <p>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the person behaved in a manner which was:</p> <p>(i) abusive (for example, the council member uses insulting, disparaging belittling or derogatory language about or to the employee); or</p>
--	--

	<p>(ii) threatening (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee — or on someone, or to something, that the employee cares about — in retaliation for, or conditionally upon, some action or course);</p> <p>(c) the behaviour is directed towards a local government employee.</p> <p>Rule 3.12(i)</p> <p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member;</p> <p>(c) the council member either verbally, in writing or by some other means, made a statement (for example, a communication or declaration in speech or writing setting forth facts, particulars; etc.); and</p> <p>(d) viewed objectively, the council member's statement (or a sufficiently clear inference from the words used) was that an employee of the council member's local government was incompetent or dishonest.</p> <p>(e) Chapter XXXV of <i>The Criminal Code</i> does not apply.</p> <p>Rule 3.12(ii)</p> <p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p>
--	---

	<ul style="list-style-type: none"> (b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member; (b) the council member either verbally, in writing or by some other means, used an expression (for example, any word, phrase or form of speech) which it is more likely than not that a member or members of the public present heard or otherwise became aware of; (c) the expression was an offensive or objectionable expression (for example, an expression that is likely to cause offence or displeasure and is insulting); and (d) the expression was an offensive or objectionable expression in reference to an identified employee of the council member's local government.
--	--

Accountability

<i>Unauthorised disclosure of information</i>	Elements of Rule of Conduct
<p>3.14 In this rule —</p> <p>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;</p> <p>confidential document means a document, or that part of a document, marked by the CEO or a nominated delegate to clearly show that the information is not to be disclosed;</p>	<p>Rule 3.15(i)</p> <ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member disclosed information to someone who at the time was not also a council member of the same local government; and (c) the disclosed information was information the disclosing council member derived from a document that was marked by the relevant local government's CEO, or at the CEO's direction, to clearly show that the information in the document was not to be disclosed; and

<p><i>non-confidential document</i> means a document that is not a confidential document or is not marked confidential.</p> <p>3.15 A person who is a council member must not disclose —</p> <ul style="list-style-type: none"> i. information that the council member derived from a confidential document; or ii. information that the council member acquired at a closed meeting other than information derived from a non-confidential document; or iii. personal information as defined in the <i>Freedom of Information Act 1992</i>. <p>3.16 Sub-rule (3.15) does not prevent a person who is a council member from disclosing information —</p> <ul style="list-style-type: none"> i. at a closed meeting; or ii. to the extent specified by the council and subject to such other conditions as the council determines; or iii. that is already in the public domain; or iv. to an officer of the Department; or v. to the Minister; or vi. to a legal practitioner for the purpose of obtaining legal advice; or vii. if the disclosure is required or permitted by law. 	<p>(d) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.</p> <p>Rule 3.15(ii)</p> <ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) a council member disclosed information to someone who at the time was not also a council member of the same local government; and (c) the disclosed information was information the disclosing council member acquired at a council or committee meeting, or a part of a council or committee meeting, that was closed to members of the public under section 5.23(2) of the Act; and (d) the disclosing council member did not derive the disclosed information from a non-confidential document (that is, a document that was <i>not</i> marked by the local government's CEO, or at the CEO's direction, to clearly show that the information in it was not to be disclosed); and (e) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.
--	---

	<p>Rule 3.15(iii)</p> <ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member disclosed information to someone who at the time was not also a council member of the same local government; and (c) the disclosed information was personal information as defined in the <i>Freedom of Information Act 1992</i> (for example, name, date of birth, address, or a reference to an identification number or other identifying particular such as a fingerprint or body sample). (d) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16. <p><i>Freedom of Information Act 1992</i> defines personal information as:</p> <p>information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead —</p> <ul style="list-style-type: none"> (a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or (b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.
--	--

Disclosure of interest	Elements of Rule of Conduct
<p>3.17 In this rule —</p> <p>interest means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest.</p> <p>3.18 A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —</p> <ol style="list-style-type: none"> in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed. <p>3.19 Rule 3.18 does not apply to an interest referred to in section 5.60 of the Act.</p> <p>3.20 Rule 3.18 does not apply if —</p> <ol style="list-style-type: none"> a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began. <p>3.21 If, under sub-rule (3.18)(i), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —</p>	<ol style="list-style-type: none"> the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; subject to rule 3.19, the person had a private or personal interest in a matter that is more likely than not a conflict of interest or a bias (apparent or real) that does adversely affect, or might adversely affect the council member's impartiality in considering the matter, and includes an interest arising from kinship, friendship, membership of an association, or another circumstance; the member attended the council or committee meeting concerned and was present when the matter under consideration came before the meeting and was discussed; the member did not disclose the nature of the relevant interest in the matter in either of the two ways required by Rule 3.18(i) or 3.18(ii); Rule 3.20 does not apply.

<ul style="list-style-type: none">i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; andii. at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed. <p>3.22 If —</p> <ul style="list-style-type: none">i. under sub-rule (3.18)(ii) or (3.20)(ii) a person's interest in a matter is disclosed at a meeting; orii. under sub-rule (3.21)(ii) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting, <p>the nature of the interest is to be recorded in the minutes of the meeting.</p>	
--	--

Code of Conduct survey

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces a mandatory code of conduct (Code) for all council members, committee members and candidates in local government elections.

These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

The proposed Code will inform the drafting of regulations. This will be accompanied by guidelines that provides clarification and guidance in relation to compliance and enforcement with the Code.

This survey is intended to provide the Government with feedback regarding the proposed the content of the Code.

Thank you for taking the time to complete this survey.

1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business
2. What is the name of that organisation?
3. What is your name?
4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation
6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54
 - f. 55-64
 - g. 65+
 - h. Not applicable/the survey responses are provided on behalf of an organisation
7. Which local government do you interact with most?

8. Do you wish for your response to this survey to be confidential?
- Yes
 - No
9. What is your email address?
10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
- Yes
 - No
 - Unsure
11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
- I was not aware of the Local Government Act review
 - I was not interested in providing my views
 - I did not have time to provide my views
 - Other (please specify)

Part A - Principles

Council members, committee members and candidates are expected to adhere to and promote and support the following principles by example.

Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. all behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

12. Please indicate your support of the following ***Personal Integrity Principles***

- 1.1 Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.2 Act with honesty, integrity and uphold the concept of natural justice.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.3 Identify, declare and appropriately manage any conflicts of interest in the public interest and interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.4 Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.5 Avoid damage to the reputation of the local government.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.6 Not be impaired by mind effecting substances while performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

--

13. Please indicate your support of the following ***Relationships With Others Principles***

1.7 Treat others with respect, courtesy and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.8 Maintain and contribute to a harmonious, safe and productive work environment for all.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.9 Respect and value diversity in the workplace and in the community.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

--

14. Please indicate your support of the following ***Accountability Principles***

1.10 Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.11 Be open and accountable to the public, represent all constituents and make decisions in the public.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

15. Should any additional principles be incorporated in Part A?

Part B – Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.

Failure to comply with this Part may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

16. Please indicate your support for the following *Personal Integrity Behaviours*.

29

2.1 Act in line with the principles outlined in this Code when performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.3 Respect and comply with all council policies, procedures and resolutions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.5 Use all forms of media, including social media, in a way that complies with this Code.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

--

17. Please indicate your support for the following ***Relationships with Others Behaviours***.

2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.9 While acting as a council member, do not:

- (i) Use offensive or pejorative language in reference to another council member, council employee or member of the public;
or
- (ii) Disparage the character of any council member or council employee or impute dishonest or unethical motives to them in the performance of their duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.10 When attending a council or committee meeting, do not:

- (i) Behave in an abusive or threatening manner towards another council member or other person attending the meeting;

31

- (ii) Make statements that the person knows, or could be reasonably expected to know, that are false or misleading;
Or
(iii) Repeatedly disrupt the meeting

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.11 When attending a council or committee meeting:

- (i) Comply with the local law that relates to conduct of people at council or committee meetings;
- (ii) Promptly comply with any direction given by the presiding member at that meeting; and
- (iii) Immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.12 Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

18. Please indicate your support for the following **Accountability Behaviours**.

2.13 Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.14 Take responsibility for decisions and actions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.15 Abide by the decisions of council and publicly support the decisions even if of an alternative view.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.16 Adhere to the principles in the:

- (i) *Occupational Safety and Health Act 1984*(WA);
- (ii) *Equal Opportunity Act 1984*(WA);
- (iii) *Racial Discrimination Act 1975*(Cth); and
- (iv) *Sex Discrimination Act 1984* (Cth).

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

--

19. Should any additional behaviours be incorporated in Part B?

20. Part B of the Code includes a complaint management process. Should this part include a time period in which complaints must be lodged after the alleged breach occurred?

- ☐ No time period
- ☐ 1 month
- ☐ 3 months
- ☐ 6 months
- ☐ Other (please specify)

21. Who is the best person for Part B complaints to be directed to?

- ☐ Mayor or President
- ☐ Deputy Mayor or President
- ☐ Presiding member
- ☐ Chief Executive Officer
- ☐ Nominated local government employee

- Other (please specify)

22. What actions are appropriate for councils to impose if a Part B breach is found?

- Apology
- Training
- Mediation
- Counselling
- Other (please specify)

23. Do you have any suggestions for specific actions that could be incorporated into the guidelines?

24. Should recurrent breaches of behaviour be referred to the Local Government Standards Panel?

- Yes
- No

Please provide a reason(s) for your answer

25. Should Council be required to develop an action plan and give the council member an opportunity to resolve their behaviour before a third complaint is referred to the Standards Panel under Part C?

- ☐ Yes
- ☐ No
- ☐ Other (please specify)

26. How beneficial would it be for local governments to engage an independent person to assist with the review of complaints?

- ☐ Extremely useful
- ☐ Very useful
- ☐ Somewhat useful
- ☐ Not so useful
- ☐ Not at all useful
- ☐ Other (please specify)

27. What should happen if a council cannot agree on an investigation or course of action following an alleged breach of Part B?

36

- An independent person should be engaged to conduct a review
- The complaint should be dismissed
- The Mayor or President makes the decision
- The CEO makes the decision
- Other (please specify)

Part C – Rules of Conduct

Rules of conduct breaches are matters that:

- **Negatively affect the honest or impartial performance of a council member;**
- **Involve a breach of trust placed in the council member; or**
- **Involve the misuse of information or material.**

Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a “minor breach”.

36. Do you have any comments or feedback on Part C?

Guidelines

Guidelines have been prepared to accompany the Code the Conduct. The guidelines are intended to provide clarification and guidance in relation to complain and enforcement.

37.Are the guidelines a useful tool to accompany the Code?

- ☐ Extremely useful
- ☐ Very useful
- ☐ Somewhat useful
- ☐ Not so useful
- ☐ Not at all useful

Please specify why

38.Do you have any suggestions for additional inclusions in the guidelines?



Draft Submission

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

October 2019



About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

Contacts

Tony Brown
Executive Manager Governance and Organisational Services
(08) 9213 2029 tbrown@walga.asn.au

James McGovern
Manager Governance
(08) 9213 2093 jmcgovern@walga.asn.au

Tim Lane
Manager Association Governance and Strategy
(08) 9213 2029 tlane@walga.asn.au



Contents

About WALGA	2
Contacts	2
Background.....	4
General Comments - Councillor Conduct	5
Bringing Codes and Rules Together; Uncoupling Codes of Conduct for Council Members and Employees	6
Specific Feedback.....	7
Construction of the Model Code	7
Part A - Principles.....	7
Part B - Behaviours	8
I. Application.....	8
II. New Complaints Provision.....	8
III. Complaint Management.....	9
IV. 'Rules'	9
Part C – Rules of Conduct.....	10
Misuse of Local Government Resources - Regulation 8 of the current Local Government (Rules of Conduct) Regulations	10
Securing Personal Advantage of Disadvantaging Others – Regulation 7 of the current Local Government (Rules of Conduct) Regulations	10
Repeated Breaches of Part B – Not currently Regulated	11
Prohibition against Involvement in Administration – Regulation 9 of the current Local Government (Rules of Conduct) Regulations.....	11
Relations with Local Government Employees - Regulation 10 of the current Local Government (Rules of Conduct) Regulations.....	11
Unauthorised Disclosure of Information - Regulation 6 of the current Local Government (Rules of Conduct) Regulations	11
Disclosure of Interest - Regulation 11 of the current Local Government (Rules of Conduct) Regulations	12
Contravention of certain Local Laws - Regulation 4 of the current Local Government (Rules of Conduct) Regulations	12



Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to Mandatory Codes of Conduct for Council Members, Committee Members and Candidates for Local Government Elections (Part 5, Division 9 as amended by the *Local Government Legislation Amendment Act 2019*).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Mandatory Code of Conduct for Council Members, Committee Members and Candidates* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.



General Comments - Councillor Conduct

WALGA has long led its Member Local Government's advocacy for high standards of behaviour by those who are democratically elected to represent the people within their district, and personal responsibility for the consequences when there is a lack of it.

WALGA commenced lobbying for official conduct legislation in 2002, to enable action to be taken against individuals rather than an entire Council. The Sector held the view that Council dismissals, such as occurred at the City of Cockburn (2000), City of South Perth (2002) and City of Joondalup (2005) could possibly have been averted if powers were available to deal with individual Elected Member's behaviour.

The Sector's advocacy for official conduct legislation correlated with a shared frustration that Codes of Conduct, a compulsory requirement of Section 5.103(3) of the *Local Government Act 1995* ('the Act') were unenforceable when behaviours departed from expressed standards. This was due to the absence at that time of a disciplinary framework in the Act to deal with misbehaviour and misconduct by individual council members.

WALGA conducted extensive consultation with the Sector over a number of years, leading to promulgation of the *Local Government (Official Conduct) Amendment Act 2007*, amending the Act to introduce minor, serious and recurrent breach allegation complaint processes, and the commencement in October 2007 of the *Local Government (Rules of Conduct) Regulations* ('the Regulations').

More recently, the Act was amended to introduce powers enabling the Minister for Local Government to suspend or dismiss individual council members failing in their duties or behaving in an egregious manner if '...seriousness or duration of that failure or conduct make it inappropriate for the council member to remain a member of the council.'¹ The amendments contained in the *Local Government (Suspension and Dismissal) Act 2018* commenced in November 2018.

The Rules of Conduct Regulations were reviewed in 2010 and 2016. WALGA acknowledges past amendments improving operational efficiency e.g. Standards Panel may refuse to deal with frivolous, trivial, vexatious etc. allegations,² and recent amendments that extend confidentiality provisions³ and providing the Standards Panel with discretion to refer parties to participate in mediation.⁴

¹ *Local Government Amendment (Suspension and Dismissal) Bill 2018* Explanatory Memorandum at Page 1.

² Section 5.110(3A) of 2016

³ Section 5.123 of 2019

⁴ Section 5.110(3B) of 2019



Bringing Codes and Rules Together; Uncoupling Codes of Conduct for Council Members and Employees

The Mandatory Code of Conduct will be a departure from the present legislative form that separates Codes of Conduct and the Rules of Conduct Regulations.

It will also depart from the present requirement to adopt one Code of Conduct that is to be observed by council members, committee members and employees.

The new section 5.51A, to commence at another time, will require the CEO to prepare and implement a Code of Conduct to be observed only by employees, aligning with the Sector's view that all matters relating to employees be separated from Council involvement and be contemplated within the CEO's functions under Section 5.41(g) of the Act.⁵

An additional significance is that the Mandatory Code of Conduct will apply to Local Government election candidates in the same way it applies to council members, and an alleged breach of the Code of Conduct by a candidate can only be referred to the Local Government Standards Panel if elected.⁶

This aligns with the Sector's advocacy that a Code of Conduct should apply to candidates⁷ and the proposal that any inappropriate behaviour during the election cycle should result in the successful candidate being held accountable under the Rules of Conduct Regulations.⁸

The Department's Draft for Consultation provides further guidance⁹ on the new Code:

- *The Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.*
- *While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.*
- *In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.*
- *To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.*

⁵ 'be responsible for the employment, management supervision, direction and dismissal of other employees'

⁶ Local Government Legislation Amendment Bill 2019 Explanatory Memorandum at Page 2.

⁷ WALGA State Council Minutes 'Review of 2011 Local Government Elections' Ref. Resolution 24.2/2012

⁸ WALGA State Council Minutes 'Review of 2013 Local Government Elections' Ref. Resolution 44.2/2014

⁹ See 'Guidelines' at Page 3



Specific Feedback

The following pages provide a commentary on the Draft for Consultation document ('the Draft') released by the Department of Local Government, Sport and Cultural Industries. The Draft refers to a 'Mandatory' Code of Conduct whereas amendments to the Local Government Act refer to a 'Model' Code of Conduct. This paper will use the term 'Model' throughout the following commentary.

Construction of the Model Code

Codes and Rules will be brought together under Section 5.103(2) as amended by the Local Government Legislation Amendment Act 2019:

- (2) *The model code of conduct must include -*
- (a) general principles to guide behaviour;*
 - (b) requirements relating to behaviour; and*
 - (c) the rules of conduct.*

The Draft informs that the Model Code of Conduct is to be constructed in three Parts:

- **Part A** – Principles [Section 5.103(2)(a)]
- **Part B** – Behaviours [Section 5.103(2)(b)]
- **Part C** – Rules of Conduct [Section 5.103(2)(c)]

Local Governments will not be able to amend Parts A and C, but additional behavioural content may be included in Part B that is not inconsistent with the Model Code.

Part A - Principles

The Preamble to the Model states that 'the purpose of this Code is to guide the decisions, actions and behaviours of council members, committee members and candidates.'

Part A sets out the Principles to be contained in the new Model Code under the headings 'Personal Integrity', 'Relationships with others' and 'Accountability'. This expands upon the 'General principles that guide the behaviour of council members' currently found under Regulation 3 of the *Local Government (Rules of Conduct) Regulations* and are intended to support Part B – Behaviours, and Part C – Rules of Conduct.



Part B - Behaviours

I. Application

It is noted that neither Part B nor Part C of the Model apply to the behaviours of committee members or candidates. No information is provided to clarify why only council members are subject to Parts B and C nor any rationale for the exclusion of committee members and candidates from behavioural standards and Rules of Conduct, particularly noting Section 5.103(3)(b), as amended, states:

- (3) *The model code of conduct may include provisions about how the following are to be dealt with –*
(b) *alleged breaches of the rules of conduct by committee members*

The Minister for Local Government, Hon. David Templeman, when introducing the *Local Government Legislation Amendment Bill 2019* to Parliament in the Second Reading Speech, specified the application of the Code to candidates, in an effort to improve behaviour during an election period, stating:

*"Alleged breaches of the rules of conduct during the election campaign will be progressed when the candidate is elected."*¹⁰

WALGA recommends seeking comment from the Department of Local Government, Sport and Cultural Industries on the intended application of Part B – behavioural standards, and Part C – Rules of Conduct to committee members and candidates.

II. New Complaints Provision

Section 5.103(3)(a) will introduce the discretion for the Model Code of Conduct to deal with alleged breaches of requirements relating to behaviour. This is a significant amendment as the *Local Government Act 1995* has not previously mandated a complaints process relating to behavioural content of a Code of Conduct, but nor has it imposed any restriction.

Under the Model Code, an alleged breach of a Rule of Conduct will continue to be referred to the Local Government Standards Panel. Part B, Rule 2.17 of the Model sets out that Local Governments will be required to deal with allegations made by 'any person' of a behavioural breach.

¹⁰ Extract from Hansard, Legislative Assembly, March 2019 at p1310d to 1312a



Some Local Governments have incorporated in their current Code of Conduct a process for dealing with a behavioural breach that permits 'any person' to make a complaint; the majority of Local Governments have not.

The City of Joondalup¹¹ and City of South Perth¹² are examples of Local Governments that exercised discretion under general competence powers to incorporate a complaints process in their adopted Code of Conduct. No information is currently available on the frequency or management of complaints of a behavioural breach under current Codes of Conduct.

WALGA seeks comment from Members experienced in dealing with breach allegations relating to their current Code of Conduct to assist with building perspective on processes and consequences associated with managing behavioural breach allegations.

III. Complaint Management

Rules 2.17 to 2.22 set out the Complaint Management standards, with Rule 2.21 requiring development of a Council-endorsed policy to guide the process. The associated Guidelines provide additional information on tools and resources to assist with policy development, complaints management and resolution. Attachment 1 provides a matrix of possible actions where there is finding of a behavioural breach.

WALGA seeks comment on the proposed Complaint Management process.

IV. 'Rules'

Throughout Part B, the numbered provisions are referred to as 'Rules'. This has the potential to create confusion with the already-established terminology familiar to the Sector of 'Rules of Conduct', which form Part C.

WALGA recommends a separate nomenclature for numbered provisions in Part B (i.e. 'Item' or 'Clause') to avoid any potential for confusion between Part B and Part C, particularly when breach allegations arise.

¹¹ 'City of Joondalup Code of Conduct for Employees, Elected Members and Committee Members' at Page 21

¹² 'City of South Perth Code of Conduct' at Page 9



Part C – Rules of Conduct

As previously discussed, Part C of the Model Code only references council members.

It is noted there are numerous, self-evident typographical errors throughout Part C (i.e. inconsistent referencing and numbering) and it is presumed the Department is aware and will remedy where necessary.

The Rules of Conduct replicate for the most part, the existing provisions from the current Rules of Conduct Regulations. The Model Code adds commentary by including 'Elements of Rule of Conduct'. It is not known whether these Elements will have any influence on the deliberations of the Local Government Standards Panel in the event of a breach allegation under Part C.

WALGA seeks comment on whether the 'Elements of Rule of Conduct' content adds value or assists council members to understand their responsibility to observe Rules of Conduct.

Misuse of Local Government Resources - Regulation 8 of the current Local Government (Rules of Conduct) Regulations

The Model Code creates a definition of the term 'resource' which does not appear in the current Rules of Conduct:

'resource is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money'

It is not stated why there is a need to define 'resource' specifically, the potential impact this definition may have upon determining a breach allegation¹³ or whether the common dictionary definition is known to be ineffective - 'a stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.'¹⁴

Securing Personal Advantage of Disadvantaging Others – Regulation 7 of the current Local Government (Rules of Conduct) Regulations

The Model Code is consistent with the current Regulations.

¹³ Section 6 of the *Interpretation Act 1984* (WA) applies – 'Definitions in a written law, application of'

¹⁴ Oxford English Dictionary



Repeated Breaches of Part B – Not currently Regulated

This new provision will provide an accountability measure where a council member continually breaches the behavioural requirements of Part B of the Model Code and appears to face value to have merit.

Item (iii) of this Rule will require thoughtful consideration, as it requires the Council to make a determination by resolution before a council member, who is found to have committed three or more breaches under Part B, can be referred to the Local Government Standards Panel:

‘(and) iii. the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part.’

WALGA notes that this new provision did not appear in early drafts of the Model Code and therefore was not considered at the Working Group convened by the Department of Local Government, Sport and Cultural Industries.

Prohibition against Involvement in Administration – Regulation 9 of the current Local Government (Rules of Conduct) Regulations

The Model Code is consistent with the current Regulations.

Relations with Local Government Employees - Regulation 10 of the current Local Government (Rules of Conduct) Regulations

The Model Code creates a definition of the term ‘employee’ which does not appear in the current Rules of Conduct. This definition references Section 5.36 of the Act, whereas the Act defines ‘employee’ under Section 1.4.

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

‘behave in an abusive or threatening manner towards any local government employee’

Unauthorised Disclosure of Information - Regulation 6 of the current Local Government (Rules of Conduct) Regulations

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

‘personal information as defined in the Freedom of Information Act 1992’

The remainder of the Model Code is consistent with the current Regulations.



Disclosure of Interest - Regulation 11 of the current Local Government (Rules of Conduct) Regulations

The Model Code amends the definition of the term 'interest'. It currently reads:

'interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association'

It is amended to read:

'interest means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest'

It is unclear why it is proposed to amend this definition, given that the terms '*kinship, friendship or membership of an association*' provide useful reference points that presently help council members to understand their responsibility to declare this type of interest.

Contravention of certain Local Laws - Regulation 4 of the current Local Government (Rules of Conduct) Regulations

This provision is now included in Part B of the Model Code at 2.10 and 2.11.

WALGA seeks comment on the proposed Part C Model Code provisions.

5.3 Mandatory Code of Conduct for Council Member, Committee Members and Candidates – Sector Feedback (05-034-01-0001JMc)

By James McGovern, Manager Governance

Recommendation

That WALGA:

1. Request the Mandatory Code of Conduct Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries;
2. Refer the following matters to the Working Group for further consideration:
 - (a) **Part B – Behaviours**
 - i. ensuring principles of natural justice can be adequately upheld in all circumstances;
 - ii. training opportunities that will assist Council Members determine complaint outcomes under Part B;
 - iii. development of a template Complaints Management Policy;
 - iv. reconsider the purpose of allowing 'any person' to make a complaint;
 - v. ensuring Committee Members and Candidates are included in Part B; and
 - vi. re-naming 'Rules' to an appropriate term throughout Part B.
 - (b) **Part C – Rules of Conduct**
 - i. review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel; and
 - ii. review the proposal to amend the definition of an 'interest' relating to Impartiality Interests from the present definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.
3. Recommend the Working Group develop an endorsed Mandatory Code of Conduct for further consultation with the Local Government sector.

In Brief

- The *Local Government Legislation Amendment Act 2019* was assented to in July 2019 and introduced a range of Act amendments, including provision by future amendment to Section 5.103, for a mandatory Code of Conduct for Council Members, Committee Members and Election Candidates.
- In preparation for the new Code, the Department formed a Working Group that included WALGA, to consider the content of a future Code.
- Prior to endorsement by the Working Group, the Department of Local Government, Sport and Cultural Industries released a Consultation Paper in September requesting sector feedback by the amended date of 6 December 2019.
- WALGA provided a Draft Submission to Member Local Governments and feedback received by 25 October is incorporated in this report; additional commentary is anticipated as part of the WALGA Zone process.

Attachments

- Mandatory Code of Conduct – Draft for Consultation:
<https://walga.asn.au/getattachment/Documents/Item-5-3-attachment-draft-code-of-conduct-with-guidelines.docx?lang=en-AU>
- WALGA Mandatory Code of Conduct Draft:
<https://walga.asn.au/getattachment/Documents/Item-5-3-attachment-link-Draft-Submission-on-Code-of-Conduct-October-2.pdf?lang=en-AU>

Relevance to Strategic Plan

Key Strategies

Engagement with Members

- Deliver a broad range of benefits and services that enhance the capacity of member Local Governments;
- Improve communication and build relationships at all levels of member Local Governments;
- Provide ongoing professional development and interactive opportunities for Elected Members to contribute to debate on sector issues;
- Build a strong sense of WALGA ownership and alignment.

Sustainable Local Government

- Continue to build capacity to deliver sustainable Local Government;
- Provide support to all members, according to need;
- Represent the diversity of members' aspirations in the further development of Local Government in Western Australia;
- Foster economic and regional development in Local Government.

Enhanced Reputation and Relationships

- Communicate and market the profile and reputation of Local Government and WALGA;
- Promote WALGA's advocacy successes with the sector and the wider community;
- Strengthen effective relationships with external peak bodies and key decision makers in State and Federal Government;
- Develop simple and consistent messages that are effectively articulated;
- Promote WALGA's supplier agreements to assist Local Governments.

Policy Implications

This process will establish WALGA's advocacy position on the Mandatory Code of Conduct.

Budgetary Implications

Nil.

Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to Mandatory Codes of Conduct for Council Members, Committee Members and Candidates for Local Government Elections under Section 5.103 as amended by the *Local Government Legislation Amendment Act 2019*).

The Department of Local Government, Sport and Cultural Industries released the *Mandatory Code of Conduct for Council Members, Committee Members and Candidates* ('Mandatory Code') for consultation in September 2019, seeking a response by the amended date of 6 December 2019.

WALGA and other invited parties participated in the Mandatory Code of Conduct Working Group to develop the document, however the Draft for Consultation was released prior to endorsement by the Working Group, and there are a number of unresolved issues previously raised by WALGA's representatives that will be expanded upon in this submission.

WALGA's Draft Submission drew attention to matters of concern and inconsistency with the Mandatory Code, including anomalies in how the legislative amendments are translated into the Code. Members were asked to provide a response by 25 October 2019 and were informed that in the absence of comment by this date, there would be additional opportunity to provide commentary as part of the WALGA Zone process. By the close of submissions, 13 Local Governments were able to provide responses that are reflected in the following report.

SECTOR FEEDBACK ON WALGA DRAFT SUBMISSION

The Mandatory Code is constructed in three Parts:

- **Part A** – Principles [Section 5.103(2)(a)]
- **Part B** – Behaviours [Section 5.103(2)(b)]
- **Part C** – Rules of Conduct [Section 5.103(2)(c)]

Part A - Principles

Part A sets out the general Principles that will be contained in the Mandatory Code. Both WALGA and the respondent Local Governments support the content.

Recommendation

Part A – Principles are supported.

Part B - Behaviours

Part B contains the standards of behaviour that are expected of Council Members and it is notable that Committee Members and Candidates are excluded from this Part of the Mandatory Code with no reason given provided in the Department's draft.

The principle focus and intent of Part B is to create a local complaints handling process for allegations of a breach of one or more of the range of behaviours identified in Rule 2.1 through 2.16.

Draft Submission responses to Part B focused on complaints that are to be dealt with under a process set out in a Council policy in accordance with Rule 2.17 through 2.22.

Findings of a breach may result in recommendations for apology, training, counselling and mediation – Rule 2.23 through 2.29 and Attachment 1. Understandably, Councils will not be empowered to apply punitive measures under Part B of the Mandatory Code.

Respondents agreed that, as the majority of Local Government Council Members do not currently monitor one another's behavior, and few operate a local complaints process under the current Code of Conduct, the sector has limited experienced managing a task of this nature and may therefore be inadequately prepared. The Mandatory Code, under 'Guidelines', refers to standards and resources that are generally available to guide development of a policy, but there is no contemplation of training and educating Council Members. The *Council Member Essentials* universal training requirements in Regulation 35 of the *Local Government (Administration) Regulations* are currently silent on complaints management processes.

Local Governments currently operating a Code of Conduct complaints process noted that it can be easily bypassed by the non-participation of the Council Member who is subject of a complaint. The Mandatory Code offers no insight on how this simple avoidance tactic may be overcome.

WALGA Draft Submission responses are summarized in the following observations:

- (a) The Mandatory Code informs that the complaints handling process must observe the principles of natural justice (the hearing rule; the bias rule; the evidence rule). A number of respondents commented that if a Council became factionalised, whether actual or perceived, it may hinder application of natural justice (e.g. the bias rule) when dealing with complaints or lead to a rash of complaint upon complaint. The latter issue has already been identified in reviews of the Local Government Standards Panel. Involvement of an independent mediator/arbitrator may assist but comes at a cost to the Local Government;
- (b) The Mandatory Code references a number of resources to assist each Local Government develop a complaints policy, however a standard template developed by the Department of Local Government, Sport and Cultural Industries is preferred as it will ensure consistency;

- (c) the ability for 'any person' to make a complaint is questioned, as the purpose of the Mandatory Code (as with the current Code) is to promote appropriate collegiate behaviours among Council Members. Allowing uninvolved third parties to become involved by making a complaint mirrors the Rules of Conduct Regulations but appears an overreach in terms of Part B – Behaviours;
- (d) There is broad agreement with WALGA's commentary that the Department's Draft for Consultation was released prematurely, prior to the established Working Group reaching consensus on an appropriate draft;
- (e) Clarification is required on why Part B excludes reference to Committee Members and Candidates; and
- (f) the phrase 'Rules' is already associated with the current Rules of Conduct Regulations and Part C of the Mandatory Code, therefore an alternative nomenclature is recommended.

Part B Recommendations

That 'Part B – Behaviours' be referred back to the Mandatory Code of Conduct Working Group to consider Local Government responses and observations on the following:

- i. ensuring principles of natural justice can be adequately upheld in all circumstances;
- ii. training opportunities that will assist Council Members determine complaint outcomes under Part B;
- iii. development of a template Complaints Management Policy;
- iv. reconsider the purpose of allowing 'any person' to make a complaint;
- v. ensuring Committee Members and Candidates are included in Part B; and
- vi. re-naming 'Rules' to an appropriate term throughout Part B.

Part C – Rules of Conduct

The current Rules of Conduct will essentially be transferred to the Part C of the Mandatory Code and the Local Government Standards Panel will remain responsible for dealing with allegations of a minor breach.

Part C of the Mandatory Code includes the addition of a table of contents headed 'Elements of Rule of Conduct' relevant to each Rule. The Consultation Paper contains no explanation for the Elements and there is support for WALGA's proposal to seek comment on their purpose and intent i.e. is it intended to assist the Local Government Standards Panel in their deliberations?

In addition to the existing Rules, a new Rule is proposed to deal with repeated breaches of Part B of the Mandatory Code. WALGA's Draft Submission notes this concept was not considered by the Mandatory Code Working Group and respondents agreed to seek further comment on this proposal.

The Mandatory Code proposes to change the definition of 'interest', in relation to impartiality interests. Regulation 11 of the Local Government (Rules of Conduct) Regulations currently define 'interest' as:

'interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association'

The Mandatory Code reads:

'interest means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest'

The use of the phrase 'material' in the context of an impartiality interest is more than likely to confuse this interest with one required to be declared under Section 5.60 of the Local Government Act. For example, there already exists in legislative and case law references to 'material'; in the context of a personal interest, in Section 191 of the Corporations Act 2001; and in case law where it is found a duty exists to declare a 'material' interest where it has capacity to affect a vote (*Grand Enterprises Pty Ltd v Aurium Resources Ltd* (2009) 256 ALR 1). No explanation has been provided for this

proposed change and respondents agree with WALGA's view that the alteration is unwarranted and potentially confuses an already well understood and applied definition relating to impartiality interests.

Part C Recommendations

That 'Part C – Rules of Conduct' be referred back to the Mandatory Code of Conduct Working Group to consider Local Government responses and observations on the following:

- i. review the rationale for creating a new Rule of Conduct breach where three or more breaches of Part B – Behaviours are found and the Local Government resolves to refer the matter to the Local Government Standards Panel;
- ii. review the proposal to amend the definition of an 'interest' relating to Impartiality Interests from the current definition in Regulation 11 of the Local Government (Rules of Conduct) Regulations.

Summary

WALGA has expressed disappointment that the Mandatory Code was released for sector comment prior to endorsement by the Working Group established to facilitate its development. It is therefore proposed that WALGA adopt a principle advocacy position that the Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries to consider the matters raised in response to the Department's Draft for Consultation.



5.4 Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination – Sector Feedback (05-034-01-0001 JMC)

By James McGovern, Manager Governance

Recommendation

That WALGA:

- 1. Request the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened by the Department of Local Government, Sport and Cultural Industries; and**
- 2. Refer the following matters to the Working Group for consideration:**
 - (a) Removal from the Model Standards the requirement to readvertise CEO positions after 10 years of continuous service;**
 - (b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;**
 - (c) Reconsideration of the proposal for independent review of the recruitment process;**
 - (d) Support the role of the Department of Local Government, Sport and Cultural Industries as the regulator for monitoring and compliance; and**
 - (e) Further investigate a role for a Local Government Commissioner.**
- 3. Recommend the Working Group develop endorsed Model Standards for further consultation with the Local Government sector.**

In Brief

- The *Local Government Legislation Amendment Act 2019* was assented to in July 2019 and introduced a range of Act amendments, including provision by future commencement of new Section 5.39A 'Model standards for CEO recruitment, performance and termination.'
- The Department of Local Government, Sport and Cultural Industries formed a Working Group that included WALGA, to consider the content of future Model Standards.
- Prior to endorsement by the Working Group, the Department of Local Government, Sport and Cultural Industries released a Consultation Paper in September requesting sector feedback by the amended date of 6 December 2019.
- WALGA provided a Draft Submission to Member Local Governments and feedback received by 25 October is incorporated in this report; additional commentary is anticipated as part of the WALGA Zone process.

Attachments

- Standards and Guidelines for CEO Recruitment, Performance Review and Termination – Draft for Consultation:

<https://walga.asn.au/getattachment/Documents/Item-5-4-attachment-draft-ceo-standards-and-guidelines.docx?lang=en-AU>

- WALGA Model CEO Standards Draft Submission:

<https://walga.asn.au/getattachment/Documents/Item-5-4-attachment-Draft-Submission-on-CEO-Standards-and-Guidelines-O.pdf?lang=en-AU>



Submission

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

November 2019

Contents

GENERAL COMMENTS	3
PART A – PRINCIPLES	4
PART B – BEHAVIOUR	4
PART C – RULES OF CONDUCT	5

GENERAL COMMENTS

The Shire of Mundaring is supportive of industry efforts to implement legislative reform that better defines the standards of acceptable conduct for Elected Members, Committee Members and Candidates and greater enforcement powers for the Department of Local Government, Sport and Cultural Industries (DLGSCI) or other agency when the conduct of individual Elected Members does not meet the accepted standard.

There have been many reported incidents in recent times that supports overwhelming anecdotal evidence, that the poor conduct of individual elected members is causing great detriment to their own local governments and the wider public perception of the sector.

The inadequacy of the existing legislation to properly investigate this misconduct, the lack of capacity within DLGSCI to investigate and the inadequate penalties that may be applied have all contributed to the empowerment of Elected Members who disregard the existing standards and the poor perception of local government by the general public.

While the "Draft for Consultation" is seen as positive step in the right direction, the Shire of Mundaring is of the view that the new Model Code still requires significant work and sector consultation to best serve the needs of local government in this State.

Given the importance of the Draft Code, the apparent haste to implement is considered counterproductive and it is strongly recommended that DLGSCI take whatever time is required to ensure the Code, when implemented, is able to meet the long terms needs of the sector.

Shire of Mundaring:

- DOES NOT SUPPORT the Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates in its present form and recommends that the sector be invited to provide direct input into a new Draft.

PART A – PRINCIPLES

The principles contained in the Draft Code are broad behaviours that Elected Members, Committee Members and Candidates must take into consideration in their role as public or prospective public representatives.

These principles are sufficiently broad to guide the behaviours of the members and candidates and it is suggested that they provide guidance to the Standards Panel and the local government in determining whether 'improper use of office' has occurred in terms of the conduct matters to be investigated by the local government (under Part B of the Draft Code) or by the Standards Panel (under Part C of the Draft Code).

Shire of Mundaring:

- SUPPORTS the Principles contained in the Draft Mandatory Code of Conduct

PART B – BEHAVIOUR

The behaviours contained in Part B of the Draft Code and accompanying complaint management process for alleged breaches would only appear to relate to Elected Members and not Committee Members and Candidates. The exclusion of these two later groups is not explained and requires clarification.

The Draft Code contains a list of possible actions for breaches of Part B.

The Draft further suggests that the "emphasis should be on an educative role to avoid sound working relationships and avoid repeat breaches, rather than punishment". This may work well for many of the potential breaches that may be brought forward however as the Local Government will be responsible for taking any action it is recommended that the penalties be expanded to more punitive sanctions.

Training, mediation and an apology are not effective tools for a local government to administer Part B of the Code, especially when faced with a particularly intransigent offender who refuses to admit any wrong doing. The number of meaningless and insincere apologies generated from the current provisions would be testament to this. Additional actions could include fines or temporary suspension for repeat offenders.

Attempting to deal with such an individual by education and mediation is likely to have the reverse effect of developing relationships and is more likely to further erode tenuous relationships by requiring a fellow Elected Member to sit in judgment of their actions.

Such an arrangement could also lead to inconsistent findings across the 142 local governments in Western Australia for essentially the same offence.

A member of staff would not be inclined to submit a complaint against an Elected Member knowing that the matter will be determined by Elected Members.

There is also the very real potential for criticism of the processes undertaken to investigate a complaint in the absence of a consistent framework and trained officers. Such criticisms are likely to further erode relationships rather than strengthen them as suggested in the Draft Code.

The flexibility contained within Part B for local governments to add to the list of behaviours, as long as they do not contradict the Standard Model Code of Conduct, are welcomed to ensure that the Model Code does reflect a specific local governments culture and values.

Further discussion of these matters is required and it is the view of the Shire of Mundaring at this point in time that all complaints should be managed by DLGSCI of an expanded Standards Panel.

Shire of Mundaring;

- SUPPORTS the local government being able to modify the Draft Model Code of Conduct to reflect their specific cultural values.
- DOES NOT SUPPORT the possible actions suggested for Part B breaches, believing them to be inadequate to deal with repeat and extreme offenders and almost certainly to be detrimental to relationships at a Council level.
- RECOMMENDS further consideration be given by the Department of Local Government, Sport and Cultural Industries to all complaints made under Part 2 of the Draft Code of Conduct being investigated and determined by trained staff under the auspices of the Department or Standards Panel with the appropriate level of administrative support.
- RECOMMENDS clarification being provided as to whether Part 2 of the Model Code of Conduct applies to committee members and candidates.

PART C – RULES OF CONDUCT

Similar to Part B, Part C of the Model Code only refers to council members and not committee members and candidates. This requires further clarification.

These rules detailed in part C of the Draft Code largely reflect those contained in the existing provisions of the *Local Government (Rules of Conduct) Regulations 2007*. One of the failings of the existing system is that complaints made under these provisions are referred to the Standards Panel for consideration. The Standards Panel has no investigative powers and rely on the quality, or lack thereof, of the information provided by the parties to a complaint. There is no mention of the Standards Panels powers being expanded in the new Draft Code however the Shire is of the view that the findings of the Panel would be improved by having some form of investigate powers to ensure the information received is accurate and contains all the necessary facts required to make an informed decision.

Shire of Mundaring SUPPORTS in principle Part C – Rules of Conduct of the Model Code subject to further consideration being given to the role of the Standards Panel and specifically their power to conduct an investigation.

10.9 Corporate Business Project Report - 1 July - 30 September 2019

File Code	OR.CMA 16
Author	Janice Byers, Organisational Development Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Corporate Business Plan Project Report 1 July - 30 September 2019 ↓

SUMMARY

Council adopted the Corporate Business Plan (CBP) for the period 2019/20 -2022/23 on 11 June 2019. The CBP contains a range of strategic and planning priorities to be implemented over the four year period. Council receives quarterly reports about the implementation of these priorities. The purpose of reporting is to provide an internal review and monitoring function that allows the Shire to respond to change through a systematic reporting process.

This first quarter Corporate Business Project Report (CBPR) reflects projects and actions progress as at 30 September 2019 and reports on the status of each of these.

Covered in the report there are 13 projects underway as follows:

- Four projects have continued from the previous financial year as planned; and
- Nine new projects identified during the 2019/20 Corporate Business Planning process are currently in progress.

It is recommended that Council note the progress to date of these key projects.

BACKGROUND

Section 5.56 of the *Local Government Act 1995* (the Act) “Planning for the Future” requires a local government to plan for the future of the district and to make plans in accordance with the regulations. Regulations came into effect 1 July 2013 requiring all local governments to have developed and adopted a Strategic Community Plan (SCP) and a Corporate Business Plan supported and informed by resourcing and delivery strategies. These plans will drive the development of each local government’s annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The reporting element is the process by which local government informs the community and statutory bodies on its progress in delivering services, projects and other operations to meet the community’s short term, medium term and long-term aspirations.

Section 5.53 of the Act requires the annual report to contain an overview of the plan for the future of the district, including major initiatives that are proposed to commence or to continue in the next financial year.

STATUTORY / LEGAL IMPLICATIONS

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

Regulation 19DA of the *Local Government (Administration) Regulations 1996* sets out the requirements for preparing, adopting, reviewing and modifying the Corporate Business Plan.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.1 – Increase transparency and responsiveness of Shire administration processes

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

EXTERNAL CONSULTATION

Nil

COMMENT

The first quarter CBPR has 13 projects, which are reported on regularly. The status is as follows:

Status	No.	Project Title
In Progress and continued from 2018/19	4	Mundaring Multi-purpose Community Facility Concept Plan and Town Centre Land Assembly; Mundaring Oval Lighting Upgrade Public Health Plan; and Weed Control Strategy

New Projects in 2019/20 - In progress	9	Broz Park New Toilet Block Public Open Space Strategy Reconciliation Action plan Energy and Emissions Reduction Initiatives Local biodiversity Strategy Morgan John Morgan reserve Upgrade Mt. Helena Skate Park Extension Mundaring Tennis Club Court Resurfacing; and Scott Street Bridge Upgrade
---------------------------------------	---	---

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION	C20.12.19
Moved by	Cr Burbidge
Seconded by	Cr Jeans

That Council notes the progress to date that is listed in the quarterly Corporate Business Project Report 1 July – 30 September 2019 shown in **Attachment 1**.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

Corporate Business Project Report 1 July – 30 September 2019

Cancelled, Deferred,
On Hold

Complete

On Schedule

Behind Schedule

Overdue

Not Started (No
Colour)

Built Environment [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Broz Park New Toilet Block	Broz Park Toilet Block	23/09/2019	26/06/2020	100	13	In Progress	Architect appointed to develop plans
Public Open Space Strategy	Public Open Space Strategy	1/07/2019	1/07/2020	100	10	In Progress	Research stage concluded: All relevant stakeholders identified and involved in capturing the data for inclusion in the draft plan. The next stage will be to seek and appoint a consultant to prepare strategic plan map.
Community [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Mundaring Civic Precinct Concept Plan	Mundaring Town Centre Land Assembly Project	2/07/2018	30/06/2020	100	19	In Progress	Consultants appointed. Inception meeting and provision of data to consultant took place in June 2019. Consultation and engagement plan in development.
Mundaring Oval Lighting Upgrade	Mundaring Oval Lighting Upgrade	2/07/2018	31/03/2020	100	8	In Progress	Design and documentation works have commenced. Funding application for additional \$65,000 has been submitted.
Public Health Plan	Delivery of agreed project milestones.	7/03/2018	30/06/2021	15	69	In Progress	Presentation to Council Forum 18 November 2019
Reconciliation Action Plan	Development of Reconciliation Action Plan	1/07/2019	30/06/2021	100	10	In Progress	RFQ developed with submissions received. Consultant submissions are currently being analysed with appointment anticipated in December 2019 in preparation for project commencement in February 2020
Governance [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Energy and Emissions Reduction initiatives	Energy and Emissions Reduction Initiatives	1/07/2019	30/06/2023	100	5	In Progress	Participation in EMRC Building Benchmarking project underway with consultant recently appointed for energy audits. Energy Team undertaking specific actions within service areas following Energy and Emissions Reduction Plan.

Natural Environment [Strategic Community Plan(2016-2026)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Local Biodiversity Strategy (review to integrate various past strategies)	Local Biodiversity Strategy (review to integrate various past strategies)	1/07/2019	30/06/2020	0	10	In Progress	EAC 20/11/19 continued support for broader strategy integrating weed control strategy, wildlife corridor strategy etc. Internal stakeholder meetings underway. Initial external stakeholder meeting held with EMRC, City of Swan, City of Kalamunda and Landgate on current approaches and potential connections to remote data collection and regional mapping.
Weed Control Strategy Review	Weed Control Strategy review	16/07/2018	30/06/2020	100	53	In Progress	Scope revised to focus more on weed control methods due to community concerns about chemical weed control and intention for strategic elements to be integrated into Local Biodiversity Strategy. Priority weed list updated, independent report on weed control options received, and position statement to be developed.

Thriving Community [Corporate Business Plan(2013-2023)]							
Business Case	Project	Start Date	Due Date	% Of Parent	% Complete	Status	Comments
Morgan John Morgan reserve Upgrade	Morgan John Morgan Reserve Upgrade	1/07/2019	25/06/2021	100	13	In Progress	Masterplan prepared ready for feedback
Mt Helena Skate Park Extension	Mt Helena Skate Park Extension	1/07/2019	26/06/2020	100	3	In Progress	Community engagement will commence in December 2019
Mundaring Tennis Club Court Resurfacing	Mundaring Tennis Court Resurfacing	2/09/2019	27/03/2020	100	37	In Progress	Works are on track
Scott Street Bridge Upgrade	Scott Street Bridge Upgrade	1/07/2019	28/06/2024	100	3	In Progress	Preparation works being organised by MRWA

10.10 Appointment of Deputy Elected Member to Eastern Subgroup of the Metropolitan Regional Road Group

File Code	OR.MTG
Author	Shane Purdy, Director Infrastructure Services
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Council is invited to appoint a deputy Elected Member to the Eastern Subgroup of the Metropolitan Regional Road Group to facilitate the easy replacement of the nominated Elected Member in situations where that Elected Member is not be able to attend those meetings.

BACKGROUND

At the Special Council meeting of 28 October 2019 Elected Members were appointed to the various Committee, internal and external working group roles.

Since the Special Council meeting a meeting of the Eastern Subgroup of the Metropolitan Regional Road Group has occurred. It was observed that several of the other Local Governments had nominated a deputy to this group, to make the deputising process easier for that Local Government, should the nominee not be able to attend.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.2 – Transparent, responsive and engaged processes for Shire decision making

Strategy 1.2.2 – Increase open and regular communication between elected members and the community

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputational: Elected Members refuse to nominate for appointment to committees, advisory groups and representative meetings		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
Council appoints Elected Members after each local government election		

EXTERNAL CONSULTATION

Nil

COMMENT

The following table lists the representative Group for which a deputy elected member representation is sought.

External Committees	Required	Meeting frequency	Duration
Eastern Subgroup of the Metropolitan Regional Road Group	1 Elected Member plus 1 Deputy Elected Member	Six-monthly	1 ½ hours

Councillor Martin was appointed to the Eastern Subgroup of the Metropolitan Regional Road Group at the 28 October 2019 Special Council meeting. Since this meeting it has been established that it is desirable to formalise a deputy Elected Member position to this group, in case the appointed Elected Member is not available.

Several other Local Governments on the Eastern Subgroup of the Metropolitan Regional Road Group have formally elected deputies to the group during their appointments to Committees and working groups.

At the recent group meeting Councillor Jeans informally deputised for Councillor Martin, noting that Councillor Jeans was the previous incumbent to that position.

VOTING REQUIREMENT

Simple Majority

Cr Jeans nominated for the position of deputy member to the Eastern Subgroup of the Metropolitan Regional Road Group. There being no further nominations Cr Jeans was appointed.

COUNCIL DECISION RECOMMENDATION	C21.12.19
Moved by Cr Burbidge Seconded by Cr Driver	

That Council appoints Cr Jeans as deputy member to the Eastern Subgroup of the Metropolitan Regional Road Group.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

10.11 List of Payments made during October 2019

File Code	FI.RPT 1
Author	Andrea Douglas, PA to Director Corporate Services
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Payment Listing October 2019 ↓

SUMMARY

A list of accounts paid from the Municipal Fund or Trust Fund under the Chief Executive Officer's delegated authority for the month of October 2019 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 provides for the effective and timely payment of the Shire's contractors and other creditors

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.1 – Prudently consider resource allocation

SUSTAINABILITY IMPLICATIONS

Expenditure has been incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles

RISK IMPLICATIONS

Financial Impact

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

COUNCIL DECISION RECOMMENDATION	C22.12.19
Moved by Cr Russell Seconded by Cr Jeans	

That Council notes the list of payments made during October 2019.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green,
 Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

PAYMENTS BETWEEN MEETINGS

In compliance with *Regulation 13 of the Local Government (Financial Management) Regulations 1996* (as amended) a list of accounts paid since the last such list was prepared is to be presented to the next Ordinary Meeting of Council and included in the minutes of that meeting.

The attached schedule of accounts paid is for the period made during October 2019 totalling \$ **5,667,568.22** be received by Council covers:

- Municipal Cheques 200371 – 200377;
- Electronic Funds Transfers; and
- Trust Fund Cheques N/A

Schedule of Accounts:

	Amounts \$	Total \$
MUNICIPAL ACCOUNT		
MUNICIPAL CHEQUE PAYMENTS	24,233.24	
EFT PAYMENTS	4,020,296.70	
EFT PAYROLL PAYMENTS	1,471,804.92	
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	21,162.55	
DEBIT SUCCESS & QUIKKIDS	236.83	
FLEETCARE FUEL PAYMENTS	3,346.43	
COMMONWEALTH BANK BPOINT FEES	1,782.57	
BENDIGO MERCHANT BANK FEES	4,485.84	
BENDIGO DIRECT DEBIT FEES	398.97	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	24,379.30	
KONICA MINOLTA – PRINTER LEASE	3,267.00	
PUMA FUEL	121.16	
WA TREASURY CORPORATION	91,888.81	
RMS – LAKES MONTHLY LICENCE FEE	163.90	
TOTAL MUNICIPAL ACCOUNT		5,667,568.22
TRUST ACCOUNT		Nil
TOTAL ALL SCHEDULES		5,667,568.22

Payee	Cheque No	Date	Details	Subtotal	Total
Shire of Mundaring - Municipal Fund	Account : 633-000 158416347				
Cheque Details					
Shire of Mundaring	00200371	10/10/2019	FLOAT		\$600.00
		10/10/2019	FLOAT FOR BILGOMAN POOL SUMMER 2019/2020	\$600.00	
Shire of Mundaring	00200372	10/10/2019	TRADE IN		\$21,500.00
		10/10/2019	TRADE IN P2485 1GWE240 (WAS 081MDG) 2015 ISUZU DMAX	\$21,500.00	
Shire of Mundaring	00200373	10/10/2019	PETTY CASH REIMBURSEMENT		\$439.30
		10/10/2019	PETTY CASH REIMBURSEMENT - BROWN PARK	\$154.65	
		10/10/2019	PETTY CASH REIMBURSEMENT - MIDVALE EARLY CHILDHOOD CENTRE	\$186.05	
		10/10/2019	PETTY CASH REIMBURSEMENT - LAKE LESCHENAU LTIA	\$98.30	
West Australian Newspapers Ltd	00200374	14/10/2019	NEWSPAPER SUBSCRIPTION		\$144.00
		11/10/2019	NEWSPAPER SUBSCRIPTION	\$144.00	
Shire of Mundaring	00200375	14/10/2019	PETTY CASH REIMBURSEMENT		\$186.50
		14/10/2019	PETTY CASH REIMBURSEMENT - EASTERN REGION FAMILY DAYCARE CENTRE	\$186.50	
Shire of Mundaring	00200376	21/10/2019	PETTY CASH REIMBURSEMENT		\$298.64
		21/10/2019	PETTY CASH REIMBURSEMENT - SHIRE DEPOT	\$298.64	
Shire of Mundaring	00200377	28/10/2019	PETTY CASH REIMBURSEMENT		\$1,064.80
		28/10/2019	PETTY CASH REIMBURSEMENT - BROWN PARK	\$211.65	
		28/10/2019	PETTY CASH REIMBURSEMENT - ADMIN	\$853.15	
			Total Confirmation Cheques		\$24,233.24
Electronic Funds Transfer					
Mr J H Cattell	2362.13063-01	04/10/2019	REFUND RATES		\$900.00
		04/10/2019	RATES REFUND	\$900.00	
Ms V J Watson	2362.13064-01	04/10/2019	REFUND RATES		\$736.92
		04/10/2019	RATES REFUND	\$736.92	
Mrs A Allen	2362.13065-01	04/10/2019	REFUND RATES		\$890.82
		04/10/2019	RATES REFUND	\$890.82	
Water Corporation	2363.34-01	04/10/2019	WATER RATES & FEES		\$1,246.41
	6004694442	04/10/2019	WATER RATES & FEES	\$7.55	
	6004697117	04/10/2019	WATER RATES & FEES	\$256.84	
	6004697977	04/10/2019	WATER RATES & FEES	\$60.43	
	6004697539	04/10/2019	WATER RATES & FEES	\$20.14	
	6004697985	04/10/2019	WATER RATES & FEES	\$83.09	
	6015437724	04/10/2019	WATER RATES & FEES	\$27.70	
	6004696448	04/10/2019	WATER RATES & FEES	\$30.22	
	6004695948	04/10/2019	WATER RATES & FEES	\$506.12	
	6004674708	04/10/2019	WATER RATES & FEES	\$203.98	
	6004676180	04/10/2019	WATER RATES & FEES	\$15.11	
	6004677028	04/10/2019	WATER RATES & FEES	\$35.25	
Michael Page International (Australia) Pty Ltd	2364.10416-01	10/10/2019	TEMP STAFF		\$2,927.60
	339715	04/10/2019	TEMP STAFF - FINANCE	\$1,472.87	
	337850	04/10/2019	TEMP STAFF - FINANCE	\$1,454.63	
WA Recycling	2364.10461-01	10/10/2019	WASTE DISPOSAL		\$211.20
		08/10/2019	DISPOSAL OF WASTE SAND FROM SAND PITS	\$211.20	
Grants Empire	2364.10637-01	10/10/2019	GRANT WRITING		\$858.00
	00001828	08/10/2019	GRANT WRITING - CHIDLOW SKATE PARK PROJECT	\$858.00	
Ixom Operations Pty Ltd	2364.10921-01	10/10/2019	CHLORINE GAS		\$174.25
	6148599	07/10/2019	CHLORINE GAS	\$174.25	
Sapio Pty Ltd	2364.11017-01	10/10/2019	ALARM MONITORING		\$2,071.63
	SP130800	13/09/2019	INSTALL ALARM SYSTEM AT SWAN VIEW YOUTH CENTRE	\$2,071.63	

Payee	Cheque No	Date	Details	Subtotal	Total
Frontline Fire & Rescue Equipment	2364.11135-01	10/10/2019	EQUIPMENT PURCHASES		\$159.61
	65138	20/09/2019	EQUIPMENT PURCHASES - WOOROLOO VBFB	\$159.61	
Ergolink (Max & Claire Pty Ltd T/A)	2364.11413-01	10/10/2019	OFFICE FURNITURE		\$318.25
	SI-00067387	19/09/2019	OFFICE FURNITURE	\$318.25	
S and I Services (Sneska Ilkij T/A)	2364.11452-01	10/10/2019	CLEANING		\$280.00
	162	08/10/2019	CLEANING SERVICES	\$280.00	
Swan Valley Fresh (Vendor Management Solutions Pty Ltd T/A)	2364.11474-01	10/10/2019	KIOSK SUPPLIES		\$277.87
	00025691	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$277.87	
Department of Fire & Emergency Services - Annual Monitoring	2364.11633-01	10/10/2019	ANNUAL MONITORING		\$1,840.93
	51342	08/10/2019	MUNDARING ARENA ANNUAL MONITORING - DFES DBA	\$1,840.93	
Veris Australia Pty Ltd	2364.11648-01	10/10/2019	SURVEYING SERVICES		\$1,749.00
	VI023879	08/10/2019	PART FEATURE SURVEY - 75 SWAN VIEW RD, SWAN VIEW	\$1,749.00	
Swan Veterinary Hospital	2364.11846-01	10/10/2019	MICROCHIPPING		\$40.00
	648746	07/10/2019	MICROCHIPPING	\$40.00	
Pedersens Hire & Structures Pty Ltd	2364.11939-01	10/10/2019	EQUIPMENT HIRE		\$5,500.00
	51486	07/10/2019	SUPPLY & INSTALL HIRED CARPET TILES - MUNDARING ARENA ON 27/08/19	\$5,500.00	
Department of Human Services - Child Support	2364.12-01	10/10/2019	CHILD SUPPORT PAYMENT		\$146.42
	PY02-07-CHILD SU	29/09/2019	CHILD SUPPORT PAYMENT	\$146.42	
Recruitwest Pty Ltd	2364.12078-01	10/10/2019	TEMP STAFF		\$17,648.66
	C INV 527552	08/10/2019	TEMP STAFF - DEPOT	\$17,648.66	
Markepra Trading Pty Ltd T/A Inn Mahogany Creek	2364.12163-01	10/10/2019	ROOM HIRE & CATERING SERVICES		\$3,082.50
	TMI-F3752 JA	07/10/2019	ROOM HIRE & CATERING ANNUAL CAPTAINS DINNER ON 12/10/19	\$3,082.50	
WA School Canteen Suppliers	2364.12183-01	10/10/2019	KIOSK SUPPLIES		\$297.89
	00007319	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$297.89	
Biobean Coffee Pty Ltd	2364.12185-01	10/10/2019	KIOSK SUPPLIES		\$198.00
	00009723	19/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$198.00	
MBC Trees and Bobcat	2364.12336-01	10/10/2019	MITIGATION WORKS		\$8,140.00
	688-2019	08/10/2019	MITIGATION WORKS - CROMWELL RD SAWYERS VALLEY	\$3,828.00	
	685-2019	08/10/2019	MITIGATION WORKS - CROMWELL TO HORACE ST SAWYERS VALLEY	\$1,738.00	
	687-2019	08/10/2019	MITIGATION WORKS - MITTON PLACE SAWYERS VALLEY	\$2,574.00	
Mint Civil T/A Kalamunda Sweeping	2364.12388-01	10/10/2019	SUPPLY OF STREET SWEEPING SERVICES		\$6,120.00
	M 2321	13/09/2019	SUPPLY OF STREET SWEEPING SERVICES	\$2,160.00	
	M 2318	13/09/2019	SUPPLY OF STREET SWEEPING SERVICES	\$3,960.00	
Broadtrans Civil Pty Ltd	2364.12414-01	10/10/2019	DRAINAGE IMPROVEMENTS		\$85,863.03
	00001798	08/10/2019	DRAINAGE IMPROVEMENTS - GOODCHILD PL PAW, BELLEVUE	\$43,376.85	
	00001800	08/10/2019	DRAINAGE IMPROVEMENTS - GOODCHILD PL PAW, BELLEVUE	\$6,197.40	
	00001799	08/10/2019	ADDITIONAL WORK AT GOODCHILD PL & KATHERINE ST BELLEVUE	\$36,288.78	
MDM Plumbing and Gas	2364.12422-01	10/10/2019	PLUMBING		\$152.35
	881	07/10/2019	SUPPLY & INSTALL ANTI-VANDAL TAP FITTING - BROZ PARK	\$152.35	
Mr G Wood	2364.12470-01	10/10/2019	FENCING		\$605.00
	2477	07/10/2019	REPAIR BALUSTRADE - MUNDARING SKATE PARK	\$605.00	
Mr V Crowe	2364.12579-01	10/10/2019	LANDSCAPE, CLEANING & MAINTENANCE SERVICES		\$910.00
	1314	04/10/2019	LANDSCAPE SERVICES	\$210.00	
	1315	04/10/2019	CLEANING SERVICES	\$210.00	
	1316	04/10/2019	LANDSCAPE SERVICES	\$210.00	
	1317	04/10/2019	LANDSCAPE & MAINTENANCE SERVICES	\$280.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Officeworks Ltd	2364.12640-01	10/10/2019	STATIONERY		\$216.88
	44599181	12/09/2019	STATIONERY ITEMS	\$70.88	
	44621763	07/10/2019	MICROSOFT SCULPT ERGONOMIC DESKTOP COMBO	\$145.00	
Volich Waste Contractors Pty Ltd	2364.127-01	10/10/2019	REFUSE CONTRACT		\$106,324.79
	00005427	07/10/2019	REFUSE CONTRACT	\$220.00	
	00005428	07/10/2019	REFUSE CONTRACT	\$83,198.55	
	00005429	07/10/2019	REFUSE CONTRACT	\$2,122.38	
	00005430	07/10/2019	REFUSE CONTRACT	\$4,863.74	
	00005431	07/10/2019	REFUSE CONTRACT	\$8,585.04	
	00005432	07/10/2019	REFUSE CONTRACT	\$941.70	
	00005433	07/10/2019	REFUSE CONTRACT	\$62.75	
	00005434	07/10/2019	REFUSE CONTRACT	\$358.16	
	00005435	07/10/2019	REFUSE CONTRACT	\$484.35	
	00005436	07/10/2019	REFUSE CONTRACT	\$496.50	
	00005437	07/10/2019	REFUSE CONTRACT	\$5,181.62	
B Social Perth	2364.12736-01	10/10/2019	SOCIAL MEDIA SERVICES		\$390.00
	#052	08/10/2019	SOCIAL MEDIA SERVICES	\$390.00	
Western Trails Alliance Ltd	2364.12743-01	10/10/2019	SIGNAGE		\$165.00
	10221	08/10/2019	MODIFICATION - TRAIL SIGNAGE NEAR REFLECTIONS CAFE	\$165.00	
Logbook Me Pty Ltd	2364.12814-01	10/10/2019	SUBSCRIPTIONS		\$1,881.00
	INV-3968	08/10/2019	VEHICLE LOGBOOK SYSTEM SUBSCRIPTION SEPTEMBER 2019	\$1,881.00	
From Scratch Small Event Catering	2364.12866-01	10/10/2019	KIOSK SUPPLIES		\$478.80
	643	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$124.40	
	667	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$252.40	
	672	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$102.00	
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2364.12899-01	10/10/2019	PART S		\$147.48
	1320024050	17/09/2019	SUPPLY FIRE EXTINGUISHER FOR P2470	\$52.63	
	1320024149	17/09/2019	SUPPLY BATTERY TERMINAL PROTECTOR FOR P1013	\$94.65	
Planning Institute of Australia Pty Ltd	2364.12911-01	10/10/2019	REGISTRATION FEE		\$225.00
	106526	07/10/2019	REGISTRATION FEE - PLANET 2019	\$225.00	
SETS Enterprises	2364.12934-01	10/10/2019	TRAINING		\$6,055.50
	00015294	08/10/2019	FIRST AID TRAINING - MUNDARING VOLUNTEER FIRE FIGHTERS	\$3,300.00	
	00015445	08/10/2019	HOT FIRE TRAINING ON 14/09/2019	\$2,755.50	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2364.12944-01	10/10/2019	STREET TREE MAINTENANCE		\$19,911.20
	29	08/10/2019	STREET TREE MAINTENANCE	\$2,741.20	
	30	08/10/2019	STREET TREE MAINTENANCE	\$1,958.00	
	47	08/10/2019	STREET TREE MAINTENANCE	\$2,741.20	
	49	08/10/2019	STREET TREE MAINTENANCE	\$960.00	
	50	08/10/2019	STREET TREE MAINTENANCE	\$2,153.80	
	51	08/10/2019	STREET TREE MAINTENANCE	\$2,552.00	
	55	04/10/2019	HIRE OF EWP ON 18/09/2019	\$508.20	
	46	07/10/2019	MITIGATION WORKS - BOYAMYNE RD PARKERVILLE	\$3,831.30	
	52	08/10/2019	STREET TREE MAINTENANCE	\$1,435.50	
Shire of Mundaring	2364.13-01	10/10/2019	PAYROLL DEDUCTION		\$9,174.31
	PY02-07-Private	29/09/2019	PAYROLL DEDUCTION	\$150.00	
	PY02-07-Buy Addi	29/09/2019	PAYROLL DEDUCTION	\$549.16	
	PY01-07-Private	29/09/2019	PAYROLL DEDUCTION	\$600.00	
	PY01-07-Child Ca	29/09/2019	PAYROLL DEDUCTION	\$1,175.47	
	PY01-07-Buy Addi	29/09/2019	PAYROLL DEDUCTION	\$752.84	
	PY01-07-Novated	29/09/2019	PAYROLL DEDUCTION	\$3,098.22	
	PY01-07-Novated	29/09/2019	PAYROLL DEDUCTION	\$2,469.25	
	PY01-07-LSL Adju	29/09/2019	PAYROLL DEDUCTION	\$379.37	
MDM Entertainment Pty Ltd	2364.13013-01	10/10/2019	STOCK FOR BOYA LIBRARY		\$137.05
	80989	24/09/2019	DVD STOCK FOR BOYA LIBRARY	\$137.05	

Payee	Cheque No	Date	Details	Subtotal	Total
Brad Hutchinson Hearing	2364.13025-01	10/10/2019	AUDIO ASSESSMENT		\$209.00
	00338608	07/10/2019	EMPLOYEE WORKCOVER FULL AUDIO ASSESSMENT	\$209.00	
Sonic HealthPlus Pty Ltd	2364.138-01	10/10/2019	MEDICAL EXAMINATIONS		\$1,383.14
	1880890	07/10/2019	PRE-EMPLOYMENT MEDICAL TESTING	\$108.04	
	1887947	07/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$270.80	
	1889313	07/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1890097	07/10/2019	PRE-EMPLOYMENT MEDICAL TESTING	\$82.50	
	1887948	07/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1887948	07/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1889312	07/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
WA Rangers Association Inc	2364.1617-01	10/10/2019	REGISTRATION FEES		\$300.00
	SD1933	08/10/2019	REGISTRATION - 2019 RANGERS TRAINING CONFERENCE	\$300.00	
Eastern Region Security	2364.191-01	10/10/2019	SECURITY EXPENSES		\$2,729.94
	00018542	08/10/2019	SECURITY SERVICES	\$573.42	
	00018541	08/10/2019	SECURITY SERVICES	\$435.48	
	00018540	08/10/2019	SECURITY SERVICES	\$545.73	
	00018539	08/10/2019	SECURITY SERVICES	\$264.98	
	00018572	08/10/2019	SECURITY SERVICES	\$82.50	
	00018571	08/10/2019	SECURITY SERVICES	\$82.50	
	00018544	08/10/2019	SECURITY SERVICES	\$309.12	
	00018543	08/10/2019	SECURITY SERVICES	\$266.71	
	00018583	08/10/2019	SECURITY SERVICES	\$170.60	
Cleanaway	2364.1955-01	10/10/2019	RECYCLING FEES		\$60,367.87
	21545375	07/10/2019	RECYCLING FEES	\$60,367.87	
Eastern Metropolitan Regional Council	2364.21-01	10/10/2019	TRANSFER STATION FEES		\$69,845.74
	018.227	08/10/2019	TRANSFER STATION FEES	\$69,845.74	
Deputy Commissioner of Taxation	2364.215-01	10/10/2019	TAXATION		\$147,799.00
	PY02-07-Deputy C	29/09/2019	PAYROLL DEDUCTION	\$26,508.00	
	PY01-07-Deputy C	29/09/2019	PAYROLL DEDUCTION	\$121,291.00	
Asphalttech Pty Ltd	2364.2163-01	10/10/2019	ASPHALT		\$293,991.86
	10006398R	19/09/2019	ASPHALT WORKS - VALLEY VIEW RD MUNDARING	\$39,831.35	
	10006392R	19/09/2019	ASPHALT WORKS - HILLCREST RD MUNDARING	\$68,347.03	
	10006370	04/10/2019	ASPHALT WORKS - BENTLEY ST STONEVILLE	\$43,844.17	
	10006375R	04/10/2019	ASPHALT WORKS - HANLEY RD STONEVILLE	\$62,023.80	
	10006376	04/10/2019	ASPHALT WORKS - GRENVILLE RD STONEVILLE	\$80,145.51	
Forpark Australia	2364.2259-01	10/10/2019	PARTS		\$339.90
	44145	04/10/2019	SUPPLY SPARE PARTS ROCK GRIP - VARIOUS PLAYGROUNDS	\$339.90	
Stewart & Heaton Clothing Co	2364.2625-01	10/10/2019	UNIFORMS		\$265.35
	SIN-3088866	08/10/2019	UNIFORMS - DARLINGTON VBFB	\$68.81	
	SIN-3092335	08/10/2019	UNIFORMS - DARLINGTON VBFB	\$68.81	
	SIN-3090121	08/10/2019	UNIFORMS - PARKERVILLE VBFB	\$67.73	
Grasstrees Australia	2364.2689-01	10/10/2019	PLANTS		\$2,992.00
	8516	19/09/2019	PLANTS	\$2,992.00	
Du Clene Pty Ltd	2364.2737-01	10/10/2019	CLEANING		\$445.17
	00009613	20/09/2019	CLEANING SERVICES	\$148.39	
	00009608	20/09/2019	CLEANING SERVICES	\$148.39	
	00009612	20/09/2019	CLEANING SERVICES	\$148.39	
Hills Seafood Supplies	2364.2741-01	10/10/2019	KIOSK SUPPLIES		\$758.33
	69474	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$33.98	
	69473	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$724.35	
Winc Australia Pty Limited	2364.280-01	10/10/2019	STATIONERY		\$310.41
	9028454526	12/09/2019	STATIONERY ITEMS	\$82.08	
	9028508169	17/09/2019	STATIONERY ITEMS	\$23.72	
	9028487551	17/09/2019	STATIONERY ITEMS	\$15.31	

Payee	Cheque No	Date	Details	Subtotal	Total
	9028407283	17/09/2019	STATIONERY ITEMS	\$189.32	
Holton Connor Architects & Planners	2364.2802-01	10/10/2019	ARCHITECTURAL SERVICES		\$1,320.00
	00008142	04/10/2019	ADMINISTRATION & SUPERINTENDENCE MUNDARING ARENA	\$1,320.00	
Civica Pty Ltd	2364.300-01	10/10/2019	FEE S		\$11,852.50
	C/LG015831	08/10/2019	IMPLEMENTATION OF AUTHORITY CREDIT CARD MODULE	\$11,852.50	
McLeods Barristers and Solicitors	2364.307-01	10/10/2019	PROFESSIONAL LEGAL SERVICES		\$11,986.10
	109839	08/10/2019	PROFESSIONAL LEGAL SERVICES - DOG ACT	\$2,038.32	
	110031	08/10/2019	PROFESSIONAL LEGAL SERVICES - DOG ATTACK MATTER	\$4,587.25	
	110543	08/10/2019	PROFESSIONAL LEGAL SERVICES - EMPLOYMENT LAW	\$246.33	
	110544	08/10/2019	PROFESSIONAL LEGAL SERVICES - EMPLOYMENT LAW	\$3,753.97	
	110373	08/10/2019	PROFESSIONAL LEGAL SERVICES - HEALTH ACT MATTER	\$625.12	

Payee	Cheque No	Date	Details	Subtotal	Total
	110377	08/10/2019	PROFESSIONAL LEGAL SERVICES - BUILDING MATTER	\$427.64	
	110378	08/10/2019	PROFESSIONAL LEGAL SERVICES - BUILDING MATTER	\$307.47	
Landgate	2364.314-01	10/10/2019	TITLE SEARCHES		\$256.54
	351074-10000974	13/09/2019	GROSS RENTAL VALUATIONS CHARGEABLE	\$256.54	
Mundaring Electrical Contracting Service	2364.381-01	10/10/2019	ELECTRICAL SERVICES		\$1,523.50
	6944	08/10/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$121.00	
	6952	08/10/2019	ELECTRICAL SERVICES - CHIDLOW PAVILION	\$159.50	
	6939	08/10/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$297.00	
	6941	08/10/2019	ELECTRICAL SERVICES - SCULPTURE PARK TOILETS	\$69.00	
	6953	08/10/2019	ELECTRICAL SERVICES - SHIRE DEPOT	\$847.00	
J. Blackwood & Son Pty Ltd	2364.397-01	10/10/2019	DEPOT CONSUMABLES		\$279.81
	PE2079UB	24/09/2019	SUPPLY ABSORBENT SUPACORB 20KG BAGS	\$274.89	
	PE2095UC	24/09/2019	SUPPLY GENERAL PURPOSE WORK GLOVES	\$4.92	
Down Under Stump Grinding Pty Ltd	2364.3998-01	10/10/2019	STREET TREE MAINTENANCE		\$829.95
	40982	07/10/2019	STREET TREE MAINTENANCE	\$447.70	
	40964	08/10/2019	STREET TREE MAINTENANCE	\$382.25	
Health Insurance Fund of WA	2364.4-01	10/10/2019	PAYROLL DEDUCTION		\$1,076.05
	PY01-07-HIF	29/09/2019	PAYROLL DEDUCTION	\$1,076.05	
Aardvark Bobcat & Truck Hire	2364.4407-01	10/10/2019	HIRE OF PLANT		\$3,090.36
	#718	04/10/2019	HIRE OF PLANT	\$3,090.36	
Flexi Staff Pty Ltd	2364.4560-01	10/10/2019	TEMP STAFF		\$2,358.13
	211679	07/10/2019	TEMP STAFF - DEPOT	\$2,358.13	
Early Childhood Australia Inc	2364.4584-01	10/10/2019	MEMBERSHIP RENEWAL		\$246.00
	68717	08/10/2019	ANNUAL MEMBERSHIP RENEWAL	\$246.00	
Kennards Hire	2364.4888-01	10/10/2019	HIRE		\$214.00
	20808831	25/09/2019	HIRE OF LAWN CORER & POWER BROOM	\$214.00	
Western Educting Service	2364.52-01	10/10/2019	HIRE OF PLANT		\$3,068.72
	00000239	08/10/2019	DRAIN EDUCTING / JETTING AT VARIOUS LOCATIONS	\$1,534.36	
	00000228	08/10/2019	DRAIN EDUCTING / JETTING AT VARIOUS LOCATIONS	\$1,534.36	
Global Workwear Investments Pty Ltd T/A Totally Workwear	2364.5558-01	10/10/2019	WORK CLOTHES		\$272.66
	MD51344	20/09/2019	UNIFORMS - RANGER SERVICES	\$272.66	
Shire of Mundaring - Lotto Club	2364.5719-01	10/10/2019	PAYROLL DEDUCTION		\$258.02
	PY02-07-STAFF LO	29/09/2019	PAYROLL DEDUCTION	\$13.58	
	PY01-07-STAFF LO	29/09/2019	PAYROLL DEDUCTION	\$244.44	
West Coast Spring Water Pty Ltd	2364.5945-01	10/10/2019	CAFE BAR CONSUMABLES		\$174.60
	1489268	07/10/2019	WATER BOTTLES FOR DEPOT WATER COOLERS	\$13.40	
	1492088	08/10/2019	CAFE BAR CONSUMABLES	\$40.20	
	1492179	08/10/2019	CAFE BAR CONSUMABLES	\$121.00	
Shire of Mundaring - Social Club	2364.6-01	10/10/2019	PAYROLL DEDUCTION		\$164.00
	PY01-07-MUNDARIN	29/09/2019	PAYROLL DEDUCTION	\$164.00	
Fuel Distributors of Western Australia Pty Ltd	2364.6050-01	10/10/2019	FUEL & OILS		\$3,415.55
	FDL15686	07/10/2019	GREASE CARTRIDGES	\$204.16	
	FDL15683	07/10/2019	GREASE CARTRIDGES & OILS	\$3,211.39	
Hills Fresh (WA) Pty Ltd	2364.6419-01	10/10/2019	MILK		\$401.60
	ADMIN SEPT 2019	07/10/2019	MILK	\$282.02	
	LIBRARY SEPT 19	07/10/2019	MILK & NEWSPAPERS	\$119.58	
Relationships Australia Western Australia Incorporated	2364.6732-01	10/10/2019	EMPLOYEE ASSISTANCE PROGRAM		\$825.00
	00331786	08/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	
	00331883	08/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	
	00332281	08/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	

Payee	Cheque No	Date	Details	Subtotal	Total
	00332817	08/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$166.00	
	00333108	08/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$166.00	
The Watershed Water Systems	2364.68-01	10/10/2019	RETICULATION PARTS		\$171.80
	10179841	17/09/2019	RETICULATION PARTS	\$171.80	
Australian Services Union	2364.7-01	10/10/2019	PAYROLL DEDUCTION		\$155.40
	PY02-07-AUSTRALI	29/09/2019	PAYROLL DEDUCTION	\$129.60	
	PY01-07-AUSTRALI	29/09/2019	PAYROLL DEDUCTION	\$25.80	
Scoob's Dingo Service	2364.7426-01	10/10/2019	FOOTPATH SWEEPING / MAINTENANCE		\$2,805.00
	2261	07/10/2019	FOOTPATH SWEEPING / MAINTENANCE	\$2,805.00	
Atta Girl	2364.7536-01	10/10/2019	PRINTING		\$236.50
	976	07/10/2019	PRINTING BILGOMAN AQUATIC FLYERS	\$236.50	
Connect Call Centre Services	2364.7541-01	10/10/2019	CALL CENTRE COSTS		\$1,570.14
	00098354	08/10/2019	CALL CENTRE COSTS - AUGUST 2019	\$1,570.14	
Easifleet	2364.7641-01	10/10/2019	NOVATED LEASE		\$20,345.22
	127900	08/10/2019	NOVATED LEASE SEPTEMBER 2019	\$10,472.61	
	128685	08/10/2019	NOVATED LEASE OCTOBER 2019	\$10,472.61	
Intelligent IP Communications Pty Ltd T/A Superloop	2364.7725-01	10/10/2019	WAN CHARGES		\$6,114.02
	INV00138314	08/10/2019	WAN CHARGES	\$1,906.58	
	INV00137378	08/10/2019	WAN CHARGES	\$4,207.44	
West Force Plumbing & Gas	2364.7735-01	10/10/2019	PLUMBING		\$247.50
	00024133	04/10/2019	PLUMBING - MUNDARING HARD COURTS	\$69.00	
	00024132	04/10/2019	PLUMBING - BRUCE DOUGLAS OVAL BAR	\$148.50	
Water Installations	2364.7807-01	10/10/2019	PLUMBING		\$480.00
	00015036	07/10/2019	MUNDARING ARENA WASTE WATER 3 MONTHLY SERVICE	\$150.00	
	00015505	07/10/2019	MUNDARING ARENA WASTE WATER 3 MONTHLY SERVICE	\$150.00	
	00015561	08/10/2019	CALL OUT - WASTE WATER TREATMENT SYSTEM MUNDARING ARENA	\$180.00	
Compass Earthworks	2364.7840-01	10/10/2019	EARTHWORKS		\$13,145.00
	00000797	08/10/2019	DRAINAGE STRUCTURE REPAIRS & INSTALLS - VICTORIA PDE MIDVALE	\$9,735.00	
	00000798	08/10/2019	DRAINAGE WORKS - STONEVILLE RD, STONEVILLE	\$276.00	
	00000799	08/10/2019	DRAINAGE WORKS - RICHARDSON RD WEST, PARKERVILLE	\$3,135.00	
Bunnings Group Limited	2364.80-01	10/10/2019	HARDWARE		\$459.71
	2180/01223264	12/09/2019	HARDWARE ITEMS	\$386.61	
	2180/01583593	17/09/2019	HARDWARE ITEMS	\$73.10	
LORCEU	2364.8-01	10/10/2019	PAYROLL DEDUCTION		\$41.00
	PY02-07-LORCEU	29/09/2019	PAYROLL DEDUCTION	\$41.00	
Greg Northover Pest & Weed Solutions	2364.8500-01	10/10/2019	PEST CONTROL		\$3,283.50
	00003270	20/09/2019	CRAB GRASS TREATMENT - GLEN FORREST OVAL & PARKERVILLE OVAL	\$3,283.50	
Sankey Plumbing Service	2364.8545-01	10/10/2019	PLUMBING		\$121.00
	4502	08/10/2019	PLUMBING - ADMIN BUILDING	\$121.00	
Localise	2364.8810-01	10/10/2019	CONSULTATION FOR PLANNING PROCESS		\$2,321.90
	1523	08/10/2019	ADDITIONAL WORKSHOP - STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN	\$2,321.90	
Kool Line Electrical & Refrigeration	2364.8976-01	10/10/2019	ELECTRICAL SERVICES		\$933.50
	00126307	07/10/2019	ELECTRICAL SERVICES - COPPIN RD TRANSFER STATION	\$933.50	
Major Motors Pty Ltd	2364.90-01	10/10/2019	PARTS		\$193.44
	818624	08/10/2019	SUPPLY OF FRONT SHOCK ABSORBER FOR 073MDG	\$193.44	
Brice Pest Management	2364.9596-01	10/10/2019	PEST CONTROL		\$132.00
	03288	08/10/2019	PEST CONTROL - BUSH RESERVE DODDINGTON PLACE PARKERVILLE	\$132.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Daimler Trucks Perth	2364.9643-01	10/10/2019	PART 5		\$276.83
	6172327D	12/09/2019	SUPPLY FUSO FILTER KITS FOR 040 MDG P247	\$276.83	
Managed System Services Pty Ltd	2364.9698-01	10/10/2019	IT HARDWARE & SERVICES		\$53,741.88
	00004903	04/10/2019	SUPPLY & DELIVER HP 65W SMART AC ADAPTER	\$116.88	
	00004971	07/10/2019	MSS DEVELOPMENT SERVICES - 650 HOURS	\$53,625.00	
DVG Midland Isuzu Ute (Komet WA Pty Ltd)	2364.9813-01	10/10/2019	VEHICLE		\$17,953.20
	153077	07/10/2019	SUPPLY & DELIVER NEW 2019 ISUZU D-MAX UTE 061MDG	\$17,953.20	
Steann Pty Ltd	2364.9922-01	10/10/2019	WASTE COLLECTION		\$42,021.49
	10319	08/10/2019	ANNUAL BULK VERGE WASTE COLLECTION 16/9/19 - 20/9/19	\$42,021.49	
All Fence U Rent Pty Ltd	2364.9935-01	10/10/2019	TEMPORARY FENCE HIRE		\$82.50
	00028854	08/10/2019	HIRE OF TEMP FENCING - MUNDARING CEMETERY	\$82.50	
Down The Line Plumbing & Gas	2364.9959-01	10/10/2019	PLUMBING		\$345.40
	INV0032	08/10/2019	REPAIR WATER LEAK - COPPIN RD TRANSFER STATION	\$345.40	
Ms B J King	2365.13069-01	09/10/2019	REFUND RATES		\$944.89
	REFUND	09/10/2019	RATES REFUND	\$944.89	
Ms J D Gardiner	2365.13070-01	09/10/2019	REFUND RATES		\$760.15
	REFUND	09/10/2019	RATES REFUND	\$760.15	
Care Giver Subsidies	2366.3462-01	09/10/2019	CARE GIVER SUBSIDIES		\$60,927.40
	091019	09/10/2019	CARE GIVER SUBSIDIES	\$60,927.40	
Mr A L Money	2367.10925-01	11/10/2019	REIMBURSEMENT		\$189.95
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - LOGITECH SLIM IPAD KEYBOARD	\$189.95	
Mrs H Sueur	2367.12041-01	11/10/2019	CROSSOVER CONTRIBUTION		\$575.00
	X OVER	10/10/2019	CROSSOVER CONTRIBUTION	\$575.00	
Department of Mines, Industry Regulation and Safety (Building Commiss)	2367.12599-01	11/10/2019	MUNDARING BSL		\$4,969.70
	SEPTEMBER 2019	10/10/2019	MUNDARING BSL SEPTEMBER 2019	\$4,969.70	
Building and Construction Industry Training Board	2367.12665-01	11/10/2019	BCITF LEVY		\$2,301.30
	INV-22318-N128Q9	10/10/2019	BCITF LEVY - SEPTEMBER 2019	\$2,301.30	
Miss D Hammett	2367.13071-01	11/10/2019	REIMBURSEMENT		\$29.99
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - WIDE BRIM HAT	\$29.99	
Ms C Notman	2367.13072-01	11/10/2019	REIMBURSEMENT		\$94.13
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - OVERPAYMENT CHILD CARE FEES	\$94.13	
Mr J R Middleton	2367.13073-01	11/10/2019	CROSSOVER CONTRIBUTION		\$385.75
	X OVER	10/10/2019	CROSSOVER CONTRIBUTION	\$385.75	
Mr B A Risbey	2367.13074-01	11/10/2019	CROSSOVER CONTRIBUTION		\$575.00
	X OVER	10/10/2019	CROSSOVER CONTRIBUTION	\$575.00	
Mr G Szafran	2367.13075-01	11/10/2019	CROSSOVER CONTRIBUTION		\$575.00
	X OVER	10/10/2019	CROSSOVER CONTRIBUTION	\$575.00	
Swan Property Investments Pty Ltd	2367.13076-01	11/10/2019	EARLY RATE INCENTIVE PROGRAM 2019		\$1,500.00
	RATES PRIZE	10/10/2019	EARLY RATE INCENTIVE PROGRAM 2019 - 2ND PRIZE WINNER	\$1,500.00	
Swan View Baddie Club	2367.13077-01	11/10/2019	REIMBURSEMENT		\$62.80
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - BROWN PARK HIRE FEES FOR 1ST & 8TH OCTOBER 2019	\$62.80	
Mrs E C Linton	2367.13078-01	11/10/2019	REIMBURSEMENT		\$35.00
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - HALL HIRE FOR GLOW PILATES ON 31/08/2019	\$35.00	
Zia Park Equestrian Centre	2367.13079-01	11/10/2019	REIMBURSEMENT		\$300.00
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - VISITOR CENTRE MEMBERSHIP PAID TWICE	\$300.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Synergy	2367 174-01	11/10/2019	ELECTRICITY		\$24,494.06
	5185501927	10/10/2019	ELECTRICITY	\$1,290.87	
	5003941927	10/10/2019	ELECTRICITY	\$1,776.47	
	5085045110	10/10/2019	ELECTRICITY	\$1,229.07	
	5183600212	10/10/2019	ELECTRICITY	\$276.42	
	2686554727	10/10/2019	ELECTRICITY	\$955.32	
	8952675527	10/10/2019	ELECTRICITY	\$528.63	
	3671969120	10/10/2019	ELECTRICITY	\$8,013.92	
	5100198416	10/10/2019	ELECTRICITY	\$423.39	
	4294733928	10/10/2019	ELECTRICITY	\$139.17	
	7890341121	10/10/2019	ELECTRICITY	\$186.54	
	5026791717	10/10/2019	ELECTRICITY	\$236.21	
	2475997123	10/10/2019	ELECTRICITY	\$300.86	
	3835841926	10/10/2019	ELECTRICITY	\$460.04	
	5159298220	10/10/2019	ELECTRICITY	\$1,199.99	
	1635825121	10/10/2019	ELECTRICITY	\$135.61	
	3509928321	10/10/2019	ELECTRICITY	\$318.16	
	2548038726	10/10/2019	ELECTRICITY	\$126.43	
	5358804327	10/10/2019	ELECTRICITY	\$103.18	
	2866138323	10/10/2019	ELECTRICITY	\$105.12	
	1021185328	10/10/2019	ELECTRICITY	\$212.20	
	3160008520	10/10/2019	ELECTRICITY	\$103.18	
	3666408227	10/10/2019	ELECTRICITY	\$577.61	
	6860497421	10/10/2019	ELECTRICITY	\$58.89	
	5008526913	10/10/2019	ELECTRICITY	\$442.12	
	5192608710	10/10/2019	ELECTRICITY	\$213.49	
	4504944122	10/10/2019	ELECTRICITY	\$132.56	
	5145475816	10/10/2019	ELECTRICITY	\$4,180.27	
	5056689526	10/10/2019	ELECTRICITY	\$968.54	
Glen Forrest Volunteer Bushfire Brigade	2367 196-01	11/10/2019	HAZARD REDUCTION BURN		\$860.00
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R32727 STRETTLE RD	\$600.00	
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R32727 STRETTLE RD	\$260.00	
Darling Range Volunteer Bushfire Brigade	2367 217-01	11/10/2019	HAZARD REDUCTION BURN		\$860.00
	0220	10/10/2019	HAZARD REDUCTION BURN - R41670	\$100.00	
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R32727 STRETTLE RD	\$240.00	
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R23165 RESERVOIR RD	\$280.00	
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R32727 STRETTLE RD	\$240.00	
Mrs R L Sarich	2367 2898-01	11/10/2019	REIMBURSEMENT		\$897.40
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - STUDY ASSISTANCE	\$897.40	
Darlington Volunteer Bushfire Brigade	2367 306-01	11/10/2019	HAZARD REDUCTION BURN		\$740.00
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R32727 STRETTLE RD	\$240.00	
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R32727 STRETTLE RD	\$500.00	
Stoneville Volunteer Bushfire Brigade	2367 326-01	11/10/2019	HAZARD REDUCTION BURN		\$1,200.00
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R23165 RESERVOIR RD	\$700.00	
	0101	10/10/2019	HAZARD REDUCTION BURN - R33665	\$250.00	
	0404	10/10/2019	HAZARD REDUCTION BURN - LACEY RD PARKERVILLE	\$250.00	
Chidlow Volunteer Bushfire Brigade	2367 343-01	11/10/2019	HAZARD REDUCTION BURN		\$900.00
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R23165 RESERVOIR RD	\$900.00	
Mount Helena Volunteer Bushfire Brigade	2367 361-01	11/10/2019	HAZARD REDUCTION BURN		\$620.00
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R23165 RESERVOIR RD	\$260.00	
	HR BURNS	10/10/2019	HAZARD REDUCTION BURN - R32727 STRETTLE RD	\$360.00	
Wooroloo Volunteer Bushfire Brigade	2367 362-01	11/10/2019	HAZARD REDUCTION BURN		\$240.00
	0155	10/10/2019	HAZARD REDUCTION BURN - R41670	\$240.00	
Parkerville Volunteer Bushfire Brigade	2367 363-01	11/10/2019	HAZARD REDUCTION BURN		\$3,500.00
	0031	10/10/2019	HAZARD REDUCTION BURN - ROLAND RD PARKERVILLE	\$3,500.00	
Mr J P Throssell	2367 5788-01	11/10/2019	REIMBURSEMENT		\$159.33
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - EXPENSES 2019 LOCAL GOVERNMENT PROFESSIONAL CONFERENCE	\$159.33	

Payee	Cheque No	Date	Details	Subtotal	Total
Shire of Mundaring	2367 589-01	11/10/2019	FDC PARENT LEVY		\$23,866.20
	091019	09/10/2019	FDC PARENT LEVY	\$23,551.65	
	SEPTEMBER 2019	10/10/2019	BCITF LEVY - SEPTEMBER 2019	\$74.25	
	SEPTEMBER 2019	10/10/2019	BUILDING SERVICES LEVY - SEPTEMBER 2019	\$240.00	
Ms L Joy	2367 7543-01	11/10/2019	REIMBURSEMENT		\$571.41
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - CONFERENCE EXPENSES	\$571.41	
Mr GD Haines	2367 9400-01	11/10/2019	REIMBURSEMENT		\$53.00
	REIMBURSEMENT	10/10/2019	REIMBURSEMENT - HIGH RISK WORK LICENCE	\$53.00	

Payee	Cheque No	Date	Details	Subtotal	Total
WA Recycling	2368.10461-01	14/10/2019	WASTE DISPOSAL		\$158.40
	35180	11/10/2019	DISPOSAL OF WASTE SAND FROM SAND PITS - COLLIER PARK	\$158.40	
Total Green Recycling Pty Ltd	2368.10807-01	14/10/2019	RECYCLING SERVICES		\$1,270.61
	INV6442	19/09/2019	COPPIN RD TRANSFER STATION - E-WASTE ITEMS	\$1,270.61	
M2 Commander Pty Ltd	2368.10819-01	14/10/2019	ADSL CHARGES		\$423.65
	18500850	11/10/2019	ADSL CHARGES	\$423.65	
Sapio Pty Ltd	2368.11017-01	14/10/2019	ALARM INSTALLS		\$2,837.44
	SP131187	19/09/2019	INSTALL ALARM SYSTEM - BILGOMAN AQUATIC CENTRE	\$1,211.63	
	SP131324	20/09/2019	INSTALL ALARM SYSTEM - MT HELENA AQUATIC CENTRE	\$1,625.81	
Nosh Catering	2368.11020-01	14/10/2019	CATERING		\$935.00
	116576	04/10/2019	CATERING SERVICES - COUNCIL MEETING ON 16/09/2019	\$935.00	
Frontline Fire & Rescue Equipment	2368.11135-01	14/10/2019	EQUIPMENT PURCHASES		\$240.57
	65198	17/09/2019	EQUIPMENT PURCHASES - WOOROLOO VBF	\$240.57	
AXIS Contracting Pty Ltd	2368.11161-01	14/10/2019	CONCRETING		\$14,281.41
	4831	04/10/2019	SUPPLY & INSTALL CONCRETE FOOTPATH - ENSIGN DR MUNDARING	\$0,670.76	
	4830	04/10/2019	SUPPLY & INSTALL CONCRETE FOOTPATH - NICHOL ST MUNDARING	\$4,610.65	
Ergolink (Max & Claire Pty Ltd T/A)	2368.11413-01	14/10/2019	OFFICE FURNITURE		\$1,319.41
	SI-00067537	19/09/2019	OFFICE FURNITURE	\$573.71	
	SI-00067275	19/09/2019	OFFICE FURNITURE	\$745.70	
Swan Valley Fresh (Vendor Management Solutions Pty Ltd T/A)	2368.11474-01	14/10/2019	KIOSK SUPPLIES		\$325.35
	00025718	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$113.38	
	00025772	11/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$211.97	
The Stationery Co (C Willis & D J Willis T/A)	2368.11953-01	14/10/2019	STATIONERY		\$939.11
	158181	07/10/2019	STATIONERY ITEMS	\$237.11	
	158207	11/10/2019	STATIONERY ITEMS	\$702.00	
North Metropolitan Tafe	2368.11977-01	14/10/2019	ADULT EDUCATION		\$519.60
	0013682	07/10/2019	CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS	\$519.60	
Recruitwest Pty Ltd	2368.12078-01	14/10/2019	TEMP STAFF		\$12,299.72
	C INV 527604	11/10/2019	TEMP STAFF - DEPOT	\$12,299.72	
Biobean Coffee Pty Ltd	2368.12185-01	14/10/2019	KIOSK SUPPLIES		\$198.00
	00009728	24/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$198.00	
ONEMUSIC AUSTRALIA (Australasian Performing Right Assoc Ltd T/As.)	2368.12261-01	14/10/2019	MUSIC LICENSE FEE		\$845.81
	007110	07/10/2019	APRA MUSIC LICENSE FEE - 01/10/2019 TO 31/12/2019	\$845.81	
Healey Engineering Pty Ltd	2368.12377-01	14/10/2019	ENERGY ASSESSMENT		\$2,288.00
	1715-003-02	04/10/2019	CARRY OUT ENERGY ASSESSMENT - MUNDARING ARENA	\$1,188.00	
	1715-004-02	04/10/2019	CARRY OUT ENERGY ASSESSMENT - SWAN VIEW YOUTH CENTRE	\$1,100.00	
MDM Plumbing and Gas	2368.12422-01	14/10/2019	PLUMBING		\$415.16
	892	11/10/2019	PLUMBING - LAKE LESCHENAULTIA	\$415.16	
Mr V Crowe	2368.12579-01	14/10/2019	CLEANING & LANDSCAPE SERVICES		\$1,055.00
	1322	11/10/2019	CLEANING SERVICES	\$210.00	
	1320	11/10/2019	LANDSCAPE SERVICES	\$210.00	
	1321	11/10/2019	CLEANING SERVICES	\$210.00	
	1323	11/10/2019	CLEANING & LANDSCAPE SERVICES	\$425.00	
Officeworks Ltd	2368.12640-01	14/10/2019	STATIONERY		\$256.05
	44730823	07/10/2019	STATIONERY ITEMS	\$256.05	
Roy Gripske & Sons Pty Ltd	2368.12679-01	14/10/2019	PARTS		\$300.30
	387571	25/09/2019	SUPPLY 1X GAF24STN 100R CHAINSAW CHAIN	\$300.30	

Payee	Cheque No	Date	Details	Subtotal	Total
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2368.12899-01	14/10/2019	PARTS		\$498.53
	1320025461	20/09/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$107.80	
	1320024798	20/09/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$39.93	
	1320024911	20/09/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$4.40	
	1320025609	20/09/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$28.05	
	1320025568	20/09/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$31.08	
	1320025637	25/09/2019	SUPPLY OF AIR FILTER FOR P4797	\$28.05	
	1320025638	25/09/2019	SUPPLY OF AIR FILTER P4797	\$31.08	
	1320025740	25/09/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$29.04	
	1320025767	25/09/2019	SUPPLY OF PIN TRAILER PLUG & SOCKET FOR 027MDG	\$30.80	
	1320025793	25/09/2019	SUPPLY OF FUEL FILTER FOR P274	\$65.70	
	1320025947	25/09/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$72.60	
SETS Enterprises	2368.12934-01	14/10/2019	TRAINING		\$365.00
	00015506	11/10/2019	DRIVER TRAINING - OPERATIONAL CONDITIONS	\$365.00	
Aussie Broadband Pty Ltd	2368.12938-01	14/10/2019	SIP TRUNK CHARGES		\$34.58
	6253800	24/09/2019	SIP TRUNK CHARGES	\$34.58	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2368.12944-01	14/10/2019	OVERHEAD PRUNING WORKS		\$12,960.20
	61	11/10/2019	OVERHEAD PRUNING WORKS - JORDON RD CHIDLOW	\$2,741.20	
	60	11/10/2019	OVERHEAD PRUNING WORKS - LIETH RD CHIDLOW	\$3,172.40	
	59	11/10/2019	OVERHEAD PRUNING WORKS - TARRU & BALLOT RD CHIDLOW	\$1,812.80	
	58	11/10/2019	OVERHEAD PRUNING WORKS - TARRU & BALLOT RD CHIDLOW	\$3,369.00	
	65	11/10/2019	STORM RECOVERY CLEAN UP - MOORT PLACE STONEVILLE	\$1,834.80	
MDM Entertainment Pty Ltd	2368.13013-01	14/10/2019	STOCK FOR BOYA LIBRARY		\$153.84
	81210	11/10/2019	DVD STOCK FOR BOYA LIBRARY	\$153.84	
Mr M A Green	2368.13045-01	14/10/2019	WORKSHOP		\$250.00
	M&R-003	25/09/2019	DELIVERY OF BIRDS IN YOUR GARDEN WORKSHOP	\$250.00	
CentreCourt Renovators (Hardingham Family Trust T/As:)	2368.13055-01	14/10/2019	EARTHWORKS		\$9,064.00
	INV-0081	11/10/2019	RESURFACING BASKETBALL COURT - BROZ PARK	\$9,064.00	
Australian Risk Services Australasia Pty Ltd	2368.13081-01	14/10/2019	TRAINING		\$800.00
	1019IC349	11/10/2019	SUPPLY ADVANCED ICAM LEAD INVESTIGATOR TRAINING	\$800.00	
BOC Ltd	2368.135-01	14/10/2019	CYLINDER RENTAL		\$148.08
	4023746338	04/10/2019	CYLINDER RENTAL CHARGES	\$148.08	
Sonic HealthPlus Pty Ltd	2368.138-01	14/10/2019	MEDICAL EXAMINATIONS		\$462.00
	1892920	07/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1880058	11/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
Schweppes Australia Pty Ltd	2368.145-01	14/10/2019	KIOSK SUPPLIES		\$486.46
	0809037369	24/09/2019	KIOSK SUPPLIES	\$486.46	
Australia Post	2368.15-01	14/10/2019	POSTAGE		\$5,322.12
	1008951673	04/10/2019	DAILY OUTGOING MAIL	\$4,120.53	
	1008940743	07/10/2019	RATES COLLECTION FEES - 2019/2020	\$1,020.40	
	1008951200	11/10/2019	POSTAGE CHARGES - LIBRARIES	\$181.19	
Compsys Pty Ltd T/A Harmony Software	2368.1689-01	14/10/2019	SOFTWARE EXPENSES		\$795.30
	13-364	11/10/2019	SOFTWARE SUBSCRIPTIONS	\$795.30	
Eastern Metropolitan Regional Council	2368.21-01	14/10/2019	TRANSFER STATION FEES		\$106,383.32
	018 275	07/10/2019	TRANSFER STATION FEES	\$48,645.73	
	EMRC31211	07/10/2019	COPPIN RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$34,358.62	
	EMRC31210	07/10/2019	MATHIESON RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$23,378.97	
Euro Diesel Services Pty Ltd	2368.2620-01	14/10/2019	PARTS		\$788.77
	00048628	20/09/2019	ASSORTED PARTS FOR 072MDG	\$788.77	

Payee	Cheque No	Date	Details	Subtotal	Total
Hills Seafood Supplies	2368.2741-01	14/10/2019	KIOSK SUPPLIES		\$819.94
	69493	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$23.07	
	69520	11/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$434.15	
	69699	11/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$362.72	
Winc Australia Pty Limited	2368.280-01	14/10/2019	STATIONERY		\$150.48
	9028910487	11/10/2019	STATIONERY ITEMS	\$150.48	
Turfworks WA Pty Ltd	2368.3232-01	14/10/2019	MOWING		\$12,495.19
	4880	11/10/2019	MOWING SERVICES	\$2,202.19	
	4881	11/10/2019	MOWING SERVICES	\$1,272.83	
	4882	11/10/2019	MOWING SERVICES	\$1,639.91	
	4887	11/10/2019	MOWING SERVICES	\$1,648.37	
	4889	11/10/2019	MOWING SERVICES	\$1,886.92	
	4890	11/10/2019	MOWING SERVICES	\$2,394.60	
	4891	11/10/2019	MOWING SERVICES	\$1,648.37	
Fasta Courier Service	2368.336-01	14/10/2019	COURIER SERVICES		\$97.91
	217742	11/10/2019	COURIER SERVICES	\$97.91	
J. Blackwood & Son Pty Ltd	2368.397-01	14/10/2019	CONSUMABLES		\$509.52
	PE8016UC	08/10/2019	SUPPLY 80 X 20KG BAGS OF GREY CEMENT	\$509.52	
Bobcat-Attach	2368.3996-01	14/10/2019	PARTS		\$825.00
	20323	20/09/2019	SUPPLY & FIT CUTTING EDGE SKID STEER BUCKET	\$825.00	
Lovegrove Turf Services Pty Ltd	2368.4241-01	14/10/2019	TURF		\$7,000.00
	40302	24/09/2019	TURF RENOVATIONS AT BOYA OVAL	\$7,000.00	
Direct Communications	2368.4281-01	14/10/2019	EQUIPMENT PURCHASES		\$443.63
	109625	24/09/2019	INSTALL TAIT RADIO INTO 081MDG	\$443.63	
Aardvark Bobcat & Truck Hire	2368.4407-01	14/10/2019	HIRE OF PLANT		\$3,090.36
	#720	11/10/2019	HIRE OF PLANT	\$3,090.36	
Mr J S Daw	2368.4526-01	14/10/2019	COUNCILLOR ALLOWANCE		\$2,335.41
	TRAVEL	14/10/2019	TRAVEL & PARKING REIMBURSEMENTS 20/03/2019 - 08/10/2019	\$2,335.41	
Parks & Leisure Australia	2368.4535-01	14/10/2019	MEMBERSHIP FEES		\$264.00
	14150	11/10/2019	REGISTRATION EVENT APPLICATION GUIDE SEMINAR	\$264.00	
Flexi Staff Pty Ltd	2368.4560-01	14/10/2019	TEMP STAFF		\$1,886.50
	211849	11/10/2019	TEMP STAFF - DEPOT	\$1,886.50	
West Sure Group Pty Ltd	2368.4811-01	14/10/2019	SECURITY EXPENSES		\$243.00
	00021470	04/10/2019	SECURITY EXPENSES	\$30.75	
	00021471	07/10/2019	SECURITY EXPENSES	\$212.25	
Worldwide Online Printing Cannington	2368.5169-01	14/10/2019	PRINTING		\$869.00
	1052365	19/09/2019	FIRE & BURNING INFORMATION BOOKLET	\$869.00	
Allglove Industries	2368.5176-01	14/10/2019	SAFETY CLOTHING		\$712.80
	00003902	24/09/2019	SAFETY CLOTHING	\$712.80	
Exteria	2368.5414-01	14/10/2019	STEEL FABRICATION		\$992.20
	00008504	04/10/2019	STEEL FABRICATION - VASSE SEAT FOR HERITAGE TRAIL	\$992.20	
Mundaring Tyre Centre	2368.5669-01	14/10/2019	TYRES & REPAIRS		\$2,370.00
	2502	20/09/2019	SUPPLY & FIT 2 NEW TYRES TO 803MDG	\$430.00	
	2487	20/09/2019	SUPPLY & FIT 4 NEW TYRES TO 006MDG	\$940.00	
	2530	25/09/2019	SUPPLY & FIT 4 NEW TYRES TO P4797	\$1,000.00	
Australian Institute of Building Surveyors	2368.6340-01	14/10/2019	REGISTRATION FEES		\$1,095.00
	20321	08/10/2019	REGISTRATION - WA CHAPTER CONFERENCE 24TH & 25TH OCTOBER 2019	\$1,095.00	
Relationships Australia Western Australia Incorporated	2368.6732-01	14/10/2019	EMPLOYEE ASSISTANCE PROGRAM		\$165.00
	00335934	08/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	

Payee	Cheque No	Date	Details	Subtotal	Total
The Watershed Water Systems	2368.68-01	14/10/2019	RETICULATION PARTS		\$336.93
	10180233	20/09/2019	RETICULATION PARTS	\$136.08	
	10180246	24/09/2019	RETICULATION PARTS	\$200.85	
Vital Interpreting Personnel	2368.7249-01	14/10/2019	INTERPRETER SERVICES		\$358.00
	00813170	24/09/2019	INTERPRETER SERVICES AT IDAAG MEETING ON 02/09/2019	\$358.00	
Scoob's Dingo Service	2368.7426-01	14/10/2019	FOOTPATH SWEEPING / MAINTENANCE		\$1,485.00
	2267	11/10/2019	FOOTPATH SWEEPING / MAINTENANCE	\$1,485.00	
PFD Food Services Pty Ltd	2368.7590-01	14/10/2019	KIOSK SUPPLIES		\$3,243.30
	KQ965222	24/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$794.40	
	KQ968397	24/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$144.00	
	KR319079	11/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$947.05	
	KR246048	11/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$1,457.85	
Sealanes	2368.7633-01	14/10/2019	CONSUMABLES		\$499.80
	F5841989	17/09/2019	SUPPLY & DELIVER BOTTLED WATER	\$499.80	
On Hold On Line	2368.7960-01	14/10/2019	MESSAGE S ON HOLD		\$69.00
	INV1065	04/10/2019	MESSAGES ON HOLD OCTOBER 2019	\$69.00	
Bunnings Group Limited	2368.80-01	14/10/2019	HARDWARE		\$926.46
	2180/01946943	19/09/2019	HARDWARE ITEMS	\$150.98	
	2180/01585928	19/09/2019	HARDWARE ITEMS	\$98.48	
	2180/01585937	19/09/2019	HARDWARE ITEMS	\$47.10	
	2180/01585926	19/09/2019	HARDWARE ITEMS	\$242.67	
	2180/01662544	24/09/2019	HARDWARE ITEMS	\$387.23	
Royal Life Saving Society Western Australia Inc	2368.810-01	14/10/2019	TRAINING		\$6,740.00
	107018	11/10/2019	ADVANCED RESUSCITATION TRAINING	\$3,440.00	
	107058	14/10/2019	POOL LIFE GUARD REQUAL TRAINING	\$3,300.00	
Bunney Enterprises	2368.8488-01	14/10/2019	MITIGATION WORKS		\$1,742.50
	1019	04/10/2019	MITIGATION WORKS - VARIOUS RESERVES	\$490.00	
	0319	04/10/2019	MITIGATION WORKS - VARIOUS RESERVES	\$402.50	
	0119	04/10/2019	MITIGATION WORKS - VARIOUS RESERVES	\$850.00	
Heavy Automatics Pty Ltd	2368.8939-01	14/10/2019	VEHICLE REPAIRS		\$2,874.30
	W626738	11/10/2019	CALL OUT TO DEPOT TO DIAGNOSE & REPAIR 028MDG	\$2,874.30	
Sign Supermarket	2368.904-01	14/10/2019	SIGNS		\$470.00
	18773	07/10/2019	SIGNS	\$470.00	
Priority 1 Fire & Safety Pty Ltd	2368.9339-01	14/10/2019	TRAINING		\$1,320.00
	1920-160	07/10/2019	BREATHING APPARATUS & FIRE EXTINGUISHER TRAINING	\$1,320.00	
Brice Pest Management	2368.9596-01	14/10/2019	PEST CONTROL		\$242.00
	03290	04/10/2019	PEST CONTROL - MIDVALE CHILD CARE CENTRE	\$242.00	
Sunbather WA - The Trustee for The Hounslow Family Trust	2368.9918-01	14/10/2019	SOLAR SERVICE		\$598.00
	INV-2041	11/10/2019	ANNUAL SOLAR SERVICE - BILGOMAN AQUATIC	\$598.00	
Steann Pty Ltd	2368.9922-01	14/10/2019	WASTE COLLECTION		\$36,799.73
	10619	07/10/2019	ANNUAL BULK VERGE WASTE COLLECTION ON 23/09/2019 - 27/09/2019	\$36,799.73	
All Fence U Rent Pty Ltd	2368.9935-01	14/10/2019	HIRE OF TEMP FENCING		\$1,993.76
	00028870	11/10/2019	HIRE OF TEMP FENCING - WILLIAM ADAMS PARK	\$554.13	
	00028872	11/10/2019	HIRE OF TEMP FENCING - BROZ PARK	\$536.25	
	00028873	11/10/2019	HIRE OF TEMP FENCING - WILLIAM ADAMS PARK	\$385.00	
	00028871	11/10/2019	HIRE OF TEMP FENCING - COLLIER PARK	\$518.38	
Scanlan Surveys Pty Ltd	2368.9972-01	14/10/2019	SURVEYING SERVICES		\$2,651.00
	7668/161	04/10/2019	VOLUME SURVEY - MATHIESON RD CHIDLOW	\$2,651.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Ms A McDonald	2369.11670-01	14/10/2019	REIMBURSEMENT		\$752.16
	REIMBURSEMENT	14/10/2019	REIMBURSEMENT FOR CONFERENCE EXPENSES	\$752.16	
Telstra	2369.119-01	14/10/2019	TELEPHONE		\$1,964.59
	0941160300	14/10/2019	TELEPHONE CHARGES - FIRE BRIGADES	\$1,964.59	
Miss A Materne	2369.13083-01	14/10/2019	GRANT		\$200.00
	GRANT	14/10/2019	YOUTH GRANT PROGRAM	\$200.00	
Mrs K S Peall	2369.13084-01	14/10/2019	CROSSOVER CONTRIBUTION		\$575.00
	X OVER	14/10/2019	CROSSOVER CONTRIBUTION - GLENLEA DR HELENA VALLEY	\$575.00	
Synergy	2369.174-01	14/10/2019	ELECTRICITY		\$3,408.70
	5085138314	14/10/2019	ELECTRICITY	\$106.70	
	1056211527	14/10/2019	ELECTRICITY	\$275.98	
	4806915128	14/10/2019	ELECTRICITY	\$315.66	
	5831532322	14/10/2019	ELECTRICITY	\$144.31	
	1187187526	14/10/2019	ELECTRICITY	\$116.62	
	5416370728	14/10/2019	ELECTRICITY	\$289.64	
	6945660323	14/10/2019	ELECTRICITY	\$1,078.03	
	3084190724	14/10/2019	ELECTRICITY	\$142.80	
	7438114725	14/10/2019	ELECTRICITY	\$212.28	
	0988548222	14/10/2019	ELECTRICITY	\$432.08	
	7556391528	14/10/2019	ELECTRICITY	\$264.62	
Chidlow Volunteer Bushfire Brigade	2369.343-01	14/10/2019	HAZARD REDUCTION BURN		\$840.00
	0184	14/10/2019	HAZARD REDUCTION BURN - ROSEDALE RD CHIDLOW	\$840.00	
Mr T Strange	2370.13086-01	16/10/2019	REFUND		\$110.00
	1169804	16/10/2019	HALL BOND REFUND	\$110.00	
Yoga Experience	2370.13087-01	16/10/2019	REFUND		\$154.00
	1061310	16/10/2019	HALL & KEY BOND REFUND	\$154.00	
Yogis East Yoga	2370.13088-01	16/10/2019	REFUND		\$110.00
	1063916	16/10/2019	HALL BOND REFUND	\$110.00	
Water Corporation	2371.34-01	18/10/2019	WATER RATES & FEES		\$8,139.05
	6013091934	18/10/2019	LICENCE OVER PTN RESERVE OLD NORTHAM RD CHIDLOW	\$76.06	
	6004662272	04/10/2019	WATER RATES & FEES	\$7.44	
	6004666600	18/10/2019	WATER RATES & FEES	\$1,436.28	
	6004697344	18/10/2019	WATER RATES & FEES	\$876.28	
	6004656438	18/10/2019	WATER RATES & FEES	\$5.04	
	6004680154	18/10/2019	WATER RATES & FEES	\$5.04	
	6006291271	18/10/2019	WATER RATES & FEES	\$433.10	
	6004688864	18/10/2019	WATER RATES & FEES	\$7.55	
	6004656501	18/10/2019	WATER RATES & FEES	\$208.69	
	6004688851	18/10/2019	WATER RATES & FEES	\$1,310.66	
	6004686215	18/10/2019	WATER RATES & FEES	\$35.25	
	6019690081	18/10/2019	WATER RATES & FEES	\$599.59	
	6004658644	18/10/2019	WATER RATES & FEES	\$47.84	
	6023469316	18/10/2019	REPAIR WORK - 75 ALICE RD MOUNT HELENA	\$1,940.78	
	6004666571	18/10/2019	WATER RATES & FEES	\$276.47	
	6012388904	18/10/2019	WATER RATES & FEES	\$872.68	
Rudd Industrial & Farm Supplies	2372.1020-01	21/10/2019	SAFETY EQUIPMENT		\$37.26
	621510	20/09/2019	SAFETY EQUIPMENT	\$37.26	
Michael Page International (Australia) Pty Ltd	2372.10416-01	21/10/2019	TEMP STAFF		\$2,750.26
	340403	16/10/2019	TEMP STAFF - FINANCE	\$1,360.02	
	342224	18/10/2019	TEMP STAFF - FINANCE	\$1,360.24	
Alisco Pty Ltd	2372.10881-01	21/10/2019	FIRST AID REPLENISHMENT		\$471.24
	CPER1978149	08/10/2019	FIRST AID REPLENISHMENT	\$30.14	
	CPER1978122	08/10/2019	FIRST AID REPLENISHMENT	\$105.49	
	CPER1978071	08/10/2019	FIRST AID REPLENISHMENT	\$335.61	

Payee	Cheque No	Date	Details	Subtotal	Total
Sapio Pty Ltd	2372 11017-01	21/10/2019	ALARM MONITORING		\$6,608.73
	SP132011	07/10/2019	RELOCATE ALARM KEY PAD - HUB OF THE HILLS	\$385.00	
	SP132020	11/10/2019	SECURITY SYSTEM UPGRADE - HUB OF THE HILLS	\$6,223.73	
Commercial Netmakers Pty Ltd	2372 11095-01	21/10/2019	MAINTENANCE		\$3,850.00
	00008595	15/10/2019	RE-TENSIONING BIRD NETTING AT MT HELENA AQUATIC CENTRE	\$3,850.00	
Zipform Pty Ltd	2372 1111-01	21/10/2019	PRINTING		\$10,641.90
	192320	15/10/2019	RATES NOTICE 2ND INSTALMENTS PRODUCTION 2019/2020	\$10,641.90	
Frontline Fire & Rescue Equipment	2372 11135-01	21/10/2019	EQUIPMENT PURCHASES		\$789.20
	65263	25/09/2019	EQUIPMENT PURCHASES - STONEVILLE VBFB	\$759.00	
	65265	25/09/2019	EQUIPMENT PURCHASES - PARKERVILLE VBFB	\$30.20	
CE Body Builders	2372 1116-01	21/10/2019	VEHICLE REPAIRS		\$385.00
	00006508	25/09/2019	REPAIR RH SIDE GATE & REAR LIGHT BAR ON 027MDG	\$385.00	
Ms L Fisher	2372 11203-01	21/10/2019	COUNCILLOR ALLOWANCE		\$367.98
	TRAVEL	21/10/2019	TRAVEL REIMBURSEMENT 391.6KM 01/07/2019 TO 08/10/2019	\$367.98	
Fire Protection Association Australia	2372 11423-01	21/10/2019	TRAINING		\$2,600.00
	V10232	18/10/2019	BUSHFIRE ATTACK LEVEL ASSESSOR COURSE ENROLMENT FEE	\$2,600.00	
S and I Services (Sneska Ilikj T/A)	2372 11452-01	21/10/2019	CLEANING		\$280.00
	103	18/10/2019	CLEANING SERVICES	\$280.00	
Taylor Sparks (The Trustee for Hampton Trust T/A)	2372 11463-01	21/10/2019	DESIGN WORKS		\$396.00
	ts3381	18/10/2019	DESIGN LAYOUT OF WALL MURAL - MIDVALE HUB WALL	\$396.00	
Swan Valley Fresh (Vendor Management Solutions PtyLtd T/A)	2372 11474-01	21/10/2019	KIOSK SUPPLIES		\$400.21
	00025819	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$193.85	
	00025831	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$8.95	
	00025840	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$197.71	
Local Government Professionals Australia NSW	2372 11561-01	21/10/2019	ALGPEP COUNCIL COMPARISON WINDOW		\$1,100.00
	48256RE2020	11/10/2019	ALGPEP COUNCIL COMPARISON WINDOW	\$1,100.00	
The Stationery Co (C Willis & D J Willis T/A)	2372 11953-01	21/10/2019	STATIONERY		\$442.08
	158251	04/10/2019	STATIONERY ITEMS	\$284.29	
	158249	04/10/2019	STATIONERY ITEMS	\$40.81	
	158254	04/10/2019	STATIONERY ITEMS	\$116.98	
Department of Human Services - Child Support	2372 12-01	21/10/2019	CHILD SUPPORT PAYMENT		\$146.42
	PY02-08-CHILD SU	13/10/2019	CHILD SUPPORT PAYMENT	\$146.42	
Recruitwest Pty Ltd	2372 12078-01	21/10/2019	TEMP STAFF		\$12,847.79
	C INV 527655	15/10/2019	TEMP STAFF - DEPOT	\$12,847.79	
Ms M Polain	2372 12233-01	21/10/2019	WRITING WORKSHOP		\$350.00
	2019/05	18/10/2019	WRITING WORKSHOP - KSP LIBRARY ON 09/09/2019	\$350.00	
Hare & Forbes Pty Ltd	2372 12293-01	21/10/2019	PARTS		\$90.20
	1940431	04/10/2019	SUPPLY ENGRAVING TOOL	\$55.00	
	1940431A	11/10/2019	SUPPLY ENGRAVING TOOL ATTACHMENTS	\$35.20	
Mint Civil T/A Kalamunda Sweeping	2372 12388-01	21/10/2019	STREET SWEEPING SERVICES		\$7,065.00
	M 2324	25/09/2019	SUPPLY OF STREET SWEEPING SERVICES	\$4,095.00	
	M 2329	25/09/2019	SUPPLY OF STREET SWEEPING SERVICES	\$2,970.00	
All Suburbs Garden & Wood Supplies	2372 12427-01	21/10/2019	FIRE WOOD		\$1,056.00
	24162	18/10/2019	SUPPLY FIRE WOOD FOR LAKE LESCHENAULTIA	\$1,056.00	
Mr G Wood	2372 12470-01	21/10/2019	FENCING		\$308.00
	2486	11/10/2019	REPAIR FENCING - MT HELENA TENNIS CLUB	\$308.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Mr V Crowe	2372.12579-01	21/10/2019	LANDSCAPE SERVICES		\$315.00
	1324	15/10/2019	LANDSCAPE SERVICES	\$105.00	
	1325	15/10/2019	LANDSCAPE SERVICES	\$105.00	
	1326	15/10/2019	LANDSCAPE SERVICES	\$105.00	
Officeworks Ltd	2372.12640-01	21/10/2019	STATIONERY		\$198.30
	44800708	11/10/2019	STATIONERY ITEMS	\$198.30	
Snap Midland (Debandkas Assets Pty Ltd T/A)	2372.12677-01	21/10/2019	PRINTING		\$735.00
	F068-205332	24/09/2019	PRINT SHIRE PASSIVE SOLAR BUILDING DESIGN LEAFLETS	\$735.00	
My Business App Pty Ltd T/A Engagement Hub	2372.12704-01	21/10/2019	SOFTWARE RENEWAL		\$8,910.00
	INV-0188	18/10/2019	ENGAGEMENT HUB SOFTWARE RENEWAL 22/10/2019 - 22/10/2020	\$8,910.00	
B Social Perth	2372.12736-01	21/10/2019	SOCIAL MEDIA SERVICES		\$390.00
	#056	18/10/2019	SOCIAL MEDIA SERVICES	\$390.00	
From Scratch Small Event Catering	2372.12866-01	21/10/2019	PROVISIONS FOR REFLECTIONS CAFE		\$485.40
	662	15/10/2019	CATERING SERVICES - SCP WORKSHOP ON 25/09/19	\$199.00	
	681	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$286.40	
Kott Gunning	2372.12892-01	21/10/2019	PROFESSIONAL LEGAL SERVICES		\$432.08
	243343	18/10/2019	PROFESSIONAL LEGAL SERVICES	\$432.08	

Payee	Cheque No	Date	Details	Subtotal	Total
Accredit Building Surveying & Construction Services Pty Ltd	2372 12898-01	21/10/2019	DESIGN SERVICES		\$495.00
	3280/11	18/10/2019	DESIGN COMPLIANCE FOR WATERTANK ROOF REPLACEMENT	\$495.00	
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2372 12899-01	21/10/2019	PART S		\$1,146.05
	1320026616	18/10/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$736.85	
	1320026853	18/10/2019	SUPPLY OF FUEL & WATER SEPARATOR FOR P274	\$287.10	
	1320026759	18/10/2019	SUPPLY OF OIL FILTER FOR P705	\$61.05	
	1320026804	18/10/2019	SUPPLY OF OIL FILTER FOR P704	\$61.05	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2372 12944-01	21/10/2019	MITIGATION WORKS & TREE MAINTENANCE		\$7,227.00
	63	15/10/2019	STREET TREE MAINTENANCE - MT HELENA	\$1,815.00	
	64	15/10/2019	STREET TREE MAINTENANCE	\$2,153.80	
	48	18/10/2019	MITIGATION WORKS - GLEN FORREST OVAL	\$3,258.20	
Alive & Kicking Solutions (New Haven Pty Ltd T/As:)	2372 12990-01	21/10/2019	TRAINING		\$2,964.50
	INV-2405	11/10/2019	DUTY MANAGERS & LIFEGUARD TRAINING	\$2,964.50	
Shire of Mundaring	2372 13-01	21/10/2019	PAYROLL DEDUCTION		\$10,443.73
	PY02-08-Private	13/10/2019	PAYROLL DEDUCTION	\$150.00	
	PY02-08-Buy Addi	13/10/2019	PAYROLL DEDUCTION	\$549.16	
	PY01-08-Private	13/10/2019	PAYROLL DEDUCTION	\$600.00	
	PY01-08-Child Ca	13/10/2019	PAYROLL DEDUCTION	\$2,571.13	
	PY01-08-Buy Addi	13/10/2019	PAYROLL DEDUCTION	\$791.85	
	PY01-08-Novated	13/10/2019	PAYROLL DEDUCTION	\$3,098.22	
	PY01-08-Novated	13/10/2019	PAYROLL DEDUCTION	\$2,469.25	
	PY01-08-LSL Adju	13/10/2019	PAYROLL DEDUCTION	\$214.12	
Razor Sharpe Images	2372 13066-01	21/10/2019	DESIGN SERVICES		\$700.00
	1960	18/10/2019	DESIGN SUMMER ENTERTAINMENT LOGO & RELATED ICONS	\$700.00	
Crackajack Party Hire	2372 1350-01	21/10/2019	EQUIPMENT HIRE		\$26.40
	5037	18/10/2019	HIRE OF CROCKERY FOR LIBRARY EVENT	\$26.40	
Eastern Hills Saws & Mowers Pty Ltd	2372 146-01	21/10/2019	MAINTENANCE		\$259.80
	43361 # 4	18/10/2019	MAINTENANCE & SERVICE - FIRE PROTECTION EQUIPMENT	\$259.80	
Fulton Hogan Industries Pty Ltd	2372 150-01	21/10/2019	ASPHALT		\$169.40
	13162392	17/09/2019	ASPHALT	\$169.40	
Porter Consulting Engineers (Tusno Pty Ltd atf the Consulting Engineer)	2372 1533-01	21/10/2019	FEES		\$275.00
	00019535	18/10/2019	UPDATE OLD NORTHAM BLACK SPOT SECTION 2020/2021	\$275.00	
Midland Cement Materials	2372 1674-01	21/10/2019	CONCRETE SUPPLIES		\$89.65
	330069	18/10/2019	DRAINAGE COMPONENTS - HARRY RISEBOROUGH UPGRADE	\$89.65	
Eastern Metropolitan Regional Council	2372 21-01	21/10/2019	TRANSFER STATION FEES		\$83,707.25
	EMRC31314	18/10/2019	TRANSFER STATION FEES	\$83,707.25	
Deputy Commissioner of Taxation	2372 215-01	21/10/2019	TAXATION		\$153,203.00
	PY02-08-Deputy C	13/10/2019	PAYROLL DEDUCTION	\$27,003.00	
	PY01-08-Deputy C	13/10/2019	PAYROLL DEDUCTION	\$126,200.00	
Stewart & Heaton Clothing Co	2372 2625-01	21/10/2019	UNIFORMS		\$494.06
	SIN-3105213	24/09/2019	UNIFORMS - DARLINGTON VBFB	\$98.81	
	SIN-3105210	24/09/2019	UNIFORMS - PARKERVILLE VBFB	\$98.81	
	SIN-3105951	07/10/2019	UNIFORMS - CHIDLOW VBFB	\$296.44	
St John Ambulance Western Australia Ltd	2372 2641-01	21/10/2019	EQUIPMENT		\$4,000.00
	SHOPINV00145350	15/10/2019	DEFIBRILLATOR FOR MT HELENA AQUATIC CENTRE	\$2,000.00	
	SHOPINV00145349	15/10/2019	DEFIBRILLATOR FOR BILGOMAN AQUATIC CENTRE	\$2,000.00	
Hills Seafood Supplies	2372 2741-01	21/10/2019	KIOSK SUPPLIES		\$972.39
	69840	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$480.41	
	69935	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$388.33	
	69936	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$123.65	

Payee	Cheque No	Date	Details	Subtotal	Total
Wine Australia Pty Limited	2372.280-01	21/10/2019	STATIONERY		\$324.43
	602888014	04/10/2019	STATIONERY ITEMS	\$324.43	
WA Hino Sales & Service	2372.2982-01	21/10/2019	PART S		\$848.78
	254622	18/10/2019	SUPPLY AIR DRIER REPAIR KIT & 3 LUBE KITS	\$848.78	
McLeods Barristers and Solicitors	2372.307-01	21/10/2019	PROFESSIONAL LEGAL SERVICES		\$803.77
	110441	11/10/2019	PROFESSIONAL LEGAL SERVICES - DOG ACT	\$380.01	
	110374	11/10/2019	PROFESSIONAL LEGAL SERVICES - BUSH FIRE BRIGADES	\$423.76	
Local Government Professionals Australia WA	2372.3088-01	21/10/2019	SUBSCRIPTION		\$531.00
	11673	18/10/2019	MEMBERSHIP SUBSCRIPTION 2019/2020	\$531.00	
Landgate	2372.314-01	21/10/2019	TITLE SEARCHES		\$1,496.74
	351342-10000974	24/09/2019	GROSS RENTAL VALUATIONS CHARGEABLE	\$1,050.72	
	351565-10000974	07/10/2019	GROSS RENTAL VALUATIONS CHARGEABLE	\$446.02	
Battery World Midland	2372.3180-01	21/10/2019	BATTERIES		\$498.00
	#IN0031759568	25/09/2019	BATTERIES FOR 009MDG	\$498.00	
Department of Fire & Emergency Services	2372.320-01	21/10/2019	COST SHARING OF CESH		\$3,385.15
	146637	11/10/2019	COST SHARING OF CESH 28/06/2019 - 28/09/2019	\$3,385.15	
Quick Corporate Australia	2372.3445-01	21/10/2019	STATIONERY		\$103.06
	SIN-01130807	04/10/2019	STATIONERY ITEMS	\$103.06	
Mundaring Florist by Design	2372.364-01	21/10/2019	FLOWERS		\$724.00
	1216	18/10/2019	TABLE ARRANGEMENTS & PARTNERS THANK YOU CHOCOLATES	\$724.00	
Integrity Carpets Pty Ltd	2372.37-01	21/10/2019	FLOORING		\$4,643.10
	00015162	15/10/2019	SUPPLY & INSTALL VINYL FLOORING - SWAN VIEW YOUTH CENTRE	\$4,643.10	
Mundaring Electrical Contracting Service	2372.381-01	21/10/2019	ELECTRICAL SERVICES		\$297.00
	6970	18/10/2019	ELECTRICAL SERVICES - PARKERVILLE VBFB	\$297.00	
Western Australian Local Government Association	2372.393-01	21/10/2019	REGISTRATION		\$300.00
	13078921	24/09/2019	REGISTRATION - LOCAL GOVERNMENT PEOPLE & CULTURE SEMINAR	\$300.00	
Health Insurance Fund of WA	2372.4-01	21/10/2019	PAYROLL DEDUCTION		\$1,076.05
	PY01-08-HIF	13/10/2019	PAYROLL DEDUCTION	\$1,076.05	
Lovegrove Turf Services Pty Ltd	2372.4241-01	21/10/2019	TURF		\$7,000.00
	40386	15/10/2019	TURF RENOVATIONS AT MUNDARING OVAL	\$7,000.00	
Perry Environmental Contracting	2372.4386-01	21/10/2019	MAINTENANCE		\$9,460.00
	2859	15/10/2019	WEED CONTROL - BEDFORD & SHORT STREET	\$1,650.00	
	2842	15/10/2019	WEED CONTROL - CWA HALL MT HELENA	\$4,070.00	
	2844	15/10/2019	WEED CONTROL - CWA HALL MT HELENA	\$3,740.00	
Aardvark Bobcat & Truck Hire	2372.4407-01	21/10/2019	HIRE OF PLANT		\$3,090.36
	#721	15/10/2019	HIRE OF PLANT	\$3,090.36	
Marketforce Pty Ltd	2372.4433-01	21/10/2019	ADVERTISING		\$8,680.93
	29826	04/10/2019	ADVERTISING	\$388.43	
	29828	04/10/2019	ADVERTISING	\$1,810.06	
	29827	07/10/2019	ADVERTISING	\$821.28	
	29830	07/10/2019	ADVERTISING	\$1,065.41	
	29825	07/10/2019	ADVERTISING	\$1,848.62	
	29824	11/10/2019	ADVERTISING	\$2,834.48	
	29820	11/10/2019	ADVERTISING	\$312.66	
Flexi Staff Pty Ltd	2372.4560-01	21/10/2019	TEMP STAFF		\$1,924.70
	211977	15/10/2019	TEMP STAFF - DEPOT	\$1,924.70	
Shire of Mundaring - Lotto Club	2372.5719-01	21/10/2019	PAYROLL DEDUCTION		\$271.60
	PY02-08-STAFF LO	13/10/2019	PAYROLL DEDUCTION	\$13.58	
	PY01-08-STAFF LO	13/10/2019	PAYROLL DEDUCTION	\$258.02	

Payee	Cheque No	Date	Details	Subtotal	Total
Shire of Mundaring - Social Club	2372.6-01	21/10/2019	PAYROLL DEDUCTION		\$166.00
	PY01-08-MUNDARIN	13/10/2019	PAYROLL DEDUCTION	\$166.00	
Fuel Distributors of Western Australia Pty Ltd	2372.6050-01	21/10/2019	FUEL & OILS		\$37,500.36
	13101046	07/10/2019	FUEL & OILS	\$10,014.55	
	18100560	13/09/2019	FUEL & OILS	\$18,485.81	
Echelon Australia Pty Ltd	2372.6332-01	21/10/2019	WORKSHOP		\$2,948.00
	156-016565	18/10/2019	EVENTS RISK MANAGEMENT WORKSHOP ON 28/08/2019	\$2,948.00	
Industrial Automation Group	2372.6531-01	21/10/2019	RETICULATION		\$422.40
	SINV-13661	11/10/2019	COMMS REMOTE ACCESS CHARGES	\$422.40	
Relationships Australia Western Australia Incorporated	2372.6732-01	21/10/2019	EMPLOYEE ASSISTANCE PROGRAM		\$165.00
	00336416	11/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	
The Watershed Water Systems	2372.68-01	21/10/2019	RETICULATION PARTS		\$99.91
	10180573	08/10/2019	RETICULATION PARTS	\$99.91	
Australian Services Union	2372.7-01	21/10/2019	PAYROLL DEDUCTION		\$155.40
	PY02-08-AUSTRALI	13/10/2019	PAYROLL DEDUCTION	\$126.50	
	PY01-08-AUSTRALI	13/10/2019	PAYROLL DEDUCTION	\$28.90	
Boss Bobcat & Truck Service	2372.7230-01	21/10/2019	EARTHWORKS		\$15,592.50
	8119	11/10/2019	CART & SPREAD SOIL FROM VERTIMOW & CORE BOYA OVAL	\$2,662.00	
	8419	15/10/2019	WORKS FOR NEW WALL UPGRADE - GLYNDEN PARK	\$2,134.00	
	8319	15/10/2019	MUNDARING TENNIS COURTS DRAINAGE UPGRADE WORKS	\$4,955.50	
	8219	15/10/2019	LOAD & REMOVE RECYCLING - PARKERVILLE OVAL	\$924.00	
	8019	15/10/2019	MOIR PARK WORKS FOR PLAYGROUND UPGRADE	\$4,917.00	
Scoob's Dingo Service	2372.7426-01	21/10/2019	MAINTENANCE		\$4,257.00
	2268	11/10/2019	KERB MAINTENANCE - SWANVIEW & GREENMOUNT TOWNSITE	\$1,782.00	
	2269	18/10/2019	EASEMENT MAINTENANCE - MAHOGANY CREEK & DARLINGTON TOWNSITE	\$247.50	
	2270	18/10/2019	FOOTPATH SWEEPING / MAINTENANCE	\$2,227.50	
PFD Food Services Pty Ltd	2372.7590-01	21/10/2019	KIOSK SUPPLIES		\$1,310.20
	KR363050	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$503.80	
	KR363656	18/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$806.40	
West Force Plumbing & Gas	2372.7735-01	21/10/2019	PLUMBING		\$5,847.60
	00024196	24/09/2019	PLUMBING - BROWN PARK	\$154.00	
	00024134	15/10/2019	PLUMBING - CHIDLOW OVAL	\$3,686.10	
	00024150	15/10/2019	PLUMBING - PARKERVILLE HALL	\$2,007.50	
Compass Earthworks	2372.7840-01	21/10/2019	DRAINAGE WORKS		\$17,621.25
	00000804	15/10/2019	DRAINAGE LID REPLACEMENTS - MIDVALE & GREENMOUNT	\$6,270.00	
	00000803	18/10/2019	DRAINAGE STRUCTURE REPAIRS & INSTALLS	\$8,106.25	
	00000805	18/10/2019	DRAINAGE WORKS - STONEVILLE RD MUNDARING	\$3,245.00	
The Katharine Susannah Prichard Foundation Inc	2372.793-01	21/10/2019	MUNDARING POETRY COMPETITION		\$495.00
	121008	18/10/2019	MUNDARING POETRY COMPETITION - ADMINISTRATION & JUDGING FEE	\$495.00	
Bunnings Group Limited	2372.80-01	21/10/2019	HARDWARE		\$1,666.92
	2180/01587858	25/09/2019	HARDWARE ITEMS	\$51.65	
	2180/01588915	11/10/2019	HARDWARE ITEMS	\$738.18	
	2180/00100197	15/10/2019	HARDWARE ITEMS	\$162.98	
	2180/01192512	18/10/2019	HARDWARE ITEMS	\$357.20	
	2180/01955950	18/10/2019	HARDWARE ITEMS	\$206.62	
	2180/09812197	18/10/2019	HARDWARE ITEMS	\$31.60	
	2180/01955958	18/10/2019	HARDWARE ITEMS	\$55.89	
	2180/01588762	18/10/2019	HARDWARE ITEMS	\$44.36	
	2445/01163239	18/10/2019	HARDWARE ITEMS	\$15.15	
LGRCEU	2372.8-01	21/10/2019	PAYROLL DEDUCTION		\$41.00
	PY02-08-LGRCEU	13/10/2019	PAYROLL DEDUCTION	\$41.00	

Payee	Cheque No	Date	Details	Subtotal	Total
East End Electrical	2372.8149-01	21/10/2019	ELECTRICAL SERVICES		\$1,138.50
	EEE1000-927	18/10/2019	ELECTRICAL SERVICES - PARKERVILLE OVAL MAIN SWITCHBOARD	\$544.50	
	EEE1000-928	18/10/2019	ELECTRICAL SERVICES - GLEN FORREST OVAL RETICULATION	\$198.00	
	EEE1000-929	18/10/2019	ELECTRICAL SERVICES - CHIDLOW OVAL RETICULATION	\$396.00	
Greg Northover Pest & Weed Solutions	2372.8500-01	21/10/2019	TERMITE MONITORING		\$540.10
	00003312	11/10/2019	TERMITE MONITORING - SCOTT ST BRIDGE	\$335.50	
	00003313	11/10/2019	TERMITE MONITORING - SWAN VIEW RAILWAY PLATFORM	\$204.60	
P & J Herrington	2372.889-01	21/10/2019	CLEANING SUPPLIES		\$211.20
	ZJ1754554	18/10/2019	SUPPLY 6 BAGS OF RAGS	\$211.20	
Perth Rollershutters Pty Ltd	2372.9273-01	21/10/2019	REPAIRS		\$315.70
	INV-1593	07/10/2019	REPAIR ROLLER SHUTTERS - REFLECTIONS CAFE	\$315.70	
Brice Pest Management	2372.9596-01	21/10/2019	PEST MANAGEMENT		\$792.00
	03301	11/10/2019	TREAT TREE FOR TERMITES - HARDEY RD GLEN FORREST	\$132.00	
	03312	18/10/2019	ANT TREATMENT - MORGAN JOHN MORGAN RESERVE	\$660.00	
Chris Mitchell Earthworks	2372.9601-01	21/10/2019	LEACH DRAIN WORKS		\$4,620.00
	00006826	18/10/2019	LEACH DRAIN WORKS - MT HELENA PLAYGROUP	\$4,620.00	
Managed System Services Pty Ltd	2372.9698-01	21/10/2019	IT HARDWARE		\$72,431.21
	00005016	15/10/2019	PREPAID HOURS FOR IT CONTRACTOR	\$72,431.21	
Limitless Promotions	2372.9857-01	21/10/2019	ANIMAL TAGS		\$1,300.00
	00060921	24/09/2019	SUPPLY STRAP & DISK TAGS	\$940.00	
	00060930	07/10/2019	CAT REGISTRATION TAGS	\$360.00	
Darling Range Tilt & Hiab	2372.9872-01	21/10/2019	DELIVERY SERVICES		\$2,050.00
	49	18/10/2019	REMOVAL FOOTBALL GOAL POSTS FOR SPORTS CHANGEOVER	\$700.00	
	50	18/10/2019	REMOVAL FOOTBALL GOAL POSTS FOR SPORTS CHANGEOVER	\$350.00	
	51	18/10/2019	PICK UP & DELIVER DRAINAGE ITEMS	\$1,000.00	
Steann Pty Ltd	2372.9922-01	21/10/2019	WASTE COLLECTION		\$47,907.53
	10819	15/10/2019	ANNUAL BULK VERGE WASTE COLLECTION 30/09/2019 - 05/10/2019	\$47,907.53	
Mrs A L Marriott	2373.10430-01	21/10/2019	CROSSOVER CONTRIBUTION		\$475.00
	X OVER	21/10/2019	CROSSOVER CONTRIBUTION	\$475.00	
Telstra	2373.119-01	21/10/2019	TELEPHONE		\$11,596.88
	2085506000	15/10/2019	TELEPHONE CHARGES SEPTEMBER 2019 & ACCESSORIES	\$11,596.88	
Perth Tabernacle Church	2373.13089-01	21/10/2019	REFUND		\$28.80
	REFUND	21/10/2019	REFUND SWAN VIEW YOUTH CENTRE HIRE ON 08/10/2019	\$28.80	
Mr R F Nicholas	2373.13090-01	21/10/2019	EMPLOYEE AWARD		\$500.00
	DEPARTING AWARD	21/10/2019	RECOGNITION DEPARTING EMPLOYEE AWARD POLICY HR-02	\$500.00	
Synergy	2373.174-01	21/10/2019	ELECTRICITY		\$59,880.08
	1808368323	21/10/2019	ELECTRICITY	\$2,557.08	
	5213388810	21/10/2019	ELECTRICITY	\$1,240.53	
	3021647529	21/10/2019	ELECTRICITY	\$55,984.70	
	4743483524	21/10/2019	ELECTRICITY	\$97.77	
Glen Forrest Volunteer Bushfire Brigade	2373.196-01	21/10/2019	HAZARD REDUCTION BURN		\$1,740.00
	0156	21/10/2019	HAZARD REDUCTION BURN - R34795	\$240.00	
	GRANT	21/10/2019	COMMUNITY EVENT GRANT	\$1,500.00	
Darling Range Volunteer Bushfire Brigade	2373.217-01	21/10/2019	HAZARD REDUCTION BURN		\$240.00
	0156	21/10/2019	HAZARD REDUCTION BURN - R34795	\$240.00	
University of Western Australia	2373.2856-01	21/10/2019	REFUND		\$208.00
	REFUND	21/10/2019	REFUND OF CANOE HIRE	\$208.00	
Darlington Volunteer Bushfire Brigade	2373.306-01	21/10/2019	HAZARD REDUCTION BURN		\$240.00
	0156	21/10/2019	HAZARD REDUCTION BURN - R34795	\$240.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Sawyers Valley Volunteer Bushfire Brigade	2373.318-01	21/10/2019	HAZARD REDUCTION BURN		\$3,140.00
	0753	21/10/2019	HAZARD REDUCTION BURN	\$2,200.00	
	0752	21/10/2019	HAZARD REDUCTION BURN	\$700.00	
	0156	21/10/2019	HAZARD REDUCTION BURN - R34795	\$240.00	
Chidlow Volunteer Bushfire Brigade	2373.343-01	21/10/2019	HAZARD REDUCTION BURN		\$2,262.15
	0162	21/10/2019	HAZARD REDUCTION BURN	\$400.00	
	1903	21/10/2019	REIMBURSEMENT OF BRIGADE EXPENSES	\$902.15	
	0151	21/10/2019	HAZARD REDUCTION BURN - R34795	\$960.00	
Mount Helena Volunteer Bushfire Brigade	2373.361-01	21/10/2019	HAZARD REDUCTION BURN		\$240.00
	0156	21/10/2019	HAZARD REDUCTION BURN - R34795	\$240.00	
Mount Helena Residents & Ratepayers Progress Assoc(Inc)	2373.7499-01	21/10/2019	EQUIPMENT		\$500.00
	# 4	18/10/2019	SUPPLY 2 HBC25 BILLY CARTS FOR THE YOUTH CREW	\$500.00	
PayClear Services Pty Ltd (Superchoice)	2374.12516-01	23/10/2019	SUPERANNUATION - SEPTEMBER 2019		\$287,397.67
	Sept2019-10	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-10	\$1,460.82	
	Sept2019-12	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-12	\$2,364.65	
	Sept2019-13	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-13	\$8,769.52	
	Sept2019-15	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-15	\$911.77	
	Sept2019-18	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-18	\$3,736.41	
	Sept2019-19	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-19	\$257.68	
	Sept2019-20	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-20	\$524.64	
	Sept2019-22	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-22	\$1,251.36	
	Sept2019-23	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-23	\$2,462.35	
	Sept2019-24	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-24	\$1,483.24	
	Sept2019-27	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-27	\$2,454.12	
	Sept2019-3	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-3	\$943.49	
	Sept2019-30	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-30	\$577.08	
	Sept2019-32	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-32	\$226.02	
	Sept2019-33	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-33	\$1,891.19	
	Sept2019-34	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-34	\$127.62	
	Sept2019-35	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-35	\$582.89	
	Sept2019-37	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-37	\$1,346.87	
	Sept2019-4	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-4	\$2,430.69	
	Sept2019-40	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-40	\$2,536.81	
	Sept2019-42	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-42	\$1,541.83	
	Sept2019-47	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-47	\$1,622.22	
	Sept2019-48	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-48	\$891.57	
	Sept2019-49	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-49	\$569.01	
	Sept2019-50	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-50	\$1,035.59	
	Sept2019-52	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-52	\$790.32	
	Sept2019-54	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-54	\$428.30	
	Sept2019-55	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-55	\$2,909.07	
	Sept2019-56	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-56	\$790.32	
	Sept2019-57	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-57	\$111.63	
	Sept2019-59	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-59	\$1,639.92	
	Sept2019-6	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-6	\$2,523.45	
	Sept2019-60	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-60	\$106.91	
	Sept2019-61	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-61	\$247.92	
	Sept2019-63	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-63	\$858.69	
	Sept2019-7	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-7	\$6,088.08	
	Sept2019-8	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-8	\$24,865.11	
	Sept2019-9	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-9	\$79.83	
	Sept2019A-13	03/10/2019	SUPERANNUATION - SEPTEMBER 2019A-13	\$63.97	
	Sept2019-1	03/10/2019	SUPERANNUATION - SEPTEMBER 2019-1	\$204,465.51	

Payee	Cheque No	Date	Details	Subtotal	Total
Water Corporation	2375.34-01	24/10/2019	WATER RATES & FEES		\$3,393.01
	6004679818	24/10/2019	WATER RATES & FEES	\$192.05	
	6004600055	24/10/2019	WATER RATES & FEES	\$2,102.55	
	6004607388	24/10/2019	WATER RATES & FEES	\$7.50	
	6004610501	24/10/2019	WATER RATES & FEES	\$12.59	
	6004679584	24/10/2019	WATER RATES & FEES	\$16.40	
	6004615978	24/10/2019	WATER RATES & FEES	\$10.01	
	6019991999	24/10/2019	WATER RATES & FEES	\$95.68	
	6020409381	24/10/2019	WATER RATES & FEES	\$20.14	
	6020758629	24/10/2019	WATER RATES & FEES	\$125.60	
	6022572692	24/10/2019	WATER RATES & FEES	\$15.11	
	6004277008	24/10/2019	WATER RATES & FEES	\$795.08	
Care Giver Subsidies	2376.3462-01	23/10/2019	CARE GIVER SUBSIDIES		\$61,717.06
	231019	23/10/2019	CARE GIVER SUBSIDIES	\$61,717.06	
Mahogany Creek Progress Association	2377.13100-01	25/10/2019	REFUND		\$340.00
	REFUND OVERPAYMEN	25/10/2019	RATES REFUND	\$340.00	
Mr C W Thomson	2377.13102-01	25/10/2019	REFUND		\$5,212.31
	REFUND OVERPAYME	25/10/2019	RATES REFUND	\$5,212.31	
JLR Pumps	2378.10615-01	28/10/2019	PLUMBING		\$2,568.50
	589	15/10/2019	REINSTALL PUMP & INSTALL NEW PIPEWORK - CHIDLOW OVAL	\$2,568.50	
Complete Combustion	2378.1062-01	28/10/2019	REPAIRS		\$341.00
	M19159	24/10/2019	REPAIRS TO POOL HEATER	\$341.00	
M2 Commander Pty Ltd	2378.10819-01	28/10/2019	ADSL CHARGES		\$445.65
	18545700	11/10/2019	ADSL CHARGES	\$445.65	
Alisco Pty Ltd	2378.10881-01	28/10/2019	FIRST AID REPLENISHMENT		\$277.59
	CPER1980117	08/10/2019	FIRST AID REPLENISHMENT	\$105.49	
	CPER1980115	08/10/2019	FIRST AID REPLENISHMENT	\$112.64	
	CPER1980116	08/10/2019	FIRST AID REPLENISHMENT	\$29.73	
	CPER1980114	08/10/2019	FIRST AID REPLENISHMENT	\$29.73	
Ixom Operations Pty Ltd	2378.10921-01	28/10/2019	CHLORINE GAS		\$168.63
	6160261	15/10/2019	CHLORINE GAS	\$168.63	
CTI Couriers Pty Ltd	2378.11085-01	28/10/2019	COURIER SERVICES		\$554.40
	CISC4286480	24/10/2019	COURIER SERVICES	\$554.40	
Malcolm Thompson Pumps Pty Ltd	2378.11110-01	28/10/2019	EQUIPMENT SERVICE		\$1,973.40
	SLI 21098977	18/10/2019	SERVICING OF PUMPS	\$328.90	
	SLI 21098918	29/10/2019	SERVICE PLANT ROOM EQUIPMENT AT BILGOMAN AQUATIC CENTRE	\$1,644.50	
Frontline Fire & Rescue Equipment	2378.11135-01	28/10/2019	EQUIPMENT PURCHASES		\$1,276.44
	65337	24/10/2019	EQUIPMENT PURCHASES	\$1,276.44	
Retech Rubber	2378.1134-01	28/10/2019	MAINTENANCE		\$1,061.50
	00002974	24/10/2019	REPAIRS TO SOFT FALL FOR SLIDE & DIVING BOARD BILGOMAN AQUATIC CENTRE	\$1,061.50	
Precision Landscape Construction Pty Ltd (The Martin Family Trust T/A)	2378.11400-01	28/10/2019	PAVING WORKS		\$1,859.00
	3782	24/10/2019	PATHWAY PAVING WORKS - STONEVILLE RD	\$1,859.00	
S and I Services (Sneska Ilikj T/A)	2378.11452-01	28/10/2019	CLEANING		\$280.00
	164	25/10/2019	CLEANING SERVICES	\$280.00	
Midland Toyota (Midland 2015 Pty Ltd T/A)	2378.11453-01	28/10/2019	VEHICLE SERVICE		\$970.00
	50320117	04/10/2019	MAJOR SERVICE ON 832MDG	\$970.00	
Swan Valley Fresh (Vendor Management Solutions PtyLtd T/A)	2378.11474-01	28/10/2019	KIOSK SUPPLIES		\$124.73
	00025954	22/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$124.73	
Bow Steel Pty Ltd	2378.11568-01	28/10/2019	STEEL FABRICATION		\$10,527.00
	553	24/10/2019	STEEL FABRICATION - HARDCOURTS HOCKEY BOARDS ALTERATIONS	\$10,527.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Corsign WA Pty Ltd	2378.11578-01	28/10/2019	SIGNAGE		\$231.00
	00040706	13/09/2019	SIGNAGE	\$82.50	
	00040482	20/09/2019	TWO SIGNS FOR REVEGETATION	\$66.00	
	00041283	15/10/2019	SUPPLY & DELIVER SIGNAGE	\$82.50	
Veris Australia Pty Ltd	2378.11648-01	28/10/2019	SURVEYING SERVICES		\$9,765.80
	VI025531	04/10/2019	SURVEYING SERVICES - CADE & BOLDOCK ST MT HELENA	\$2,036.00	
	VI025538	04/10/2019	SURVEYING SERVICES - JARRAH RD STONEVILLE	\$2,956.80	
	VI025528	08/10/2019	FEATURE SURVEY - CHIDLOW VILLAGE GREEN PARK	\$2,189.00	
	VI025533	08/10/2019	FEATURE SURVEY - THOMAS ST CHIDLOW	\$2,585.00	
Mundaring Smash Repairs (WA Panel Works Pty Ltd T/A)	2378.11921-01	28/10/2019	TOWING SERVICES		\$176.00
	65734	07/10/2019	TOWING SERVICES	\$176.00	
The Stationery Co (C Willis & D J Willis T/A)	2378.11953-01	28/10/2019	STATIONERY		\$119.16
	158279	04/10/2019	STATIONERY ITEMS	\$24.21	
	158297	04/10/2019	STATIONERY ITEMS	\$94.95	
JEK Pty Ltd T/A Has Earthmoving	2378.12068-01	28/10/2019	HIRE OF PLANT		\$8,968.30
	00000532	24/09/2019	WET HIRE OF PLANT FOR OPEN DRAIN MAINTENANCE	\$4,484.15	
	00000531	24/09/2019	WET HIRE OF PLANT FOR OPEN DRAIN MAINTENANCE	\$866.83	
	00000534	25/09/2019	WET HIRE OF PLANT FOR OPEN DRAIN MAINTENANCE	\$3,587.32	
Recruitwest Pty Ltd	2378.12078-01	28/10/2019	TEMP STAFF		\$18,323.66
	C INV 528914	25/10/2019	TEMP STAFF - DEPOT	\$18,323.66	
Biobean Coffee Pty Ltd	2378.12185-01	28/10/2019	KIOSK SUPPLIES		\$1,579.86
	00009800	07/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$564.90	
	00009772	22/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$528.00	
	00009819	22/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$486.96	
E.R Medical Services Australasia	2378.12214-01	28/10/2019	TRAINING		\$200.00
	00190	24/10/2019	CPR REFRESHER TRAINING COURSES	\$200.00	
Marindust Sales & Ace Flagpoles	2378.1231-01	28/10/2019	EQUIPMENT PURCHASES		\$3,946.80
	00019823	25/09/2019	EQUIPMENT PURCHASES - FLAGPOLE BILGOMAN AQUATIC	\$935.00	
	00019822	25/09/2019	EQUIPMENT PURCHASES - FLAGPOLE BILGOMAN AQUATIC	\$3,011.80	
Mint Civil T/A Kalamunda Sweeping	2378.12388-01	28/10/2019	STREET SWEEPING SERVICES		\$7,312.50
	M 2303	24/10/2019	SUPPLY OF STREET SWEEPING SERVICES	\$3,532.50	
	M 2307	24/10/2019	SUPPLY OF STREET SWEEPING SERVICES	\$3,780.00	
Grace Information & Records Management	2378.12402-01	28/10/2019	RECORDS STORAGE		\$1,979.85
	RP00925992	08/10/2019	OFFSITE RECORDS STORAGE	\$1,979.85	
Mr V Crowe	2378.12579-01	28/10/2019	CLEANING, MAINTENANCE & LANDSCAPE SERVICES		\$2,030.00
	1330	22/10/2019	MAINTENANCE & LANDSCAPE SERVICES	\$560.00	
	1329	22/10/2019	LANDSCAPE SERVICES	\$210.00	
	1327	22/10/2019	LANDSCAPE SERVICES	\$210.00	
	1328	22/10/2019	CLEANING SERVICES	\$210.00	
	1331	29/10/2019	LANDSCAPE SERVICES	\$210.00	
	1332	29/10/2019	CLEANING SERVICES	\$210.00	
	1333	29/10/2019	LANDSCAPE SERVICES	\$210.00	
	1334	29/10/2019	LANDSCAPE SERVICES	\$210.00	
Officeworks Ltd	2378.12640-01	28/10/2019	STATIONERY		\$362.65
	44813446	04/10/2019	SUPPLY MOCOONA COFFEE	\$305.70	
	44889683	24/10/2019	STATIONERY ITEMS	\$56.95	
Volich Waste Contractors Pty Ltd	2378.127-01	28/10/2019	REFUSE CONTRACT		\$109.12
	00005439	24/10/2019	WASTE COLLECTION SERVICES - LAKE LESCHENAUZIA	\$109.12	
Dingo Bus Charter	2378.12738-01	28/10/2019	BUS HIRE		\$924.00
	13340	24/10/2019	BUS HIRE FOR TOUR OF SHIRE FACILITIES ON 25/10/2019	\$924.00	

Payee	Cheque No	Date	Details	Subtotal	Total
AMPAC Debt Recovery (WA) Pty Ltd	2378.12771-01	28/10/2019	DEBT RECOVERY SERVICES		\$18.93
	59785	24/10/2019	DEBT RECOVERY SERVICES	\$18.93	
Halytech Pty Ltd	2378.12848-01	28/10/2019	ELECTRICAL EQUIPMENT		\$14,643.20
	23810	25/10/2019	SUPPLY & DELIVER COMPONENTS FOR HALYTECH LIGHT SYSTEM	\$3,063.80	
	23812	25/10/2019	SUPPLY & DELIVER COMPONENTS FOR HALYTECH LIGHT SYSTEM	\$3,046.80	
	23813	25/10/2019	SUPPLY & DELIVER COMPONENTS FOR HALYTECH LIGHT SYSTEM	\$3,046.80	
	23811	25/10/2019	SUPPLY & DELIVER COMPONENTS FOR HALYTECH LIGHT SYSTEM	\$3,046.80	
Interfire Agencies Pty Ltd (The Trustee for The Lovett Family Trust)	2378.12880-01	28/10/2019	VEHICLE PARTS		\$2,337.72
	INV-03002	07/10/2019	SUPPLY & INSTALL WARNING LIGHTS ON 818MDG	\$2,337.72	
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2378.12899-01	28/10/2019	PARTS		\$607.75
	1320027221	24/10/2019	SUPPLY OF AIR FILTERS FOR P725, P892, P890 & P889	\$344.30	
	1320027288	24/10/2019	SUPPLY OF BRAKLEEN AEROSOL FOR P1013	\$127.05	
	1320027785	24/10/2019	SUPPLY OF HEAD MIRROR FOR P892 & TRAILER PLUG P2444	\$136.40	
Aussie Broadband Pty Ltd	2378.12938-01	28/10/2019	NBN & VOIP SERVICE CHARGES		\$645.39
	6330300	11/10/2019	NBN & VOIP SERVICE CHARGES	\$645.39	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2378.12944-01	28/10/2019	STREET TREE MAINTENANCE		\$10,703.00
	62	24/10/2019	OVERHEAD PRUNING WORKS - JORDAN RD CHIDLOW	\$2,546.40	
	74	25/10/2019	STREET TREE MAINTENANCE - SAWYERS VALLEY RD	\$2,871.00	
	75	25/10/2019	STREET TREE MAINTENANCE	\$2,546.40	
	73	25/10/2019	STREET TREE MAINTENANCE	\$2,741.20	
Traffic Force	2378.12951-01	28/10/2019	TRAFFIC MANAGEMENT SERVICES		\$60,065.40
	00017063	17/09/2019	TRAFFIC MANAGEMENT SERVICES FOR TREE MAINTENANCE	\$860.07	
	00017157	24/09/2019	TRAFFIC MANAGEMENT FOR CONCRETE FOOTPATH WORKS	\$5,388.11	
	00017089	24/09/2019	TRAFFIC CONTROL FOR CONSTRUCTION CREW WORKS	\$1,440.74	
	00017090	24/09/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAIN MAINTENANCE	\$10,342.37	
	00017081	24/09/2019	TRAFFIC MANAGEMENT SERVICES FOR WORKS CREW	\$5,848.45	
	00017161	24/09/2019	TRAFFIC MANAGEMENT - NICHOL ST MUNDARING	\$2,201.78	
	00017155	24/09/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAIN MAINTENANCE	\$7,142.92	
	00017160	24/09/2019	TRAFFIC CONTROL FOR CONSTRUCTION CREW WORKS	\$1,324.54	
	00017159	24/09/2019	TRAFFIC CONTROL & ROAD CLOSURE GOODCHILD PLACE	\$697.13	
	00017239	25/09/2019	TRAFFIC MANAGEMENT SERVICES FOR TREE MAINTENANCE	\$3,165.04	
	00017248	04/10/2019	TRAFFIC MANAGEMENT FOR CONCRETE FOOTPATH WORKS	\$6,407.05	
	00017315	04/10/2019	TRAFFIC MANAGEMENT FOR MAF HAZARD REDUCTION BURN	\$464.75	
	00017311	07/10/2019	TRAFFIC MANAGEMENT SERVICES FOR TREE MAINTENANCE	\$928.87	
	00017312	07/10/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAINAGE WORKS	\$2,362.84	
	00017242	07/10/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAINAGE MAINTENANCE	\$3,508.87	
	00017314	24/10/2019	TRAFFIC MANAGEMENT SERVICES FOR WORKS CREW	\$4,609.95	
	00017317	24/10/2019	TRAFFIC MANAGEMENT SERVICES FOR KERB MAINTENANCE & DRAINAGE	\$3,341.94	
Across Planning (Larry Guise Planning Pty Ltd T/As:)	2378.12995-01	28/10/2019	PROFESSIONAL PLANNING SERVICES		\$2,912.80
	00053	11/10/2019	MUNDARING MULTI-PURPOSE COMMUNITY FACILITY & TOWN CENTRE LAND ASSEMBLY PLAN	\$2,912.80	
MDM Entertainment Pty Ltd	2378.13013-01	28/10/2019	STOCK FOR BOYA LIBRARY		\$60.14
	81788	24/10/2019	DVD STOCK FOR BOYA LIBRARY	\$60.14	
Community Greenwaste Recycling Pty Ltd	2378.13029-01	28/10/2019	GREENWASTE PROCESSING SERVICES		\$9,388.48
	INV-0884	24/10/2019	GREENWASTE PROCESSING SERVICES	\$9,388.48	
Buss Group (The Branksome Trust T/As:)	2378.13041-01	28/10/2019	MAINTENANCE		\$1,299.25
	INV-00003679	24/10/2019	REPAIR CRACK IN DARLINGTON OVAL CONCRETE TANK	\$1,299.25	
Perth Elevators (Perth Building Services Pty Ltd T/As:)	2378.13053-01	28/10/2019	MAINTENANCE		\$495.00
	0010	04/10/2019	QUARTERLY MAINTENANCE INSPECTION MUNDARING ARENA ELEVATOR	\$495.00	
Enviro Pipes Pty Ltd	2378.13054-01	28/10/2019	PIPES		\$1,296.02
	42145	18/10/2019	SUPPLY 1 LENGTH OF CORRUGATED PIPE 5.71 MTR	\$1,296.02	
Allstate Kerbing and Concrete	2378.13058-01	28/10/2019	CONCRETE WORKS		\$1,180.08
	00009703	25/10/2019	ADDITIONAL WORKS CARRIED OUT - SCOTT ST ROUNDABOUT	\$1,180.08	

Payee	Cheque No	Date	Details	Subtotal	Total
NNT - Division of Pacific Brands Workwear Group P/L	2378.1328-01	28/10/2019	UNIFORMS		\$418.95
	11704411	17/09/2019	UNIFORMS - BOYA LIBRARY	\$81.60	
	11688173	20/09/2019	UNIFORMS - KSP LIBRARY	\$126.65	
	11704433	24/10/2019	UNIFORMS - BOYA LIBRARY	\$163.20	
	11731062	24/10/2019	UNIFORMS	\$47.50	
Sonic HealthPlus Pty Ltd	2378.138-01	28/10/2019	MEDICAL EXAMINATIONS		\$693.00
	1864768	22/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1894767	22/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1907009	22/10/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
Schweppes Australia Pty Ltd	2378.145-01	28/10/2019	KIOSK SUPPLIES		\$540.26
	0806072321	11/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$540.26	
Eastern Hills Saws & Mowers Pty Ltd	2378.146-01	28/10/2019	PARTS		\$228.00
	43801 # 11	24/10/2019	SUPPLY OIL PUMP FOR P1003 BRUSH CUTTER	\$66.00	
	43842 # 11	24/10/2019	SUPPLY HANDLEBAR FOR P1003	\$120.00	
	43900 # 4	24/10/2019	SUPPLY EDGER BLADE FOR P1003	\$42.00	
Vodafone	2378.166-01	28/10/2019	FEES		\$1,884.78
	11242562	14/10/2019	PAGERS & MESSAGING - ALL BRIGADES	\$1,884.78	
Midland Cement Materials	2378.1674-01	28/10/2019	CONCRETE PRODUCTS		\$2,262.26
	6112887	17/09/2019	SUPPLY PVC PIPES & FITTINGS FOR RETIC WORKS	\$102.85	
	6112813	17/09/2019	SUPPLY PVC PIPES & FITTINGS FOR RETIC WORKS	\$949.52	
	6113523	24/10/2019	SUPPLY PRODUCTS FOR MUNDARING TENNIS COURT DRAINAGE	\$1,209.89	
LGISWA	2378.189-01	28/10/2019	INSURANCE		\$314,551.65
	100-136138	24/10/2019	INSURANCE PREMIUM 2019/2020 - LGIS PROPERTY	\$54,586.67	
	100-136183	24/10/2019	INSURANCE PREMIUM 2019/2020 - LGIS LIABILITY	\$102,820.63	
	100-136280	24/10/2019	INSURANCE PREMIUM 2019/2020 - LGIS WORKCARE	\$157,144.05	
Konica Minolta Business Solutions Aust Pty Ltd	2378.197-01	28/10/2019	PRINTING		\$4,260.10
	0400001153320919	11/10/2019	PHOTOCOPIER PRINTING	\$4,260.10	
Eastern Metropolitan Regional Council	2378.21-01	28/10/2019	TRANSFER STATION FEES		\$61,849.58
	EMRC31401	24/10/2019	TRANSFER STATION FEES	\$61,849.58	
City of Armadale	2378.2119-01	28/10/2019	TOURISM ALLIANCE		\$11,000.00
	38978	25/10/2019	PERTH HILLS TOURISM ALLIANCE 2019/2020	\$11,000.00	
Asphalttech Pty Ltd	2378.2163-01	28/10/2019	ASPHALT		\$323,166.77
	10008459	11/10/2019	ASPHALT WORKS - REDDY AVENUE MUNDARING	\$6,261.15	
	10008505	15/10/2019	ASPHALT WORKS	\$418.53	
	10008509	15/10/2019	ASPHALT WORKS	\$418.53	
	10008507	15/10/2019	ASPHALT WORKS	\$937.05	
	10008440	15/10/2019	ASPHALT WORKS - SCOTT STREET BOYA	\$69,797.57	
	10008430	15/10/2019	ASPHALT WORKS - BALMAIN ROAD GREENMOUNT	\$111,200.47	
	10008412R	24/10/2019	ASPHALT WORKS - MATTHEWS WAY STONEVILLE	\$134,233.47	
Country Womens Association of WA Inc - Mundaring Branch	2378.2165-01	28/10/2019	CATERING		\$135.00
	110	24/10/2019	CATERING SERVICES - MUNDARING FIRE SCHOOL	\$135.00	
Security & Key Distributors	2378.218-01	28/10/2019	LOCKS & KEYS		\$296.37
	83143	20/09/2019	SUPPLY BILOCK KEYS - LAKE LESCHENAULTIA	\$101.16	
	83142	20/09/2019	SUPPLY & DELIVER BILOCK KEYS - MUNDARING ARENA	\$68.08	
	83301	24/10/2019	SUPPLY OF LOCK FOR BBQ AT SAWYERS VALLEY OVAL	\$127.13	
Stewart & Heaton Clothing Co	2378.2625-01	28/10/2019	UNIFORMS		\$623.61
	SIN-3109760	07/10/2019	UNIFORMS - DARLING RANGE VBFB	\$178.57	
	SIN-3109816	07/10/2019	UNIFORMS - PARKERVILLE VBFB	\$365.25	
	SIN-3110768	11/10/2019	UNIFORMS - GLEN FORREST VBFB	\$59.79	
St John Ambulance Western Australia Ltd	2378.2641-01	28/10/2019	DEFIBRILLATOR		\$2,000.00
	STKINV00016180	24/10/2019	SUPPLY & DELIVERY OF ONE DEFIBRILLATOR	\$2,000.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Du Clene Pty Ltd	2378.2737-01	28/10/2019	CLEANING		\$3,372.14
	00009653	04/10/2019	CLEANING SERVICES	\$148.39	
	00009652	18/10/2019	CLEANING SERVICES	\$2,708.48	
	00009658	24/10/2019	CLEANING SERVICES	\$148.39	
	00009650	24/10/2019	CLEANING SERVICES	\$148.39	
	00009654	25/10/2019	CLEANING SERVICES	\$218.49	
Hills Seafood Supplies	2378.2741-01	28/10/2019	KIOSK SUPPLIES		\$237.44
	70188	22/10/2019	PROVISIONS FOR REFLECTIONS CAFE	\$237.44	
Mrs M V Woodward	2378.2770-01	28/10/2019	VISITOR CENTRE STOCK		\$84.00
	18	25/10/2019	HANDMADE CARDS FOR VISITOR CENTRE STOCK	\$84.00	
Winc Australia Pty Limited	2378.280-01	28/10/2019	STATIONERY		\$277.57
	6028719953	04/10/2019	STATIONERY ITEMS	\$6.85	
	6028697751	11/10/2019	SUPPLY PREMIUM GROUND COFFEE	\$271.72	
Truckline	2378.2816-01	28/10/2019	PART S		\$694.14
	6769599	25/09/2019	PARTS FOR 830MDG	\$526.11	
	6773340	24/10/2019	PARTS	\$168.03	
Volunteering WA (Volunteer Centre of Western Australia T/A)	2378.2977-01	28/10/2019	WORKSHOP FEE S		\$660.00
	00003787	24/09/2019	DELIVERY OF EVENTS & RISK MANAGEMENT WORKSHOP	\$660.00	
McLeods Barristers and Solicitors	2378.307-01	28/10/2019	PROFESSIONAL LEGAL SERVICES		\$8,039.60
	108448	24/10/2019	PROFESSIONAL LEGAL SERVICES - DOG ACT MATTER	\$1,814.85	
	107933	24/10/2019	PROFESSIONAL LEGAL SERVICES - DOG ACT MATTER	\$795.04	
	110273	24/10/2019	PROFESSIONAL LEGAL SERVICES - PLANNING MATTER	\$1,915.87	
	110274	24/10/2019	PROFESSIONAL LEGAL SERVICES - PLANNING MATTER	\$576.40	
	110380	24/10/2019	PROFESSIONAL LEGAL SERVICES - PLANNING MATTER	\$1,626.47	
	110375	24/10/2019	PROFESSIONAL LEGAL SERVICES - WASTE DISPOSAL ISSUE	\$1,510.97	

Payee	Cheque No	Date	Details	Subtotal	Total
Local Government Professionals Australia WA	2378.3088-01	28/10/2019	SUBSCRIPTION		\$69.00
	12321	07/10/2019	MEMBERSHIP SUBSCRIPTION 2019/2020	\$69.00	
Landgate	2378.314-01	28/10/2019	TITLE SEARCHES		\$183.40
	958170	24/10/2019	TITLE SEARCHES	\$183.40	
Turfworks WA Pty Ltd	2378.3232-01	28/10/2019	MOWING		\$7,110.42
	4695	25/10/2019	MOWING SERVICES	\$1,817.70	
	4697	25/10/2019	MOWING SERVICES	\$2,202.19	
	4698	25/10/2019	MOWING SERVICES	\$1,272.83	
	4701	25/10/2019	MOWING SERVICES	\$1,817.70	
Boral Construction Materials Group Ltd	2378.33-01	28/10/2019	ASPHALT		\$2,585.00
	WA14733831	17/09/2019	ASPHALT	\$77.00	
	WA14752868	24/09/2019	ASPHALT	\$154.00	
	WA14752869	24/09/2019	ASPHALT	\$154.00	
	WA14746016	24/09/2019	ASPHALT	\$154.00	
	WA14746017	24/09/2019	ASPHALT	\$154.00	
	WA14733830	24/09/2019	ASPHALT	\$154.00	
	WA14739990	24/09/2019	ASPHALT	\$154.00	
	WA14739991	24/09/2019	ASPHALT	\$154.00	
	WA14746018	24/09/2019	ASPHALT	\$176.00	
	WA14716217	24/09/2019	ASPHALT	\$154.00	
	WA14755700	25/09/2019	ASPHALT	\$154.00	
	WA14770870	04/10/2019	ASPHALT	\$154.00	
	WA14770871	04/10/2019	ASPHALT	\$154.00	
	WA14770872	04/10/2019	ASPHALT	\$154.00	
	WA14770873	04/10/2019	ASPHALT	\$154.00	
	WA14760362	24/10/2019	ASPHALT	\$154.00	
	WA14766213	24/10/2019	ASPHALT	\$176.00	
Quick Corporate Australia	2378.3445-01	28/10/2019	STATIONERY		\$387.52
	SIN-01133864	24/10/2019	STATIONERY ITEMS	\$387.52	
Landmark Operations Ltd	2378.35-01	28/10/2019	WEED CONTROL CHEMICALS		\$4,040.48
	602185018	24/10/2019	SUPPLY 2 X 20L BRUSHWET & 3 X 5L BRUSHWET	\$1,501.50	
	602179370	24/10/2019	WEED CONTROL CHEMICALS	\$538.98	
	602137970	24/10/2019	WEED CONTROL CHEMICALS	\$2,002.00	
Kleenit Pty Ltd	2378.3780-01	28/10/2019	MAINTENANCE		\$825.00
	132631	25/10/2019	REMOVE GRAFFITI - RAILWAY RESERVE BUCKINGHAM RD SWAN VIEW	\$357.50	
	132630	25/10/2019	REMOVE GRAFFITI - ASSORTED BUS STOPS	\$467.50	
Mundaring Electrical Contracting Service	2378.381-01	28/10/2019	ELECTRICAL SERVICES		\$3,235.10
	6978	24/10/2019	ELECTRICAL SERVICES - BROWN PARK REC CENTRE	\$139.70	
	6977	24/10/2019	ELECTRICAL SERVICES - SCULPTURE PARK TOILETS	\$239.80	
	6979	24/10/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$121.00	
	6969	24/10/2019	ELECTRICAL SERVICES - SHIRE DEPOT	\$110.00	
	6968	25/10/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$445.50	
	6976	28/10/2019	ELECTRICAL SERVICES - MUNDARING OVAL CHANGE ROOMS	\$434.50	
	6974	28/10/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$170.50	
	6980	28/10/2019	ELECTRICAL SERVICES - DARLINGTON HALL VERANDAH	\$237.00	
	6981	28/10/2019	ELECTRICAL SERVICES - BROWN PARK REC CENTRE	\$137.50	
	6959	28/10/2019	ELECTRICAL SERVICES - SWANVIEW YOUTH CENTRE	\$704.00	
	6964	28/10/2019	ELECTRICAL SERVICES - SWANVIEW YOUTH CENTRE	\$366.00	
	6973	28/10/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$99.00	
Mundaring News & Lotto	2378.385-01	28/10/2019	SUBSCRIPTIONS		\$513.80
	6067	11/10/2019	MAGAZINE SUBSCRIPTIONS	\$513.80	
J. Blackwood & Son Pty Ltd	2378.397-01	28/10/2019	SAFETY BOOTS		\$80.28
	PE4785UG	24/10/2019	SUPPLY OF SAFETY BOOTS	\$80.28	
Down Under Stump Grinding Pty Ltd	2378.3998-01	28/10/2019	STREET TREE MAINTENANCE		\$590.15
	41056	24/10/2019	STREET TREE MAINTENANCE	\$142.45	
	41045	24/10/2019	STREET TREE MAINTENANCE	\$447.70	

Payee	Cheque No	Date	Details	Subtotal	Total
Wurth Australia Pty Ltd	2378.4108-01	28/10/2019	PARTS		\$464.24
	4306852928	20/09/2019	SUPPLY ASSORTED WORKSHOP CONSUMABLES	\$464.24	
Lovegrove Turf Services Pty Ltd	2378.4241-01	28/10/2019	TURF		\$13,860.00
	40415	24/10/2019	TURF RENOVATIONS FOR MUNDARING OVAL & BOYA OVAL	\$13,860.00	
Direct Communications	2378.4281-01	28/10/2019	VEHICLE REPAIRS		\$301.40
	109675	04/10/2019	REPAIRS TO 05MDG & 081MDG	\$301.40	
C & D Planke & Sons	2378.4300-01	28/10/2019	HIRE OF PLANT		\$1,617.00
	000188	25/10/2019	HIRE OF PLANT	\$1,617.00	
Aardvark Bobcat & Truck Hire	2378.4407-01	28/10/2019	HIRE OF PLANT		\$3,862.95
	#723	24/10/2019	HIRE OF PLANT	\$3,862.95	
Technifire 2000	2378.4453-01	28/10/2019	PARTS		\$944.68
	23600	24/10/2019	PARTS FOR 060MDG, 088MDG & 087MDG	\$229.68	
	23612	24/10/2019	REPAIRS TO FIRE TANK ON 069MDG	\$715.00	
Flexi Staff Pty Ltd	2378.4560-01	28/10/2019	TEMP STAFF		\$1,924.70
	212209	25/10/2019	TEMP STAFF - DEPOT	\$1,924.70	
Midalia Steel Pty Ltd	2378.47-01	28/10/2019	STEEL SUPPLIES		\$286.27
	62487909	25/09/2019	SUPPLY POST CAPS FOR AFL GOALS	\$162.43	
	62497631	07/10/2019	SUPPLY POST CAPS FOR AFL GOALS	\$63.56	
	62499261	24/10/2019	STEEL SUPPLIES	\$60.28	
Pure Air Filters	2378.4749-01	28/10/2019	PARTS		\$552.20
	00011749	20/09/2019	ASSORTED AIR FILTER CLEANERS	\$75.90	
	00011784	20/09/2019	ASSORTED AIR FILTER CLEANERS	\$202.40	
	00011678	24/10/2019	AIR FILTER CLEANERS FOR P238 & P288	\$65.70	
	00011807	24/10/2019	AIR FILTER CLEANERS FOR 018MDG, 043MDG, 044MDG & 046MDG	\$178.20	
Echo Newspaper	2378.480-01	28/10/2019	ADVERTISING		\$1,578.50
	00008048	19/09/2019	ADVERTISING	\$1,578.50	
Noise & Vibration Measurement Systems	2378.4865-01	28/10/2019	PARTS		\$823.90
	1000-2778-2019	24/09/2019	SUPPLY MATRON SWITCH FOR SOUND LEVEL METER	\$823.90	
WA Naturally Publications	2378.5390-01	28/10/2019	VISITOR CENTRE STOCK		\$619.23
	P 1-01-028342	07/10/2019	ASSORTED MAPS FOR VISITOR CENTRE STOCK	\$619.23	
Global Workwear Investments Pty Ltd T/A Totally Workwear	2378.5558-01	28/10/2019	WORK CLOTHES		\$2,144.93
	MD13636.D1	13/09/2019	WORK CLOTHES	\$461.69	
	MD13813.D1	26/09/2019	WORK CLOTHES	\$253.00	
	MD51837	25/09/2019	WORK CLOTHES	\$148.50	
	MD13943.D1	11/10/2019	WORK CLOTHES	\$428.00	
	MD13812.D1	24/10/2019	WORK CLOTHES	\$402.62	
	MD14098.D1	24/10/2019	WORK CLOTHES	\$450.82	
Sling Lift & Rigging Pty Ltd	2378.5812-01	28/10/2019	PARTS		\$2,183.50
	00079772	19/09/2019	SUPPLY 2 TONNE CHLORINE TANK LIFTING BEAM	\$2,183.50	
Mundaring Sharing (Inc)	2378.599-01	28/10/2019	ANNUAL FUNDING		\$8,914.00
	15/10/19	24/10/2019	ANNUAL FUNDING 2ND QUARTER CLAIM 2019/2020	\$8,914.00	
Baileys Fertilisers	2378.61-01	28/10/2019	TURF FERTILISER		\$3,701.50
	6279	13/09/2019	SUPPLY ENERGY TURF FERTILISER	\$1,850.75	
	6589	24/09/2019	SUPPLY ENERGY TURF FERTILISER	\$1,850.75	
Department of Planning, Lands & Heritage	2378.6193-01	28/10/2019	MAPPING		\$81.00
	IN502126	04/10/2019	MAPPING FOR AMENDMENT 17	\$81.00	
The Rigging Shed	2378.6324-01	28/10/2019	MAINTENANCE OF EQUIPMENT		\$2,945.14
	79502	17/09/2019	INSPECTION & CERTIFICATION TO LIFTING EQUIPMENT	\$2,458.50	
	80162	24/10/2019	MAINTENANCE OF EQUIPMENT	\$486.64	

Payee	Cheque No	Date	Details	Subtotal	Total
Midland Rubber Stamps	2378.641-01	28/10/2019	STATIONERY		\$54.70
	00041240	24/10/2019	STATIONERY ITEMS	\$54.70	
Vermeer Equipment of WA & NT	2378.6421-01	28/10/2019	PART S		\$240.24
	110818	24/10/2019	SUPPLY OF PARTS FOR CHIPPER 876 MDG	\$240.24	
Eastern Hills Liquid Waste	2378.6553-01	28/10/2019	WASTE REMOVAL		\$1,300.00
	5670	25/10/2019	SEPTIC TANKS & LEACH DRAIN PUMPED MILLPERRA HOUSE MT HELENA	\$1,300.00	
Regents Commercial Property Specialists	2378.6626-01	28/10/2019	RENTAL		\$2,926.68
	SHIREMU	25/10/2019	RENTAL RADIO TOWER 01/11/2019 - 31/10/2020	\$2,926.68	
Dial Before You Dig WA Ltd	2378.6698-01	28/10/2019	MEMBERSHIP FEES		\$110.00
	WA161854	08/10/2019	MEMBERSHIP FEES JULY TO SEPTEMBER 2019	\$110.00	
Relationships Australia Western Australia Incorporated	2378.6732-01	28/10/2019	EMPLOYEE ASSISTANCE PROGRAM		\$165.00
	00337191	24/10/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	
The Watershed Water Systems	2378.68-01	28/10/2019	RETICULATION PARTS		\$114.65
	10180605	24/10/2019	RETICULATION PARTS	\$27.85	
	10180988	24/10/2019	RETICULATION PARTS	\$86.80	
RAC Motoring Pty Ltd	2378.6876-01	28/10/2019	SUBSCRIPTION		\$2,318.00
	312338	24/10/2019	ANNUAL SUBSCRIPTION RENEWAL BUSINESS WISE ASSISTANCE	\$2,318.00	
Any Envelopes	2378.7048-01	28/10/2019	ENVELOPE S		\$638.00
	00017470	20/09/2019	SUPPLY WINDOW FACED ENVELOPES	\$247.50	
	00017471	20/09/2019	SUPPLY WINDOW FACED STRIP SEAL ENVELOPES	\$390.50	
Mundaring & Hills Historical Society	2378.709-01	28/10/2019	GRANT		\$15,685.00
	1089	25/10/2019	QUARTERLY FUNDING OCTOBER TO DECEMBER 2019	\$15,685.00	
Pirtek Midland	2378.7318-01	28/10/2019	PART S		\$1,989.89
	MD-T00026148	20/09/2019	SUPPLY ASSORTED FIRE HOSE ADAPTERS	\$946.03	
	MD-T00026141	20/09/2019	AFTER HOURS REPAIR T/S LOADER 018MDG	\$1,065.81	
	MD-T00026384	24/10/2019	SUPPLY OF ASSORTED HYDRAULIC HOSES & FITTINGS	\$100.59	
	MD-T00026406	24/10/2019	SUPPLY OF ASSORTED HYDRAULIC HOSES & FITTINGS	\$117.46	
Humes Wembley Cement (Holcim Australia Pty Ltd)	2378.7347-01	28/10/2019	CONCRETE PRODUCTS		\$7,746.03
	6406522900	20/09/2019	SUPPLY & DELIVER RJ CLASS 2 PIPES & RINGS	\$1,593.64	
	6406551995	24/10/2019	SUPPLY WELL LINER, RC PIPES & CONCRETE BASES	\$6,152.39	
Scoob's Dingo Service	2378.7426-01	28/10/2019	FOOTPATH SWEEPING / MAINTENANCE		\$2,970.00
	2271	24/10/2019	FOOTPATH SWEEPING / MAINTENANCE	\$2,970.00	
Marshall Beattie Pty Ltd	2378.7727-01	28/10/2019	SECURITY SYSTEM MAINTENANCE		\$2,794.00
	10120823	25/10/2019	SECURITY SYSTEM UPGRADE - SHRE ADMIN BUILDING	\$2,794.00	
ABM Landscaping	2378.7820-01	28/10/2019	LANDSCAPE MAINTENANCE		\$49,608.23
	INV-4566	07/10/2019	VERGE MAINTENANCE - LOMANDRA DR HELENA VALLEY	\$274.08	
	INV-4539	07/10/2019	INSTALL POST & RAILS & FERTILISE - LAKE LESCHENAUTIA	\$1,364.00	
	INV-4341	11/10/2019	SUPPLY & INSTALL BLOCKS - WILLIAM ADAMS PLAYGROUND UPGRADE	\$3,960.00	
	INV-4573	11/10/2019	REPAIR RETICULATION SYSTEM - HELENA VALLEY VERGE	\$2,739.00	
	INV-4574	11/10/2019	MULCHING WORK ALONG NORTHERN SIDE HELENA VALLEY RD	\$3,135.00	
	INV-4577	11/10/2019	LANDSCAPE MAINTENANCE - MUNDARING TOWN CENTRE	\$11,983.51	
	INV-4578	11/10/2019	LANDSCAPE MAINTENANCE - HELENA VALLEY ESTATE	\$10,636.25	
	INV-4579	11/10/2019	LANDSCAPE MAINTENANCE - GREAT EASTERN HIGHWAY	\$2,296.39	
	INV-4580	11/10/2019	LANDSCAPE MAINTENANCE - MORRISON RD STREETSCAPE	\$3,916.07	
	INV-4581	11/10/2019	LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRES	\$2,102.43	
	INV-4584	11/10/2019	LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$110.00	
	INV-4597	22/10/2019	TURF FERTILISING - LAKE LESCHENAUTIA	\$284.00	
	INV-4593	24/10/2019	BRUSHCUTTING WORKS - TRIANDRA POS HELENA VALLEY	\$1,056.00	
	INV-4507	25/10/2019	SUPPLY & INSTALL BLOCKS - GLYNDEN PARK PLAYGROUND	\$5,761.50	
Ricoh Finance	2378.7857-01	28/10/2019	RENTAL CHARGES		\$210.10
	209086	04/10/2019	RENTAL CHARGES	\$210.10	

Payee	Cheque No	Date	Details	Subtotal	Total
The Katharine Susannah Prichard Foundation Inc	2378.793-01	28/10/2019	GRANT		\$15,760.00
	121007	11/10/2019	QUARTERLY GRANT FUNDING KSP - OCTOBER-DECEMBER 19	\$15,760.00	
Bunnings Group Limited	2378.80-01	28/10/2019	HARDWARE		\$609.53
	2180/01195572	15/10/2019	HARDWARE ITEMS	\$203.48	
	2180/01563279	24/10/2019	HARDWARE ITEMS	\$102.48	
	2180/01590819	24/10/2019	HARDWARE ITEMS	\$202.38	
	2180/01195148	24/10/2019	HARDWARE ITEMS	\$69.00	
	2180/01554175	25/10/2019	HARDWARE ITEMS	\$32.19	
Electritech Industries	2378.8037-01	28/10/2019	ELECTRICAL SERVICES		\$2,663.26
	12498	22/10/2019	ELECTRICAL SERVICES - WOOROLOO HALL	\$41.25	
	12815	28/10/2019	WESTERN POWER ISOLATION & RE-ENERGISATION CHARGES	\$2,622.01	
Conquest Earthworks	2378.8051-01	28/10/2019	EARTHWORKS		\$26,635.95
	1033	24/10/2019	TRANSPORT OF DRAINAGE SPOILS TO MATHIESON RD TRANSFER STATION	\$3,246.00	
	1034	24/10/2019	HIRE OF EXCAVATOR - MATHIESON RD TRANSFER STATION	\$383.00	
	1035	24/10/2019	HIRE OF EXCAVATOR - SORT CONCRETE FROM FARRELL RD	\$385.00	
	1036	24/10/2019	TRANSPORT ROCKS MATHIESON RD TO VICTOR RD DARLINGTON	\$1,014.20	
	1038	24/10/2019	QUARTERLY REMOVAL & DISPOSAL OF INERT WASTE	\$21,628.75	
E Fire & Safety	2378.8275-01	28/10/2019	SERVICING OF FIRE EXTINGUISHERS		\$2,197.80
	508130	28/10/2019	SERVICING OF FIRE EXTINGUISHERS	\$2,197.80	
Ecowater Services Pty Ltd	2378.8393-01	28/10/2019	QUARTERLY SERVICING		\$185.80
	F5109	24/10/2019	QUARTERLY SERVICING	\$185.80	
Bunney Enterprises	2378.8488-01	28/10/2019	MITIGATION WORKS		\$403.00
	0619	24/10/2019	MITIGATION WORKS - VARIOUS RESERVES	\$403.00	
Sankey Plumbing Service	2378.8545-01	28/10/2019	PLUMBING		\$3,905.00
	4530	24/10/2019	PLUMBING - MUNDARING HALL, DARLINGTON HALL BROWN PARK COMMUNITY CENTRE	\$838.00	
	4529	24/10/2019	PLUMBING - HUB OF THE HILLS	\$132.00	
	4528	24/10/2019	PLUMBING - ADMIN BUILDING	\$1,232.00	
	4527	24/10/2019	PLUMBING - ADMIN & CIVIC BUILDING	\$385.00	
	4525	24/10/2019	PLUMBING - MUNDARING REC GROUND PAVILION	\$132.00	
	4524	24/10/2019	PLUMBING - MT HELENA PUBLIC TOILETS	\$385.00	
	4523	24/10/2019	PLUMBING - WOOROLOO CEMETERY GAZEBO TAP	\$143.00	
	4522	24/10/2019	PLUMBING - ADMIN BUILDING	\$110.00	
	4526	28/10/2019	PLUMBING - MUNDARING LIBRARY & MUNDARING HALL	\$748.00	
Great Sand Supplies Trust	2378.8584-01	28/10/2019	GRAVEL SUPPLIES		\$16,012.36
	00005198	11/10/2019	GRAVEL STOCK GSS PICK UP SEPTEMBER 2019	\$15,104.23	
	00005197	15/10/2019	SUPPLY FILL SAND	\$775.91	
	00005210	15/10/2019	SUPPLY FILL SAND FOR TRENCHES ALONG HARRY RISEBOROUGH	\$132.22	
Airlite Cleaning	2378.8677-01	28/10/2019	MONTHLY SERVICE SANITARY BINS		\$2,354.87
	345512	24/10/2019	MONTHLY SERVICE SANITARY BINS	\$2,354.87	
Tyres For Trucks	2378.8944-01	28/10/2019	TYRES		\$407.00
	00016084	24/10/2019	REPAIR TYRE ON 019MDG	\$407.00	
Kool Line Electrical & Refrigeration	2378.8976-01	28/10/2019	ELECTRICAL SERVICES		\$59,005.00
	00126315	22/10/2019	ELECTRICAL SERVICES - MUNDARING HARDCOURTS	\$12,595.00	
	00126314	22/10/2019	ELECTRICAL SERVICES - MUNDARING HARDCOURTS LIGHTING UPGRADE	\$46,410.00	
Australian Grown	2378.9512-01	28/10/2019	UNIFORMS		\$1,890.63
	SI26130	19/09/2019	BEANIES FOR MAINTENANCE OFFICER AT ARENA	\$22.77	
	SI26129	24/09/2019	STAFF UNIFORMS	\$754.27	
	SI26227	24/10/2019	SUPPLY SHIRT OF MUNDARING POLO SHIRTS	\$1,113.59	
Christie Parksafe	2378.9569-01	28/10/2019	ELECTRICAL EQUIPMENT		\$2,959.00
	5304813	24/10/2019	SUPPLY ELECTRIC BBQ COOKTOP FOR SAWYERS VALLEY OVAL	\$2,959.00	
Brice Pest Management	2378.9596-01	28/10/2019	PEST CONTROL		\$374.00
	03328	25/10/2019	ANT TREATMENT - HELENA VALLEY TENNIS COURTS & BOYA TENNIS COURTS	\$198.00	
	03327	25/10/2019	PEST CONTROL - HARDEY RD GLEN FORREST	\$176.00	

Payee	Cheque No	Date	Details	Subtotal	Total
MPK Tree Management Pty Ltd	2378.9627-01	28/10/2019	STREET TREE MAINTENANCE		\$11,548.27
	00008629	13/09/2019	STREET TREE MAINTENANCE	\$1,354.39	
	00008630	13/09/2019	STREET TREE MAINTENANCE	\$10,193.88	
Total Eden Pty Limited	2378.9752-01	28/10/2019	CONSUMABLES		\$1,617.00
	409007880	24/09/2019	SUPPLY & DELIVERY OF 20L DRUMS OF BLUBACK	\$1,617.00	
Ramzila Timber Pty Ltd T/As Mundaring Hardware	2378.9824-01	28/10/2019	HARDWARE		\$65.40
	55725	24/10/2019	BUILDING MAINTENANCE ITEMS FOR CHIDLOW VBFB	\$65.40	
Mr G T Jenkins	2379.13103-01	28/10/2019	CROSSOVER CONTRIBUTION		\$575.00
	X OVER	28/10/2019	CROSSOVER CONTRIBUTION	\$575.00	
Mr G J Newhill	2379.13104-01	28/10/2019	CROSSOVER CONTRIBUTION		\$1,280.00
	X OVER	28/10/2019	CROSSOVER, PIPES & HEADWALLS CONTRIBUTION	\$1,280.00	
Synergy	2379.174-01	28/10/2019	ELECTRICITY		\$7,293.42
	5172433125	24/10/2019	ELECTRICITY	\$149.69	
	3563304329	24/10/2019	ELECTRICITY	\$364.30	
	5147790712	25/10/2019	ELECTRICITY	\$279.31	
	0236507529	25/10/2019	ELECTRICITY	\$120.85	
	5125442514	25/10/2019	ELECTRICITY	\$108.23	
	2172465520	25/10/2019	ELECTRICITY	\$104.95	
	5039936321	25/10/2019	ELECTRICITY	\$154.40	
	5142730716	25/10/2019	ELECTRICITY	\$105.12	
	5087811715	25/10/2019	ELECTRICITY	\$108.11	
	5045204415	25/10/2019	ELECTRICITY	\$129.64	
	8876289221	25/10/2019	ELECTRICITY	\$126.16	
	5089695212	25/10/2019	ELECTRICITY	\$111.21	
	5233911527	25/10/2019	ELECTRICITY	\$113.97	
	8749180328	25/10/2019	ELECTRICITY	\$111.05	
	5162819914	25/10/2019	ELECTRICITY	\$4,143.80	
	5176146311	25/10/2019	ELECTRICITY	\$713.84	
	5134764810	25/10/2019	ELECTRICITY	\$226.96	
	5176146213	25/10/2019	ELECTRICITY	\$125.83	
Darling Range Volunteer Bushfire Brigade	2379.217-01	28/10/2019	HAZARD REDUCTION BURN		\$180.00
	0157	25/10/2019	HAZARD REDUCTION BURN - R32484 HOVEA	\$180.00	
Wesfarmers Kleenheat Gas Pty Ltd	2379.355-01	28/10/2019	GAS		\$136.75
	4242611	26/09/2019	GAS SERVICES - HUB OF THE HILLS	\$136.75	
Mount Helena Volunteer Bushfire Brigade	2379.361-01	28/10/2019	REIMBURSEMENT		\$8,490.88
	0036	28/10/2019	REIMBURSEMENT OF ESL EXPENSES	\$8,490.88	
Parkerville Volunteer Bushfire Brigade	2379.363-01	28/10/2019	HAZARD REDUCTION BURN		\$180.00
	0157	25/10/2019	HAZARD REDUCTION BURN - R32484 HOVEA	\$180.00	
Mr R L Baur	2379.4923-01	28/10/2019	REIMBURSEMENT		\$278.50
	REIMBURSEMENT	28/10/2019	REIMBURSEMENT - ACCOMMODATION MELBOURNE CONFERENCE OCTOBER 2019	\$278.50	
Eastern Hills Senior High School	2379.550-01	28/10/2019	CITIZEN AWARD		\$70.00
	CITIZEN AWARD	25/10/2019	CITIZEN AWARD 2019	\$70.00	
Mundaring State Emergency Service	2379.582-01	28/10/2019	REIMBURSEMENT		\$4,342.00
	2034	28/10/2019	REIMBURSEMENT OF ESL EXPENSES	\$4,342.00	
Shire of Mundaring	2379.589-01	28/10/2019	FDC PARENT LEVY		\$23,960.96
	231019	23/10/2019	FDC PARENT LEVY	\$23,960.96	
Helena College Senior High School	2379.719-01	28/10/2019	CITIZEN AWARD		\$70.00
	CITIZEN AWARD	25/10/2019	CITIZEN AWARD 2019	\$70.00	
Mundaring Primary School	2379.723-01	28/10/2019	CITIZEN AWARD		\$70.00
	CITIZEN AWARD	25/10/2019	CITIZEN AWARD 2019	\$70.00	

Payee	Cheque No	Date	Details	Subtotal	Total
Swan Christian Education Association T/A Mundaring Christian College	2379.733-01	28/10/2019	CITIZEN AWARD		\$140.00
		25/10/2019	CITIZEN AWARD 2019	\$70.00	
		25/10/2019	CITIZEN AWARD 2019 - SECONDARY	\$70.00	
Mount Helena Residents & Ratepayers Progress Assoc(Inc)	2379.7499-01	28/10/2019	EVENT REGISTRATION		\$100.00
	# 6	24/10/2019	HILLS BILLY CART REGISTRATION	\$100.00	
Swan Community Choir Inc.	2380.10535-01	30/10/2019	HALL BOND REFUND		\$110.00
	1151638	30/10/2019	HALL BOND REFUND	\$110.00	
Parkerville Senior Football Club	2380.13110-01	30/10/2019	KEY BOND REFUND		\$154.00
	837883	30/10/2019	KEY BOND REFUND	\$154.00	
Mrs T L Vance	2380.13111-01	30/10/2019	HALL BOND REFUND		\$110.00
	1175224	30/10/2019	HALL BOND REFUND	\$110.00	
Swan Christian Netball Club	2380.13112-01	30/10/2019	HALL BOND REFUND		\$110.00
	1166458	30/10/2019	HALL BOND REFUND	\$110.00	
Ms B G Sheppard	2380.13113-01	30/10/2019	KEY BOND REFUND		\$110.00
	1177189	30/10/2019	KEY BOND REFUND	\$110.00	
Koolkuna Womens Refuge	2380.13114-01	30/10/2019	HALL BOND REFUND		\$500.00
	1166802	30/10/2019	HALL BOND REFUND	\$500.00	
Mundaring Arts Centre Inc	2380.254-01	30/10/2019	HALL BOND REFUND		\$220.00
	1132902	30/10/2019	HALL BOND REFUND	\$220.00	
Ms N D Dolman	2380.4857-01	30/10/2019	HALL BOND REFUND		\$330.00
	1114622	30/10/2019	HALL BOND REFUND	\$330.00	
Mount Helena Residents & Ratepayers Progress Assoc(Inc)	2380.7499-01	30/10/2019	HALL & KEY BOND REFUND		\$741.00
	1176897	30/10/2019	HALL & KEY BOND REFUND	\$741.00	
Water Corporation	2381.34-01	31/10/2019	WATER RATES & FEES		\$4,406.00
	6004679808	31/10/2019	WATER RATES & FEES	\$183.69	
	6004680814	31/10/2019	WATER RATES & FEES	\$455.76	
	6004679832	31/10/2019	WATER RATES & FEES	\$181.30	
	6004684549	31/10/2019	WATER RATES & FEES	\$1,153.26	
	6004687154	31/10/2019	WATER RATES & FEES	\$20.14	
	6004705199	31/10/2019	WATER RATES & FEES	\$26.18	
	6015634496	31/10/2019	WATER RATES & FEES	\$158.63	
	6004680833	31/10/2019	WATER RATES & FEES	\$234.19	
	6004679999	31/10/2019	WATER RATES & FEES	\$291.58	
	6004679971	31/10/2019	WATER RATES & FEES	\$111.59	
	6004679941	31/10/2019	WATER RATES & FEES	\$63.36	
	6018371679	31/10/2019	WATER RATES & FEES	\$7.55	
	6004707805	31/10/2019	WATER RATES & FEES	\$78.06	
	6004707493	31/10/2019	WATER RATES & FEES	\$125.90	
	6004678303	31/10/2019	WATER RATES & FEES	\$284.53	
	6004679509	31/10/2019	WATER RATES & FEES	\$624.26	
	6004679524	31/10/2019	WATER RATES & FEES	\$30.22	
	6004680788	31/10/2019	WATER RATES & FEES	\$146.66	
	6004683970	31/10/2019	WATER RATES & FEES	\$229.64	

Payee	Cheque No	Date	Details	Subtotal	Total
PayClear Services Pty Ltd (Superchoice)	2382 12516-01	31/10/2019	SUPERANNUATION-OCT2019-1		\$198,119.35
	Ocot2019-1	31/10/2019	SUPERANNUATION-OCT2019-1	\$140,888.50	
	Ocot2019-10	31/10/2019	SUPERANNUATION-OCT2019-10	\$1,118.11	
	Ocot2019-12	31/10/2019	SUPERANNUATION-OCT2019-12	\$1,578.91	
	Ocot2019-13	31/10/2019	SUPERANNUATION-OCT2019-13	\$5,817.01	
	Ocot2019-15	31/10/2019	SUPERANNUATION-OCT2019-15	\$550.81	
	Ocot2019-18	31/10/2019	SUPERANNUATION-OCT2019-18	\$2,465.10	
	Ocot2019-19	31/10/2019	SUPERANNUATION-OCT2019-19	\$378.83	
	Ocot2019-20	31/10/2019	SUPERANNUATION-OCT2019-20	\$349.76	
	Ocot2019-22	31/10/2019	SUPERANNUATION-OCT2019-22	\$837.42	
	Ocot2019-23	31/10/2019	SUPERANNUATION-OCT2019-23	\$1,532.85	
	Ocot2019-24	31/10/2019	SUPERANNUATION-OCT2019-24	\$662.17	
	Ocot2019-27	31/10/2019	SUPERANNUATION-OCT2019-27	\$1,636.10	
	Ocot2019-29	31/10/2019	SUPERANNUATION-OCT2019-29	\$11.28	
	Ocot2019-3	31/10/2019	SUPERANNUATION-OCT2019-3	\$516.06	
	Ocot2019-30	31/10/2019	SUPERANNUATION-OCT2019-30	\$502.40	
	Ocot2019-32	31/10/2019	SUPERANNUATION-OCT2019-32	\$273.93	
	Ocot2019-33	31/10/2019	SUPERANNUATION-OCT2019-33	\$1,199.15	
	Ocot2019-34	31/10/2019	SUPERANNUATION-OCT2019-34	\$141.80	
	Ocot2019-35	31/10/2019	SUPERANNUATION-OCT2019-35	\$385.06	
	Ocot2019-37	31/10/2019	SUPERANNUATION-OCT2019-37	\$872.22	
	Ocot2019-4	31/10/2019	SUPERANNUATION-OCT2019-4	\$1,020.47	
	Ocot2019-40	31/10/2019	SUPERANNUATION-OCT2019-40	\$1,780.61	
	Ocot2019-42	31/10/2019	SUPERANNUATION-OCT2019-42	\$1,027.88	
	Ocot2019-47	31/10/2019	SUPERANNUATION-OCT2019-47	\$1,081.48	
	Ocot2019-48	31/10/2019	SUPERANNUATION-OCT2019-48	\$594.38	
	Ocot2019-49	31/10/2019	SUPERANNUATION-OCT2019-49	\$379.35	
	Ocot2019-50	31/10/2019	SUPERANNUATION-OCT2019-50	\$950.34	
	Ocot2019-52	31/10/2019	SUPERANNUATION-OCT2019-52	\$526.88	
	Ocot2019-54	31/10/2019	SUPERANNUATION-OCT2019-54	\$289.97	
	Ocot2019-55	31/10/2019	SUPERANNUATION-OCT2019-55	\$1,939.38	
	Ocot2019-56	31/10/2019	SUPERANNUATION-OCT2019-56	\$526.88	
	Ocot2019-59	31/10/2019	SUPERANNUATION-OCT2019-59	\$1,180.70	
	Ocot2019-6	31/10/2019	SUPERANNUATION-OCT2019-6	\$1,671.68	
	Ocot2019-60	31/10/2019	SUPERANNUATION-OCT2019-60	\$113.20	
	Ocot2019-61	31/10/2019	SUPERANNUATION-OCT2019-61	\$495.85	
	Ocot2019-63	31/10/2019	SUPERANNUATION-OCT2019-63	\$439.08	
	Ocot2019-64	31/10/2019	SUPERANNUATION-OCT2019-64	\$103.60	
	Ocot2019-65	31/10/2019	SUPERANNUATION-OCT2019-65	\$66.76	
	Ocot2019-66	31/10/2019	SUPERANNUATION-OCT2019-66	\$4.68	
	Ocot2019-7	31/10/2019	SUPERANNUATION-OCT2019-7	\$4,235.01	
	Ocot2019-8	31/10/2019	SUPERANNUATION-OCT2019-8	\$17,665.85	
	Ocot2019-9	31/10/2019	SUPERANNUATION-OCT2019-9	\$17.59	
			Total Confirmation Cheques		\$4,020,296.70
PAYMENTS BY ELECTRONIC FUNDS TRANSFER (Payroll)					
Pay Summary	PP07/20 cycle 1	02/10/2019			\$379,706.42
Pay Summary	PP07/20 cycle 2	02/10/2019			\$89,080.05
Pay Summary	PP08/20 cycle 1	16/10/2019			\$399,346.51
Pay Summary	PP08/20 cycle 2	16/10/2019			\$90,937.08
Pay Summary	PP09/20 cycle 1	30/10/2019			\$424,897.02
Pay Summary	PP09/20 cycle 2	30/10/2019			\$89,937.84
			Total Payroll Payments Direct From Municipal Account		\$1,471,804.92

Payee	Cheque No	Date	Details	Subtotal	Total
PAYMENTS BY DIRECT DEBIT FROM MUNICIPAL ACCOUNT					
Bendigo - Merch Bank Fees					\$4,485.84
Bendigo - Direct Debit Fees					\$398.97
Commonwealth Bank - Bpoint Fees					\$1,782.57
NAB - Purchase Cards					\$21,162.55
Debit Success & Quikids					\$236.83
Fleetcare - Fuel Payments					\$3,345.43
HP Financial Services - Equipment Lease					\$24,379.30
Konica Minolta - Printer Lease					\$3,267.00
Puma Fuel					\$121.16
WA Treasury Corporation					\$91,888.81
RMS - Lakes Monthly License Fee					\$163.90
FER Lodgement Fees					\$0.00
General Procedure Claims Fees					\$0.00
			Total Electronic Fund Payments Direct From Municipal Account		\$151,233.36

NAB Credit Card

Date	Supplier	Description	Amount	Card User
26-Sep-19	Subway Mundaring	Catering - Perth Hills Tourism Alliance meeting	\$73.00	Mrs P Heath
26-Sep-19	Angus & Robertson	Books for libraries	\$660.59	Ms H McKissock
26-Sep-19	Riot Art & Craft 6063	MHPS art and craft supplies	\$29.97	Ms S Harlow
26-Sep-19	The Reject Shop 6637	MHPS art and craft supplies	\$28.00	Ms S Harlow
27-Sep-19	Helena Valley Fresh	Catering for Age Friendly Informing Strategy workshop	\$17.60	Mrs K D White
30-Sep-19	Coles 0337	Food & consumables - MECPC	\$432.08	Mrs S E Broad
30-Sep-19	Campaignmonitor	Email campaign - What's on This Month - October	\$22.65	Ms B M Beale
01-Oct-19	EB *Swan Alliance	Networking breakfast for staff member	\$30.00	Mrs J A Pearce
01-Oct-19	Australian Institute of Traffic Planning & Management	Local Government Headaches Seminar - 3 October - ETOC	\$50.00	Ms M Beley
02-Oct-19	Angus & Robertson	Refund for library stock not supplied CREDIT	-\$32.99	Ms K L Martin
02-Oct-19	Tonys Meats	Meat for children - MECPC	\$187.87	Mrs S E Broad
03-Oct-19	Trabasket Holdings Pty	Youth CREW team activity supplies	\$156.04	Mrs P Heath
03-Oct-19	Duane Jackson	Catering - MFA Hazard Reduction Burn	\$177.50	Mrs J R Banks
03-Oct-19	Angus & Robertson	Books for libraries	\$284.35	Ms K L Martin
03-Oct-19	Coles 0398	Rolls for children	\$26.35	Mrs L D Caporn
04-Oct-19	JBHiFi.com.au	DVDs and CDs	\$244.79	Ms H McKissock
04-Oct-19	Trabasket Holdings Pty	Returned items - Youth CREW team activity CREDIT	-\$101.50	Mrs P Heath
04-Oct-19	Angus & Robertson	Books for libraries	\$1,504.75	Ms H McKissock
04-Oct-19	Angus & Robertson	Refund for library stock not supplied CREDIT	-\$14.69	Ms M A Yasbincek
04-Oct-19	Angus & Robertson	Books for libraries	\$998.55	Ms M A Yasbincek
06-Oct-19	Coles 0337	Food & consumables - MECPC	\$473.34	Mrs S E Broad
07-Oct-19	Officeworks Online Bentleigh	Keypad for iPad	\$134.95	Mrs P Heath
07-Oct-19	Kmart 1052	Storage baskets for events	\$18.00	Mrs J A Pearce
07-Oct-19	Big W 0443	Consumables for parenting groups	\$25.00	Mrs J A Pearce
07-Oct-19	Seek	Seek job advertisement for Childcare Centre Co-Ordinator position	\$313.50	Ms M M Thomas
07-Oct-19	Aldi Stores	Consumables for parenting programs	\$24.49	Mrs J A Pearce
08-Oct-19	Booktopia	Books for libraries	\$25.20	Ms M A Yasbincek
08-Oct-19	Angus & Robertson	Books for libraries	\$292.80	Ms M A Yasbincek
08-Oct-19	Duane Jackson	Catering for incident # 452813	\$240.60	Mr C M Cuthbert
08-Oct-19	Post Mundaring	Recognition Award (25yrs) - Service Co-ordinator ERFDC	\$636.90	Ms A M Italiano
08-Oct-19	Post Mundaring	Recognition Award (20yrs) - Librarian (Boya)	\$505.95	Ms A M Italiano
08-Oct-19	Post Mundaring	Recognition Award (15yrs) Hub Co-ordinator Child Services	\$380.95	Ms A M Italiano
08-Oct-19	Post Mundaring	Recognition Award (10yrs) Multi-plant Operator	\$255.95	Ms A M Italiano
08-Oct-19	EB *Community Recovery	Refund Community Recovery Course - Health Services CREDIT	-\$660.00	Mr M J Shurlock
09-Oct-19	Choice	CHOICE Magazine 2 year subscription	\$352.80	Ms H McKissock
09-Oct-19	The Reject Shop 6637	Consumables for Event Box - CW	\$53.40	Mrs J A Pearce

Date	Supplier	Description	Amount	Card User
09-Oct-19	SQ *Messy Moments	1 hour of Messy Play for Children	\$400.00	Mrs S E Broad
09-Oct-19	Campaignmonitor	Library event marketing for Raising Resilient Children workshop	\$122.62	Ms K L Martin
09-Oct-19	Post Mundaring	Gun licence renewal	\$128.00	Mr C M Cuthbert
09-Oct-19	Post Mundaring	National police clearance For DCBFCO	\$52.00	Mr C M Cuthbert
10-Oct-19	Coles 0398	Kindy excursion - focus on fruit and vegetables	\$14.64	Ms R B McAllister
10-Oct-19	IAP2 Australasia	IAP2 subscription	\$242.00	Ms M R Griffiths
10-Oct-19	Midland Mobile Repairs	Mobile phone protective case	\$28.00	Mr D L O'Brien
11-Oct-19	Remida Perth Inc	Guided play experience activity for children	\$350.00	Mrs J A Pearce
11-Oct-19	PPS Australia Pty Ltd	Ergotight ergonomic keyboard	\$148.50	Mr A M Currell
11-Oct-19	Kmart 1052	Stationery resources for MECPC	\$18.00	Ms S Harlow
11-Oct-19	Coles 278	Food for MECPC	\$12.50	Ms S Harlow
11-Oct-19	Angus & Robertson	Books for libraries	\$168.55	Ms H McKissock
11-Oct-19	Officeworks 0611	Stationery supplies	\$332.76	Mr C F Blankley
11-Oct-19	The Good Guys	Kambrook 8L domestic urn - Bilgoman Pool	\$89.00	Mr C F Blankley
11-Oct-19	City Of Kalamunda	Vacation Care children excursion	\$72.00	Ms J Elkins
12-Oct-19	Inn Mahogany Creek	Wine & soft drinks - Annual Captain's Dinner	\$1,736.50	Mrs J R Banks
12-Oct-19	Spotlight	Loud Shirt Day - Children Services	\$52.50	Mrs L D Caporn
13-Oct-19	Coles 0398	Catering - Be Connected Tech For Terrified Event	\$98.86	Ms K L Martin
13-Oct-19	Coles 0337	Food and consumables - MECPC	\$567.46	Mrs S E Broad
14-Oct-19	Construction Equipment	Fuel cap for 007MDG	\$172.00	Mr R Haripersad
14-Oct-19	Pa's Cafe Bakery	Catering - Be Connected Tech For Terrified Event	\$80.00	Ms K L Martin
14-Oct-19	Pa's Cafe Bakery	Catering - Be Connected Tech For Terrified Event	\$42.00	Ms K L Martin
14-Oct-19	Coles 0398	Catering - Be Connected Tech For Terrified Event	\$76.00	Ms K L Martin
14-Oct-19	Coles 0398	Catering - Be Connected Tech For Terrified Event	\$99.00	Ms K L Martin
14-Oct-19	JBHiFi.com.au	DVDs and CDs	\$243.79	Ms H McKissock
14-Oct-19	Subway Restaurant Mundaring	Catering - LG election vote counters / public attending count	\$488.00	Ms A E Douglas
14-Oct-19	Coles 0398	Consumables MECPC	\$35.74	Mrs S E Broad
15-Oct-19	Coles 0330	Catering for "What on Earth" meeting	\$14.50	Mrs K D White
15-Oct-19	EB *DIY Phone Photography	DIY Phone Photography Workshop registration	\$35.74	Mr M R Luzi
16-Oct-19	Town Of Cambridge	Parking for WALGA Aboriginal Engagement meeting	\$10.00	Mrs K D White
16-Oct-19	Ozzone Pty Ltd - Dulux	Anchorbond for reserves	\$26.92	Mr J M Neale
16-Oct-19	Midland Supa IGA	Fruit for afternoon teas for children	\$21.49	Ms J Elkins
17-Oct-19	Subway Mundaring	Catering #1 VBFB pre-season forum	\$784.00	Mr A J Dyson
17-Oct-19	Boosters For Mobile	Blackhawk Trucker Edge vehicle antennas	\$417.95	Mr A M Currell
17-Oct-19	Coles 0330	Catering #2 VBFB pre-season forum	\$51.25	Mr A J Dyson
17-Oct-19	Angus & Robertson	Books for libraries	\$439.07	Ms M A Yasbincek
17-Oct-19	Duane Jackson	Catering services - Mundaring Shire burn	\$122.00	Mr C M Cuthbert
18-Oct-19	DMIRS East Perth	Dangerous Goods Licence - renewal fee	\$223.00	Mr R Haripersad

Date	Supplier	Description	Amount	Card User
18-Oct-19	Super Cheap Auto	Tarp to cover load on ute	\$99.99	Mr D L O'Brien
18-Oct-19	Angus & Robertson	Books for libraries	\$703.70	Ms H McKissock
18-Oct-19	JBHiFi.com.au	DVDs and CDs for library	\$243.82	Ms H McKissock
18-Oct-19	Campaignmonitor	Library event marketing for Dementia Awareness information session	\$122.69	Ms H McKissock
18-Oct-19	Scents of Style Florist	ANZAC wreaths	\$135.00	Ms M M Thomas
18-Oct-19	Q I S Packaging	Gift bags for Citizenship Ceremonies	\$99.11	Ms M M Thomas
18-Oct-19	Scents of Style Florist	ANZAC wreaths	\$180.00	Ms M M Thomas
19-Oct-19	Canva* 02482-3390504	1 Year Subscription Canva Pro	\$1,343.04	Mrs P Heath
19-Oct-19	Kmart 1052	Storage and craft items	\$36.25	Ms J Elkins
19-Oct-19	AG Midland Gate	S.T.E.M. activity for schoolies	\$30.26	Ms J Elkins
20-Oct-19	Coles 0337	Food and consumables - MECPC	\$611.84	Mrs S E Broad
20-Oct-19	Woolworths 4384	Replacement sunscreen - CV	\$87.00	Ms J Elkins
21-Oct-19	Coles 0398	Cleaning products	\$148.41	Ms M D Bill
21-Oct-19	Woodbridge Hotel	Venue hire for ERFDC Educator's E.O.Y. Christmas function	\$250.00	Mrs S E Broad
22-Oct-19	Canva* 02482-3390504	Partial refund for Canva Pro Subscription CREDIT	-\$1,223.64	Mrs P Heath
22-Oct-19	Netregistry	Domain purchase - mundaringvbf.com.au	\$70.99	Mr A M Currell
22-Oct-19	Jb Hi Fi Midland	Apple App Store voucher	\$30.00	Mr A M Currell
22-Oct-19	Angus & Robertson	Books and Book Club Kit for libraries	\$388.05	Ms H McKissock
22-Oct-19	Midland Fresh Market	Fresh fruit for MHPS Event	\$149.38	Ms S Harlow
22-Oct-19	City Of Swan	Parking fees on 22/10/2019	\$6.00	Mr C M Cuthbert
22-Oct-19	Angus & Robertson	Refund for unavailable book CREDIT	-\$14.37	Ms M A Yasbincek
23-Oct-19	Kmart 1052	New games for Before School Care - C&PCS - M/S	\$151.80	Ms M D Bill
23-Oct-19	City of Perth Parking	Parking Disaster Risk Forum	\$10.10	Mr A J Dyson
23-Oct-19	Jiang & Wong It P/L	Protective cover for iPhone 11	\$220.00	Mr S D Winfield
23-Oct-19	Woolworths 4312	Apple App Store voucher x 2	\$60.00	Mr A M Currell
23-Oct-19	Kitchen Warehouse	Replacement thermometers for Kitchen at MECPC	\$39.90	Mrs L D Caporn
23-Oct-19	The Parky Pitstop Lunch Deli	Catering services - FPO Burn	\$24.20	Mr C M Cuthbert
24-Oct-19	Leaf and Bean	Council light supper catering	\$300.00	Ms M M Thomas
24-Oct-19	Officeworks 0611	Gift bags Citizenship Ceremony 31.10.2019	\$16.98	Ms M M Thomas
24-Oct-19	Roseworthy WA P/L	Plants	\$121.00	Mr D L O'Brien
24-Oct-19	JBHiFi.com.au	Junior stock for AFM Library	\$94.47	Ms M A Yasbincek
25-Oct-19	Whiteman Park	Eastern Region Family Daycare end of year picnic shelter hire	\$95.00	Mrs S E Broad
25-Oct-19	Angus & Robertson	Refund on unavailable books CREDIT	-\$186.80	Ms H McKissock
25-Oct-19	JBHiFi.com.au	DVDs	\$197.17	Ms H McKissock
27-Oct-19	Woolworths 4384	Food items for afternoon teas	\$9.40	Ms J Elkins
27-Oct-19	Best Price Variety	Craft items for OSHC	\$15.96	Ms J Elkins
27-Oct-19	Pharmacy Plus Altona	Ice packs - first aid	\$25.98	Ms J Elkins
28-Oct-19	Coles 0278	Consumable items for the Centre- C&PCS - Swan	\$98.25	Ms M D Bill

Date	Supplier	Description	Amount	Card User
28-Oct-19	Kmart 1052	Wooden toys for the Centre - C&PCS - Swan	\$129.00	Ms M D Bill
28-Oct-19	Coles 0278	Food and consumables - MECPC	\$17.54	Mrs S E Broad
		Account Fees CC FP User Fee	\$360.00	
			\$21,162.55	

10.12 Statement of Financial Activity for period ended 31 October 2019

File Code	FI.RPT 2
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Statement of Financial Activity for period ended 31 October 2019 ↓

SUMMARY

The monthly Statement of Financial Activity discloses the Shire's financial position as at 31 October 2019.

The closing budget position as at 31 October 2019 is a surplus of \$29,849,933 compared to the year to date budgeted surplus of \$28,772,709.

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 operating activities and non-operating 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 (C14.06.19) 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 2019/20 financial year.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Financial performance is not monitored against approved budget		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly financial report tracks the Shire's actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire's financial performance throughout the financial year.		

EXTERNAL CONSULTATION

Nil

COMMENT

The reports that accompany this item are as follows:

- A graphical representation of the year to date comparison to budget for operating revenue, operating expenses and capital expenses;
- Statement of Financial Activity (based on the Rate Setting Statement adopted in the annual budget) for the period ending 31 October 2019;
- An explanation of the material variances in the Statement of Financial Activity
- The closing budget position for the period ending 31 October 2019 and comparison to the year to date budget and same period last year;
- An explanation of the key terms and definitions used in the Statement of Financial Activity;
- The closing budget position for the period ending 31 October 2019 and comparison to the year to date budget and same period last year;
- A statement of year to date operating expenses by each area of budget responsibility and a graphical comparison of year to date operating expense to the year to date budget; and
- Summary of Cash Investments with financial institutions as at 31 October 2019.

In relation to the material variances, "timing" differences are due to the monthly spread of the budget not matching the actual spread of revenue or expenditure.

Timing differences will not result in a forecast adjustment. Where the material variance is flagged as “permanent” this indicates that a forecast adjustment to the annual budget is required or has been made.

The Shire’s closing surplus as at 31 October 2019 was \$29,849,933 compared to a year to date budgeted surplus of \$28,772,709. This variation is due to:

1. The Shire’s forecast opening budget surplus in the adopted budget was \$5,274,142 compared to an actual opening surplus position of \$6,194,336. It should be noted that the actual closing surplus for the year ended 30 June 2018 was \$7,338,184. However due the application of Australian Accounting Standard AASB 1058 *Income for Not-for-Profit Entities* from 1 July 2019 the Shire’s actual closing surplus for 2018/19 is not equal its actual opening surplus for 2019/20. This is due to the fact that \$1,143,848 in prepaid rates was recognised as revenue for 2018/19 and was then subsequently required to be recognised as a current liability as at 1 July 2019, which in effect reduced the Shire’s brought forward surplus by that amount. This was then offset when the Shire raised its rates for 2019/20 upon which the \$1,143,848 was reclassified from a current liability to revenue;
2. The Shire’s year to date actual operating expenses being \$294,491 less than the year to date budget (see explanation of variances);
3. The Shire’s year to date actual operating revenue being \$622,522 greater than the year to date budget (see explanation of variances);
4. Revenue for Capital Grants being \$648,423 less than the year to date budget (see explanation of variances); and
5. Capital expenditure being \$364,579 greater than the year to date budget (see explanation of variances)

Outstanding rates and waste charges as at 31 October 2019 was \$14,244,933 compared to a figure of \$14,489,761 at the same time last year.

The Shire’s total cash as at 31 October 2019 was \$46,055,693 which was made up of \$21,925,022 in municipal funds (\$22,842,275 at the same time last year) and \$21,982,555 in cash backed reserves (\$19,392,372 at the same time last year).

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION		C23.12.19	
Moved by	Cr Burbidge	Seconded by	Cr Cuthbert

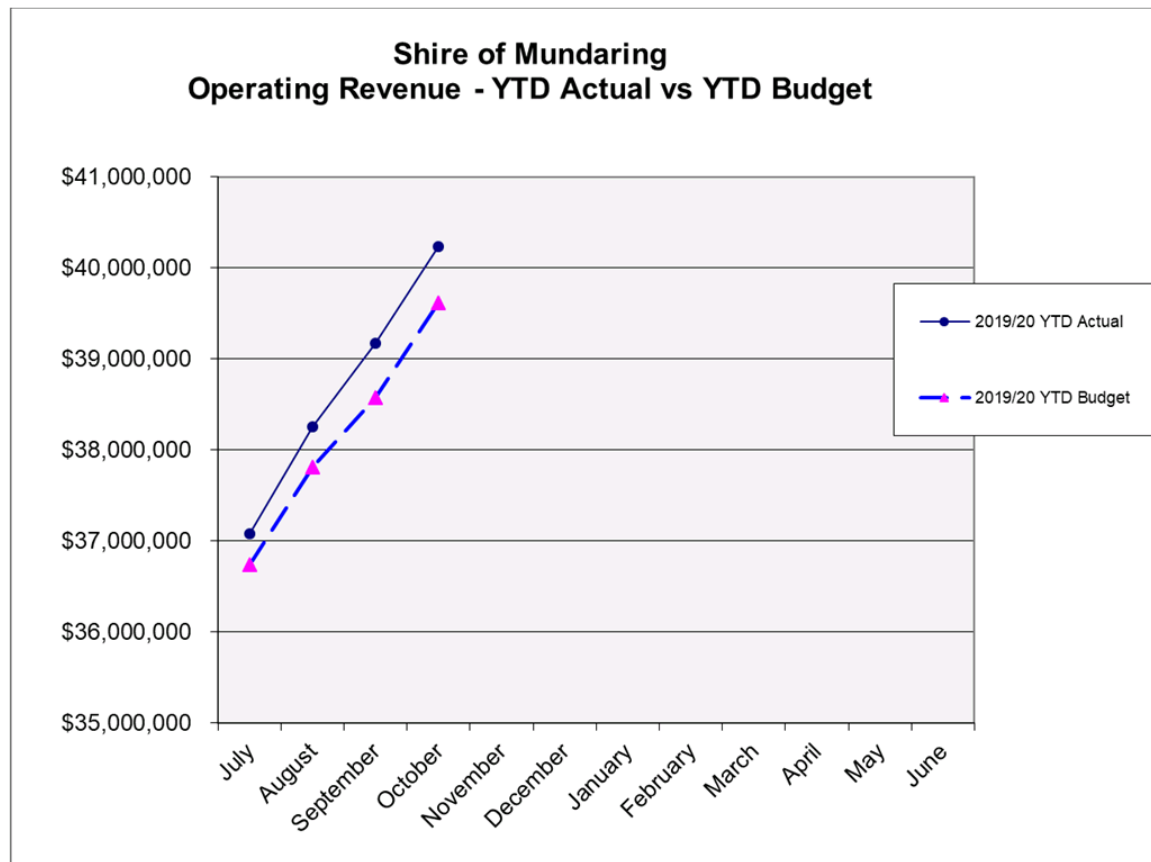
That Council notes:

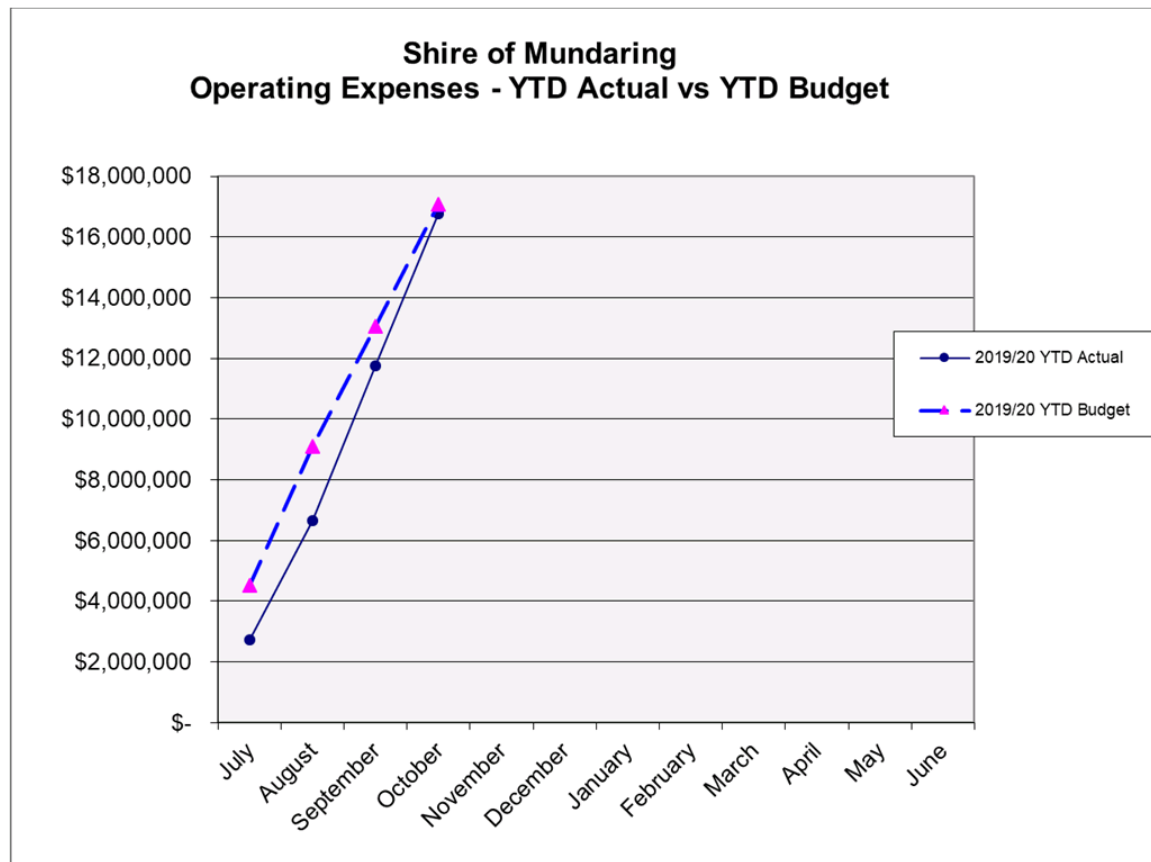
1. the closing position of the Shire for the period ending 31 October 2019 is a surplus of \$29,849,933 compared to the year to date budgeted surplus of \$28,772,709; and
2. the explanation of material variances in the Statement of Financial Activity contained in **Attachment 1**.

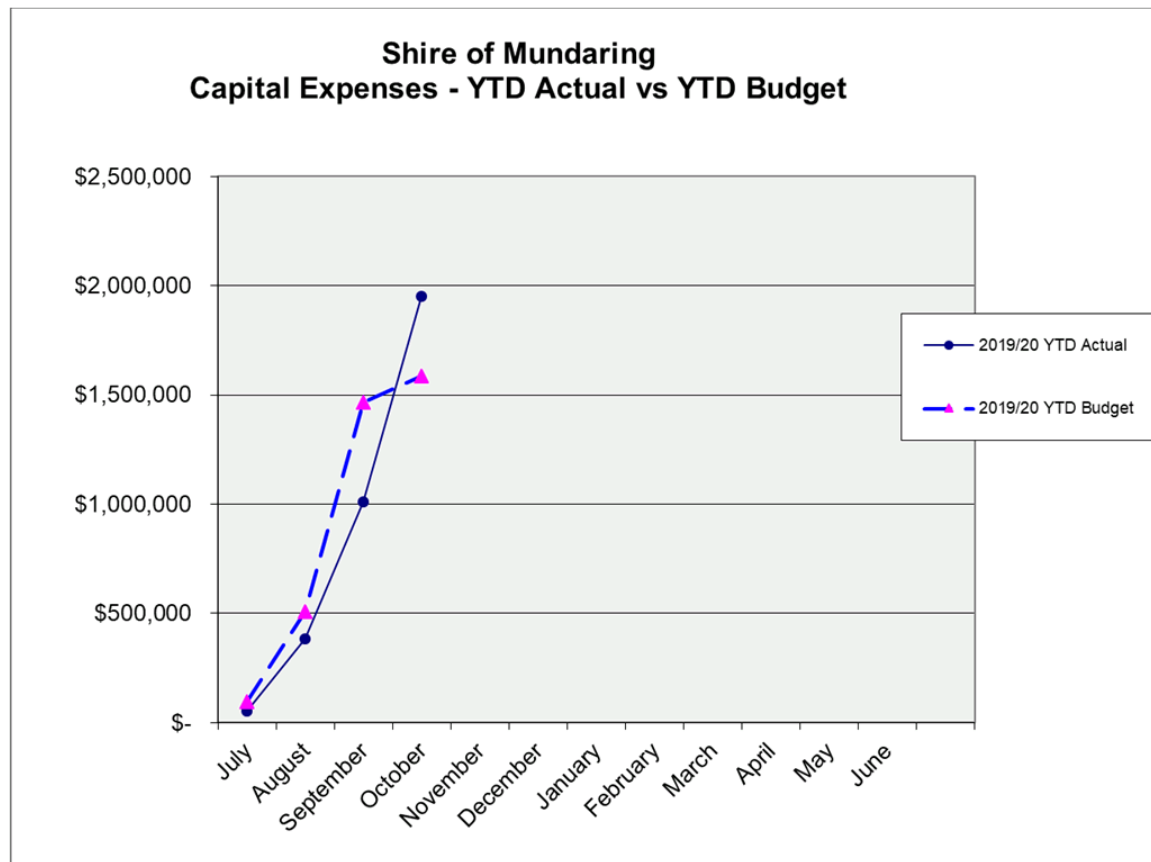
CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil







Shire of Mundaring
Statement of Financial Activity
for period ending 31 October 2019

	2019/20	2019/20	2019/20	YTD	YTD
	YTD Budget	YTD Actuals	BUDGET	Variance	Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	5,274,142	6,194,336	5,274,142	920,194	17.4%
Revenue from operating activities					
General Purpose Funding - Rates	28,995,807	29,051,165	29,092,301	55,358	0.2%
General Purpose Funding - Other	691,075	464,173	2,262,120	(226,902)	-32.8%
Governance	112,168	84,798	191,500	(27,370)	-24.4%
Law, Order & Public Safety	251,550	406,331	571,400	154,781	61.5%
Health	24,485	38,847	50,700	14,362	58.7%
Education & Welfare	1,904,728	2,301,636	5,722,200	396,908	20.8%
Community Amenities	7,051,706	7,090,510	7,358,836	38,804	0.6%
Recreation and Culture	320,024	370,557	1,869,385	50,533	15.8%
Transport	- 8,048	92,913	48,000	100,961	-1254.5%
Economic Services	92,592	152,145	277,780	59,553	64.3%
Other Property and Services	177,388	182,923	1,166,925	5,535	3.1%
Total	39,613,475	40,235,997	48,611,147		
Expenditure from operating activities					
General Purpose Funding	(235,254)	(238,540)	(650,773)	3,286	-1.4%
Governance	(1,869,405)	(1,648,526)	(5,513,626)	(220,879)	11.8%
Law, Order & Public Safety	(862,260)	(962,921)	(2,464,182)	100,661	-11.7%
Health	(259,159)	(235,273)	(738,090)	(23,886)	9.2%
Education & Welfare	(2,534,360)	(2,523,169)	(7,365,239)	(11,191)	0.4%
Community Amenities	(3,040,933)	(3,043,397)	(8,975,930)	2,464	-0.1%
Recreation and Culture	(3,525,005)	(3,595,139)	(10,748,871)	70,134	-2.0%
Transport	(3,706,439)	(4,291,562)	(11,499,452)	585,123	-15.8%
Economic Services	(261,268)	(254,687)	(759,663)	(6,581)	2.5%
Other Property and Services	(769,046)	24,577	(1,745,974)	(793,623)	103.2%
Total	(17,063,129)	(16,768,638)	(50,461,800)		
Operating activities excluded from rate setting					
Depreciation on Assets	2,436,420	2,423,632	7,309,307	12,788	0.5%
(Profit)/Loss on Disposal of Assets	19,127	15,792	(1,095,625)	3,335	17.4%
Deferred Rates Adjustment	0	10,899	0	(10,899)	0.0%
Amount attributable to operating activities	25,005,893	25,917,682	4,363,029		
Investing Activities					
Proceeds from Disposal of Assets	0	33,182	3,032,211	33,182	0.0%
Grants and Contributions	417,419	(231,004)	1,874,323	(648,423)	-155.3%
Purchase Property, Plant & Equipment	(73,713)	(253,062)	(2,648,558)	179,349	-243.3%
Purchase Infrastructure	(1,514,164)	(1,699,393)	(6,489,000)	185,229	-12.2%
Amount attributable to investing activities	(1,170,458)	(2,150,278)	(4,231,024)		
Financing Activities					
Repayment of Debentures	(208,332)	(155,935)	(635,200)	(52,397)	25.2%
Transfers from Reserves	46,668	0	2,336,098	(46,668)	-100.0%
Transfers to Reserves	(175,204)	44,128	(5,644,276)	(219,332)	125.2%
Amount attributable to financing activities	(336,868)	(111,806)	(3,943,378)		
Closing Funding Surplus/(Deficit)	28,772,709	29,849,933	1,462,769		

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 2019/20 year is \$50,000 or 10% whichever is the greater.				
The material variance for expenses adopted by Council for the 2019/20 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	55,358	0.2%	Timing	Interim rates - YTD budget of \$48,244 compared to a YTD actual of \$103,598
General Purpose Funding - Other	(226,902)	(32.8%)	Timing	Impact of reversal of interest accruals for 30 June 2019 - \$252,423. Variance will reduce as investments mature throughout the year.
Governance	(27,370)	(24.4%)		Within Variance threshold
Law, Order & Public Safety	154,781	61.5%	Permanent	Timing of ESL Grant - \$63,285 less than YTD Budget. Received \$197,500 in grant funding for Bushfire mitigation activity which was not included in the budget. Will be a forecast adjustment in the mid-year budget review.
Health	14,362	58.7%	Timing	Actual Food Inspection Fees and Charges greater than YTD Budget
Education & Welfare	396,908	20.8%	Timing	Children Services Grant Funding - \$181,631 greater than YTD budget. Child Care Benefits Subsidies \$131,298 greater than YTD budget.
Community Amenities	38,804	0.6%		Within Variance threshold
Recreation and Culture	50,533	15.8%	Timing	Sponsorship for Cinema under Starlight is \$12,000 greater than YTD budget. Camping and Kiosk revenue at Lake Leschenaultia is \$36,918 greater than YTD budget.
Transport	100,961	(1254.5%)	Permanent	\$100,000 Special Bridge Grant that was not budgeted for. Will be a mid-year adjustment in budget review.
Economic Services	59,553	64.3%	Timing	Income for swimming pool inspection fees was inadvertently budgeted to be received over a period of 12 months. Swimming Pool Inspection Fees were charged in July at the same time rates were levied. Impact \$61,365.
Other Property and Services	5,535	3.1%		Within Variance threshold

Expenditure from operating activities				
General Purpose Funding	3,286	(1.4%)		Within Variance threshold
Governance	(220,879)	11.8%	Timing	IT operating costs \$123,893 less than YTD budget. Timing of employee organisational training programs - \$17,465 less than YTD budget. Maintenance and operating costs for administration building \$26,132 less than YTD budget. Various other operating costs less than YTD budget.
Law, Order & Public Safety	100,661	(11.7%)	Timing	Timing of bushfire hazard reduction activities - \$72,604 greater than YTD budget
Health	(23,886)	9.2%		Within Variance threshold
Education & Welfare	(11,191)	0.4%		Within Variance threshold
Community Amenities	2,464	(0.1%)		Within Variance threshold
Recreation and Culture	70,134	(2.0%)	Timing	Timing of funding payment to Mundaring Arts Centre. Actual payment made in one instalment compared to budgeted payments as instalments. Impact \$107,642.
Transport	585,123	(15.8%)	Timing	Drainage maintenance - YTD actual of \$540,851 compared to YTD budget of \$304,920 (Full year budget of \$914,740). Maintenance of gravel roads - YTD actual of \$188,727 compared to YTD budget of \$45,332. As the full year budget is \$136,000 this will be subject to a forecast adjustment in the mid-year budget review.
Economic Services	(6,581)	2.5%		Within Variance threshold
Other Property and Services	(793,623)	103.2%	Timing	Pre-allocation of overheads. Impact \$698,075.

Operating activities excluded from rate setting				
Depreciation on Assets	12,788	0.5%		Within Variance threshold
(Profit)/Loss on Disposal of Assets	3,335	17.4%	Timing	Loss on disposal of assets less than YTD budget.
Investing Activities				
Proceeds from Disposal of Assets	33,182	0.0%		Within Variance threshold
Grants and Contributions	(648,423)	(155.3%)	Timing	Timing of road grants - \$763,450 less than YTD budget.
Purchase Property, Plant & Equipment	179,349	(243.3%)	Timing	Brown Park Community Centre Upgrade - impact \$62,218. Furniture and Equipment Mundaring Arena - impact \$65,513
Purchase Infrastructure	185,229	(12.2%)	Timing	Mundaring Hardcourts Resurface - YTD budget of Nil compared to YTD actual of \$131,785. Works on Hardy Road - YTD budget of Nil compared to YTD actual of \$61,203.
Financing Activities				
Repayment of Debentures	(52,397)	25.2%	Timing	Timing of October invoice for loan repayments (invoiced in November not October)
Transfers from Reserves	(46,668)	(100.0%)	Timing	No transfers required from reserves to the end of October
Transfers to Reserves	(219,332)	125.2%	Timing	Timing of transferring interest earned on reserve funds

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.

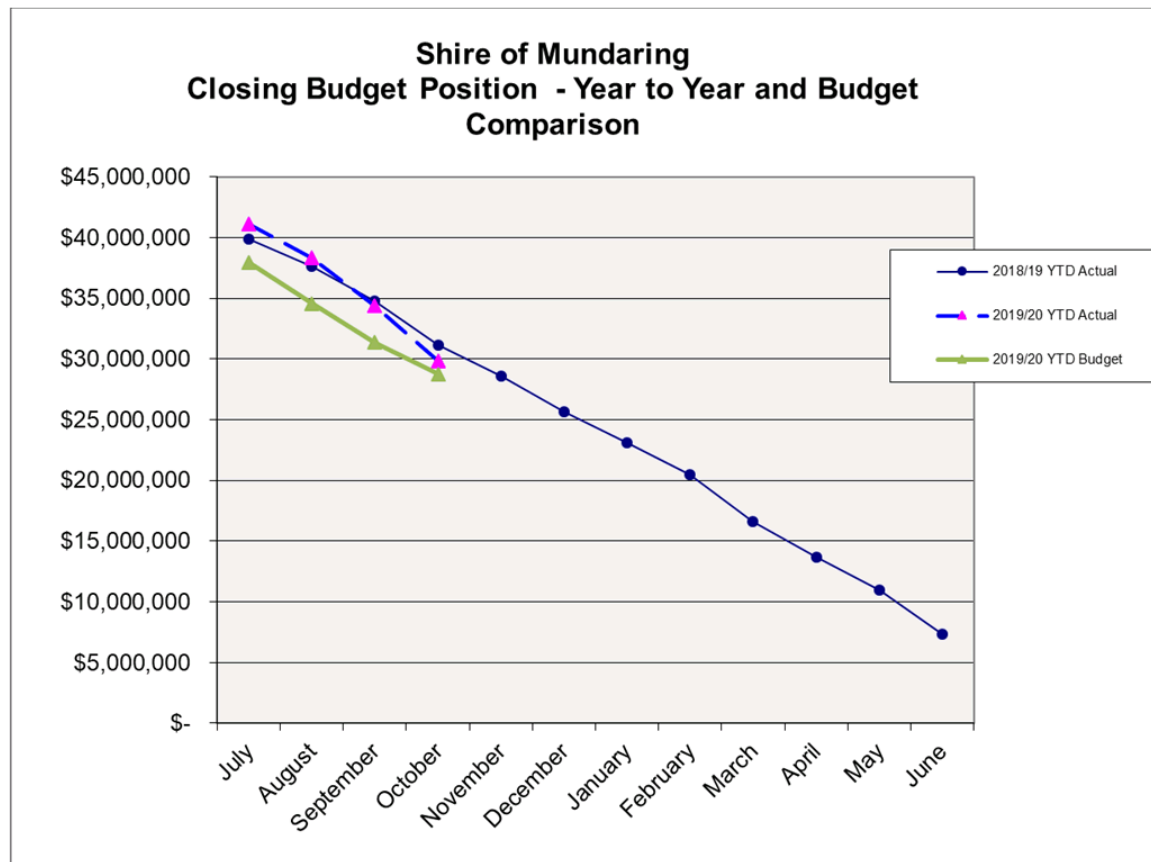
OTHER PROPERTY AND SERVICES

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.

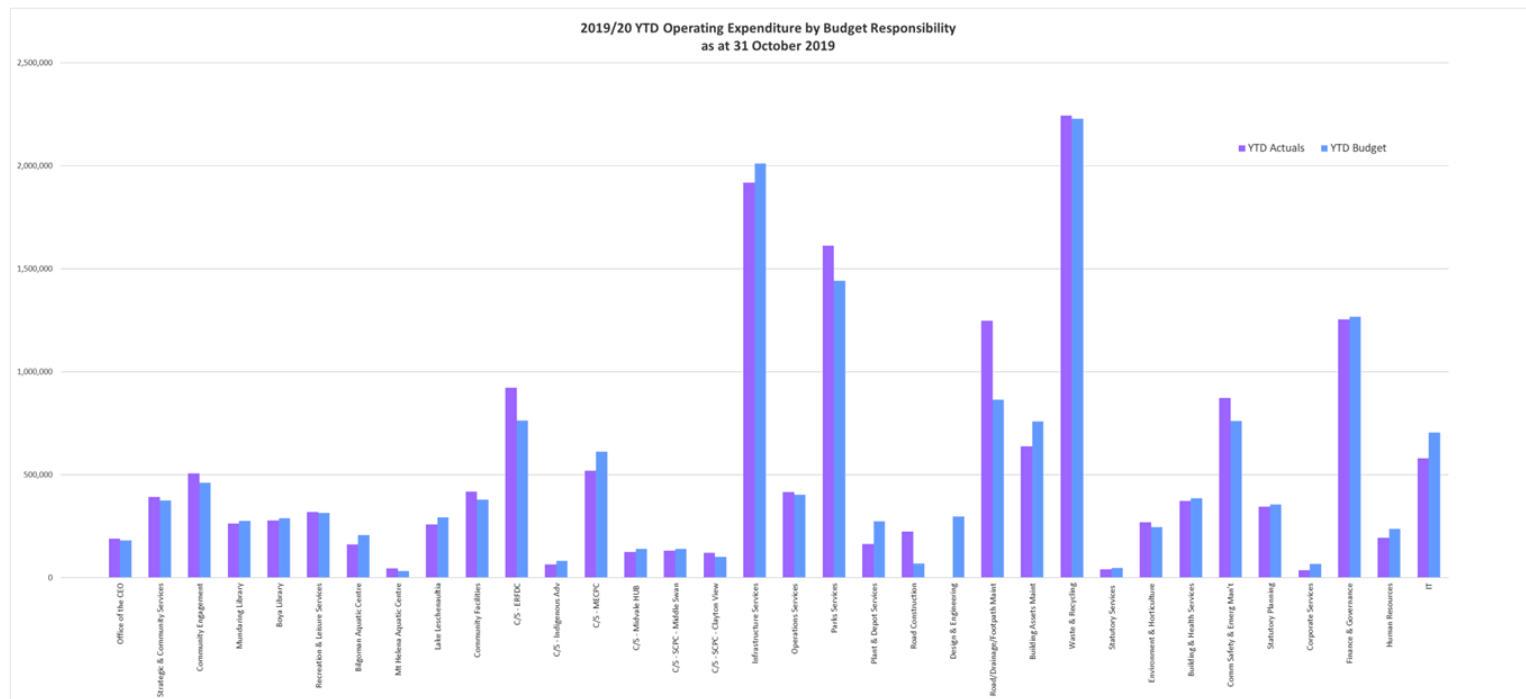
NET CURRENT ASSETS- BUDGET SURPLUS/(DEFICIT)

	Actual 31 October 2018	Actual 31 October 2019
CURRENT ASSETS		
Rates & Sanitation Debtors	14,489,761	14,244,933
Debtors	304,623	753,895
TOTAL RECEIVABLES - CURRENT	14,794,384	14,998,828
STOCK ON HAND	84,780	103,710
CASH ASSETS		
Municipal	22,842,275	21,925,022
Restricted Cash	19,392,372	24,130,671
Total Bank Accounts	42,234,647	46,055,693
TOTAL CURRENT ASSETS	57,113,812	61,158,232
CURRENT LIABILITIES		
Creditors	(3,272,692)	(6,080,280)
Borrowings - Current Portion	(605,330)	(635,200)
Provisions	(3,280,522)	(3,245,465)
	(7,158,544)	(9,960,944)
NET CURRENT ASSETS	49,955,268	51,197,288
Less Reserve Funds	(19,392,372)	(21,982,555)
Add Current Loan Liability	605,330	635,200
CLOSING BUDGET SURPLUS/(DEFICIT)	31,168,226	29,849,933



**YTD Operating Expenditure by Budget Responsibility
for period ending 31 October 2019**

	2019/20 YTD Actuals	2019/20 YTD Budget
Office of the CEO	189,082	180,175
Strategic & Community Services Directorate	391,304	374,849
Community Engagement	505,983	461,091
Mundaring Library	262,568	276,479
Boya Library	277,986	289,200
Recreation & Leisure Services	317,582	315,015
Bilgoman Aquatic Centre	161,389	207,439
Mt Helena Aquatic Centre	43,917	31,595
Lake Leschenaultia	257,498	293,481
Community Facilities	417,120	379,702
Children's Services - Eastern Region Family Day Care Scheme	921,788	763,276
Children's Services - Indigenous Advancement Strategy	64,425	80,901
Children's Services - Midvale Early Childhood & Parenting Centre	518,955	611,979
Children's Services - Midvale HUB Parenting Services	124,590	140,710
Children's Services - Swan Child and Parent Centre - Middle Swan	132,090	139,289
Children's Services - Swan Children and Family Centre - Clayton View	119,970	100,866
Infrastructure Services Directorate	1,916,989	2,011,150
Operations Services	415,868	403,462
Parks Services	1,610,736	1,442,089
Plant & Depot Services	164,415	273,367
Road Construction	222,727	69,000
Design & Engineering	(357,455)	297,686
Road/Drainage/Footpath Maintenance	1,247,012	864,320
Building Assets Maintenance	637,825	759,312
Waste & Recycling	2,242,749	2,227,064
Statutory Services Directorate	39,684	46,436
Environment & Horticulture	268,514	246,372
Statutory Building & Health Services	372,134	386,302
Community Safety & Emergency Management	872,329	759,653
Statutory Planning	343,414	356,137
Corporate Services Directorate	36,354	66,549
Finance & Governance (inc Elected Members Expenses)	1,254,802	1,266,878
Human Resources	194,593	237,711
Information Systems/Technology	579,701	703,594
Total	16,768,638	17,063,129
Totals from Statement of Financial Activity	(16,768,638)	(17,063,129)



SHIRE OF MUNDARING
INVESTMENT SUMMARY as at 31 October 2019

		Amount Invested	Interest Rate	Period of Investment		Investment Date	Maturity Date
MUNICIPAL FUNDS							
<u>Unrestricted Use Funds</u>							
1	Bendigo Investment Account (on Call)	2,163,967	0.50%	N/A		N/A	N/A
129	NAB	2,676,983	2.30%	270	days	20-May-19	14-Feb-20
132	Suncorp Bank	5,206,953	2.50%	210	days	8-Apr-19	4-Nov-19
140	Bendigo	1,519,233	2.60%	273	days	26-Feb-19	26-Nov-19
142	NAB	3,000,000	1.65%	180	days	28-Aug-19	24-Feb-20
143	Bankwest	3,500,000	1.65%	150	days	28-Aug-19	25-Jan-20
144	Westpac	3,500,000	1.55%	122	days	28-Aug-19	28-Dec-19
Total		21,567,136					
RESTRICTED ASSET FUNDS							
<u>Restricted Use Funds</u>							
4	Bendigo Investment Account (on Call)	828,775	0.50%	N/A		N/A	N/A
99	BankWest	1,319,341	1.75%	181	days	31-Jul-19	28-Jan-20
Total		2,148,117					
TOTAL MUNI INVESTMENTS		\$23,715,252					
RESERVE FUNDS							
2	Bendigo Investment Account (on Call)	5,455,255	0.50%	N/A		N/A	N/A
60A	Bendigo	1,499,122	1.60%	182	days	25-Sep-19	25-Mar-20
107	ANZ	2,505,701	1.60%	184	days	31-Jul-19	31-Jan-20
108	ANZ	1,846,923	2.35%	365	days	17-Jan-19	17-Jan-20
127	NAB	3,744,144	2.75%	367	days	9-Nov-18	11-Nov-19
128	Westpac	4,876,668	1.95%	123	days	22-Jul-19	22-Nov-19
141	Bankwest	2,054,742	1.45%	180	days	2-Oct-19	30-Mar-20
TOTAL RESERVE INVESTMENTS		21,982,555					
TOTAL MUNI / RESERVE INVESTMENTS		\$45,697,807					
TRUST FUNDS							
<u>POS Funds</u>							
3	Bendigo Investment Account (on Call)	\$326,283	0.50%	N/A		N/A	N/A
58	BankWest	\$1,497,286	2.50%	270	days	25-Feb-19	22-Nov-19
98	BankWest	\$1,324,643	1.45%	183	days	28-Oct-19	28-Apr-20
TOTAL TRUST INVESTMENTS		3,148,212					

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Notice of Motion - Cr Cuthbert - Mt Helena Aquatic Centre 2019/20 Operating Season

File Code	Ke 1 Res.22809/1
Author	Kirk Kitchin, Manager Recreation and Leisure
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Councillor Cuthbert has advised of his intention to move the following notice of motion.

Motion

That Council:

1. By absolute majority resolves to extend the 2019/2020 public swimming season for the Mount Helena Aquatic Centre from 17 February 2020 to 31 March 2020 inclusive and increase the Centre's operating expenditure for 2019/20 by \$25,992.80 to cover the required staffing and operating costs;
2. Notes the opening hours and daily availability for public access will remain unchanged; and
3. Requests the CEO provide a report to Council by August 2020 reviewing the opening dates, opening times and length of swimming seasons for the Bilgoman and Mount Helena Aquatic Centres.

BACKGROUND

Cr Cuthbert has provided information below in support of his motion:

- Current Strategic Community Plan objective 2 - Residents of all ages, needs and backgrounds are engaged and supported by their community (point 2.2.1) and objective 3 -A strong and localised community spirit (points 2.3.1 & 2.3.4); and
- Recent increase in persons identifying a desire to use the facility, warm days and the swimming club beginning activities.

STATUTORY / LEGAL IMPLICATIONS

Incurring expenditure from municipal fund when not included in annual budget.

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."*

Notice of Motion

The Shire of Mundaring Meeting Procedures Local Laws 2015 states, among other things:

4.10 Elected members motions of which previous notice has been given

(1) Unless the Act, Regulations or this local law provide otherwise, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.

(2) A notice of motion under subclause (1) is to be given at least seven clear working days before the meeting at which the motion is to be raised.

(3) A notice of motion is to be accompanied by supporting reasons and is to relate to the good governance of the district.

The Notice of Motion received from Cr Cuthbert is in accordance with the Shire of Mundaring Meeting Procedures Local Laws.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To extend the 2019/20 public swimming season for the Mount Helena Aquatic Centre from 17 February 2020 to 31 March 2020 inclusive would increase the Centre's operating expenditure for 2019/20 by \$25,992.80 to cover the required staffing and operating costs.

This amount includes \$18,972.80 for additional Duty Manager / Lifeguards shifts and cover for the Co-ordinator Aquatics Facilities to undertake the work necessary to recruit, employ and train additional staff for the extended season. The remaining \$7,020.00 is to cover other operating costs, such as cleaning and chemicals.

There is potential income from paid attendances during the 44 days of the proposed season extension which will offset some of the expenditure requirements. An estimate of attendance income based on three years of historical attendance figures before the season was reduced to the current level (2014/15, 2015/16 and 2016/17) and using the current fees and charges is \$2695.50. During mid-February to the end of March the average attendance from these three seasons was 850 or just under 20 attendances per day. The use of the centre by the Mt Helena Swimming Club during the proposed extension will not generate any income as they currently have been granted free use of the centre for club activities.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.3 – A strong and localised community spirit

Strategy 2.3.1 – Provide community venues and facilities for different demographics

SUSTAINABILITY IMPLICATIONS

Extending the public swimming season length from the current closing date (16 February 2020) to 31 March 2020 will provide social benefits through providing public access to recreational swimming via a community facility that is normally closed. This will result in an extended period of recreation activities for residents of Mt Helena and surrounds, provide increased social interaction of those attending the pool and reduce the distance travelled for those who may have used Bilgoman Aquatic Centre or Wooroloo Pool during this time to swim.

It would also support the new Mt Helena Swimming Club during this time as it provides additional levels of supervision and emergency response from qualified Shire aquatic staff.

Economic impacts of extending the season includes a greater operational cost to the Shire and greater levels of employment for the Duty Managers and Lifeguards.

RISK IMPLICATIONS

Risk: Financial		
Extending the season will increase the cost of operating the Mt Helena Aquatic Centre beyond what is included in the Annual Budget.		
Likelihood	Consequence	Rating
Almost Certain	Minor	High
Action / Strategy		
To eliminate this risk and avoid an unbudgeted increase in operating costs, the current season length should be maintained for 2019/20 season.		
As this is a proposed change to a current service level, the request should be listed for consideration in the Corporate Business Planning process in consideration of potential changes to future pool seasons, i.e. 2020/21 season onwards.		
Alternatively, financial savings should be identified from other operating accounts to offset the increased cost if it is to occur in the current financial year. This would usually be considered during Council's midyear budget review. However, this would likely result in a decision not being made prior to February 2020 and thus probably too late for the 2019/20 pool season.		
Communication of any Council decision and reasoning will be required.		

Risk: Reputation		
Extending the season may increase community expectation that the season length will continue for future seasons and, if this does not happen, it may adversely affect the Shire's reputation.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
To mitigate this risk the Shire should clearly communicate the extension of the season is a one off at this stage and that Council will consider an extension to the public swimming season for the Mount Helena Aquatic Centre as part of the deliberations for the 2020/21-2023/24 Corporate Business Plan.		

EXTERNAL CONSULTATION

Nil

COMMENT

Before the reduction in length of the pool season in the 2017/18 season, public swimming attendances were comparatively low outside the summer school holidays as can be seen in the following tables.

Mt Helena Aquatic Centre Average Daily Attendance - 2014/15 to 2016/17

	Start of Season to School holidays (3 rd week in December)	School Holidays	1 st week in February to end of season
Public Swimming Average Daily Attendance	19	107	15
Vac Swim Average Daily Attendance	0	303	0

Mt Helena Aquatic Centre Average Days of Low Attendances 2014/15 to 2016/17

	Days where there was Nil attendance	Days where there was between 1 and 10 attendances
Average Number of Days per Season	15	44

The fact attendance was consistently low for a number of years outside the summer school holidays informed Council's decision (C11.09.17) to reduce the length of the season to mid-December to mid-February and change the closing hours from 7pm to 6pm which reduced the operating deficit by approximately \$50,000 per annum.

Should Council consider altering the season dates, as per the notice of motion, this will result in an estimated increased operating expenditure of \$25,992.80 for the Mt Helena Aquatic Centre for the period 17 February – 31 March 2020 (\$4135 per week - based on 6 weeks and 2 days).

This expenditure would be partially offset by income from paid attendances. Based on attendance levels before the season was shortened (pre 2017/18) this is estimated to be a total of \$2695.50 for the proposed extended period (\$425 per week - based 6 weeks and 2 days).

Attracting sufficient trained staff to cover the extended season may be possible. However, whether the Shire is able to staff every shift during the extended season will only be known once recruitment process is completed. The Shire normally recruits its staff for the aquatic season many months before the season starts. Issues in securing sufficient staff for every shift of the proposed extended season may include:

- Most casual aquatic staff employed at the Shire's aquatic centres are students who start study in 2020 at the end of February / start of March. They may not be available beyond the shifts they have already committed at the Bilgoman Aquatic Centre;
- Some casual aquatic staff work at other aquatic centres in Perth and may be committed to shifts elsewhere in this part to the year; and
- It is difficult to attract casual staff who do not live close to Mt Helena Aquatic Centre for the after school shifts as some of the shifts are only 3.5 hours long.

Should Council consider supporting the Notice of Motion it may wish to consider approving an additional \$750 in operating costs to provide for newspaper advertising of the extended season to the community. Advertising of the extended season can occur via the Shire's website and social media, however it may also assist to provide some advertising in the local newspaper to reach those who do not access the online information.

In considering an extension to the length of the operating season of Mt Helena Aquatic Centre, which is a change in service level with financial and workforce implications, Council may form the view that this would be better considered as part of the Corporate Business Planning workshops, where this can be considered and prioritised in line with all other requests for service level changes, along with the corresponding impact on the rates increases required in the Long Term Financial Plan to fund the various services. If Council was to do this, an alternative to the motion as presented by Cr Cuthbert, which Council may wish to consider, is as follows:

That Council lists consideration of an extension to the public swimming season for the Mount Helena Aquatic Centre as part of the Council deliberations for the 2020/21-2023/24 Corporate Business Plan, as this enables the ongoing resourcing implications (financial and workforce) to be considered in conjunction with other community priorities.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 6.8

COUNCIL DECISION MOTION			C24.12.19
Moved by	Cr Cuthbert	Seconded by	Cr Driver

That Council:

1. By absolute majority resolves to extend the 2019/2020 public swimming season for the Mount Helena Aquatic Centre from 17 February 2020 to 31 March 2020 inclusive and increase the Centre's operating expenditure for 2019/20 by \$25,992.80 to cover the required staffing and operating costs;
2. Notes the opening hours and daily availability for public access will remain unchanged; and
3. Requests the CEO provide a report to Council by August 2020 reviewing the opening dates, opening times and length of swimming seasons for the Bilgoman and Mount Helena Aquatic Centres.

CARRIED BY ABSOLUTE MAJORITY 8/3

For: Cr Daw, Cr Driver, Cr Jeans, Cr Lavell, Cr Green, Cr Russell, Cr Cuthbert and Cr Collins

Against: Cr Burbidge, Cr Martin and Cr Corica

11.2 Notice of Motion - Cr Doug Jeans - Bedford Street Bushfire Area Access Strategy Road Improvement Project

File Code	Be 5
Author	Shane Purdy, Director Infrastructure Services Angus Money, Manager Planning and Environment Services
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	1. Minutes Ordinary Council Meeting 14 May 2013

SUMMARY

Councillor Jeans has advised of his intention to move the following notice of motion:

MOTION

That no further work regarding the two ends of Bedford St Mt Helena be undertaken until such time as:

1. The alignment of the new constructed fence on Lot 4 Bedford Street is resolved;
2. The additional vegetation clearing of the incorrect construction of the new fence on Lot 4 Bedford Street is resolved;
3. The WAPC decision of The Ordinary Council Meeting of 14th May 2013, Item 11.1 No's. 980, 1250 & 2095 (Lots 145, 4 & 3) Bedford Street & Alice Road, Mount Helena – Revised Local Subdivision and Infrastructure Plan No. 367 be fully explained to Council;
4. The WAPC decision of LSIP 367 requirement of "Emergency Access Route (6m wide), Easement in gross, managed by the Shire" between Bedford Street and Timber Court (off Alice Road) be fully explained to Council as per the Attachment No. 3 Pages 1 of 1 Refer to Item 11.1 (see below for extract);
5. The WAPC decision LSIP 367 and the reasons for the removal of the "Strategic Firebreaks" on Lot 145 Bedford Street be fully explained to Council as per the Attachment No. 3 Refer to Item 11.1 (see extract below); and
6. The WAPC decision of LSIP 367 and the reasons for the removal of the "Strategic Firebreaks" on Lot 4 Bedford Street be fully explained as per the Attachment No. 3 Refer to Item 11.1 (see extract below).

1 Biodiversity Principles

1.2 *The Shire will strive to lead by example in balancing bushfire risk management with maintaining biodiversity and conservation of natural landscapes*

The threat of bushfire is one which residents have repeatedly expressed concerns to the Shire, either directly or through Shire Community Perceptions Surveys and Strategic Community Plan. Landowners, the Shire and State agencies all have a duty of care to manage this risk in multiple ways from managing vegetation and fuel loads to improving access arrangements."

Avoiding potential entrapment is critical. In 2009, the Shire's Community Safety team completed an access audit which identified areas that did not provide two alternative routes for residents to evacuate in a bushfire emergency. One of the recommendations from the 'Keelty Report' resulting from the Inquiry into the Perth Hills Bushfire 2011 (No. 39 (c)) stated that "State and Local Governments [should] examine options to retrospectively bring these areas into compliance with Planning for Bushfire Protection Guidelines."

The *Planning for Bushfire Protection Guidelines* were updated and renamed "*Guidelines for Planning in Bushfire Prone Areas*". They outline, amongst other things, current expectations regarding standards and design requirements for public roads and Emergency Access Routes. These public thoroughfares need to be freely available and safe for public use in the event of a bushfire. The Shire's *Local Planning Strategy* (LPS) was endorsed by Council in June 2013 and also specifically identifies the need to improve access arrangements in established areas. The Shire's *Local Planning Scheme 4* incorporates the *Guidelines for Planning in Bushfire Prone Areas* into the Scheme in order to give them the necessary statutory weight.

In response to the acknowledged risk of bushfire threat, and in particular the provision of public thoroughfares for safe public use, in September 2016 Council adopted the Shire of Mundaring Bushfire Area Access Strategy (BAAS), the aim of which was to establish a framework to systemically rectify the unsatisfactory access arrangements.

The Shire's BAAS is based on a set of rational, consistent and interlocking documents / statutes / recommendations that exist at both state and local government level which highlight the duty of care obligations the Shire has in resolving existing unsatisfactory access arrangements.

The Guidelines for Planning in Bushfire Prone Areas reflect that "*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 BAAS has criteria which focus on the likelihood of a catastrophe. These criteria are used to prioritise roads for improvement works. Bedford St, Mt Helena, was identified as a priority road based on the number of residents potentially exposed, length of road and extent of surrounding bushfire risk. Bedford St is scheduled for construction in 2019/20 and approved in the 2019/20 annual budget.

As part of the communication process for such projects, affected residents (ie residents of Bedford Street) were informed of the proposed works. One resident expressed objection on the basis that the required clearing for the works would adversely affect the environmental values of the area, drawing attention to several large trees of significance in the proposed clearance corridor in particular.

Shire officers carefully considered these concerns and responded by redesigning the route so as to avoid all of the significant trees. Officers also explored an alignment along the firebreak of the objecting resident which was determined as resulting in more environmental loss. It is noted the objecting resident was only prepared to offer his land if this track was not widened. Widening is required to meet the minimum standards as set out in the *Guidelines for Planning in Bushfire Prone Areas*. The scheduled project will meet the minimum standard, which is a six metre pavement formation with four metre seal.

At the September 2019 Council Forum (held just before the recent elections) Councillors were briefed on the Bedford Street road improvement project. It was noted at that time that a tree clearing permit approval had been obtained from Department of Water and Environmental Regulation which required a fauna study to be conducted. The process of obtaining the tree clearing permit included an opportunity for the resident who had expressed objection to do so, which he did. The approval was granted nonetheless.

The fauna study has been conducted and identified no threats to protected bird species. Recommendations to formally record significant trees, provide nesting boxes for brush-tailed phascogale and note feral honey bee populations for future management have been acknowledged and will be undertaken.

STATUTORY / LEGAL IMPLICATIONS

The Shire of Mundaring Meeting Procedures Local Laws 2015 states, among other things:

4.10 Elected members motions of which previous notice has been given

(1) Unless the Act, Regulations or this local law provide otherwise, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.

(2) A notice of motion under subclause (1) is to be given at least seven clear working days before the meeting at which the motion is to be raised.

(3) A notice of motion is to be accompanied by supporting reasons and is to relate to the good governance of the district.

The Notice of Motion received from Cr Jeans is in accordance with the Shire of Mundaring Meeting Procedures Local Laws

POLICY IMPLICATIONS

The proposed work aligns with the Bushfire Area Access Strategy.

FINANCIAL IMPLICATIONS

Cost of works are included in the budget.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 4 - Built environment

Objective 4.1 – A place that is connected, safe and easy to move around

Strategy 4.1.1 – Improve safety on road, cycle and footpath networks

SUSTAINABILITY IMPLICATIONS

Environmental impacts have been kept to a minimum to meet the minimum road standards of the *Guidelines for Planning in Bushfire Prone Areas*.

RISK IMPLICATIONS

Risk: Natural Environment - In undertaking the work some environmental impacts will occur		
Likelihood	Consequence	Rating
Almost Certain	Minor	High
Action / Strategy		
Use cross function team members to ascertain the best route, seek a tree clearing permit, review an arborist report on significant trees, discuss environmental values with interested residents and undertake a fauna assessment to ensure all environmental matters are considered.		

Risk: Reputation – In undertaking the work, complaints of environmental loss may occur. Similarly in not undertaking work, complaints of increased bushfire risk may occur.		
Likelihood	Consequence	Rating
Almost Certain	Moderate	High
Action / Strategy		
Minimise environmental loss by identifying a route that minimises vegetation loss, retains all significant trees which meets the minimum standards for roads in the <i>Guidelines for Planning in Bushfire Prone Areas</i>		

EXTERNAL CONSULTATION

Letters to residents of Bedford Street on the proposed roadworks have been sent. Detailed and regular discussions with one resident on vegetation impacts has occurred.

COMMENT

Following the notice of motion a briefing was provided to Councillors at an Induction briefing on 2 December 2019.

Information regarding the alignment of the new fence and associated vegetation clearing was provided, as well as information regarding decisions on LSIP 367 relating to emergency access routes and strategic firebreaks.

The newly constructed boundary fence along 125 (Lot 4) Bedford Street was found in part to be on an incorrect alignment and encroaching into the existing Bedford Street reservation. Upon contacting the owner they advised once they were alerted to the matter that arrangements were put in place to correct the fencing work which was the result of incorrect pegging by a surveyor. This corrective work was advised as planned to be completed within two weeks from the date of inspection being 2 December 2019. Visual

evidence was seen of a new survey peg and markings for new fence posts to be installed confirming this proposed work.

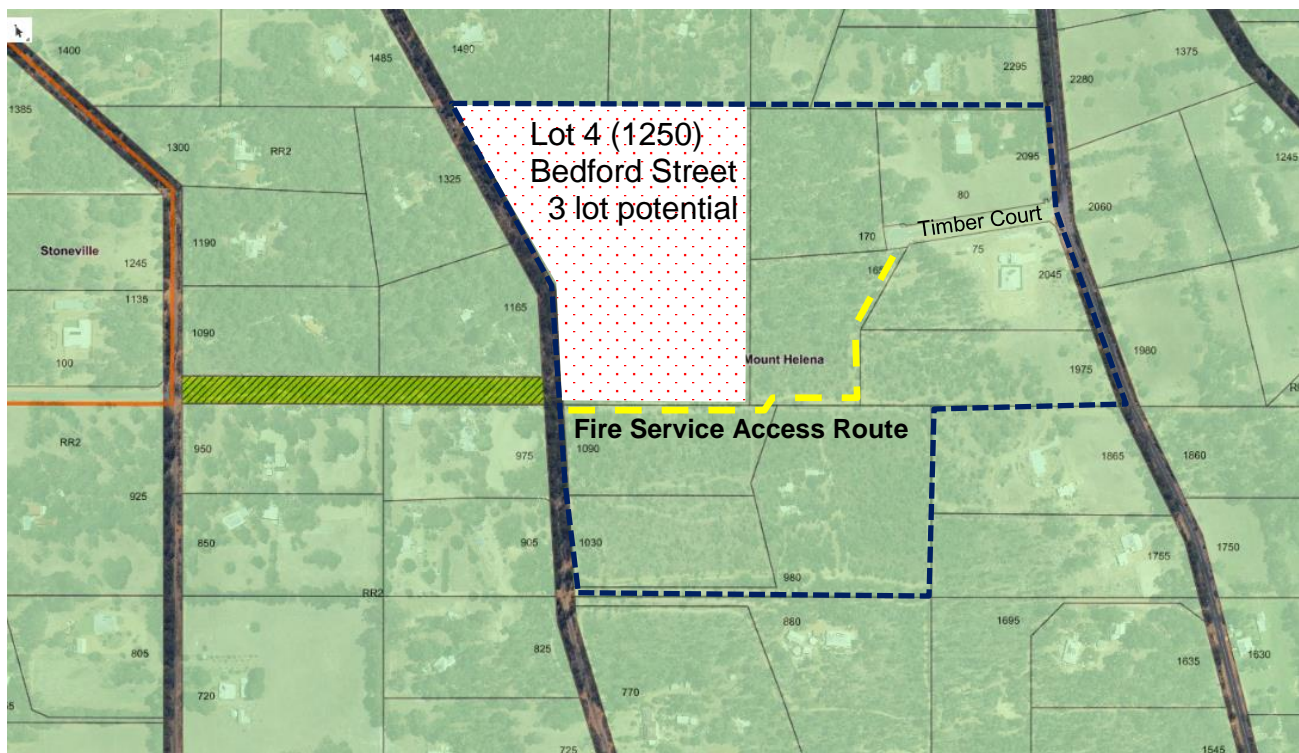
On review of previous survey pickup, photographs prior to, during and after fencing works it was confirmed that no trees had been removed on the section of incorrect fencing alignment. Some minor understory had been lost, however evidence of regrowth of understory plants was already evident so no vegetation rectification work is required. The relocation of the fence onto the correct alignment will not result in tree or vegetation loss as it will be placed on to the existing gravel track.

In regards emergency access routes and strategic firebreaks, it is assumed the request for information relates to an explanation of Council's decision at its meeting of 14 May 2013. The basis of the decision is contained within the officer report provided to Council at that time which is available in **Attachment 1**.

Cr Jeans' motions 3 - 6 seeks clarification regarding WAPC's decision; however the Shire is not privy to the internal WAPC considerations regarding its decision on LSIP 367. It is understood from the Shire officer's report that the Department of Planning did not support strategic firebreaks over private land as a means to facilitate public access.

A structure plan only acts as a guide to subdivision. LSIP367 is now five years old and two of the three properties involved have already been subdivided. The resultant subdivisions created a Fire Service Access Route (yellow below) and correlating easements for the benefit of fire fighting purposes, connecting Bedford Street road reserve with a newly created road, Timber Court.

The owner of Lot 4 has not yet subdivided. If a subdivision was to progress, this would trigger a condition that a contribution to the Bedford St connection be made. Importantly, the planning system cannot control the timing or force a landowner to subdivide their site in an attempt to resolve outstanding community safety issues. Since this time, the Shire has endorsed a Bushfire Area Access Strategy (BAAS) adopted by Council at its 13 September 2016 Ordinary Council Meeting. As discussed above, the completion of the Bedford Street connection is considered a priority from a public safety perspective.



The Shire's Chief Bush Fire Control Officer recently inspected Bedford Street, Mt Helena, and concluded the following

"...as there is already a gazetted road in place with no other suitable egress or access, the gazetted road should be developed to a sealed standard for the following reasons:

- *Bedford Street is only a single lane access and will be easily blocked by falling trees during an incident, therefore construction of a sealed road will greatly improve access and egress for all residents, vehicle types and emergency response personnel.*
- *Development or use of existing fire break will in most cases cause confusion during an emergency and may not be suitable for all vehicle types, consequently increasing the risk to residents and emergency response personnel.*
- *The expectations are if emergency responders look in a map book or a device and see it is a gazetted road and goes through uninterrupted as it is shown, they expect that when they get there. Not a gravel road or someone's firebreak which is far more dangerous particularly for urban appliances responding to structure fires.*
- *In all cases the protection and preservation of life must take priority, the construction of sub-standard egress and access routes does not align with State Planning Policy 3.7 and Guidelines and puts the community at risk.*

Best practise in this case and to best protect public safety is to construct a sealed road in the existing road reserve on Bedford Street to ensure reliable egress and access."

In conclusion, the portion of incorrectly placed boundary fence has been resolved with corrective works imminent, no vegetation rectification works are required as a result of the section of misaligned fence and details of emergency access routes and strategic firebreaks relating to LSIP 367 have been explained.

It is considered that all of the matters raised in Cr Jeans' notice of motion have been addressed in briefings to Councillors and this report.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION MOTION

Moved by	Cr Jeans	Seconded by	Cr Collins
----------	----------	-------------	------------

That no further work regarding the two ends of Bedford St Mt Helena be undertaken until such time as:

1. The alignment of the newly constructed fence on Lot 4 Bedford Street is resolved;
2. The additional vegetation clearing of the incorrect construction of the new fence on Lot 4 Bedford Street is resolved;
3. The WAPC decision of the Ordinary Council Meeting of 14th May 2013, Item 11.1 No's. 980, 1250 & 2095 (Lots 145, 4 & 3) Bedford Street & Alice Road, Mount Helena – Revised Local Subdivision and Infrastructure Plan No. 367 be fully explained to Council;
4. The WAPC decision of LSIP 367 requirement of "Emergency Access Route (6m wide), Easement in gross, managed by the Shire" between Bedford Street and Timber Court (off Alice Road) be fully explained to Council as per the Attachment No. 3 Pages 1 of 1 Refer to Item 11.1 (see below for extract);
5. The WAPC decision LSIP 367 and the reasons for the removal of the "Strategic Firebreaks" on Lot 145 Bedford Street be fully explained to Council as per the Attachment No. 3 Refer to Item 11.1 (see extract below); and
6. The WAPC decision of LSIP 367 and the reasons for the removal of the "Strategic Firebreaks" on Lot 4 Bedford Street be fully explained as per the Attachment No. 3 Refer to Item 11.1 (see extract below).

LOST 4/7

For: Cr Daw, Cr Jeans, Cr Green and Cr Corica

Against: Cr Driver, Cr Burbidge, Cr Lavell, Cr Martin, Cr Russell, Cr Cuthbert and Cr Collins

[illegible]



CONFIRMED MINUTES

ORDINARY COUNCIL MEETING

14 MAY 2013

I certify that the minutes of the meeting of the Ordinary Council Meeting held 14 May 2013 Folios C1 to C59 (including Attachments 1 to 13) were confirmed on 28 May 2013.

Presiding Person

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL DECISION RECOMMENDATION		C2.05.13	
<i>Moved by:</i>	<i>Cr Wysocki</i>	<i>Seconded by:</i>	<i>Cr Gu</i>

That the minutes of the meeting of Ordinary Council held Tuesday 23 April 2013 be confirmed.

CARRIED 11/0

8.0 PRESENTATIONS

Nil

9.0 DISCLOSURES OF INTERESTS

9.1 Disclosure of Financial Interest and Proximity Interests

Members must disclose the nature of their interest in matters to be discussed at the meeting (*Sections 5.60B and 5.65 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*).

Nil

9.2 Disclosure of Interest Affecting Impartiality

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil

10.0 REPORTS OF COMMITTEES

Nil

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES
C9 MAY 2013

11.0 REPORTS OF EMPLOYEES

11.1 No's. 980, 1250 & 2095 (Lots 145, 4 & 3) Bedford Street & Alice Road, Mount Helena – Revised Local Subdivision and Infrastructure Plan No. 367

File Code	LSIP 367 ID 155660
Date of Report	20 March 2013
Location / Address	See ATTACHMENT 1
Landowner	Mr A & Mrs S M Murten Mr C R Collins Mr A R & Mrs S A Wallis
Applicant	As above
Zoning	TPS 3 – Rural Landscape Living 2 & Rural Landscape Living 2/4 MRS – Rural
Area	26ha
Use Class	N/A
Ward	East
Author	Angus Money, Manager Planning Service
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil

SUMMARY:

Upon an invitation for reconsideration by the State Administrative Tribunal (SAT), Council approved Local Subdivision and Infrastructure Plan 367 (LSIP) for advertising at its meeting on 26 February 2013 (see **ATTACHMENT 2**).

Advertising has now closed and Council is invited to consider the submissions and endorse the LSIP, subject to modifications.

Several objections were received relating to the impact of developing smaller lots, particularly on the environment. Advice has also been received from referral agencies including Department of Environment and Conservation (DEC) and the Department of Planning (DoP).

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES
C10 MAY 2013

Item 11.1 cont'd 2

To address some of the outstanding matters, community and other agency concerns, Shire Staff and two of the three landowners have agreed to the following modifications:

1. Replacement of the proposed Strategic Firebreaks with an east-west Fire Service Access Route which also provides for recreational (non-vehicle) access between Alice Road and Bedford Street (see **ATTACHMENT 3**).
2. Rationalisation of firebreaks on lots 103, 104, 106, 107, 108, 109 where they overlap with the proposed Fire Service Access Route.
3. The removal of the requirement for Conservation or Restrictive covenants.

This report recommends that Council consider the submissions and the latest modifications proposed and resolve to adopt LSIP 367 as modified and forward its resolution to the Western Australian Planning Commission (WAPC).

BACKGROUND:

Following Council's initial refusal of the LSIP at its meeting on 10 April 2012, an appeal was lodged with the State Administrative Tribunal (SAT). Following an extensive mediation process, SAT requested Council reconsider the LSIP under Section 31 of the *State Administrative Tribunal Act 2004*.

At its meeting of 26 February 2013, Council resolved to advertise the LSIP 367 for public comment. It was noted at the time that while some matters, such as the Conservation Covenants, were not entirely resolved, the LSIP was sufficiently progressed to be advertised.

The proposal was subsequently advertised to the public and relevant authorities during which time letters of support, comment and objection were received.

The matter before SAT only relates to the Council's determination of the LSIP. The SAT process does not fetter the WAPC's role in ultimately endorsing the LSIP. Importantly, these latest modifications have received in-principle support from DoP officers, who are responsible for presenting the LSIP to the WAPC for endorsement.

STATUTORY / LEGAL IMPLICATIONS:

- *Shire of Mundaring Town Planning Scheme No. 3 (the Scheme)*
- *Planning and Development Act (2005)*

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES
C11 MAY 2013

Item 11.1 cont'd 3

POLICY IMPLICATIONS:

- *WAPC Planning for Bush Fire Protection Guidelines (Edition 2)*
- *WAPC Planning Policy DC 3.4 - Subdivision of Rural Land (2008, Draft 2011)*
- *WAPC Development Control Policy DC 1.7 – General Road Planning (1998)*
- *WAPC Development Control Policy DC 1.1 – Subdivision of Land – General Principles (2004)*
- *Shire of Mundaring Strategic Directions 2008-2012*
- *Shire of Mundaring Public Open Space Strategy (2001)*
- *Shire of Mundaring Access and Inclusion Plan 2011-2016*
- *Directions 2031*
- *Liveable Neighbourhoods (2009)*
- *Shire of Mundaring Local Biodiversity Strategy (Draft 2009)*
- *Shire of Mundaring Wildlife Corridor Strategy (2000)*
- *Institute of Public Works Engineering Australia (2009)*

FINANCIAL IMPLICATIONS:

Financial implications were reported to Council at its meeting of 10 April 2012 and 26 February 2013.

Maintenance costs will be incurred by the Shire for the maintenance of the proposed Fire Service Access Route.

STRATEGIC IMPLICATIONS:

Shire of Mundaring Strategic Community Plan

A key point of the Shire's Strategic Community Plan is to ensure "*balanced development*" occurs in a manner which protects the environment and maintains the hills/village lifestyle.

As the landowners have the ability to subdivide the subject lots, careful planning is therefore required to minimise the ecological impact.

SUSTAINABILITY IMPLICATIONS:

Sustainability implications were reported to Council at its meeting of 10 April 2012 and 26 February 2013.

Item 11.1 cont'd 4

CONSULTATION:

LSIP 367 was advertised for public comment for a period of 28 days. During this time, several objections were received, mainly in relation to the impact of developing smaller lots and the environmental impact of the proposal.

Various state government agencies provided comment on the amendment. These, along with public comments, can be found in the attached schedule of submissions (**ATTACHMENT 4**). The comments provided by the public authorities are also addressed and where appropriate have been incorporated in the list of required modifications.

COMMENT:

Conservation Covenants

Within the Shire's Local Biodiversity Strategy (LBS) the subject lots are considered in the protection category. Accordingly, there is a strong presumption against clearing.

The advertised LSIP makes reference to Conservation Covenants as a possible mechanism to control clearing. While DEC support any additional legal control to minimise clearing in this area, DEC have also advised that, due to the small size of the lots, they are not in a position to manage Conservation Covenants as provided for in the *Conservation and Land Management Act 1984*.

Restrictive Covenants offer an alternative restriction on the title however these would need to be administered by the Shire of Mundaring and without any legislative framework. If a landowner cleared vegetation within the conservation area, the Shire would have the ability to lodge an injunction (through the Supreme Court) to prevent the clearing from proceeding.

In practical terms, Restrictive Covenants would:

- be cumbersome for the Shire to administer;
- duplicate the tree preservation provisions in TPS No.3 and the protection of Local Natural Areas provisions in LPS No.4; and
- be an unnecessary encumbrance on future landowners.

Tree preservation provisions within the Shire's planning framework provide an arguably more effective and responsive mechanism to protect biodiversity. The LSIP also provides a mechanism to control development and vegetation clearing.

DoP have indicated that they would not support conservation or restrictive covenants or notifications on the Title advising of restrictions relating to clearing. Restrictions on clearing and tree preservation areas can be suitably addressed through the planning framework. DoP recommend that the LSIP be modified to include a notation which states:

Item 11.1 cont'd 5

"No development or clearing of any vegetation on the land is to take place outside the defined building envelopes and building protection zones except where in accordance with an approved Fire Management Plan, Fire Break Notice or otherwise approved by the Shire of Mundaring."

Shire Staff agree with DoP comments and it is recommended that the LSIP be amended accordingly.

Fire Service Access Route

A proposed modification to the advertised LSIP is to replace the proposed Strategic Firebreaks with an east-west Fire Service Access Route. This approach represents a better outcome for the community, environment and the landowners concerned. In particular, replacing the Strategic Firebreak with a Shire managed Fire Service Access Route will:

- Provide recreational / pedestrian access between Alice Road and Bedford Street;
- Minimise the clearing required by also acting as two 3m wide private firebreaks for the proposed lots; and
- Alleviate the tenure and risk issues relative to future landowners maintaining the strategic firebreaks for the benefit of other residents.

While the 6m wide Fire Service Access Route will be technically privately owned, the 'Easement in Gross' to the Shire will ensure that this important link is controlled and maintained by the Shire and available for the wider public in an emergency, but also for recreational use at all other times. The concept of creating a formal 'Right of Way' (ROW) was explored however this would necessitate the creation of a separate lot requiring a minimum 6m access way in addition to two 3m wide firebreaks on the adjoining private lots, resulting in a total of 12m wide cleared area. Allowing an Easement in Gross over private land reduces this width to 6m.

Bollards are recommended to delineate the private and public realm along the Fire Service Access Route and to allow fauna to move freely between properties. Entry points can be gated to allow pedestrian access and restrict vehicle access unless in an emergency. A cross-section is illustrated in **(ATTACHMENT 5)**.

While the Shire will incur maintenance costs, the Fire Service Access Route offers an important emergency link for the benefit of the wider community. The Shire's Infrastructure Design Services and Community Safety (Fire) Services support this modification.

Such a link would also better address the Council's original concern that there be some form of public connectivity between Alice Road and Bedford Street.

Item 11.1 cont'd 6

DoP also support this modification and, more importantly, have indicated that they would not support the Strategic Firebreaks as illustrated in the advertised LSIP.

Flora & Fauna Surveys

During the mediation process a 'Spring Survey' (Botanical assessment) was requested to ascertain both the nature and condition of vegetation on site. This was requested as the original LSIP only included a desktop Declared Rare Flora (DRF) search.

With regards to fauna, during the mediation process it was found that a selection of species identified were quite typical for the locality of the subject lots.

Shire Staff walked the proposed Fire Service Access Route and noted the potential impact on habitat trees and other sensitive flora that could be affected by the proposed alignment. While it is a concern, the final alignment of the Fire Service Access Route could be adjusted at subdivision stage following more detailed flora assessment of the affected land.

Importantly, the concept of integrating private fire breaks into a Fire Service Access Route will prevent a significant amount of clearing. It is also noted that some simple refinements to the Building Envelops and Hazard Reduction Zones could help minimise unnecessary clearing and preserve ecological corridors across property boundaries.

Given the ecological sensitivity of the site, and the community concerns regarding the impact of the proposal, it is appropriate that the above modifications are made to the LSIP prior to Council endorsement. It is also recommended that the proponent be advised that a more detailed Flora assessment and a Fauna Management Plan be required to inform the final subdivision design.

CONCLUSION:

LSIP 367 provides a framework for the orderly subdivision of the subject sites consistent with the existing lots in the vicinity. The proposed modifications are agreed between two of the three landowners involved and the Shire Staff and also go some way to address community and agency concerns.

It is therefore recommended that Council adopt the LSIP subject to modifications. The LSIP would then be forwarded to the WAPC and as result it is anticipated that the review of the application would be withdrawn by the applicants thus ending proceedings involving the Shire at the SAT.

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES

C15 MAY 2013

Item 11.1 cont'd 7

VOTING REQUIREMENT:

Simple Majority

RECOMMENDATION

That –

A. The LSIP 367, as advertised be amended as follows:

- i. The Strategic Firebreaks be replaced with a 6m wide east-west Fire Service Access Route (Easement in Gross to the Shire) as illustrated in **Attachment 3** including an annotation that the final alignment shall be informed by a Flora and Fauna Study at subdivision stage;
- ii. Building Envelopes and Hazard Reduction Zones are to be reviewed to ensure they overlap where possible to minimise clearing requirements and promote the preservation of ecological corridors between lots;
- iii. Replace "Conservation Covenants" with "Tree Preservation Areas" and amend report accordingly;

iv. The following annotations shall be added to the LSIP plan:

1. *'Notwithstanding any statement to the contrary within AS 3959-2009 (or relevant equivalent), any buildings to be erected on lots within the Local Subdivision and Infrastructure Plan area shall comply with the requirements of AS 3959-2009, or equivalent Australian Standard.*

A notification shall be inserted on the Certificate of Title in accordance with Section 70A of the Transfer of Land Act 1893 advising of the increased building construction standards in accordance with As 3959-2009 or equivalent Australian Standard'

2. *"No development or clearing of any vegetation on the land is to take place outside the defined building envelopes and building protection zones except where in accordance with an approved Fire Management Plan, Fire Break Notice or otherwise approved by the Shire of Mundaring."*

v. An amended Bushfire Management Plan to be amended as follows:

- a) Reflecting (i-iii) above;
- b) Including the installation of private gates to connect private firebreaks to the Fire Service Access Route ;

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES

C16 MAY 2013

Item 11.1 cont'd 8

- c) Appropriate signage indicating '**Fire Service Access Route**' and 'Pedestrian Access to Alice/Bedford Street (as appropriate)', and bollard treatment to delineate the easement;
 - d) Entry treatment to the Fire Service Access Route to be resolved with the Shire Community Safety Staff (Fire); and,
 - e) Other relevant refinements as requested by the Director of Statutory Services to ensure consistency with the modifications detailed above.
- B. Subject to the proponent fulfilling A above, LSIP 367 be adopted pursuant to Clause 4.49(7) of the Shire of Mundaring Town Planning Scheme No. 3 and forwarded to the Western Australian Planning Commission for endorsement.

Advice Notes

The following advice relates to any future subdivision on the subject sites:

1. The proponent is advised that a search of the Environment Protection and Biodiversity Conservation Act (Commonwealth of Australia) database reveals Matters of National Environmental Significance on the subject site associated with threatened flora and fauna species and other matters. Subject to the flora survey, and on the advice of the Department of Sustainability, Environment, Water, Populations and Communities, the proponent may be required to submit the proposal to the Federal Minister for Environment.
2. All persons employed or engaged in the project should be made aware of their obligation under the Aboriginal Heritage Act.

Should cultural material be discovered during the project, work should cease immediately and the site should be recorded and the Department of Indigenous Affairs notified, in accordance with the comments made by the Department of Indigenous Affairs.
3. Any mature trees proposed to be removed as part of the development are to be assessed by a qualified ecologist to determine if they are being utilised by threatened species. The applicant is advised that any proposal to mitigate their removal shall be forwarded to the Department of Environment and Conservation.
4. A more detailed Flora assessment will be required to determine the final alignment of the Fire Service Access Route in addition to a Fauna Management Plan.

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES
C17 MAY 2013

Item 11.1 cont'd 9

Preamble to Council Decision

Following receipt of verbal advice of the Manager Planning Services at the meeting that there had been further consideration relating to strategic fire breaks (as per A(i)), Council agreed to amend point A(i) to reflect a 10m-12m wide east-west Fire Service Access Route (Easement in Gross to the Shire) that reflects an alignment as specified in Attachment 3, subject to the satisfaction of the Shire's Director Statutory Services and to remove an annotation that the final alignment shall be informed by a Flora and Fauna Study at subdivision stage.

COUNCIL DECISION		C3.05.13	
Moved by:	Cr Bertola	Seconded by:	Cr Fox

That –

A. The LSIP 367, as advertised be amended as follows:

- i. ***The Strategic Firebreaks are to be replaced with a 10m-12m wide east-west Fire Service Access Route (Easement in Gross to the Shire) that reflects an alignment as specified in Attachment 3, subject to the satisfaction of the Shire's Director Statutory Services;***
- ii. Building Envelopes and Hazard Reduction Zones are to be reviewed to ensure they overlap where possible to minimise clearing requirements and promote the preservation of ecological corridors between lots;
- iii. Replace "Conservation Covenants" with "Tree Preservation Areas" and amend report accordingly;
- iv. The following annotations shall be added to the LSIP plan:
 1. *'Notwithstanding any statement to the contrary within AS 3959-2009 (or relevant equivalent), any buildings to be erected on lots within the Local Subdivision and Infrastructure Plan area shall comply with the requirements of AS 3959-2009, or equivalent Australian Standard.*

A notification shall be inserted on the Certificate of Title in accordance with Section 70A of the Transfer of Land Act 1893 advising of the increased building construction standards in accordance with As 3959-2009 or equivalent Australian Standard'

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES
C18 MAY 2013

Item 11.1 cont'd 10

2. *"No development or clearing of any vegetation on the land is to take place outside the defined building envelopes and building protection zones except where in accordance with an approved Fire Management Plan, Fire Break Notice or otherwise approved by the Shire of Mundaring."*
- v. An amended Bushfire Management Plan to be amended as follows:
 - a) Reflecting (i-iii) above;
 - b) Including the installation of private gates to connect private firebreaks to the Fire Service Access Route ;
 - c) Appropriate signage indicating '**Fire Service Access Route**' and 'Pedestrian Access to Alice/Bedford Street (as appropriate), and bollard treatment to delineate the easement;
 - d) Entry treatment to the Fire Service Access Route to be resolved with the Shire Community Safety Staff (Fire); and,
 - e) Other relevant refinements as requested by the Director of Statutory Services to ensure consistency with the modifications detailed above.
- B. Subject to the proponent fulfilling A above, LSIP 367 be adopted pursuant to Clause 4.49(7) of the Shire of Mundaring Town Planning Scheme No. 3 and forwarded to the Western Australian Planning Commission for endorsement.

Advice Notes

The following advice relates to any future subdivision on the subject sites:

1. The proponent is advised that a search of the Environment Protection and Biodiversity Conservation Act (Commonwealth of Australia) database reveals Matters of National Environmental Significance on the subject site associated with threatened flora and fauna species and other matters. Subject to the flora survey, and on the advice of the Department of Sustainability, Environment, Water, Populations and Communities, the proponent may be required to submit the proposal to the Federal Minister for Environment.
2. All persons employed or engaged in the project should be made aware of their obligation under the Aboriginal Heritage Act.

Should cultural material be discovered during the project, work should cease immediately and the site should be recorded and the Department of Indigenous Affairs notified, in accordance with the comments made by the Department of Indigenous Affairs.

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES
C19 MAY 2013

Item 11.1 cont'd 11

3. Any mature trees proposed to be removed as part of the development are to be assessed by a qualified ecologist to determine if they are being utilised by threatened species. The applicant is advised that any proposal to mitigate their removal shall be forwarded to the Department of Environment and Conservation.
4. A more detailed Flora assessment will be required to determine the final alignment of the Fire Service Access Route in addition to a Fauna Management Plan.

CARRIED 9/2

For

Cr Fox
Cr Bertola
Cr Dullard
Cr Clark
Cr Gu
Cr Wysocki
Cr James
Cr Jones
Cr Cuccaro

Against

Cr Daw
Cr Pilgrim

14.0 CLOSING PROCEDURES

14.1 Date, Time and Place of the Next Meeting

The next Ordinary Council meeting will be held on Tuesday, 28 May 2013 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 8.32pm.

15.0 ATTACHMENTS

Attachment No.	Item No.	Subject
1	11.1	Location Map 980, 1250 and 2095 (Lots 145, 4 and 3) Bedford Street and Alice Road Mt Helena
2	11.1	Proposed LSIP 367 - 980 1250 and 2095 (lots 145 4 and 3) Bedford Street & Alice Road Mount Helena -
3	11.1	LSIP Modifications Required 367 - 980 1250 and 2095 (lots 145 4 and 3) Bedford Street & Alice Road Mount Helena
4	11.1	LSIP Schedule of Submissions 367 - 980 1250 and 2095 (lots 145 4 and 3) Bedford Street & Alice Road Mount Helena
5	11.1	LSIP 367 - 980 1250 and 2095 (lots 145 4 and 3) Bedford Street & Alice Road Fire Break Cross Section
6	11.2	21 Amherst Rd Darlington - Proposed over height building
7	11.3	Lot 207 Great Eastern Highway Sawyers Valley - Retrospective Over height building
8	11.4	Payment between Meetings March 2013
9	11.4	Cheque and NAB Listing March 2013
10	11.8	Munda Biddi Licence Agreement - Mundaring Hall
11	11.9	Summary of Progress on Advocacy Implementation Plans in 2012-13
12	11.9	Issues requiring Advocacy Implementation Plans in 2013-14
13	13.1.1	<i>Letter from ALGA – Prime Minister announces local government referendum and The Case for Change</i>

14.05.2013 COUNCIL MEETING CONFIRMED MINUTES
C59 MAY 2013

12.0 URGENT BUSINESS (LATE REPORTS)

12.1 Swan View Community Association Request for Funding

File Code	GS.DON 1
Author	Shannon Foster, Manager Libraries and Community Engagement
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

A request for \$2600 in funding has been received from the Swan View Community Association in order to deliver the 2019 Swan View Christmas Carols event on 23 December 2019. The running of this event is dependent on securing external funding and without this, the event will be cancelled. A long standing sponsor of the event has recently notified that they will not be able to support the carols in 2019.

Staff are presenting this report as a late item or urgent business, due to the timeframes required to make a decision. This report provides information in order to assist Council in considering this request. It is recommended that a Community Event Grant to the matching value of \$1206 be provided to the group in accordance with the requirements of the Community Events Grant guidelines.

BACKGROUND

Council has received a request for funding from the Swan View Community Association in order to deliver the Swan View Christmas Carols event. The request is for an amount of \$2600. The event is set to take place on 23 December 2019 at Brown Park Community Centre Oval. This request was prompted by fact that the event's sponsor of the last nine years is not in a position to provide sponsorship for the 2019 event. The sponsor has however indicated that they would like to explore a sponsorship arrangement for the 2020 event.

For the past 10 years, community volunteers have coordinated the carols event. Anticipating the continuation of the long term sponsorship arrangement would continue this year, the group moved forward with planning and secured the relevant location bookings from Shire of Mundaring with all facets of staging the event having been confirmed.

Swan View Community Association have agreed to act as an auspicing body for the event in order to enable the event volunteers to secure Shire funding. In making this request, the Swan View Community Association stated:

"This annual event is a part of the west ward community's calendar and is an important community building asset."

STATUTORY / LEGAL IMPLICATIONS

The Shire of Mundaring Meeting Procedures Local Law 2015 relevantly notes at s4.11 "Urgent business (late reports)":

“A member may move a motion to consider a late item of urgent business that is not included in the agenda for that meeting provided that –

- (a) The presiding member has first consented to the business raised;
- (b) The presiding member considers that either –
 - i. The urgency of the business is such that the business cannot await inclusion in the agenda for the next meeting of the Council; or
 - ii. The delay on referring the business to the next meeting of the Council could have adverse legal or financial implications for the local government; and
- (c) The item of urgent business is presented in the form of a detailed staff report, a copy of which is to be provided to members prior to the commencement of the meeting.”

The Shire President has consented to this business being raised as the urgency of the business is such that it cannot await inclusion in the agenda for the next meeting of Council. The next Council meeting is scheduled for January 2020, which is after the date of the event, meaning it is likely the event couldn't proceed should the request be placed on the agenda for the next meeting of Council. In addition, a detailed staff report is able to be presented and a copy provided to councillors prior to the commencement of the meeting.

In order for this matter to now be considered by Council, a councillor is required to move a motion that the late item of urgent business be considered prior to dealing with the report itself.

POLICY IMPLICATIONS

The awarding of grants is undertaken in line with the Shire's Community Funding Policy CD-02. The Community Event Grant was developed to financially assist local community groups which deliver a range of events that meet identified community need, promote active participation of local residents, build community strength and enhance the image of the Shire. Event grants are provided to a maximum value of \$5000 (plus GST where applicable) for annual community events, where the group is able to match or exceed the grant amount from fundraising, sponsorship or other grants.

FINANCIAL IMPLICATIONS

When Council adopted the 2019/20 Annual Budget (C9.06.19), no provision was made to assist with the costs associated with delivering the Swan View Christmas Carols event. Should Council form the view to support funding the carols event it is proposed the budget to support the event be allocated from the community event grant budget.

A total of \$30,600 is available to community groups through the Community Events Grant program. One funding round has been held in the 2019/20 financial year with a total of \$20,190 awarded. There is \$10,410 remaining in the budget to be allocated as per the grant guidelines. With one remaining grant round to be completed this financial year it is anticipated that applications will exceed the funding available in round two.

Approving the Swan View Community Association request will further diminish the pool of funding available to those groups who apply through the recognised grant rounds.

However this reduction in the funding pool may be addressed through an increase in the Community Events Grant budget at the midyear budget review.

Swan View Community Association have provided the following budget:

Sound	\$1000
Face painters	\$ 600
Stage	\$ 50
Singers	\$ 500
Fire truck to transport Santa	\$ 300
Santa	\$ 100
Insurance	\$ 406
Total Budget	\$3406

Anticipated income is outlined below:

Swan View Family Practice	\$ 406
Sale of candles and carol booklets	\$ 300
Total	\$ 706

In light of the figures provided above the budget shortfall in the delivery of the Swan View Christmas Carols is \$2700. Notwithstanding this, the Group is only seeking \$2600.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.1 – Prudently consider resource allocation

SUSTAINABILITY IMPLICATIONS

Social

- Develop community pride and sense of belonging;
- Sustain and enhance community capacity, capability and leadership;
- Provide opportunities for recreational activities and social interaction within all sectors of the community;
- Support community networks, volunteers and non-for-profit organisations;
- Provide opportunities for ongoing community involvement and ownership; and
- Support community creativity and vitality.

RISK IMPLICATIONS

Risk: Reputational – Should Council determine to support this request for funding there is risk in setting a precedent for groups to seek funding outside of the recognised competitive funding rounds.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
This risk can be mitigated by not funding the event.		
Risk: Reputational – Should Council determine not to support this request for funding there may be a perception within the west ward community there is not enough investment in local community events.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
This risk can be mitigated by the active promotion of the Shire's investment in community based events activities.		
Risk: Reputational –Should Council determine to support this request for funding there is risk in reducing the pool of funds available for the second round of the Community Events Grant.		
Likelihood	Consequence	Rating
Likely	Minor	Moderate
Action / Strategy		
This risk can be mitigated by not funding the event or through a budget adjustment during the midyear budget review should Council determine to fund this event.		
Risk: Reputation – Council faces a reputational risk if the Community Grants Program budget is not expended in in line with approved grant guidelines.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The risk is mitigated through clearly communicating Councils rationale when making its decision.		

EXTERNAL CONSULTATION

Shire staff have liaised with the Swan View Community Association and the community volunteers creating this event in the development of this report.

COMMENT

The Swan View Christmas Carols is a community event that brings local residents together to celebrate the festive season. Now in its tenth year under the coordination of community volunteers the event features carol singers, face painters and a visit from Santa. Recent

years have seen approximately 250 people come together at Brown Park to enjoy an evening with family and friends.

The event has enjoyed a strong funding partnership with Swan View IGA however, the business has advised that they are not in a position to assist with the 2019 event. Anticipating the sponsorship arrangement would continue this year, event organisers moved forward with planning and secured the relevant location booking from Shire with all other facets of staging the event having been booked and confirmed.

Were Council to approve this request for funding it would be doing so outside of a recognised competitive grant round and outside of the approved Community Funding Policy CD-02. The community events grant, which is the most suitable grant for this request has a requirement for community groups to match any funds requested. The funding request as outlined above would see the Shire covering 80% of the events costs.

Applying to the Community Events grant would have been the most appropriate way for the group to secure Shire funding to support their activity. Competitive funding rounds ensure groups apply for limited funding by addressing specific criteria and demonstrating wider community benefit. The most recent Community Events grant round saw the Shire award funding to two groups seeking to hold carols events in Glen Forrest (\$1500) and Chidlow (\$4340). In addition, community groups are holding a further two events in the town sites of Mundaring and Darlington. However at the time the grant round was open, the group had assumed their long term sponsorship arrangement for the event was still in place.

In considering this request, Council may form the view not to fund Swan View Community Association for \$2600. To do so would be outside the approved funding guidelines and would create issues of inequity for other groups who may also wish to apply outside recognised grant rounds. Further, funding this request would have a consequential impact of reducing the total pool of funding available for other community events. Competitive funding rounds ensure groups apply for limited funding by addressing specific criteria and demonstrating wider community benefit.

On the other hand, Council may determine to fund this community event as a way to ensure continuation of this Swan View Christmas tradition. There is a reputational risk for Council in considering this item as there is a perception amongst community that events and activities in the west ward are not well supported by the Shire. In addition this year marks the 10th anniversary of the carols in their current format with it likely that this request for financial support will be a once off as they will likely regain their sponsor.

Dedicated community volunteers give their time to facilitate a family friendly carols evening. The event brings community together and is a feature on the community calendar. The event has run consistently for ten years with financial support from sponsors, utilising volunteer labour and having received no Shire funding.

Given this, it is recommended the Shire support this request for funding in line with the requirements of the Community Events Grant guidelines. This would provide consistency with other groups who receive the event funding. This would see the group receive matching funds of \$1206 towards the event.

This has been calculated in line with the Community Events grant guidelines of matching support, based on the projected income of \$706 and the maximum value of \$500 in-kind support which can be included when calculating matching requirements.

Further it is recommended that the group enters into a funding agreement with clear reporting requirements and recognition of Shire support place.

It is also recommended Council consider an increase in the Community Event budget at the mid-year budget review to offset this out of round grant to ensure there are sufficient funds in the pool for the second round of grants.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. resolves to enter into a Community Event funding agreement with Swan View Community Association for \$1206 for the purpose of providing the 2019 Swan View Christmas Carols event; and
2. lists for consideration at the mid-year budget review an increase of \$1206 to the Community Event funding budget.

COUNCIL DECISION MOTION

C25.12.19

Moved by	Cr Russell	Seconded by	Cr Burbidge
----------	------------	-------------	-------------

That Council:

1. resolves to enter into a Community Event funding agreement with Swan View Community Association for **\$2600** for the purpose of providing the 2019 Swan View Christmas Carols event; and
2. lists for consideration at the mid-year budget review an increase of **\$2600** to the Community Event funding budget.

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Lavell, Cr Martin, Cr Green, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Nil

Reason for the change

Council were of the view that as the long standing sponsor was unable to support the Swan View Christmas Carols event this year, funding of \$2600 will be provided for this event.

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, 28 January 2020 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 11.18pm.