



CONFIRMED MINUTES

ORDINARY COUNCIL MEETING

8 MARCH 2022

I certify that the minutes of the meeting of the Ordinary Council held on Tuesday, 8 March 2022 were confirmed on Tuesday, 12 April 2022.

A handwritten signature in blue ink, appearing to read "D. M. Hart", written over a horizontal line.

Presiding Person



**CONFIRMED MINUTES
ORDINARY COUNCIL MEETING
8 MARCH 2022**

ATTENTION/DISCLAIMER

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by an Elected Member or employee, or on the content of any discussion occurring during the course of the Meeting. Persons should be aware that regulation 10 of the *Local Government (Administration) Regulations 1996* establishes procedures to revoke or change a Council decision. No person should rely on the decisions made by Council until formal written advice of the Council decision is received by that person.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by an Elected Member or employee, or the content of any discussion occurring during the course of the Council Meeting.

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ORDINARY COUNCIL MEETING COUNCIL CHAMBER

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 livestreamed and audio-recorded.

1.1 Record of Attendance

Elected Members	Cr Paige McNeil (Deputy President) (Presiding Person)	Central Ward
	Cr Amy Collins	Central Ward
	Cr Doug Jeans	Central Ward
	Cr Luke Ellery	South Ward
	Cr John Daw	East Ward
	Cr Neridah Zlatnik	East Ward
	Cr Karen Beale	West Ward
	Cr Jo Cicchini	West Ward
	Cr Matthew Corica	West Ward
Staff	Jonathan Throssell	Chief Executive Officer
	Garry Bird (via Webex)	Director Corporate Services
	Megan Griffiths (via Webex)	Director Strategic & Community Services
	Mark Luzi	Director Statutory Services
	Shane Purdy (via Webex)	Director Infrastructure Services
	Shannon Foster (via Webex)	Manager Libraries, Communications & Engagement
	Stan Kocian	Manager Finance & Governance
	Angus Money	Manager Planning & Environment
	Anna Italiano	Minute Secretary
Apologies	Cr James Martin (President)	South Ward
	Cr Trish Cook	South Ward
	Cr Simon Cuthbert	East Ward
Absent	Nil	
Leave of Absence	Nil	
Guests	Nil	
Members of the Public	4	

Members of the Press Nil

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

2.1 International Women's Day

Today marks the annual International Women's Day.

International Women's Day aims to celebrate women's achievements, raise awareness about women's equality, lobby for accelerated gender parity and fundraise for female-focused charities.

This year's theme is #BreakTheBias

Imagine a gender equal world.

A world free of bias, stereotypes, and discrimination;

A world that is diverse, equitable, and inclusive;

A world where difference is valued and celebrated.

Together we can forge women's equality.

Collectively we can all **#BreakTheBias**

It is also wonderful to note that this Council is the second time we have had equal gender representation with six of the 12 councillors being female.

The last time the Shire had equal gender representation on Council was from October 2007 to October 2009. The Shire also had a female Shire President during that time, with Cr Helen Dullard, who was Shire President for eight years.

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*).

Cr McNeil disclosed a financial interest in Item 10.2 (Request to attending Training – Cr Paige McNeil & Cr Simon Cuthbert) as she would receive the benefit of the training by undertaking the Diploma of Local Government.

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*).

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.1 Questions Taken on Notice - Ordinary Council Meeting 8 February 2022 - John Bell

At the Ordinary Council meeting held 8 February 2022, John Bell of Mount Helena asked a number of questions which were taken on notice. A response was provided to John Bell by the Chief Executive Officer in writing. Below is a summary of the questions and the responses provided.

Question 1

Green Energy Contract –What is the approximate value of the three year contract that the Shire has signed with WALGA?

Response

The approximate value of the contract with Synergy is \$300,000 over the three years with the first year estimated at \$130,000. Subsequent years will be cheaper due to further emission reduction works (such as solar panels and insulation works) at the seven sites eligible under this contract and a lowering green energy component rate of the contract.

Question 2

Will Council consider an independent forensic review of this contract award to ensure that it has been managed appropriately and is legally valid?

Response

On an annual basis auditors undertake sample assessments of procurements to test the Shire's adherence to the Shire's Purchasing Policy.

The value of this contract is expected to be over \$250,000, which would ordinarily mean a public tender process. However tender exemptions exist for a variety of circumstances. The exemption used in this instance relates to services supplied by or obtained through any agency of the State Government (*Local Government (Functions and General) Regulations 1996 clause 11 (e)*), being Synergy. As such a contract for a budgeted service, (electricity supply), was made with Synergy after confirming this rate was the most competitive through an aggregated supply of 51 Local Governments utilising the assistance of the WALGA procurement team.

The delegation to the CEO to accept tenders does not apply as this procurement was not undertaken as a tender.

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
Eric Smith – Glen Forrest		
1.	Counters were installed in Burkinshaw Road and Railway Parade in Glen Forrest recently. One in Burkinshaw Road was removed. One remained in Railway Parade for a period of time and then was relocated to Burkinshaw Road. What is the purpose of these counters, do they record speed and are they relevant to the situation of putting traffic calming devices in Railway Parade?	Director Infrastructure Services advised that the devices were traffic counters and can record speeds as well as volumes. They were recently put out to gather information to help address Mr Smith's enquiry. The Shire is yet to analyse that data but once the data is analysed a response will be provided to Mr Smith.
2.	Once they're analysed can I get a copy of the results please?	Director Infrastructure Services advised, yes, that can be organised.
3.	Regularly advertised in the Echo this Shire advertises for staff. In recent times there's been quite a few ads for staff. Is there a problem with staffing or are we having difficulty trying to get the right staff?	The CEO advised the Shire is experiencing higher than usual staff turnover. Across the sector there are staff shortages and the Shire is having to compete in a very contracted workforce at the moment.
John Bell – Mt Helena		
1.	Could you please provide a breakdown of utility costs for 2020/2021?	The CEO advised the breakdown of utilities is as follows: <ul style="list-style-type: none"> • \$3221 for gas; • \$295,041 for water; and • \$1,024,612 for electricity
2.	Does the breakdown of Materials and Contracts include short term i.e. contract employees, and if so what is the value and percentage of the total does this represent for 2020/2021? Can future Annual Reports please show these two figures?	The CEO advised that under Materials and Contracts there are labour hire and agency costs. There is a total of \$586,000 labour hire and agency costs, of which \$366,000 is attributed directly to our Operations service. The remainder of the question was taken on notice.
3.	How does the Shire actually financially report and define a contractor?	This question was taken on notice.

Stevie Braun – Mahogany Creek		
1.	Am I right in thinking that having a Community Engagement policy is a new thing?	Director Strategic & Community Services advised Council was considering adopting a new Policy at this meeting.
2.	We haven't had anything for 26 years even though we were supposed to, is that right?	Director Strategic & Community Services advised while the Policy is a new Policy, the practice of community engagement is embedded at the Shire of Mundaring and is something that has been done for many years and internal procedures govern how the Shire does that. The Policy itself, which will set that higher level direction, is new.
Steve Morse - Mundaring		
1.	I'm the Petitioner of a petition that is currently being collected in Mundaring and I just want clarification on the exact process to make sure that we work with yourselves, Council, on the submission process and the special meeting process please?	<p>The CEO advised that a petition is to –</p> <ul style="list-style-type: none"> a) be addressed to the President; b) be made by electors of the district; c) state the request on each page of the petition; d) contain the legible names, addresses and signatures of the electors making the request; e) contain a summary of the reasons for the request; f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and g) not contain offensive or insulting language. <p>Once that is undertaken the petition can be provided to the CEO who will provide it to Council or one of the councillors can be requested to present the petition on behalf of the petitioner.</p> <p>In accordance with the <i>Local Government Act 1995</i> a special meeting of electors requires a minimum of 100 electors to be able to call a special electors meeting and describe what the purpose would be for the meeting.</p>

John Bell – Mt Helena		
1.	Could the CEO please advise how many staff, specifically numbers, have redundancy settlements exceeding three months and is this figure actually reported to Councillors?	The CEO advised that three months is equates to about 12 weeks. Within the Shire's Enterprise Bargaining Agreement for Shire staff, any employee who has provided at least four years' service would receive two weeks for every year of service (eight weeks), plus four weeks' severance pay, adding up to a total of 12 weeks. That would apply to any employee who has worked at the Shire for more than four years. Information would be required from payroll to work out how long each employee has been employed at the Shire.
2.	Last time I asked the question it was deemed as confidential. Who resolves if a document is confidential or not and what are the grounds for making that information confidential and/or not disclosing it to Councillors?	<p>The CEO advised that confidential information, in terms of access to information for members of the public, is governed by the <i>Local Government Act</i>. When it comes to matters relating to employees, personal information is confidential information. That would include information relating to contractual information, which Mr Bell specifically asked for last time.</p> <p>The previous question asked was a more general question and we would be able to say how many staff have worked at the Shire for more than 4 years and thus would be eligible for termination payments of three months or more.</p> <p>Councillors are able to ask for and receive access to confidential information where they require that information in order to perform their function.</p>
3.	The councillors would know that and they decide if they share with members of the public or not? Is that correct?	<p>The CEO advised he would need to take advice on whether council could resolve to release confidential information about staff matters, as when it comes to matters affecting the workforce, those matters come under the purview of the CEO.</p> <p>[NOTE: individual councillors are not authorised to release information deemed as confidential.]</p>

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL DECISION RECOMMENDATION			C1.03.22
Moved by	Cr Ellery	Seconded by	Cr Collins

That the Minutes of the Ordinary Council Meeting held 8 February 2022 be confirmed.

CARRIED 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

8.0 PRESENTATIONS

8.1 Deputations

1. Stevie Braun - Item 9.1 – Community Engagement Policy

8.2 Petitions

Nil

8.3 Presentations

Nil

6.52pm Cr Cicchini left the Council Chamber

6.53pm Cr Cicchini returned to the Council Chamber

9.0 REPORTS OF COMMITTEES

9.1 Reports of Audit and Risk Committee 22 February 2022

Please note: The '**ATTACHMENTS**' referred to in the following Committee reports refer to the unconfirmed minutes of the Audit & Risk Committee meeting and **not** the Council meeting. (see **ARC Unconfirmed Minutes** [here](#)).

ARC3.02.22 - Community Engagement Policy

File Code	GV.OPP 1
Author	Karen White, Co-ordinator Community Engagement
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Attachment 1 - Community Engagement Policy DRAFT2. Attachment 2 - Community Engagement OP DRAFT3. Attachment 3 - Community Engagement Guidelines DRAFT4. Attachment 4 - Community Engagement Framework DRAFT

SUMMARY

A new draft policy Community Engagement Policy CD-04 has been drafted and is presented to the Committee for review and referral to Council for adoption.

The draft policy sets out the principles that guide the Shire's approach to community engagement.

BACKGROUND

The Shire has undertaken a review of the Community Engagement Framework 2016-2020.

During April 2021, a revised *Community Engagement Guidelines for 2021-2025* was developed. These Guidelines contain information about Shire of Mundaring's approach to community engagement and a toolkit to direct and support Shire staff whilst carrying out community engagement activities.

It was subsequently observed that the Shire did not have a Council policy or organisational practice to guide and reinforce the Shire's commitment to community engagement activities. This is seen as particularly important because while the Guidelines provide support to Shire staff there is no requirement to adhere to them, necessarily. It was subsequently determined that the introduction of a policy across all Shire community engagement activities would help strengthen and consolidate community engagement as a legitimate organisational-wide responsibility.

The Shire has drafted an Organisational Practice (a management document) to support the implementation of this policy. This will demonstrate to the community the Shire's commitment to active community engagement.

The Community Engagement Framework has now been revised to reflect an overarching document comprising of a policy, an organisational practice and guidelines.

STATUTORY / LEGAL IMPLICATIONS

There is no statutory obligation for the Shire to adopt a community engagement policy. Further, a policy, if adopted, would not have any legal status. However, there are statutory obligations for local governments to carry out community engagement for matters that affect the community. These legislative requirements are contained in the:

- *Local Government Act 1995*;
- *Planning and Development Act 2005*; and
- *Planning and Development (Local Planning Schemes) Regulations 2015*.

A recommendation arising out of the recent review of the *Local Government Act 1995* identifies that a Community Engagement Charter should be developed as a mechanism for guiding and enhancing community participation in local decision-making, and that a model charter be prepared to set parameters and provide guidance on the mechanisms to be used. This policy and supporting documents demonstrates the Shire's commitment to consider and address this recommendation.

POLICY IMPLICATIONS

This report proposes a new Council Policy.

FINANCIAL IMPLICATIONS

There are no financial implications for introducing this policy. Community Engagement staff are already trained in the IAP2 approach in undertaking community engagement activities. All other staff members carry out community engagement activities within the scope of their current employment, therefore no further resources are required to implement this policy. The Engage Mundaring online engagement platform, powered by Engagement Hub, is already implemented and used in practice.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

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

Strategy 4.3.2 – The community is engaged in planning for the future and other matters that affect them

SUSTAINABILITY IMPLICATIONS

The policy intends to demonstrate and substantiate to the community that they will be engaged regarding matters that affect them. Such community engagement activities will promote sustainability objectives regarding community sustainability, consideration of the natural and built environment, and building trust between community and Council.

RISK IMPLICATIONS

Risk: Reputation. Internal review on community engagement has highlighted the need for a community engagement policy. Should Council determine not to adopt a community engagement policy, it may have implications on the Shire's reputation regarding its commitment to good governance and transparency.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Adopt a Community Engagement Policy.		

Risk: Compliance. A lack of a policy has the potential to result in some temporary non-compliances with regulatory approaches to community engagement. Through demonstrating the aims of community engagement, it reinforces that the Shire strives to be responsible and accountable by applying statutory obligation's to the Shire's activities in the form of a policy.		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
Adopt a policy that is transparent about the Shire's approaches to fulfilling statutory obligation's and responsible community engagement activities.		

EXTERNAL CONSULTATION

Nil

COMMENT

In developing a structure for community engagement the Framework has been revised and now comprises three distinct elements. These include a Policy, an internal Organisational Practice and supporting Guidelines.

An overview of the Shire's approach to community engagement and key principles related to the proposed community engagement policy were presented to Council at a meeting held on Tuesday 23 November 2021. The draft policy incorporates Councillor feedback, which resulted in a defining of the role of Councillors and Shire Administration in the engagement process. **Attachment 1** contains the draft *Community Engagement Policy CD-04*, which proposes six overarching principles to guide the Shire's approach to community engagement activities. Adoption of the Policy will demonstrate that the Council supports the principles behind undertaking community engagement.

The draft Community Engagement Organisational Practice (refer **Attachment 2**) is an internal management document and will ensure consistency in the delivery of community engagement activities across service areas. This document is currently pending CEO endorsement. The Guidelines (refer **Attachment 3**) are also for internal use by Shire employees and reflect Councillor feedback to incorporate a matrix assessment criteria to guide employees in determining the level of engagement for their project.

The Framework (refer **Attachment 4**) will be available to community and details the Shire's approach to community engagement.

It is recommended Council adopts the Community Engagement Policy CD-04 to inform the public in relation to the general approach taken by the Shire to undertake community engagement matters.

VOTING REQUIREMENT

Simple Majority

ARC3.02.22 – Community Engagement Policy

COMMITTEE RECOMMENDATION

1. That Council adopts *Community Engagement Policy CD-04* in **Attachment 1 with the following amendments**;
 - Under Point 3 'Principles' add "due consideration to timing of engagement based on target/demographics/stakeholders"; and
 - Include IAP2 Core Values with the policy.

COUNCIL DECISION MOTION	C2.03.22		
Moved by	Cr Collins	Seconded by	Cr Zlatnik

That Council adopts *Community Engagement Policy CD-04* in **Attachment 1 with the following amendments**:

1. Under Point 3 'Principles' add "due consideration be given to timing of *public comment periods* with an exclusion period extending from 20 December to 5 January in any calendar year"; and
2. Under Point 5 'Council' add "Councillors be informed of and invited to attend Community Engagement activities *that fall within the 'consult' realm of the IAP2 public participation spectrum and above.*"

Reason for the Change

The suggested amendments to the Policy will serve to strengthen inclusive, fair and meaningful participation in community engagement.

CARRIED 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

ARC5.02.22 - Compliance Audit Return 2021

File Code	GV.CAR 1
Author	Elizabeth Nicholls, Governance Co-ordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Compliance Audit Report 2021 2. Covering Letter - Compliance Audit Return - Conway Highbury Pty Ltd

SUMMARY

The purpose of this report is to present the Audit and Risk Committee with the completed 2021 Compliance Audit Return (the Return).

The Audit and Risk Committee is requested to review the Return and recommend its adoption to Council for the Shire President and Chief Executive Officer to certify the Compliance Audit Return, so that it may be submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) by the due date of 31 March 2022.

BACKGROUND

In accordance with the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*, a local government is required to complete an annual Return for the period 1 January to 31 December of the preceding year.

The Return covers a sample of legislative provisions required under the provisions of the *Local Government Act 1995*, which is required to be completed by staff and endorsed by Council prior to submission.

The Return, after being adopted by Council, is to be forwarded to the DLGSC by 31 March 2022.

The Return is traditionally undertaken as an exercise of self-assessment by individual local governments in terms of compliance with legislation and more specifically particular sections of the *Local Government Act 1995* and associated regulations.

As it has been three years since an external consultant had completed the Shire's return, Conway Highbury Pty Ltd were engaged to complete an independent assessment.

The scope of work was for Conway Highbury Pty Ltd to:

- use the questions from the DLGSC to identify the Shire's compliance and non-compliance by reviewing:
 - Governance Registers (e.g. Returns Register and Gifts Register available on the Shire's website and internally maintained registers).
 - Council and Committee agendas and minutes
 - supporting documentation
- establish adequacy of supporting systems and compliance levels
- provide a completed Return and associated report

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

Section 7.13 of the *Local Government Act 1995* provides the following in relation to the Audits.

7.13 Regulations as to Audits

- (1) (i) *requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
 - (i) *of a financial nature or not; or*
 - (ii) *under this Act or another written law.*
- (2) *Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.*

Regulation 13 of the *Local Government (Audit) Regulations 1996* details the statutory requirements that must be addressed within the Compliance audit.

Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* provide the following in relation to Compliance audits.

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.*

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.*
- (2) *In this regulation – Certified in relation to a compliance audit return means signed by –*
 - (a) *the mayor or president; and*
 - (b) *the CEO.*

POLICY IMPLICATIONS

The external consultant recommended an amendment to the Shire's Purchasing Policy. This will be considered as part of the scheduled policy review.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Compliance - Failure to complete and submit the Return by 31 March 2022 would result in non-compliance with the legislative requirements of the *Local Government (Audit) Regulations 1996*.

Likelihood	Consequence	Rating
Unlikely	Minor	Low

Action / Strategy

On an annual basis Shire staff complete the Return in January, the Return is then considered by the Audit and Risk Committee in February and subsequently Council adopts the Return at the March Ordinary Meeting of Council.

EXTERNAL CONSULTATION

Conway Highbury Pty Ltd was engaged to undertake an independent review of the 2021 Return.

COMMENT

The purpose of the Return is for individual local governments to assess their level of compliance with the *Local Government Act 1995* and associated regulations. The 2021 Return focused on the following areas of compliance:

1. Commercial Enterprises by Local Governments (5 questions)
2. Delegation of Power/ Duty (13 questions)
3. Disclosure of Interest (25 questions)
4. Disposal of Property (2 questions)
5. Elections (3 questions)
6. Finance (7 questions);
7. Integrated Planning and Reporting (3 questions)
8. Local Government Employees (6 questions)
9. Official Conduct (3 questions)

10. Optional questions (9 questions)
11. Tenders for Providing Goods and Services (22 questions)

The Shire has achieved a 96% compliance rating for the period covered by the 2021 Return (a score of 94 out of 98 questions).

This compares with the Shire achieving the following levels of compliance in recent years:

Year	Compliance
2020	99%
2019	98%
2018*	98%
2017*	99%
2016*	100%
2015	100%
2014	97.5%

*Return audited by external consultant

A covering letter was provided by Conway Highbury Pty Ltd (attached) stating “*the Shire achieved a commendable and very high level of compliance*”.

The Return (attached) is provided for Elected Members’ review. Areas of non-compliance found in the 2021 Return are listed in the below table. Further actions to be undertaken are also included.

Disclosure of Interest (question 9) s5.88(3) When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Details of persons who ceased to be a required person removed at the time of Audit. (Included as non-compliant in the Return)
Disclosure of Interest (question 13) S5.89A(6) When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Governance Coordinator to update registers by 30 June 2022 to remove details of persons who ceased to be a required person and to accurately represent types of gifts relevant sections of the Act/ Regulations: <ul style="list-style-type: none"> • Section 5.87A and section 5.87B (Councillors and CEO) • Notifiable gifts (Employees) • Regulation 30G (Electoral Gifts)
Disclosure of Interest (question 25) s5.51A(1) & (3) Did the CEO prepare, and implement and publish an up-to-date version on the local government’s website, a code of conduct to be observed by employees of the local government?	Adopted but not on website. To be available on website by 31 March 2022.
Elections (question 2) Elect Regs 30G(3) & (4) Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed	See above item, Disclosures of Interest (question 13)

their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	
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In addition, the covering letter received from Conway Highbury Pty Ltd outlined an opportunity for the Shire to improve its efficiencies for procuring items of low value. Whilst not an area of non-compliance, a recommendation has been made by the consultant to amend the Shire's Purchasing Policy. This will be considered as part of a more detailed review of the Purchasing Policy in 2022/23.

VOTING REQUIREMENT

Simple Majority

ARC5.02.22 – Compliance Audit Return 2021

COMMITTEE RECOMMENDATION	ARC5.02.22
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That Council:

1. Adopts the completed 2021 Compliance Audit Return for the period 1 January 2021 to 31 December 2021, noting that several dates contained in the return require correction;
2. Notes the areas on non-compliance listed in the Compliance Audit Return; and
3. Authorises the Shire President and Chief Executive Officer to certify the Compliance Audit Return so it may be submitted to the Department of Local Government, Sport and Cultural Industries by the due date of 31 March 2022.

COUNCIL DECISION MOTION			C3.03.22
Moved by	Cr Daw	Seconded by	Cr Beale

That Council:

1. Adopts the completed 2021 Compliance Audit Return for the period 1 January 2021 to 31 December 2021, **noting that several dates contained in the return require correction;**
2. Notes the areas on non-compliance listed in the Compliance Audit Return; and
3. Authorises the Shire President and Chief Executive Officer to certify the Compliance Audit Return so it may be submitted to the Department of Local Government, Sport and Cultural Industries by the due date of 31 March 2022.

CARRIED 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

10.0 REPORTS OF EMPLOYEES

10.1 Review of Advertising Policy and Telecommunication Policy

File Code	PS.CDE 01
Author	Angus Money, Manager Planning & Environment
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	1. Existing Advertising Policy (PS-01) ↓ 2. Draft Advertising Policy ↓ 3. Telecommunications Policy (PS-04) ↓

SUMMARY

The purpose of this report is for Council to consider:

- a) a revised Advertising Planning Proposals Policy for adoption for the purpose of advertising; and
- b) the proposed revocation of the Shire's Telecommunications policy.

BACKGROUND

The Advertising Planning Proposals Policy (Advertising Policy) was adopted as part of the Shire's Policy Manual in 2016. A review of the Shire's Advertising Policy is required to align the local policy with the new consultation requirements and revised planning terminology within the *Planning and Development (Local Planning Schemes) Regulations 2015*. This also provides an opportunity for feedback about the Shire's consultation approach.

Planning decisions can impact on surrounding residents and require judgement to be exercised. The decision-maker must weigh up the rights of the applicant / owner with the concerns of surrounding landowners within the parameters of the planning framework.

In relation to development, the planning system allows for 'as of right' development or use; allowing a landowner to pursue a compliant development without triggering the need for advertising to neighbours and in some cases, without requiring a planning approval. In other cases, discretion by the decision maker needs to be exercised, which can be informed by community views.

The Regulations and PS-01 specify the steps and embed the principles of procedural fairness in the planning decision making process. As is demonstrated with Table 1 of PS-01, the extent of advertising correlates with the magnitude of the proposal. More significant advertising is required where changes are proposed to the actual planning framework which, over time, will guide decision making and will have more extensive ramifications across the Shire.

The Shire's Telecommunication Policy (PS-04) has become largely ineffectual and superseded by the State's introduction of a *State Planning Policy 5.2 – Telecommunications Infrastructure* (SPP5.2). While the policies may appear unrelated, consolidating the advertising requirements expressed within PS-04 into PS-01 will enable the Shire's current Telecommunication Policy to be revoked without any material consequences.

STATUTORY / LEGAL IMPLICATIONS

A local planning policy does not form part of a Scheme, and cannot bind the decision-maker in respect of an application or planning matter. However, the decision maker is required to have due regard to the provisions and objectives of the policy in its decision making. A local planning policy adopted under a local planning scheme also cannot vary or override any legislative or regulatory requirement.

Schedule 2, Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 enables the local government to adopt, amend and revoke local planning policies and sets out the procedures by which to do so. A local planning policy is revoked upon resolution of the local government and the publication of a public notice, pursuant to Clause 6 of the Regulations.

COMMENTS

Advertising Policy

State Government Planning Reform, and the introduction of the '*Planning and Development (Local Planning Scheme) Regulations Deemed Provisions for local planning schemes Schedule 2*' introduced standardised terminology and advertising requirements across all local governments in Western Australia. The Shire's local Advertising Policy therefore requires review.

Pursuant to Division 2, Clause 5(2) of the Regulations, the local government may amend a local planning policy without advertising if, in the opinion of the local government, the amendment is a minor amendment. Although a number of formatting changes have been made for readability (between Attachment 1 and 2), the material changes are explained below and are not considered substantial. Notwithstanding this, it is recommended consultation occur given the passage of time since the adoption of the Advertising Policy.

In addition to the proposed changes, the review also provides an opportunity to update the terminology and planning instruments used within the planning framework. Key changes are outlined below.

Complex Development Applications

The amended Regulations introduce a new definition for Complex Development Applications, which is the following:

Complex Development Application means –

- "a) *an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; or*

- b) *an application of a kind identified elsewhere in this Scheme or in a Local Planning Policy, as a complex application for development approval;*"

In accordance with the Regulations, Complex Development Applications are required to be advertised to all properties within 200m of the proposal.

The Advertising Policy is proposed to be modified to capture Complex Applications through its inclusion in the 'Duration and Method of Advertising' table (Table 1 of the Advertising Policy).

Valid Planning Considerations

Currently the policy definition for valid planning considerations includes examples of common invalid planning considerations. Rather than have examples in the definition they have been moved, consolidated and included under section 5.9.1 of the policy.

Structure of the Advertising Policy

In addition to the proposed changes above, it is recommend that the structure of the Advertising Policy be revised. The proposed changes to the structure and headings are shown below:

1. Introduction
2. Application
3. Objectives
4. Definitions
5. Provisions

If the Advertising Policy is adopted as drafted, it will include the following, which go beyond what the Regulations, and other State planning policies, require in terms of the advertising of planning proposals:

- Relevant ratepayer associations are invited to comment on Complex Development Applications and other changes / amendments to the planning framework;
- New and proposed local planning policies being advertised for 28 days, instead of the 21 days required under the Regulations.
- Documents being advertised are available for the public to view at the Shire's Administration Office, and in some cases, the Shire's libraries.
- Telecommunication proposals are advertised to landowners and occupiers adjoining or located at least 300m from the proposal.

Telecommunications Policy

Pursuant to Division 2, Clause 6 of the Regulations, a local planning policy may be revoked.

If the Shire's Telecommunications policy is revoked, the Shire would continue assessing telecommunication proposals in accordance with the *Local Planning Scheme No.4 (LPS4)* and SPP5.2. Critically, LPS4 prevails over all state and local policy and has a unique definition for telecommunications which conflicts with the State's SPP5.2.

Council currently has the authority to determine that a proposal would be visually obtrusive, thereby deeming it a 'Large-Scale Commercial Telecommunications Installation', which is an X use or not permitted. Under LPS4, a Large Scale Commercial Telecommunication Installation is an 'X' use, meaning it is not able to be considered in most zones (except Light Industry and General Agriculture) by any decision-maker.

Importantly, the current statutory construction of LPS4 is far stronger than what would typically be allowed by the WAPC, as Section 6.1 of SPP5.2 explicitly states that:

'When preparing or reviewing local planning schemes or local planning policies, local governments should ensure that...

- a) ...*
- b) Telecommunication infrastructure is not designated as a 'use not permitted' (X) by the scheme in any zone in the zoning table'...*
- c) Schemes and policies adhere to the policy measures outlined in Section 5 of this policy*

If the Shire initiates a formal review of the Telecommunication Policy it would, given the inconsistency, formally trigger WAPC review and a formal request to amend our scheme, which would weaken LPS4.

Following a comparison of PS-04 to SPP5.2, staff have concluded that:

- the PS-04 largely duplicates the assessment considerations already expressed within SPP5.2;
- The different categorisations expressed within PS-04 add little value and unnecessarily complicate the assessment of telecommunications proposals; and,
- provided the Advertising policy is amended to specify the extent of advertising for Telecommunications, the remaining planning instruments (LPS4 and SPP5.2) sufficiently outline information and assessment considerations required.

On the basis of the above, it is recommended that rather than revise PS-04, the policy be revoked.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If endorsed, the advertising costs regarding PS-01 will be negligible.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

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

Strategy 4.3.2 – The community is engaged in planning for the future and other matters that affect them

PS-01 largely reflects the statutory requirements within the Planning Regulations, but is consistent with the Shire's broader Engagement Strategy.

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Reputational. Maintaining a contemporary policy framework is central to the Shire's role in providing good governance and decision making.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
The proposed changes are considered to be minor, in accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> . It is appropriate that the policy be made available for advertising and community feedback sought.		

EXTERNAL CONSULTATION

Unlike other Shire policies, planning policies are statutorily required to be advertised and must be considered by full Council. To commence the process, Council must resolve to release the draft policy and invite public submissions.

Should Council endorse the draft Advertising Policy for consultation, it will be advertised pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, Part 2 Clause 5*. Advertising will include:

- Notice in the local newspaper;
- A notice and copy of the draft amended policy on the Shire's website; and
- A minimum period of 21 days to make a submission.

Additionally, a notice will also be provided via the Shire's various online social pages to encourage feedback via the Shire's website.

Following the conclusion of the advertising period and consideration of the submissions, a revised draft policy will be present back to Council in light of any submissions made and resolve to:

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

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

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Endorses for the purpose of advertising, pursuant to *Schedule 2, Part 2, Clause 5 of the Planning and Development (Local Planning Schemes) Regulations 2015*, draft amended Advertising Planning Applications Policy (PS-01), as shown in **Attachment 2**;
2. Advertisers draft amended Advertising Planning Applications Policy (PS-01), as shown in **Attachment 2**, as follows:
 - a) advertisements to be placed in the local newspaper circulating within the Shire; and
 - b) a notice to be included on the Shire's website and online social media pages; and
3. Revokes Telecommunication Policy (PS-04) pursuant to *Schedule 2, Part 3, Clause 6 of the Planning and Development (Local Planning Schemes) Regulations 2015*, noting:
 - a) a notice is to be placed in the local newspaper circulating within the Shire; and
 - b) a notice is to be included on the Shire's website.

MOTION			
Moved by	Cr Ellery	Seconded by	Cr Zlatnik

Moved by Cr Ellery

Seconded by

Cr Zlatnik

That Council:

1. Endorses for the purpose of advertising, pursuant to *Schedule 2, Part 2, Clause 5 of the Planning and Development (Local Planning Schemes) Regulations 2015*, draft amended Advertising Planning Applications Policy (PS-01), as shown in **Attachment 2**;
2. Advertisises draft amended Advertising Planning Applications Policy (PS-01), as shown in **Attachment 2**, as follows:
 - a) advertisements to be placed in the local newspaper circulating within the Shire;
 - b) a notice to be included on the Shire's website and online social media pages; and**c) with the following amendment:**
 - **Under Table 1**
Complex Development Applications; Notice to Owners and Occupiers
add the following words “and ward councillors for information”; and
3. Revokes Telecommunication Policy (PS-04) pursuant to *Schedule 2, Part 3, Clause 6 of the Planning and Development (Local Planning Schemes) Regulations 2015*, noting:
 - a) a notice is to be placed in the local newspaper circulating within the Shire; and
 - b) a notice is to be included on the Shire's website.

MOTION

Moved by Cr Jeans Seconded by Cr Daw

That point 3 be removed from the motion.

LOST 4/5

For: Cr Jeans, Cr Daw, Cr Cicchini and Cr Corica

Against: Cr Ellery, Cr McNeil, Cr Collins, Cr Zlatnik and Cr Beale

COUNCIL DECISION MOTION

C4.03.22

Moved by Cr Ellery Seconded by Cr Zlatnik

That Council:

1. Endorses for the purpose of advertising, pursuant to *Schedule 2, Part 2, Clause 5 of the Planning and Development (Local Planning Schemes) Regulations 2015*, draft amended Advertising Planning Applications Policy (PS-01), as shown in **Attachment 2**;
2. Advertises draft amended Advertising Planning Applications Policy (PS-01), as shown in **Attachment 2**, as follows:
 - a) advertisements to be placed in the local newspaper circulating within the Shire; and
 - b) a notice to be included on the Shire's website and online social media pages; and
 - c) **with the following amendment:**
 - **Under Table 1**
Complex Development Applications; Notice to Owners and Occupiers
add the following words “and ward councillors for information”; and
3. Revokes Telecommunication Policy (PS-04) pursuant to *Schedule 2, Part 3, Clause 6 of the Planning and Development (Local Planning Schemes) Regulations 2015*, noting:
 - a) a notice is to be placed in the local newspaper circulating within the Shire; and
 - b) a notice is to be included on the Shire's website.

CARRIED 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

Shire of Mundaring

POLICY

ADVERTISING PLANNING APPLICATIONS

Policy Ref: PS-01

Adopted by: C4.11.16 **Date:** 8 November 2016
Amended by: **Date:**
Reviewed: Once every two years **Date:**
Statute Ref: *Planning and Development Act 2005*
Local Planning Scheme No. 4
Planning and Development (Local Planning Schemes) Regulations
2015 – Deemed Provisions
Local Law Ref: n/a

PURPOSE

To formalise how public submissions on planning applications will be sought and administered.

1.1 POLICY OBJECTIVES

- a) To provide a consistent approach when public notice is given, as well as method and duration of public notice periods for different types of planning proposals;
- b) To establish a balance between the need for the community to be informed of, and have reasonable opportunity for input into planning proposals, and the statutory requirement to process planning proposals in an efficient manner and within prescribed statutory timeframes.

2.1 SCOPE

This policy applies to all planning proposals that require advertising before being determined under Local Planning Scheme No.4 (LPS4).

This policy will also apply to planning applications referred to the Shire for which Council is not the final decision making authority. This includes Development Assessment Panels or development applications that may be determined by the Western Australian Planning Commission.

This policy does not relate to:

- a) Subdivision proposals, as this process is administered by the Department of Planning and determined by the Western Australian Planning Commission;
- b) Applications which comply with the Shire's LPS4 and do not necessitate advertising.

Note: Following the adoption of Advertising Planning Applications PS-01, the Shire's Public Comment on Planning Proposals Policy LPP1 (March 2014) is subsequently revoked.

3.1 BACKGROUND

Some planning decisions can impact on surrounding residents and require judgment to be exercised. Often, these decisions can be enriched and enhanced by seeking the views of residents or surrounding landowners.

In considering submissions, the Shire must weigh up the rights of the applicant / owner with the concerns of adjoining landowners. Submissions, and the issues raised, form only one of a range of matters the Shire must contemplate when determining a planning application.

The Shire's LPS4 and the *Planning and Development (Local Planning Schemes) Regulations 2015* specify how and for what period consultation must occur, for various planning applications including:

- Development Applications that do not meet the statutory or recommended standards within the Shire's Local Planning Scheme No.4 or relevant planning policies;
- Larger planning proposals such as
 - Amendments to LPS4
 - Structure Plans
 - Local Development Plans
 - Activity Centre Plans
- Other strategic projects.

In some cases, the legislation allows the Shire to adjust the consultation approach depending on the specific circumstances. This policy provides clarity and certainty in these situations to applicants, Shire staff and Council.

4.0 POLICY STATEMENTS

4.1 Duration and Scope of Advertising

- a) The duration and type of public consultation relative to different types of planning proposals will generally be in accordance with Table 1 of this policy.

Table 1. Duration and Scope of Advertising

	Standard Development Applications	Significant Development Applications	Local Development Plan (see 4.4)	Structure Plan	Activity Centre Plan	Planning Policy	Standard Amendments	Complex Amendments
Time period (no less than) (a) (b)	14 days	21 days	14 days	21 days (no more than 28 days) ^(c)	28 days (no more than 28 days) ^(c)	28 days	42 days	60 days
Newspaper notice (d)	No	No, except where ASO considers appropriate.	Yes	Yes. Local newspaper.	Yes. All local newspapers.	Yes. All local newspapers.	All local newspapers.	All local newspapers and West Australian
Viewing location	Administration Office	Administration Office	Administration Office	Administration Office	Administration Office and Shire's libraries	Administration Office and Shire's libraries	Administration Office and Shire's libraries	Administration Office, Shire's libraries and WAPC offices
Sign/s on site (e)	No	Yes	Yes	Yes	Yes	No	Yes	Yes
Notice to owners and occupiers (f)	Properties potentially affected by a variation sought	Properties potentially affected and Ward Councillors for information	Properties potentially affected and Ward Councillors for information	Properties potentially affected and all Councillors for information	Properties potentially affected and all Councillors for information	N/A	Properties potentially affected and all Councillors for information	Properties potentially affected and all Councillors for information
Advise Ratepayer Associations (RA)	No	Yes. The RA within the area.	Yes. The RA within the area.	Yes. The RA within the area.	Yes, all RA's.	Yes, all RA's.	Yes. Only the RA within the area.	Yes, all RA's.
Shire Website	No, unless required by law.	Yes	Yes	Yes	Yes	Yes	Yes	Yes

(a) *Will be extended by a minimum of 7 days (and up to 14 days) if a proposal is advertised over a holiday period such as:*

- I. 18 December and 8 January; and*
- II. One week before or one week after Easter Sunday*

(b) *Timeframe for State agency comments is longer and subject to the relevant legislative requirements (generally 42 days).*

(c) *For Structure Plans, approval would be required from the Commission to extend consultation beyond 28 days.*

(d) *Local Newspaper*

The notice in a local newspaper circulating within the locality of the proposal unless otherwise specified.

(e) *Sign/s on site*

The Shire will arrange for sign/s to be erected on site. Notices must be in the form prescribed by relevant legislation. Additional information will also be provided using common language and plans.

Sign/s will be erected in a prominent position to be clearly visible from outside of the property boundary to the satisfaction of the Manager Planning Services. Where the land subject to a proposal has more than one street frontage or where a site is very large, additional signs may be required.

4.2 Significant Development Applications

- a) A significant development application is one which, in the opinion of an Authorised Shire Officer (ASO), has the potential to:
 - i. Have a significant strategic planning impact in terms of the implementation of a strategic planning objective; or
 - ii. Have negative impacts that could affect more than 10 adjoining properties; or
 - iii. Be significantly different from the predominant and expected pattern of land use within the locality.
- b) The Shire will be responsible for undertaking the advertising process for significant development applications.

4.3 Standard Development Applications

- a) Standard Applications are those development applications not considered to be significant development applications and may include minor variations to the Residential Design Codes or variations to LPS4 able to be determined under delegation.

- b) To streamline the determination process, applicants are encouraged to discuss the nature of any variation to the recommended standard with adjoining owners and occupiers prior to preparing and submitting a development proposal. Appendix 1 contains a template which should be used to obtain neighbour comments on planning proposals. Where possible, the Shire will contact the neighbour (via phone) to clarify their response.

4.4 Waiving Advertising Requirements

- a) The Shire may determine not to advertise a Standard Development Application, Significant Development Application, Local Development Plan and a modification to an approved Structure Plan if an ASO is satisfied that the proposal:
 - i. is unlikely to adversely affect any owners or occupiers within the area covered by and adjoining the subject site; or
 - ii. is a modification sought to an existing approval where advertising has already occurred and:
 - o the modification has no material change which may;
 - exacerbate any valid concerns previously raised; or
 - conflict with any new Shire or State planning requirements;
 - o does not necessitate further comments from service authorities;
 - o In the case of a modification to a Structure Plan, the WAPC agrees that advertising is not necessary.

4.5 No Response

- a) Where no response to an invitation to make a submission is received, the Shire will assume that the recipient of the invitation does not wish to comment on the proposal. A lack of response will not be construed to be either an agreement with or an objection to the proposal.

4.6 Refusal

- a) Any planning proposal may be refused without undertaking public consultation.

4.7 Distribution of Information

- a) The Shire will provide plans and a summary of key supporting information via post to affected residents. The exception to this includes:
 - i. Standard Development Applications where consultation is undertaken by the applicant / agent. Affected residents must be provided with a copy of the plans and a description of the variations sought in the form provided in Appendix A.
 - ii. Where the applicant / agent has refused to authorise the Shire to use certain copyrighted material or supporting information, but the material

- that can be distributed is sufficient, in the opinion of the ASO, to enable community to provide comments and a decision to be made;
- iii. Where authorisation is provided and plans and a full copy of the supporting information can be uploaded onto the Shire's website for the duration of the advertising process.
- b) The Shire reserves its right under Schedule 2 clause 85 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to not accept a development application where, in the opinion of the ASO, an applicant has not authorised the release sufficient information to properly inform community about the critical elements of a proposal. Authorisation to release full copies of technical reports (that will be reviewed by relevant staff) may not be considered necessary or appropriate to circulate for public comment.

5.0 TREATMENT OF SUBMISSIONS

5.1 Petitions

Petitions can highlight the magnitude of community sentiment. However, planning decisions cannot (and should not) be influenced by the number of signatories on a petition; rather, depend upon the planning merits of the issues raised.

Petitions are not recognised within the State or Shire's planning framework as valid form of submission. Often petitions contain insufficient information to verify that those who have signed the petition reside within the Shire or near the subject site.

For the reasons above, the value of petitions in the context of planning applications is considered negligible and will not be included within Council reports.

5.2 Notification of Council Meeting

All meetings of Council are generally open to the public unless otherwise notified. Open meetings will make allowance for public statements, questions, submission of petitions and deputations. Where a matter will be considered by Council, the landowner, the applicant, and all parties who have made a submission on a planning proposal (*with the exception of anyone signing a petition*) will be notified in writing of the date at which an item will be listed on a meeting agenda.

In all cases, the Shire will ensure that this notification is mailed (or emailed) prior to the scheduled meeting date. The agendas for all meetings are available to the public on the Shire's website.

5.3 Notification of the Council's decision

The applicant and the owner of the subject site will be advised of the decision of the Council in the form of a written notification of the decision. Submitters

will be notified via mail or email (if they lodged a submission via email).

5.4 Opportunity for applicant to respond to submissions

Owners / applicants will not be provided with a copy of the submissions received during a public notice period.

A summary of the valid planning issues raised in submissions will be provided to the applicant once only and upon request in the case of an application for planning approval or a scheme amendment. The summary will not include identification or personal details of the author/s of any submission.

Where substantial changes or modifications occur to a significant development application, the Shire may seek the applicants / agents support to re-advertise the proposal and extend the determination date to an agreed timeframe. Any agreement must be in writing. Where the applicant does not support re-advertising, the Shire will determine the application on its merits.

Where inter-agency comments are received, the Shire will not release a full copy of the comments unless both the Shire and the agency concerned agree that it is appropriate to do so.

5.5 Advertising Costs

Advertising costs incurred by the Shire under this policy must be paid by the applicant upfront. A fee for the provision of the service and disbursements will be required as provided for in clause 49(1)a of the *Planning and Development Regulations 2009*. Adopted fees are outlined with in the Planning Service's Schedule of Fees.

5.6 Submissions reported to Council

Reports to Council will outline and respond to the valid planning considerations raised in the submissions. The submissions received will generally not be repeated verbatim. If the text of a submission is to be included in the report, personal details will not be released. Defamatory comments are discouraged and will not be included.

Full copies of submissions can be made available to elected members upon request but will not be made available to members of the public or the applicant unless required by law.

The exception is where Council is not the decision-maker and is required by law to provide all the information regarding a planning application to the Western Australian Planning Commission for its determination of Structure Plans and Amendments.

Definitions

“Council” means the Council of the Shire of Mundaring

“Authorised Shire Officer” means the Chief Executive Officer or other Officer of the Local Government to whom Council has delegated, or the Chief Executive Officer has on-delegated, the exercise of powers and duties under the Scheme, which may be exercised in the context of this policy.

“owner” in relation to land means that specified within LPS4

“Valid Planning Considerations”

The degree of weight the Shire will give to a submission depends on the validity or not of the concerns raised. Valid planning considerations are those which:

- relate specifically to a proposal and the probable impacts (or negative externalities) the proposal may create; and
- have a basis in the Shire's Local Planning Scheme No.4.

The following are examples of some common invalid planning considerations which should be avoided:

- Personal morals or views about the character of the applicant or history;
- Matters otherwise controlled under other legislation such as Building Act or liquor licensing;
- Principle of development where certain development rights have already been established;
- The perceived loss of property value;
- Private disputes between neighbours;
- The loss of a view from private residences. Loss of views may only be valid where a proposal disrupts an important landscape vistas enjoyed from public land or from private land where a variation to permitted maximum building height is being sought.
- Competition between firms.



Shire of Mundaring
7000 Great Eastern Highway
Mundaring WA 6073

NEIGHBOUR COMMENT FORM

You Are Under No Obligation To Sign This Form

The landowner mentioned below is seeking planning approval from the Shire of Mundaring for the development described below and shown on the attached plans. Before making a decision on this application, the Shire will take into account comments from neighbours. If you wish to discuss this proposal and your rights, please contact the Shire's Planning Service on 9290 6740.

Proposed Development

Landowner: **Phone:**

Lot No: **Street No:** **Street Name:**

Suburb: **Post Code:**

Description of Proposal:

.....

Recommended Standard/s: (e.g. R-Codes setback requirement of 6 metres from front

boundary)

.....

Requested Variation/s: (e.g. Proposed 4 metre setback)

.....

Neighbours Comments

I/We

Your Full Name(s)

acknowledge that by making this submission I/we accept that the issues / concerns I/we raise may be made available to the applicant and public as part of a Council report but my personal information (name, address, contact details) will be removed.

I/we acknowledge that by refraining from submitting my personal information and address, my submission may have to be given less weight in the overall assessment and determination process.

I/we are the landowners of the following property –

Lot No: Street No:.....Street Name:

Suburb:Post Code:

I/We have seen the plans and have (please tick):

☐ No objection to the proposal. If you select this option please sign and date all the attached plans and provide a daytime contact phone number for verification purposes.

☐ The following comments (or objection) to make on the proposal:

.....
.....
.....

Signed: Date: Phone*:

Signed: Date: Phone*:

* Provision of a daytime contact phone number is highly recommended. This will only be used by Shire Staff for the purpose of verifying your comments on this proposal or clarify your comments if required.

**This completed form must be returned directly to
the Shire of Mundaring and not to the applicant**

Shire of Mundaring

POLICY

ADVERTISING PLANNING APPLICATIONS

Policy Ref: PS-01

Adopted by: C4.11.16 **Date:** 8 November 2016
Amended by: **Date:**
Reviewed: As required
Date: Statute Ref: *Planning and Development Act 2005*
Local Planning Scheme No. 4
Planning and Development (Local Planning Schemes)
Regulations 2015 – Deemed Provisions
Local Law Ref: n/a

PURPOSE

To formalise how public submissions on planning applications will be sought and administered.

1. Policy Objectives

- a) To provide a consistent approach when public notice is given, as well as method and duration of public notice periods for different types of planning proposals;
- b) To establish a balance between the need for the community to be informed of, and have reasonable opportunity for input into planning proposals, and the statutory requirement to process planning proposals in an efficient manner and within prescribed statutory timeframes.

2. Application

This policy applies to development applications and planning proposals where there is a statutory requirement to consult with the community under Local Planning Scheme No. 4 (LPS4) and the Deemed Provisions for Local Planning Schemes (Deemed Provisions).

This policy will also apply to planning proposals referred to the Shire for which Council is not the final decision making authority. This includes Development Assessment Panels or development applications that may be determined by the Western Australian Planning Commission.

This policy does not relate to:

- a) Subdivision proposals, as this process is administered by the Department of Planning, Lands and Heritage, and determined by the Western Australian Planning Commission;
- b) Applications which comply with the Shire's LPS4 and do not necessitate advertising.

Note: Following the adoption of Advertising Planning Applications PS-01, the Shire's Public Comment on Planning Proposals Policy LPP1 (March 2014) is subsequently revoked.

3. Background

Some planning decisions can impact on surrounding residents and require judgment to be exercised. Often, these decisions can be enriched and enhanced by seeking the views of residents or surrounding landowners.

In considering submissions, the Shire must weigh up the rights of the applicant / owner with the concerns of adjoining landowners. Submissions, and the issues raised, form only one of a range of matters the Shire must contemplate when determining a planning application.

The Shire's LPS4 and the *Planning and Development (Local Planning Schemes) Regulations 2015* specify how and for what period consultation must occur, for various planning applications including:

- Development Applications that do not meet the statutory or recommended standards within the Shire's LPS4 or relevant planning policies;
- Larger planning proposals such as
 - Amendments to LPS4
 - Structure Plans
 - Local Development Plans
 - Activity Centre Plans
- Other strategic projects.

In some cases, the legislation allows the Shire to adjust the consultation approach depending on the specific circumstances. This policy provides clarity and certainty in these situations to applicants, Shire staff and Council.

4. Definitions

"Authorised Shire Officer" means the Chief Executive Officer or other Officer of the Local Government to whom Council has delegated, or the Chief Executive Officer has on-delegated, the exercise of powers and duties under the Scheme, which may be exercised in the context of this policy.

"Complex Amendments" has the same meaning as defined under the Planning and Development (Local Planning Schemes) Regulations 2015.

“Complex Development Application” means —

- (a) an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for LPS4 in respect of the zone in which the development is located; or
- (b) which in the opinion of an Authorised Shire Officer (ASO), has the potential to:
 - I. Have a significant strategic planning impact in terms of the implementation of a strategic planning objective; or
 - II. Have negative impacts that could affect more than 10 adjoining properties; or
 - III. Be significantly different from the predominant and expected pattern of land use within the locality.
- (c) an application of a kind identified elsewhere in LPS4, or in a local planning policy, as a complex application for development approval.

“Council” means the Council of the Shire of Mundaring

“Excluded holiday period day” has the same meaning as defined within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

“owner” has the same meaning as defined within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

“Standard amendments” has the same meaning as defined under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

“Standard application” means development applications which are not considered to be complex applications and may include minor variations to the Residential Design Codes or variations to LPS4.

5. Provisions

5.1 Duration and Method of Advertising

- a) The duration and method of public consultation relative to different types of planning proposals will generally be in accordance with Table 1 of this policy. An excluded holiday period day is not to be counted in calculating a period of time for advertising.

Table 1. Duration and Scope of Advertising

	Standard Development Applications	Complex Development Applications	Local Development Plan *	Structure Plan	Activity Centre Plan	Local Planning Policy **	Standard Amendments	Complex Amendments
Time period (no less than) (a)	14 days	28 days	14 days	21 days (no more than 28 days) (c)	28 days (no more than 28 days) (c)	28 days	42 days	60 days
Newspaper notice (d)	No	No, except where ASO considers appropriate.	Yes	Yes. Local newspaper.	Yes. All local newspapers.	Yes. All local newspapers.	All local newspapers.	All local newspapers and West Australian
Viewing location	Administration Office	Administration Office	Administration Office	Administration Office	Administration Office and Shire's libraries	Administration Office and Shire's libraries	Administration Office and Shire's libraries	Administration Office, Shire's libraries and WAPC offices
Sign/s on site (e)	No	Yes	Yes	Yes	Yes	No	Yes	Yes
Notice to owners and occupiers (b)	Properties potentially affected by a variation sought	Properties within 200m of the proposed development	Properties potentially affected and Ward Councillors for information	Properties potentially affected and all Councillors for information	Properties potentially affected and all Councillors for information	N/A	Properties potentially affected and all Councillors for information	Properties potentially affected and all Councillors for information
Advise Ratepayer Associations (RA)	No	Yes. The RA within the area.	Yes. The RA within the area.	Yes. The RA within the area.	Yes, all RA's.	Yes, all RA's.	Yes. Only the RA within the area.	Yes, all RA's.
Shire Website	No, unless required by law.	Yes	Yes	Yes	Yes	Yes	Yes	Yes

* Unless Council deems that an amendment proposed to be made to a Local Development Plan is minor in nature.

** If a Local Planning Policy is inconsistent with any State Planning Policy, comment must be sought from the Western Australian Planning Commission.

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b) Letters

The Shire will send letters to all landowners and occupiers affected by a planning proposal as required in this policy.

Where the Shire is considering a standard application under the Local Planning Scheme and discretion is being applied in relation to a non-compliance which is not considered to be of a minor nature, advertising is required to landowners and occupiers of all abutting properties (those sharing any common boundary), and including directly and diagonally opposite or those separated by a road, right of way, private access way or pedestrian access way.

Where the standard application primarily relates to works and a variation or design principle assessment is being considered, advertising should be undertaken with the landowner specifically affected by the particular variation(s) under the Scheme

The extent of the consultation area for other planning proposals (e.g. Complex Development Applications) is at the Shire's discretion.

c) Referrals to State Government Agencies

Timeframe for State agency comments is longer and subject to the relevant legislative requirements (generally 42 days).

d) Local Newspaper

The notice in a local newspaper circulating within the locality of the proposal unless otherwise specified.

e) Sign/s on site

The Shire will arrange for sign/s to be erected on site. Notices must be in the form prescribed by relevant legislation. Additional information will also be provided using common language and plans.

Sign/s will be erected in a prominent position to be clearly visible from outside of the property boundary to the satisfaction of the Manager Planning Services. Where the land subject to a proposal has more than one street frontage or where a site is very large, additional signs may be required.

5.2 Complex Development Applications

The Shire will be responsible for undertaking the advertising process for complex development applications, with all costs incurred borne by the applicant (as provided for by Clause 64A).

5.3 Standard Development Applications

To streamline the determination process for Standard Applications, applicants

are encouraged to liaise with Planning staff to accurately identify and then discuss the specific variation to the recommended standard with adjoining owners and occupiers prior to preparing and submitting a development proposal.

Appendix 1 contains a template which should be used to obtain written neighbour comments on planning proposals. Where possible, the Shire will contact the neighbour (via phone) to clarify their understanding and their position in relation to variation sought.

5.4 Telecommunications installations

- 5.4.1 All telecommunication installations will be considered a 'Complex Development Application' for the purpose of this policy.
- 5.4.2 The applicant shall be responsible for advertising the proposal by placing a notice twice in a local newspaper, and notifying adjoining landowners and those within a minimum of 300m radius of the proposal in writing by registered mail. The ASO may require advertising occur at a greater distance than 300m, depending on the location and the likely visual impact of the proposed structure.

5.5 Waiving Advertising Requirements

- a) The ASO may determine not to advertise a Standard Development Application, Local Development Plan and a modification to an approved Structure Plan or complex planning application if an ASO is satisfied that the proposal:
 - i. is unlikely to adversely affect any owners or occupiers within the area covered by and adjoining the subject site; or
 - ii. is a modification sought to an existing approval where advertising has already occurred and:
 - o the modification has no material change which may;
 - exacerbate any valid concerns previously raised; or
 - conflict with any new Shire or State planning requirements;
 - o does not necessitate further comments from service authorities;
 - o In the case of a modification to a Structure Plan, the WAPC agrees that advertising is not necessary.

5.6 No Response

Where no response is provided to an invitation to make a submission, the Shire will assume that the recipient of the invitation does not wish to comment on the proposal. A lack of response will not be construed to be either an agreement with or an objection to the proposal.

5.7 Refusal

Any development application may be refused without undertaking

public consultation.

5.8 Distribution of Information

5.8.1 The Shire will provide plans and a summary of the proposal and the variations sought via post to affected residents. The exception to this includes:

- I. Standard Development Applications where consultation is undertaken by the applicant / agent. Affected residents must be provided with a copy of the plans and a description of the variations sought in the form provided in Appendix A.
- II. The applicant provides a copy of development application plans including certification by the owners and occupiers of the adjoining property stating that they have no objections to the proposal. Signatures should include all persons shown as owners on the Certificate of Title and ownership details will be confirmed.

The certification must include:

- I. The full name and address of the owner(s) and occupier(s) of the potentially impacted property certifying non-objection clearly printed in capital letters and a signature;
- II. A printed statement clearly identifying the proposed planning variation(s) and that there is no objection to the proposed development;
- III. A current contact address printed in capital letters and a contact telephone number.
- IV. Where the applicant / agent has refused to authorise the Shire to use certain copyrighted material or supporting information, but the material that can be distributed is sufficient, in the opinion of the ASO, to enable community to provide comments and a decision to be made;

Where authorisation is provided for complex applications, plans and a full copy of the supporting information will be uploaded onto the Shire's website for the duration of the advertising process.

5.8.2 The Shire reserves its right under Schedule 2 clause 85 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to not accept a development application where, in the opinion of the ASO, an applicant has not authorised the release sufficient information to properly inform community about the critical elements of a proposal. Authorisation to release full copies of technical reports (that will be reviewed by relevant staff) may not be considered necessary or appropriate to circulate for public comment.

5.9 Treatment of Submissions

5.9.1 Planning Considerations

An effective and influential submission must be based on valid planning grounds. For guidance, the following are examples of matters which will be considered to be invalid planning considerations:

- Boundary disputes.
- Statements based on presumptions and judgements that are not evidence-based;
- Any 'potential' legal breaches that might occur at some future point;
- Matters otherwise controlled under other legislation such as Building Act or liquor licensing;
- Loss of trade or increased competition.
- Potential loss of property value.
- Private covenants or agreements.

5.9.2 Petitions

Petitions can highlight the magnitude of community sentiment. However, planning decisions cannot (and should not) be influenced by the number of signatories on a petition; rather, depend upon the planning merits of the issues raised.

Petitions are not recognised within the State or Shire's planning framework as valid form of submission. Often petitions contain insufficient information to verify that those who have signed the petition reside within the Shire or near the subject site.

For the reasons above, the value of petitions in the context of planning applications is considered negligible and will not be included within Council reports.

5.9.3 Notification of Council Meeting

All meetings of Council are generally open to the public unless otherwise notified. Open meetings will make allowance for public statements, questions, submission of petitions and deputations. Where a matter will be considered by Council, the landowner, the applicant, and all parties who have made a submission on a planning proposal (*with the exception of anyone signing a petition*) will be notified in writing of the date at which an item will be listed on a meeting agenda.

In all cases, the Shire will ensure that this notification is provided (either mail or email) prior to the scheduled meeting date. The agendas for all meetings are available to the public on the Shire's website.

5.9.4 Notification of the Council's decision

The applicant and the owner of the subject site will be advised of the decision of the Council in the form of a written notification of the decision. Submitters will be notified via mail or email (if they lodged a submission via email).

5.9.5 Opportunity for applicant to respond to submissions

Owners / applicants will not be provided with a copy of the submissions received during a public notice period.

A summary of the valid planning issues raised in submissions will be provided to the applicant once only and upon request in the case of an application for planning approval or a scheme amendment. The summary will not include identification or personal details of the author/s of any submission.

Where substantial changes or modifications occur to a significant development application, the Shire may seek the applicants / agents support to re-advertise the proposal and extend the determination date to an agreed timeframe. Any agreement must be in writing. Where the applicant does not support re-advertising, the Shire will determine the application on its merits.

Where inter-agency comments are received, the Shire will not release a full copy of the comments unless both the Shire and the agency concerned agree that it is appropriate to do so.

5.11 Consultation with adjoining Local Governments

Where a development application is adjacent to a municipal boundary of another local government, the Shire will endeavour to consult with owners and occupiers of the adjacent local government area/s in a manner consistent with this policy.

5.12 Advertising Costs

Advertising costs incurred by the Shire under this policy must be paid by the applicant upfront. A fee for the provision of the service and disbursements will be required as provided for in clause 49(1)a of the *Planning and Development Regulations 2009*. Adopted fees are outlined within the Planning Service's Schedule of Fees.

5.13 Submissions reported to Council

Reports to Council will outline and respond to the valid planning considerations raised in the submissions. The submissions received will generally not be repeated verbatim. If the text of a submission is to be included in the report, personal details will not be released. Defamatory comments are discouraged and will not be included.

Full copies of submissions can be made available to elected members upon

request but will not be made available to members of the public or the applicant unless required by law.

The exception is where Council is not the decision-maker and is required by law to provide all the information regarding a planning application to the Western Australian Planning Commission for its determination of Structure Plans and Amendments.

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Shire of Mundaring

7000 Great Eastern Highway Mundaring WA 6073



NEIGHBOURCOMMENTFORM

Appendix 1

**You Are Under
No Obligation To Sign This Form**

The landowner mentioned below is seeking planning approval from the Shire of Mundaring for the development described below and shown on the attached plans. Before making a decision on this application, the Shire will take into account comments from neighbours. If you wish to discuss this proposal and your rights, please contact the Shire's Planning Service on 9290 6740.

Proposed Development

Landowner: **Phone:**

Lot No: **Street No:** **Street Name:**

Suburb: **Post Code:**

Description of Proposal:

.....

Recommended Standard/s: (e.g. R-Codes setback requirement of 6 metres from front

boundary)

.....

Requested Variation/s: (e.g Proposed 4 metre setback)

.....

Neighbours Comments

I/We

Your Full Name(s)

acknowledge that by making this submission I/we accept that the issues / concerns I/we raise may be made available to the applicant and public as part of a Council report but my personal information (name, address, contact details) will be removed.

I/we acknowledge that by refraining from submitting my personal information and address, my submission may have to be given less weight in the overall assessment and determination process.

I/we are the landowners of the following property –

Lot No: Street No:.....Street Name:

Suburb:Post Code:

I/We have seen the plans and have (please tick):

☐ No objection to the proposal. If you select this option please sign and date all the attached plans and provide a daytime contact phone number for verification purposes.

☐ The following comments (or objection) to make on the proposal:

.....
.....
.....

Signed: Date: Phone*:

Signed: Date: Phone*:

* Provision of a daytime contact phone number is highly recommended. This will only be used by Shire Staff for the purpose of verifying your comments on this proposal or clarify your comments if required.

**This completed form must be returned directly to
the Shire of Mundaring and not to the applicant**

Shire of Mundaring

POLICY

TELECOMMUNICATIONS

Policy Ref:	PS-04
Adopted:	C8.04.16
Amended:	
Reviewed:	Once per Electoral Cycle
Procedure Ref:	
Statute Ref:	<i>Planning and Development Act 2005</i> <i>Local Planning Scheme No. 4</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Local Law Ref:	

PURPOSE

To provide a guide for assessing applications for:

- Telecommunications Installation – Large Scale Commercial;
- Telecommunications Installation – Small Scale Commercial; and
- “Low-Impact” facilities under the Telecommunications (Low-impact Facilities) Determination 1997.

To provide carriers with a guide for preparing development applications for communication installations.

1.0 INTERPRETATIONS

For the purpose of this Code:

Carrier means a telecommunications carrier or provider of a mobile phone communications service.

Low Impact Facility means a telecommunication facility that is exempt from the need to obtain planning approval if constructed in certain areas and to a certain standard, as outlined in the Schedule of the Telecommunications (Low-impact Facilities) Determination 1997.

Telecommunications Installation – Large Scale Commercial has the same meaning as given to it in the Shire of Mundaring’s Local Planning Scheme No. 4.

Telecommunications Installation – Large Scale means buildings, masts, aerials and equipment used by commercial enterprises for the transmission or reception of communication or electronic signals. Any telecommunication facility that is not a Low Impact Facility and that comprises a mast, aerial or tower and associated equipment

shelter/building requiring occasional maintenance shall be deemed to be a Large Scale Commercial Telecommunications Installation.

Telecommunications Installation – Small Scale Commercial has the same meaning as given to it in the Shire of Mundaring's Local Planning Scheme No. 4.

Telecommunications Installation – Small Scale refers to equipment considered by Council to be unobtrusive (such as radio masts and two-way communication systems) and which does not include any other type of building or equipment requiring frequent servicing.

2.0 TELECOMMUNICATIONS INSTALLATION – LARGE SCALE COMMERCIAL

2.1 Information required

Every application for planning approval for Communications Installation – Large Scale Commercial must incorporate a completed Form 1 Application for Planning Approval (including payment of the planning application fee) along with a written submission and plans addressing the following points. All of the following points must be addressed in every application, unless in the opinion of the Shire's Director Statutory Services that information is already available or is not necessary to assist in the determination of the application:

1. Description of:
 - a) the subject land (including a location plan and scaled surveyed site plan);
 - b) location and access to the subject land;
 - c) current use of the subject land and adjoining land (including current scaled and annotated aerial photography);
 - d) bushfire hazard assessment;
 - e) compliance with relevant legislation (including Telecommunications Act and Determination, Code of Practice, Metropolitan Region Scheme, Shire of Mundaring Local Planning Scheme No. 4);
 - f) the proposed facility (including scaled plans and elevations);
 - g) need for the facility (including a plan showing the existing and resulting mobile coverage area);
2. Opportunities for co-location with existing telecommunication installations in the locality.
3. Plan showing the carriers existing and proposed facilities within the Shire of Mundaring.
4. Impacts of the following on the amenity of the area; the residents of the area; and the enjoyment or use of public or private land in the area:
 - a) noise from equipment;
 - b) over shadowing;
 - c) visibility of the proposal;
5. Lifespan of the proposed facility and the cumulative impact of the factors outlined in 4 above, over that lifespan.

6. Opportunities for the proposed facility to satisfy the needs of other telecommunication carriers via co-location.
7. The clearing of any vegetation required for the construction of the facility or the installation of any services, access roads or fencing.
8. Reinstatement of cleared areas after site works, by re-vegetation and landscaping.

2.2 Assessment Criteria

Council will not approve an application for Telecommunications Installation – Large Scale Commercial unless the proposal is considered by Council to be consistent with the objectives of the relevant zone and has been advertised for public comment for a period of not less than 21 days. Relative to this requirement, the applicant shall be responsible for advertising the proposal by placing a notice twice in a local newspaper and notifying landowners within a 300m radius (or such larger area as determined by Council) of the proposal in writing by registered mail.

Applications for Telecommunications Installation – Large Scale Commercial shall not be advertised for public comment unless the proposal satisfies the following assessment criteria:

1. Be located so as to minimise the visual impact of the telecommunications installation on the amenity of the area.
2. Not be located on the same property as any listing on the Shire's Heritage List or Municipal Inventory, unless otherwise approved by Council.
3. Large Scale Communication Installations will generally not be supported on lots less than 5.0ha in area, unless in the opinion of Council the reduced lot size will not have an adverse effect on the amenity of the area, as a result of:
 - the zoning of the property;
 - the existing or proposed use of the land and surrounding properties; and
 - the visibility and screening of the site.
4. Be capable of accommodating the equipment of at least 3 carriers.
5. Achieve appropriate setback distances from boundaries and access ways having regard to the visual amenity, protection of biodiversity values and the exposure to bushfire risk.
6. Facilities up to 40m in height shall be generally of a slim-line pole design. Facilities greater than 40m in height may be constructed of a tower or guyed mast form.
7. All facilities (including equipment shelters) shall be colour matched to the surrounding environment and if approved may be conditioned by Council to be of specific colour(s) and appearance.

2.3 Additional Matters for Consideration

In assessing an application for Telecommunications Installation – Large Scale

Commercial, the Council will have regard to the relevant matters to be taken into account under Section 10.2 of Local Planning Scheme No. 4 and the following additional matters:

1. The visual impact of the proposal on the surrounding built or natural environment;
2. The impact on the amenity of the surrounding built or natural environment, whether by way of noise, vibration, access and use of the land;
3. The need for continuity of supply of telecommunication services to the area;
4. Means of providing convenient and safe access to the facility;
5. Impact on the protection and conservation of the natural environment;
6. Council may impose a condition on any planning approval for communications installation, which restricts the time for which such facility may exist on site, or that the facility shall be removed from site once it becomes redundant.

3.0 TELECOMMUNICATIONS INSTALLATION – SMALL SCALE COMMERCIAL

3.1 Information required

Every application for planning approval for Telecommunications Installation – Small Scale Commercial must incorporate a completed Form 1 Application for Planning Approval (including payment of the planning application fee) along with a written submission and plans addressing the following points. All of the following points must be addressed in every application, unless in the opinion of the Shire's Director Statutory Services that information is already available or is not necessary to assist in the determination of the application:

1. Description of:
 - a) the subject land (including a location plan and scaled surveyed site plan);
 - b) location and access to the subject land;
 - c) current use of the subject land and adjoining land (including current scaled and annotated aerial photography);
 - d) bushfire hazard assessment;
 - e) the proposed facility (including scaled plans and elevations);
 - f) need for the facility
2. Impact of the following on the amenity of the area:
 - a) noise from equipment;
 - b) over shadowing;
 - c) appearance of the proposal;
3. The clearing of any vegetation required for the construction of the facility or the installation of any services, access roads or fencing.
4. Reinstatement of any cleared areas after site works, by re-vegetation and landscaping.

3.2 Assessment Criteria

Council will not approve an application for Telecommunications Installation – Small Scale Commercial unless the proposal is considered by Council to be consistent with the objectives of the relevant zone and has been advertised for public comment if considered necessary by Council.

Applications for Telecommunications Installation – Small Scale Commercial shall not be advertised for public comment or approved unless the proposal satisfies the following assessment criteria:

1. Be located so as to minimise the visual impact of the telecommunications installation on the amenity of the area and any place included on the Shire's Municipal Inventory or Heritage List;
2. Achieve appropriate setback distances from boundaries and access ways having regard to the visual amenity, protection of biodiversity values and the exposure to bushfire risk.

3.3 Additional Matters for Consideration

In assessing an application for Telecommunications Installation – Small Scale Commercial the Council will have regard to the relevant matters to be taken into account under Section 10.2 of Local Planning Scheme No. 4 and the following additional matters:

1. The visual impact of the proposal on the surrounding built or natural environment;
2. The impact on the amenity of the surrounding built or natural environment, whether by way of noise, vibration, access and use of the land;
3. The need for continuity of supply of telecommunication services to the area;
4. Means of providing convenient and safe access to the facility; and
5. Impact on the protection and conservation of the natural environment.

4.0 LOW-IMPACT FACILITIES

4.1 Information required

The Shire will not object to Low-Impact Facilities if in accordance with the Schedule contained in the Telecommunications (Low-impact Facilities) Determination 1997, and subject to the facility being either colour-matched to its background, or in a colour agreed in writing between the carrier and the Shire.

Notifications to construct Low-impact Facilities must be accompanied by plans of the existing and proposed facilities, including a detailed description of the type and number of equipment proposed.

4.2 Assessment Criteria

The Shire will lodge an objection to the proposed low-impact facility if the facility is not in accordance with Clause 5.1 above.

7.53pm – Cr McNeil had previously disclosed a financial interest in Item 10.2 and left the Council Chamber

COUNCIL DECISION MOTION			C5.03.22
Moved by	Cr Ellery	Seconded by	Cr Jeans

That Council appoints Cr Daw to perform the functions of the presiding member for that part of the Council meeting the Deputy President is unable to participate.

CARRIED 8/0

For: Cr Ellery, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

10.2 Request to Attend Training - Cr Paige McNeil & Cr Simon Cuthbert

File Code	P/F
Author	Anna Italiano, Executive Assistant to the CEO
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	1. Council Policy OR-01 - Attendance by Elected Members at Conferences ↓

SUMMARY

Council is requested to consider applications from Crs Paige McNeil and Simon Cuthbert to undertake the WALGA Diploma of Local Government training.

Council Policy OR-01 "Attendance by Elected Members at Conferences" provides for each elected member to have an annual conference/training allowance of \$3000 per financial year (refer **Attachment 1**).

WALGA has advised that the maximum term within which the Diploma is to be completed is two years, so that the information from the course remains current.

BACKGROUND

Cr McNeil

Cr McNeil was elected to Council in October 2021 and has completed the Council Member Essentials Training courses in the 2021/22 financial year. She now wishes to complete the Diploma course. As the cost of the remaining units for completion of the Diploma of Local Government is greater than \$3000, in accordance with Council policy Council is requested to consider Cr McNeil's request to undertake the remaining units.

In the 2021/22 financial year, Cr McNeil has undertaken the following training:

- WALGA - Understanding Financial Reports and Budgets - \$240;
- WALGA - Conflicts of Interest - \$240;
- WALGA - Meeting procedures - \$495;
- WALGA - Understanding Financial Reports and Budgets - \$495;
- WALGA - Serving on Council - \$195; and
- WALGA - The Roles of Mayors and Presidents - \$295

Taking into account the training undertaken to date in the 2021/22 financial year, Cr McNeil has expended \$1960 of her conference/training provision of \$3000.

Cr Cuthbert

Cr Cuthbert was elected to Council in October 2019 and completed the Council Member Essentials Training courses in the 2019/20 financial year. He now wishes to complete the Diploma course. As the cost of the remaining units for completion of the Diploma of Local Government is greater than \$3000, in accordance with Council policy, Council is requested to consider Cr Cuthbert's request to undertake the remaining units.

In the 2021/22 financial year, Cr Cuthbert has undertaken the following training:

- WALGA - Local Government Convention - \$1200

Taking into account the training undertaken to date in the 2021/22 financial year, Cr Cuthbert has expended \$1200 of his conference/training provision of \$3000.

In order to complete the WALGA Diploma of Local Government, the following outstanding 10 units of competency would need to be undertaken by Crs McNeil Cuthbert at a total cost of \$10,700 per person (if all of the units are booked at the same time). Alternatively each unit can be booked individually at a cost of \$1200 per person, per unit:

- Develop and use emotional intelligence;
- Oversee asset management strategy;
- Analyse financial reports and budgets;
- Meet elected member responsibilities;
- Perform elected member functions;
- Contribute to high level strategic decision making;
- Assess development applications and implement planning scheme;
- Dealing with conflict;
- Build and maintain community relationships; and
- Contribute to policy development.

All relevant assessments must also be completed as part of the Local Government Diploma training course. WALGA have also confirmed that additional studies in the form of mentoring is required in preparation for the assessments. These can be in the form of on-line studies.

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council Policy – OR-01: “Attendance by Elected Members at Conferences” refers.

The policy establishes standards for the attendance of elected members at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances.

If an elected member wishes to attend a conference in addition to the above or which exceeds a total cost of \$3000, then a request is to be placed before Council for consideration in accordance with the following criteria:

- Whether the proposal relates to an objective identified within the current or future strategic direction of Council;
- The current relevance of the proposal to the Shire;
- The relationship of the proposal to the outcomes to be delivered and how these relate to the elected member’s role;
- Equity of opportunity of the elected member concerned including recognition of the number of opportunities previously provided to that elected member;
- Whether there are more cost effective options to acquire the relevant knowledge and information;
- Whether it is appropriate that more than one elected member attends; and
- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire’s budget allocation including the future conference attendance by other elected members during the current financial year.

For elected members to be able to seek payment or reimbursement of expenses incurred in the attendance at conferences in excess of the individual allowance, the formal approval of Council is required.

FINANCIAL IMPLICATIONS

The 2021/22 Annual Budget provides an amount of \$36,000 for elected member training/attendance at conferences. This is calculated on the basis of \$3000 per elected member. As at the date of this report, a total of \$16,213 has been expended from the 2021/22 annual budget for attendance at training/conferences by elected members.

To date this financial year, the costs incurred for Cr McNeil to attend conferences and training courses outlined above (under “Background”) amount to \$1960 and \$1200 for Cr Cuthbert.

The estimated total cost of Cr McNeil and Cr Cuthbert’s attendance at the proposed training to complete the Diploma of Local Government and associated assessments is \$10,700 each (presuming the training is booked as a whole rather than individual units); a total of \$21,400.

If Council approves Cr McNeil and Cr Cuthbert’s requests, the annual training budget for elected members would be exceeded by \$1495.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Governance

- Sustain and enhance organisational knowledge, capability and leadership
- Facilitate internal and external partnerships
- Promote innovation, learning and development.

RISK IMPLICATIONS

Risk: Financial – total cost of conferences exceeds annual budget allocation		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The risk is mitigated by an up to date policy which stipulates the standard annual expense allocation for each elected member to attend conferences, and includes a process for elected members to apply to Council for additional conference/training requirements.		

EXTERNAL CONSULTATION

Nil

COMMENT

If Council was to approve Cr McNeil and Cr Cuthbert's request, the \$21,400 required for Cr McNeil and Cr Cuthbert to complete the remaining units for the WALGA Local Government Diploma would be drawn from the 2021/22 annual budget for attendance at training/conferences by elected members. The budget for 2021/22 is \$36,000, with \$16,213 expended year to date.

In order to approve the requests, upon consideration of the information provided in this report, Council would need to form the view that Cr McNeil and Cr Cuthbert's completion of the WALGA Local Government Diploma would be of benefit to the Shire and satisfies the criteria as outlined in the policy.

To assist Council in forming a view the following comments are offered:

- By undertaking this training the two councillors would further develop knowledge and skills which would assist them individually and Council collectively as the training is tailored for elected members and thus directly relevant to their role;
- Other relevant offerings, such as the AICD Company Directors Course (cost \$8168 for members, \$ 11,505 non-members), while valuable, are not specifically tailored for local government councillors;
- The Council policy refers to 'equity of opportunity' in terms of the number of opportunities previously provided to an elected member requesting training. It is noted that elected members are required to undertake a number of mandatory training units once elected to Council. This requirement affects Cr McNeil, as she was elected to Council at the October 2021 elections and must complete her mandatory training units within 12 months. It is open to Council to consider that because the majority of the training Cr McNeil has attended to date is due to this mandatory requirement, she should be supported in undertaking the requested training;
- The Council policy also identifies that the potential impact of the total cost of the training on the Shire's budget allocation, including the future conference attendance by other elected members during the current financial year, is to be considered. As noted in the 'Financial Implications' section, an approval of the requests from Crs McNeil and Cuthbert would exhaust and exceed the annual 2021/22 budget for councillor training;
- It is open to Council to address this financial situation by increasing the councillor training budget by \$21,400, or by acknowledging that the budget will be exceeded in 2021/22;
- If Council chooses to increase the councillor training budget, it can do so by absolute majority decision. In anticipation of this, the mid-year budget review, which Council will be considering later in this meeting (under Item 10.3) includes a provisional forecast increase of \$21,400 to training for elected members which would resolve this situation as it would account for the cost of Crs McNeil and Cuthbert undertaking the Diploma of Local Government course while still maintaining an annual budget allocation of \$3,000 for each elected member; and
- Alternatively, should Council determine not to increase the councillor training budget, it would mean that any request for training by a councillor would need to be considered by Council on a case by case basis (including but not limited to low cost events). This would be administratively inefficient.

In addition, it is recommended that, should Council support Cr McNeil and Cr Cuthbert's requests, the funds be made available in the current financial year (ie 2021/22) rather than committing budget expenditure in future financial years.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act* section 6.8

8.12pm Meeting Adjourned

COUNCIL DECISION MOTION		C6.03.22	
Moved by	Cr Collins	Seconded by	Cr Beale

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

CARRIED 8/0

For: Cr Ellery, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

8.24pm Meeting Resumed

The meeting resumed with the following Elected Members in attendance:

Elected Members	Cr Doug Jeans	Central Ward
	Cr Amy Collins	Central Ward
	Cr John Daw	East Ward
	Cr Neridah Zlatnik	East Ward
	Cr Luke Ellery	South Ward
	Cr Karen Beale	West Ward
	Cr Jo Cicchini	West Ward
	Cr Matthew Corica	West Ward

MOTION RECOMMENDATION			
Moved by	Cr Zlatnik	Seconded by	Cr Collins

That Council:

1. by absolute majority, increases the 2021/22 annual budget for elected member training/attendance at conferences by \$21,400;
2. approves Cr McNeil's request to undertake the outstanding units required to complete the WALGA Local Government Diploma at a cost of up to \$10,700, to be completed within a two year period; and
3. approves Cr Cuthbert's request to undertake the outstanding units required to complete the WALGA Local Government Diploma at a cost of up to \$10,700, to be completed within a two year period.

AS AN ABSOLUTE MAJORITY WAS NOT ACHIEVED THE MOTION WAS LOST 6/2

For: Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Cicchini and Cr Corica

Against: Cr Ellery and Cr Beale

8.43pm Cr McNeil returned to the Council Chamber and resumed the Chair.

Shire of Mundaring

POLICY

ATTENDANCE BY ELECTED MEMBERS AT CONFERENCES

Policy Ref:	OR-01		
Adopted by:	RC10.01.05	Date:	Jan 2005
Amended by:	C7.03.10	Date:	March 2010
Amended by:	C15.05.18	Date:	May 2018
Procedure Ref:	n/a	Delegation Ref:	n/a
Statute Ref:	<i>Local Government Act 1995 s. 5.98 (expenses to be reimbursed)</i>		
Local Law Ref:	n/a		

PURPOSE

To establish standards for the attendance of elected members at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances.

Definition

CEO	means the Chief Executive Office of the Shire of Mundaring
Conference	includes conferences, seminars, congresses, workshops, training courses, industry forums, presentations, awards and study tours that will benefit an elected member in his or her decision making role on Council
Council	means the Council of Shire of Mundaring
Elected Member	means a Councillor of the Shire of Mundaring Council

POLICY

1. Council acknowledges that it has a responsibility to ensure that appropriate training and development opportunities are available to elected members to assist in the fulfilment of the duties and responsibilities associated with their office. Attendance at appropriate conferences is one way to achieve this.
2. All elected members have an annual conference allowance of no more than \$3000 per financial year. All unspent funds for this purpose will not be carried forward at the end of the financial year.

3. The cost of attendance by an elected member at the Annual Western Australian Local Government (WALGA) Convention will be part of the individual conference allowance.
4. The President or Deputy President is approved to attend the Annual National General Assembly of Local Government. Costs of attendance is not part of the individual conference allowance.
5. If an elected member wishes to attend a conference in addition to the above or which exceeds their total allocation of \$3000, then a request shall be placed before Council for consideration in accordance with the assessment criteria.

Approval

6. For elected members to be able to seek payment or reimbursement of expenses incurred in the attendance at conferences in excess of the individual allowance, the formal approval of Council is required. Any request must be submitted on the Attendance Request Form (**Appendix 1**) at least fourteen days prior to the Council meeting at which the request will be considered.
7. Where either the CEO proposes to Council or Council itself nominates an elected member to attend a specific conference then that elected member is not required to complete the relevant Attendance Request Form, as the report to Council will have already been prepared and the assessment criteria examined. In these circumstances, the attendance cost are not to be taken from the elected member's annual allowance.
8. Elected members should obtain the necessary approvals required by this policy prior to making any financial or other commitments. No reimbursement of expenses will be approved retrospectively.

Assessment Criteria

9. All proposals for attendance at conferences in addition to those detailed above shall be subject to an initial assessment by the CEO based on the following criteria:
 - Whether the proposal relates to an objective identified within the current or future strategic direction of Council.
 - The current relevance of the proposal to the Shire.
 - The relationship of the proposal to the outcomes to be delivered and how these relate to the elected member's role.
 - Equity of opportunity of the elected member concerned including recognition of the number of opportunities previously provided to that elected member.
 - Whether there are more cost effective options to acquire the relevant knowledge and information.
 - Whether it is appropriate that more than one elected member attends.

- The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget allocation including the impact on future conference attendance by other elected members during the current financial year.

Administration Process

10. Registration for all approved conferences including travel and accommodation must be organised through the CEO's Executive Assistant. Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be paid direct by the Shire.

Payment of Travel, Accommodation and Related Costs

Interstate Travel

11. Economy class air travel arrangements shall apply provided that individual elected members have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

Intrastate Travel

12. Reimbursement of actual vehicle costs will be provided on a cents per kilometre basis payable at the rates specified in the *Local Government Officers' (Western Australia) Interim Award 2011*, where travel is solely for the purpose of attending the conference.
13. Economy class air travel arrangements shall apply to intrastate conferences requiring air travel, provided that individual elected members have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

Accommodation

14. Accommodation costs for elected members shall be paid for the duration of the conference, including allowing elected members to arrive the day before the start of the conference and depart the day following the close of the conference where this is necessary because of travel and/or the conference event timetable which makes it unreasonable to arrive at or return home in normal working hours or have a '10 hour break' between the end of the event and resuming normal hours of work, unless other arrangements are specifically approved by Council. In the event that an elected member wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the elected member.
15. Elected members are generally expected to stay in a standard "twin or double" room at the conference venue unless that facility is fully booked or alternative accommodation can be used at no additional cost to Council.
16. Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid.

Transportation

17. The cost of taxi or bus fares to and from the airport, conference venues or other approved places shall be reimbursed.

18. The cost of car hire will only be reimbursed when specific approval has been obtained at the time attendance at the conference is authorised.

Incidental Expenses

19. The CEO is authorised to set standards and calculate costs for reimbursement of approved incidental expenses up to \$124 per day, or any other amount predetermined by Council at the time of approving the attendance

Reimbursement of Expenses

20. Within 10 working days of the conclusion of the conference, elected members must present receipts to support the expenditure that is to be reimbursed.

Accompanying Partners

21. Council appreciates that elected members may wish their partner to accompany them to conferences. This is supported on the following basis –
- Where it is more efficient for the Shire to make arrangements for registration, travel and accommodation for partners, it is appropriate that Council meets these expenses in the first instance. The elected member must arrange reimbursement of these costs prior to attendance at the conference.
 - The elected member shall meet directly all attending partner's expenses at the conference.

Sharing of Knowledge

22. Within three months from the conclusion of an approved interstate conference, the elected member shall provide a written report or presentation (including copies of conference papers) of the conference for the information of other elected members and for Shire records. Where appropriate this requirement shall also apply to intrastate conferences.
23. The report or presentation is only applicable to conferences and is to contain relevant observations and the identification of significant outcomes gained from the conference that would be of benefit to the Shire's operations.

Loyalty Rewards or Bonus Points

24. Consistent with the principle of not using public expenditure for private advantage, where travel and accommodation bookings or associated bookings are made and carry loyalty rewards or bonus points, they should not be personally claimed or used for private purposes. They may be used only for further official purposes.

REQUEST FOR ATTENDANCE AT CONFERENCES

Elected Member's Name:	
Proposed Conference:	
Location of Conference:	
Duration of Conference:	
Dates of Travel:	
Conference Registration Fee:	\$
Airfares:	\$
Accommodation:	\$
Associated Costs:	\$
ESTIMATED TOTAL COST	\$
Details of committee membership of elected members:	
Details of conferences previously attended during current financial year:	
Expiration of Term of Office:	
Elected Member's signature:	
Date:	
Submitted to Council on:	
Approved/Not Approved	Decision No:
Chief Executive Officer:	
Date:	

10.3 Mid-Year Review of Budget 2021/22

File Code	FI.BUD 2022
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Forecast Statement of Financial Activity for the period ending 31 January 2022 ↓

SUMMARY

Council is requested to consider and adopt the budget review as presented in the Forecast Statement of Financial Activity (Rate Setting Statement) for the period 1 July 2021 to 31 January 2022.

The review indicates that there are no anticipated adverse impacts on the 2021/22 budget at this stage of the financial year. Overall, there is an increase of \$728,830 to the Shire's forecast closing budget position for 2021/22; from a budgeted surplus of \$607,627 (as per the adopted annual budget (SC3.06.21)) to a forecast surplus of \$1,336,457.

The \$728,830 increase in the forecast closing budget position should not be considered as surplus funds that are now available to fund additional projects or services in 2021/22. The improvement in the Shire's forecast closing budget position needs to be considered in the context of developing the Shire's budget/Corporate Business Plan for 2022/23 and reviewing the Long Term Financial Plan.

BACKGROUND

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2021 for the period ending 31 January 2022 is presented for Council to consider.

The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires local governments to conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

STATUTORY / LEGAL IMPLICATIONS

Regulation 33A (Review of Budget) of the *Local Government (Financial Management) Regulations 1996*, as amended, requires the local government to carry out a review of its annual budget between 1 January and 31 March each year.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are addressed in the comment section of this report.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

SUSTAINABILITY IMPLICATIONS

Budget parameters are structured on financial viability and sustainability principles.

RISK IMPLICATIONS

Risk: Financial - Adverse budget trends are not identified and addressed by Council.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Monitoring the financial comparisons of actuals to budgets provides for prudent financial management, ensuring the Council is made aware of potential or known financial risks in terms of the 2021/22 budget.		

EXTERNAL CONSULTATION

Nil

COMMENT

As a result of this budget review the forecast closing budget position, as disclosed in Statement of Financial Activity (Rate Setting Statement), increases from a budgeted surplus of \$607,627(as per the adopted annual budget (C3.06.21)) to a forecast surplus of \$1,336,457.

The major impacts of the budget review are:

Opening Budget Surplus

The forecast opening budget surplus in the 2021/22 budget was \$4,204,936 (i.e. surplus funds brought forward from 2020/21), whilst the actual opening surplus brought forward, which was finalised after the budget was adopted, was \$4,119,290, a difference of \$85,646.

Revenue from operating activities

Forecast revenue from operating activities has increased by \$351,331 compared to the original budget (Forecast \$49,118,325 v Budget \$48,766,994).

The significant changes in forecasts for revenue from operating activities are:

1. A forecast increase in penalty interest revenue from outstanding rates of \$46,500 from an original budget of \$173,500 to a revised forecast of \$219,500;
2. A forecast increase in revenue from rates instalment charges of \$40,000 from an original budget of \$153,000 to a revised forecast of \$193,000;

3. A forecast increase of \$20,000 in grant funding for the Australia Day Function due to funding received that was not anticipated in the budget;
4. A forecast increase in rebate revenue from LGIS of \$25,413. This adjustment reflects the Shire's rebate for 2021/22, which was not anticipated in the budget;
5. The forecast revenue from administrative sundry income (account enquiries, miscellaneous reimbursements) has been increased by \$35,000 from an original budget of \$35,000 to a revised forecast of \$70,000;
6. A decrease in forecast revenue relating to dog animal registrations of \$30,000, from a budget of \$120,000 to a revised forecast of \$90,000. The decrease in registrations is likely the result of dog owners taking up the option of lifetime registrations for their pets in previous years;
7. A decrease in forecast revenue relating to animal impoundments of \$5000, from a budget of \$25,000 to a revised forecast of \$20,000. The decrease is due to a lower than anticipated level of impoundments year to date;
8. A forecast increase in grant revenue of \$415,000 from the Department of Emergency and Fire Services (DFES) for the Bushfire mitigation activities. This funding was not anticipated in the 2021/22 budget and is offset by a corresponding increase in forecast expenditure;
9. A forecast increase of \$225,000 for the reimbursement of expenses (incurred in 2020/21) associated with the recovery works post the Wooroloo Bushfire;
10. A decrease of \$4123 to forecast revenue for Health fees and charges from a budget of \$75,200 to a revised forecast of \$71,077;
11. A forecast decrease of \$26,329 in dividend revenue from the EMRC to reflect the actual amount received (\$473,761). The forecast for the transfer of these funds to the waste management reserve has been adjusted accordingly;
12. An increase in forecast revenue relating to container deposit scheme of \$100,000, from a budget of \$256,785 to a revised forecast of \$356,785;
13. An increase of \$65,286 in the forecast revenue for waste collection services from a budget of \$6,637,960 to a revised forecast of \$6,703,246. This adjustment reflects an increase in bin services and greater than anticipated income from the sale of waste metal;
14. A decrease of \$650,000 in the forecast revenue from profit on the sale of assets. It is highly unlikely that the budgeted sale of Shire land on Scott Street will proceed this financial year;
15. A decrease in forecast revenue relating to bookings for Brown Park of \$10,000, from a budget of \$69,500 to a revised forecast of \$59,500. The decrease reflects a reduction in sporting teams utilising the facility;
16. An increase in forecast revenue relating to bookings for Mundaring Arena of \$30,000, from a budget of \$85,000 to a revised forecast of \$115,000. The increase reflects a greater than anticipated patronage of users and sporting teams utilising the facility;
17. An increase of \$6000 to forecast revenue which relates to sponsorship for the Cinema under Starlight program from a budget of \$10,000 to a revised forecast of \$16,000;

18. An increase in forecast revenue of \$37,994 for the recoup of costs from Main Roads WA (MRWA) for verge works in the Mundaring town site the Shire undertook on behalf of MRWA, which was not included in the Budget;
19. An increase of \$10,000 in the forecast revenue for Building Licence application fees, from a budget of \$160,000 to a revised forecast of \$170,000. This reflects a higher than anticipated volume of building licence applications at this stage of the financial year; and
20. An increase in forecast revenue of \$13,535 relating to commercial rent received from a budget of \$392,675 to a revised forecast of \$406,210. This is due to an increase in the rent payable post a review of the rent payable under the conditions of the lease. This increase in rent revenue does not impact the budget surplus as 100% of the rent received is transferred to the Capital Income Reserve (i.e. the forecast transfer to reserve has been reduced accordingly).

Expenses from operating activities

Forecast expenses from operating activities have increased by \$1,935,518 compared to the original budget (Forecast \$53,180,305 v Budget \$51,244,787).

The significant changes in forecasts for expenses from operating activities are:

1. A forecast increase of \$10,954 in consultancy costs relating to Human Resources, from a budget of \$20,000 to a revised forecast of \$30,654. This increase in costs is due to additional EBA consultancy costs and other unanticipated employee related matters that required external support;
2. A forecast decrease of \$81,662 in salaries under Governance from a budget of \$239,575 to a revised forecast of \$157,913 as a result of staff vacancies;
3. A forecast increase of \$20,000 in operating expenses associated with the implementation of additional control measures to further strengthen the Shire's IT network against cyber-attacks;
4. A forecast increase of \$30,000 in expenses relating to the upgrade of the Shire's GIS system. This relates to works carried over from 2020/21 that were not anticipated in the 2021/22 budget;
5. A forecast increase of \$21,500 in expenses relating to the replacement of the Shire's facilities booking management system. The replacement of the booking management system was required due to the redundancy of the previous booking management system, however this was not anticipated in the budget;
6. A forecast increase of \$54,600 in expenses relating to the purchase of VM Core Licencing for the Shire's IT network servers. This expense was not anticipated in the budget and is offset by a forecast increase of \$54,600 in transfers from the Information Technology Reserve;
7. A forecast increase of \$20,000 in expenses for Australia Day. This is fully funded by additional grant funding (see point 3 - Revenue from operating activities);
8. A forecast increase of \$21,400 in expenses for Elected Member training and conferences. This adjustment accounts for the cost of two elected members undertaking the Diploma of Local Government course whilst still maintaining the annual budget allocation of \$3000 for each Elected Member (item 10.2 in this agenda refers);

9. A forecast increase in expenses of \$415,000 for unbudgeted Bushfire mitigation activities funded by DFES. This relates to an unbudgeted grant received this year (see point 8 – Revenue from operating activities);
10. A forecast increase of \$120,000 relating to Bushfire hazard abatement works on Shire freehold land, from a budget of \$70,000 to a revised forecast of \$190,000. This is due to urgent follow up works being required at various locations and has been partially offset by a forecast decrease of \$10,000 hazard reduction controlled burns;
11. A forecast increase in expenses of \$9000 to install a fire hydrant at the Parkerville Volunteer Bushfire Brigade;
12. A forecast saving of \$24,000 for expenses relating to the use of pagers in emergency management as the pager system is no longer utilised (original budget \$33,000);
13. A forecast increase of \$103,561 for the cost of the bulk waste verge collection, from a budget of \$331,488 to a revised forecast of \$435,049. This is due to greater than anticipated volumes being collected;
14. A forecast increase of \$150,000 for the cost of disposal of waste to Red Hill, from a budget of \$1,992,320 to a revised forecast of \$2,142,320. Due to higher than anticipated volumes and the gate fee was increased by EMRC by 3.3%, which is higher than the 1.5% increase anticipated in developing the budget;
15. A forecast increase of \$50,000 for the cost of green waste recycling, from a budget of \$198,130 to a revised forecast of \$248,130. Due to higher than anticipated volumes following a new tender process;
16. An increase of \$60,000 in the forecast expenses for putrescible waste collection services from a budget of \$1,366,122 to a revised forecast of \$1,426,122. This adjustment reflects an increase in bin services;
17. A forecast decrease of \$75,000 in casual staff salaries for Brown Park, from a budget of \$105,040 to a revised forecast of \$30,040. The decrease reflects a reduction in sporting teams utilising Brown Park;
18. A forecast increase of \$12,250 in preventative maintenance expenses for Mundaring Hall (painting);
19. A forecast increase of \$27,200 in maintenance expenses for the Parkerville Guide building (old school);
20. A forecast increase of \$78,379 in expenses for soft works at Broz Park Lake (grant funded), which was not included in the budget. This relates to incomplete works carried over from 2020/21; and
21. A forecast increase of \$390,080 in the depreciation expense for infrastructure assets, from a budget of \$4,747,595 to a revised forecast of \$5,137,675. This is due to the fact these assets were revalued as at 30 June 2021 and the total fair value of these assets increased, which in turn impacted depreciation. The timing of the review did not allow the impact the revaluation had on the annual depreciation to be factored into the 2021/22 budget. It should be noted that as depreciation is a non-cash item it has no impact on the closing budget surplus (i.e. depreciation is excluded from the rate setting statement);

Chart of Accounts Project

At the Ordinary Meeting of Council held 14 September 2021, and on the recommendation of the Audit and Risk Committee, Council made the following resolution (04.09.21):

That Council:

- 1. Lists consideration for the unbudgeted additional funds required for the Chart of Accounts project as part of the mid-year budget review in February 2022; and*
- 2. notes that the unbudgeted additional funds required for the Chart of Accounts project are \$27,580 for project support costs and an estimated \$100,000 for staff resources.*

The mid-year budget review includes a forecast increase of \$133,520 in operating expenses to fund the Chart of Accounts project.

This project, whilst originally commencing in 2017/18, has been subject to a number of delays (primarily due to insufficient resources being allocated to the project). The Shire requested an updated statement of works and quote from its software provider (for project support) in February 2021. After repeated requests, these documents were subsequently provided to the Shire on 14 July 2021. The quote was more than 50% greater than the budget provision in the 2021/22 budget (\$77,580 compared to a budget of \$50,000). An updated revised quote of \$83,520 has now since been provided (provided on 17 February 2022 and \$33,520 greater than budget).

It is also apparent that additional staff resources will be required to ensure the successful completion of the project. The 2021/22 budget does not include a provision for additional staff resources. It is estimated that the cost of additional staff resources required to backfill existing positions will be approximately \$100,000 (one FTE's salary and on-costs for 14 months). Should Council approve this variation the project will recommence in April/May 2022 with a view of a "go live" date of 1 July 2023. It should be noted that the majority of the proposed budget allocation will not be spent in 2021/22 and therefore will have to be carried over to the 2022/23 financial year.

Investing Activities (activities relating to capital works program)

Forecast net expenses from investing activities has increased by \$1,358,567 compared to the original budget (Forecast \$7,768,197 v Budget \$6,409,630).

The significant changes in forecasts for investing activities are:

1. A forecast increase of \$218,250 in grant income that was not budgeted for. This relates to the infrastructure development at Lake Leschenaultia. The planned expenditure of this project has increased accordingly from a budget of \$175,500 to \$393,750;
2. A forecast decrease of \$480,000 in grant income for Roads to Recovery project from a budget of \$1,153,065 to a revised forecast of \$673,065. This is due incorrect funding allocation advice related to the Scott Bridge upgrade;
3. A decrease of \$1,000,000 in the forecast revenue (to 'Nil') for proceeds from the sale of Shire land. This reflects the current situation whereby the disposal of land on Scott Street included in the budget is unlikely to occur this financial year;
4. A forecast increase of \$48,313 in grant revenue in Black Spot funding for Bailup Road which was not anticipated in the budget as it relates to works completed the previous financial year;

5. A forecast increase of \$160,000 in grant revenue in Black Spot funding for Old Northam Road which was not anticipated in the budget as it relates to works completed the previous financial year;
6. A forecast increase of \$70,000 in grant revenue in Black Spot funding for the McVicar Place Roundabout which was not anticipated in the budget. This was a State election commitment that was announced after the budget was formalised;
7. A forecast increase of \$1,671,686 in grant revenue under the Federal government's Local Roads and Community Infrastructure (LRCI) fund. \$850,164 relates to funds received during 2020/21 which remained unspent as 30 June 2021 and were subsequently recognised as a contract liability at that time (this was not forecast in the budget). The works associated with these funds are expected to be completed 2021/22. The balance relates to funds expected to be received in 2021/22 as part of the Shire's remaining allocation for phase 2 of the LRCI fund;
8. A forecast increase of \$60,742 for new grants that weren't anticipated in the budget. The details of these grants are: a \$9,330 Stronger Communities grant for seating and a water fountain at Elsie Austin; a \$21,412 Riverbank Grant for the Helena River restoration; \$30,000 towards shelter and seating at Chidlow skate park;
9. A forecast decrease of \$85,300 in capital grants included in the budget as a result of State Government election commitments. These grants were subsequently provided directly to the community groups rather than the Shire;
10. A forecast increase of \$115,084 in grant funding for the Chidlow Skate Park. This relates to funds received during 2020/21 which remained unspent as 30 June 2021 and were subsequently recognised as a contract liability at that time (this was not forecast in the budget). The works associated with these funds are expected to be completed 2021/22;
11. A forecast increase of \$76,000 in plant trade-in income which is associated with unbudgeted plant replacement purchases carried over from 2020/21;
12. A forecast increase of \$60,000 in expenditure for works relating to the upgrade of the Stoneville Fire School building which was not included in the budget (funded by LRCI). This relates to incomplete works carried over from 2020/21;
13. A forecast increase of \$74,936 in expenditure for the purchase of a replacement tractor which was not included in the budget. This relates to the scheduled replacement of the tractor being carried over from 2020/21 and will be funded from the plant replacement reserve;
14. A forecast increase of \$219,461 in expenditure for the purchase of a replacement 14 tonne tip-truck which was not included in the budget. This relates to the scheduled replacement of the truck being carried over from 2020/21 and will be funded from the plant replacement reserve;
15. A forecast increase of \$181,350 in expenditure for the purchase of a replacement front end loader which was not included in the budget. This relates to the scheduled replacement of the loader being carried over from 2020/21 and will be funded from the plant replacement reserve;
16. A forecast increase of \$50,000 in expenditure for the fuel bowser at the depot which was not included in the budget. This relates to the scheduled replacement of bowser being carried over from 2020/21;

17. A forecast increase of \$95,000 in expenditure for the purchase of a replacement six tonne tip-truck which was not included in the budget. This relates to the scheduled replacement of the truck being carried over from 2020/21 and will be funded from the plant replacement reserve;
18. A forecast increase of \$95,000 in expenditure for the purchase of a replacement vehicle for the Deputy Bushfire Control Officer which was not included in the budget. This relates to the Council decision made on 13 July 2021 (C11.07.21) and will be funded from the plant replacement reserve;
19. A forecast increase of \$15,000 in expenditure for the purchase of a replacement flail mower which was not included in the budget. This relates to the scheduled replacement of the mower being carried over from 2020/21 and will be funded from the plant replacement reserve;
20. A forecast increase of \$19,000 in expenditure for works relating to the upgrade of the Brown Park Community Centre building which was not included in the budget. This relates to incomplete works carried over from 2020/21;
21. A forecast increase of \$100,000 in expenditure for works relating to the upgrade of the Glen Road Bridge which was not included in the budget. Whilst works were completed in 2020/21 Main Roads WA did not invoice the Shire for its contribution until 2021/22;
22. A forecast increase of \$120,000 in expenditure for works relating to drainage at Chartwell Park which was not included in the budget. This relates to incomplete works carried over from 2020/21;
23. A forecast increase of \$54,000 in expenditure for footpath works on Amherst Road which was not included in the budget. This relates to incomplete works carried over from 2020/21;
24. A forecast increase of \$24,000 in expenditure for footpath works on Bladon Way which was not included in the budget. This relates to incomplete works carried over from 2020/21;
25. A forecast increase of \$196,000 in expenditure for footpath works on Ealy Street which was not included in the budget (funded by LRCI). This relates to incomplete works carried over from 2020/21;
26. A forecast increase of \$50,000 in expenditure for footpath works on Hartung Street which was not included in the budget. This relates to incomplete works carried over from 2020/21;
27. A forecast increase of \$60,000 in expenditure for footpath works on the Heritage Trail in Mundaring which was not included in the budget. This relates to incomplete works carried over from 2020/21;
28. A forecast increase of \$30,000 in expenditure for a new aerator at Broz Park Lake which was not included in the budget. This relates to incomplete works carried over from 2020/21;
29. A forecast increase of \$315,805 in expenditure for works associated with the Chidlow Skate Park which was not included in the budget. Partially grant funded – refer to points seven and nine under investing activities. This relates to incomplete works carried over from 2020/21;

30. A forecast increase of \$29,000 in expenditure for works associated with the upgrade of seats and bollards at Darlington Oval which was not included in the budget. This relates to incomplete works carried over from 2020/21;
31. A forecast increase of \$7000 in expenditure for a replacement bus shelter at Lion Park which was not included in the budget. This relates to incomplete works carried over from 2020/21;
32. A forecast increase of \$180,000 in expenditure for works associated the widening of Bailup Road (from Mayo Road) which was not included in the budget. This relates to incomplete works carried over from 2020/21;
33. A forecast increase of \$76,723 in expenditure for design works associated the extension of Brooking Road which was not included in the budget. This relates to incomplete works carried over from 2020/21;
34. A forecast increase of \$5400 in expenditure for works on Old Northam Road which was not included in the budget. This relates to line marking works carried over from 2020/21 for the completed project;
35. A forecast increase of \$70,000 in expenditure for works associated the extension of Dibble Street (to the reserve) which was not included in the budget. This relates to incomplete works carried over from 2020/21;
36. A forecast increase of \$87,000 in expenditure for works associated with the sealing of Casino Road East which was not included in the budget. This relates to incomplete works carried over from 2020/21;
37. A forecast increase of \$50,000 in expenditure for works associated with the widening of Iron Road which was not included in the budget. This relates to incomplete works carried over from 2020/21;
38. A forecast increase of \$20,000 in expenditure for works associated with paving at Darlington Pavilion which was not included in the budget. This relates to incomplete works carried over from 2020/21;
39. A forecast increase of \$167,338 in expenditure for works associated with upgrades at Morgan John Morgan which was not included in the budget. This relates to incomplete works carried over from 2020/21;
40. A forecast increase of \$72,000 in expenditure for works associated with drainage on Hardey Road which was not included in the budget. This relates to incomplete works carried over from 2020/21;
41. A forecast increase of \$120,000 in expenditure for works associated with drainage on Orchard Road which was not included in the budget. This relates to incomplete works carried over from 2020/21;
42. A forecast increase of \$330,000 in expenditure for works associated with safety upgrades to Byfield Road which was not included in the budget. This relates to incomplete works carried over from 2020/21;
43. A forecast increase of \$90,000 in expenditure for works associated with the Mundaring Recreation Ground which was not included in the budget. This relates to incomplete works carried over from 2020/21;
44. A forecast decrease of \$60,000 in expenditure for works relating to the sealing of the carpark at Darlington Station. The planned works have been cancelled at the local community's request;

45. A forecast decrease of \$240,000 in expenditure for works relating to drainage at Barusella Avenue. The planned works have been rescheduled to commence 2022/23;
46. A forecast decrease of \$690,000 in expenditure for road works relating to Thomas Street in Chidlow. The planned works have been rescheduled to commence 2022/23;
47. A forecast decrease of \$310,000 in expenditure for road works relating to Glen Road. The planned works have been rescheduled to commence 2022/23; and
48. A forecast decrease of \$200,000 in expenditure due to the budget for the Mundaring Town Centre Precinct being duplicated in the cost centres of two separate service areas.

Financing Activities (activities relating to loans and cash backed reserves)

The significant changes in the forecasts for financing activities are:

1. A forecast increase of \$654,927 in the transfer from the plant replacement reserve, from a budget of \$939,476 to a revised forecast of \$1,594,403. This reflects the forecast changes for plant purchases under Investing Activities above;
2. A forecast increase of \$733,848 in the transfer from the unspent grants reserve, from a budget of \$433,000 to a revised forecast of \$1,206,848. This reflects the forecast changes that relate to carried over capital works from 2020/21 for which the Shire had also received grant funding in 2020/21. As the works were incomplete as at 30 June 2021 any unspent grant funding associated with these projects was transferred to the reserve at that time;
3. A forecast increase of \$54,600 from the information technology reserve. Refer to point six under Expenses for Operating Activities;
4. A forecast decrease of \$1,000,000 in transfers to the capital investment reserve. This reflects the current situation whereby the disposal of Shire land (Scott Street) accounted for in the budget is unlikely to occur this financial year, and therefore the subsequent transfer of funds to reserve won't occur; and
5. A forecast increase of \$13,535 in the transfer to the capital income reserve which reflects the equivalent forecast increase in commercial rent revenue.

Forecast closing budget surplus

Council will note there is an increase of \$728,830 to the Shire's forecast closing budget position for 2021/22; from a budgeted surplus of \$607,627 (as per the adopted annual budget) to a forecast surplus of \$1,336,457. The forecast closing position for 2021/22 will become the Shire's opening budget position for the 2022/23 budget.

The \$728,830 increase in the forecast closing budget position should not be considered as surplus funds that are now available to fund additional projects or services in 2021/22. The improvement in the Shire's forecast closing budget position needs to be considered in the context of developing the Shire's budget/Corporate Business Plan for 2022/23 and reviewing the Long Term Financial Plan. Factors that Council will need to consider are:

- Changes to key economic assumptions that may be required e.g. CPI, wage price index, interest rates etc.;
- Potential changes in the Shire's service levels that Council may wish to consider;

- Potential changes to the Shire's long term rating profile that Council may wish to consider; and
- Potential new initiatives/projects that Council may wish to consider.

VOTING REQUIREMENT

Absolute Majority - *Local Government (Financial Management) Regulations 1996 regulation 33A*

Preamble to Council Decision

As the recommendation from Item 10.2 (Request to attend Training – Cr Paige McNeil & Cr Simon Cuthbert) was not adopted by Council, the forecast increase of \$21,400 for elected member training and conferences was removed and the forecast closing budget surplus figure was updated accordingly.

COUNCIL DECISION RECOMMENDATION		C7.03.22	
Moved by	Cr Ellery	Seconded by	Cr Beale

That Council:

1. by absolute majority, approves the mid-year budget review as per the forecast figures disclosed in the attached Statement of Financial Activity;
 - (a) **with the exception of a forecast increase of \$21,400 in expenses for elected member training and conferences;**
2. notes the change in the forecast closing budget surplus from \$607,627 to **\$1,357,857**; and
3. notes the forecast changes under the officer's comments in the report, which form part of the annual budget review for 2021/22.

Reason for the Change

Due to the earlier decision not to amend budget for elected member training and conferences budget, the forecast closing position figure required amending.

CARRIED BY ABSOLUTE MAJORITY 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

Shire of Mundaring
Budget Review - Statement of Financial Activity
for period ending 31 January 2022

	2021/22 YTD Budget \$	2021/22 YTD Actuals \$	2021/22 Budget (a) \$	2021/22 Forecast (b) \$	Variance (b) - (a) \$
Opening Funding Surplus/(Deficit)	4,119,290	4,204,936	4,119,290	4,204,936	85,646
Revenue from operating activities					
General Purpose Funding - Rates	29,989,567	29,982,331	30,050,174	30,050,174	-
General Purpose Funding - Other	938,580	950,374	1,767,750	1,853,750	86,000
Governance	90,750	171,867	139,500	217,913	78,413
Law, Order & Public Safety	297,226	1,119,223	597,900	1,206,500	608,600
Health	62,612	68,964	75,200	71,077	(4,123)
Education & Welfare	3,471,317	3,675,548	5,528,175	5,528,175	-
Community Amenities	7,451,191	7,600,988	7,812,720	7,951,767	139,047
Recreation and Culture	1,461,631	909,199	1,951,300	1,330,265	(621,035)
Transport	9,061	44,192	65,700	103,694	37,994
Economic Services	188,793	228,293	267,900	280,800	12,900
Other Property and Services	77,386	297,254	510,675	524,210	13,535
Total	44,038,114	45,048,233	48,766,994	49,118,325	351,331
Expenditure from operating activities					
General Purpose Funding	(383,383)	(355,087)	(645,372)	(644,490)	882
Governance	(3,437,686)	(3,317,475)	(5,496,594)	(5,754,904)	(258,310)
Law, Order & Public Safety	(1,579,287)	(1,786,667)	(2,606,643)	(3,135,319)	(528,676)
Health	(491,427)	(436,904)	(804,465)	(792,653)	11,812
Education & Welfare	(4,741,624)	(4,446,915)	(7,813,695)	(7,875,058)	(61,363)
Community Amenities	(5,444,724)	(5,401,230)	(9,378,882)	(9,783,716)	(404,834)
Recreation and Culture	(6,548,055)	(6,293,440)	(10,940,168)	(11,286,536)	(346,368)
Transport	(6,328,139)	(6,520,835)	(10,993,593)	(11,333,089)	(339,496)
Economic Services	(459,565)	(425,150)	(762,849)	(760,611)	2,238
Other Property and Services	(1,270,812)	(914,320)	(1,802,526)	(1,813,929)	(11,403)
Total	(30,684,702)	(29,898,023)	(51,244,787)	(53,180,305)	(1,935,518)
Operating activities excluded from rate setting					
Depreciation on Assets	4,122,475	4,139,285	7,132,378	7,493,382	361,004
(Profit)/Loss on Disposal of Assets	586,521	2,192	(523,044)	126,956	650,000
Movement Non-Current Assets	-	25,000	-	25,000	25,000
Deferred Rates Adjustment	-	80,320	-	80,320	80,320
Amount attributable to operating activities	18,062,408	19,397,007	4,131,541	3,663,678	(467,863)
Investing Activities					
Proceeds from Disposal of Assets	1,424,673	131,000	1,584,019	660,019	(924,000)
Grants and Contributions	1,209,850	1,011,914	3,013,308	4,792,083	1,778,775
Purchase Property, Plant & Equipment	(2,988,753)	(653,181)	(3,665,245)	(4,115,261)	(450,016)
Purchase Infrastructure	(4,259,034)	(2,681,650)	(7,341,712)	(9,105,038)	(1,763,326)
Amount attributable to investing activities	(4,613,264)	(2,191,917)	(6,409,630)	(7,768,197)	(1,358,567)
Financing Activities					
Repayment of Debentures	(408,432)	(345,792)	(700,169)	(700,169)	-
Principal Elements of Finance Lease Payments	-	-	(66,321)	(66,321)	-
Transfers from Reserves	574,579	-	3,058,725	4,502,100	1,443,375
Transfers to Reserves	(1,072,919)	(7,658)	(3,525,809)	(2,499,570)	1,026,239
Amount attributable to financing activities	(906,772)	(353,450)	(1,233,574)	1,236,040	2,469,614
Closing Surplus/(Deficit)	16,661,662	21,056,576	607,627	1,336,457	728,830

10.4 Statement of Financial Activity for period ended 31 January 2022

File Code	FI.RPT2
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Statement of Financial Activity for period ended 31 January 2022 ↓

SUMMARY

The monthly Statement of Financial Activity discloses the Shire's financial activities for the period ending 31 January 2022.

The actual closing budget position as at 31 January 2022 was a surplus of \$21,056,576 compared to a budgeted year to date surplus to the end of January of \$16,661,662. The budgeted year end surplus is \$607,627 as per the original budget adopted by Council (SC3.06.21).

BACKGROUND

The monthly financial report is presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates.

The Statement of Financial Activity Report summarises the Shire's financial activities.

STATUTORY / LEGAL IMPLICATIONS

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are in accordance with the approved reporting material variances (C14.07.21) of:

- (+) or (-) \$50,000 or 10%, whichever is the greater for Revenue; and
- (+) or (-) \$100,000 or 10%, whichever is the greater for Expenses

within the monthly Statement of Financial Activity during the 2021/22 financial year.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Financial performance is not monitored against approved budget		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly financial report tracks the Shire's actual financial performance against its budgeted financial performance to ensure that the Council is able to monitor to Shire's financial performance throughout the financial year.		

EXTERNAL CONSULTATION

Nil

COMMENT

The reports that accompany this item are as follows:

- A graphical representation of the year to date comparison to budget for operating revenue, operating expenses and capital expenses;
- Statement of Financial Activity (based on the Rate Setting Statement adopted in the annual budget) for the period ending 31 January 2022;
- An explanation of the material variances in the Statement of Financial Activity
- The closing budget position for the period ending 31 January 2022 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 January 2022 and comparison to the year to date budget position for the 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 January 2022.

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 January 2022 was \$21,056,576 compared to a year to date budgeted surplus of \$16,661,662. This variation is primarily due to:

1. The Shire's forecast opening budget surplus in the adopted budget was \$4,119,290 compared to an actual opening surplus position of \$4,204,936;
2. The Shire's year to date actual operating expenses being \$786,679 less than the year to date budget (see explanation of material variances);
3. The Shire's year to date actual operating revenue being \$1,010,119 greater than the year to date budget (see explanation of material variances);
4. The Shire's net expenditure on investing activities (Capital works and funding of) being \$2,421,347 less than the year to date budget (see material explanation of variances); and
5. The Shire's net expenditure on financing activities (Transfers to/from reserves and repayment of loans) being \$553,322 less than the year to date budget (see explanation of material variances).

Outstanding rates and waste charges as at 31 January 2022 was \$9,035,488 (23% of collectable rates and charges) compared to a figure of \$8,750,610 (23.2%) at the same time last year.

The Shire's total cash as at 31 January 2022 was \$50,512,053 which includes \$18,436,726 in municipal funds (\$19,610,451 at the same time last year) and \$32,075,327 in cash backed reserves and other restricted funds.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION		C8.03.22	
Moved by	Cr Collins	Seconded by	Cr Corica

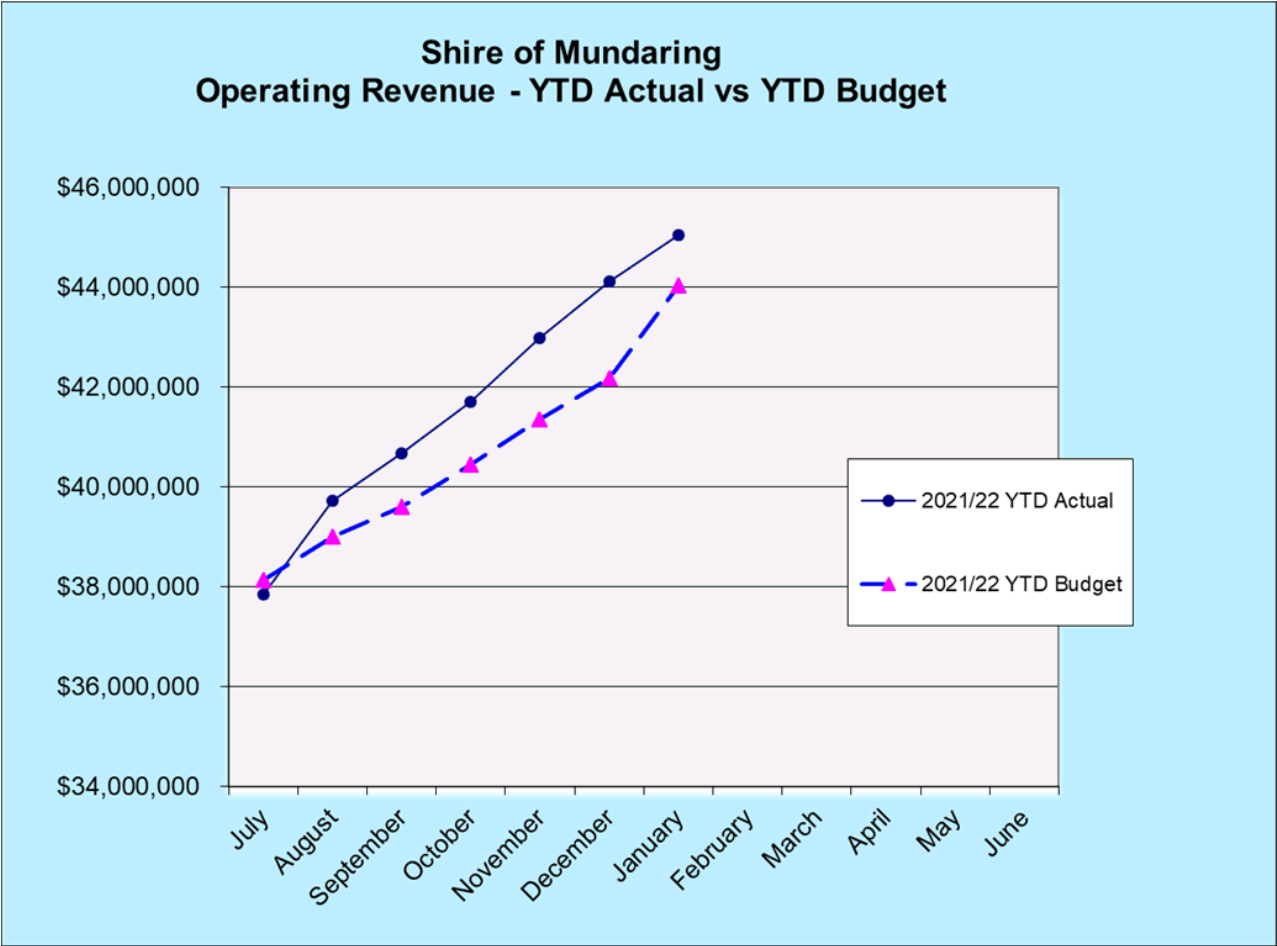
That Council notes:

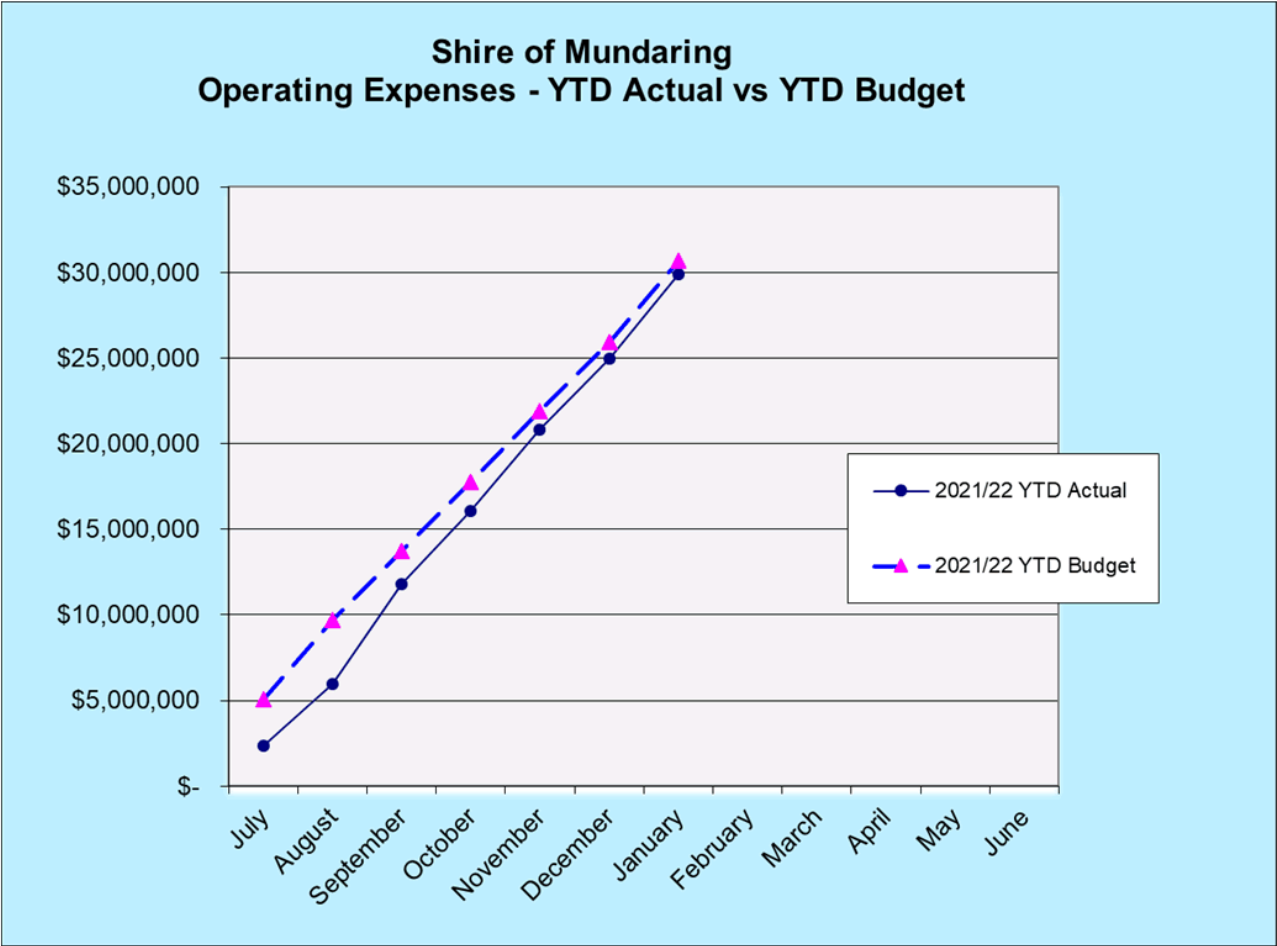
1. the closing position of the Shire for the period ending 31 January 2021 is a surplus of \$21,056,576 compared to the year to date budgeted surplus of \$16,661,662; and
2. the explanation of material variances in the Statement of Financial Activity contained in **Attachment 1**.

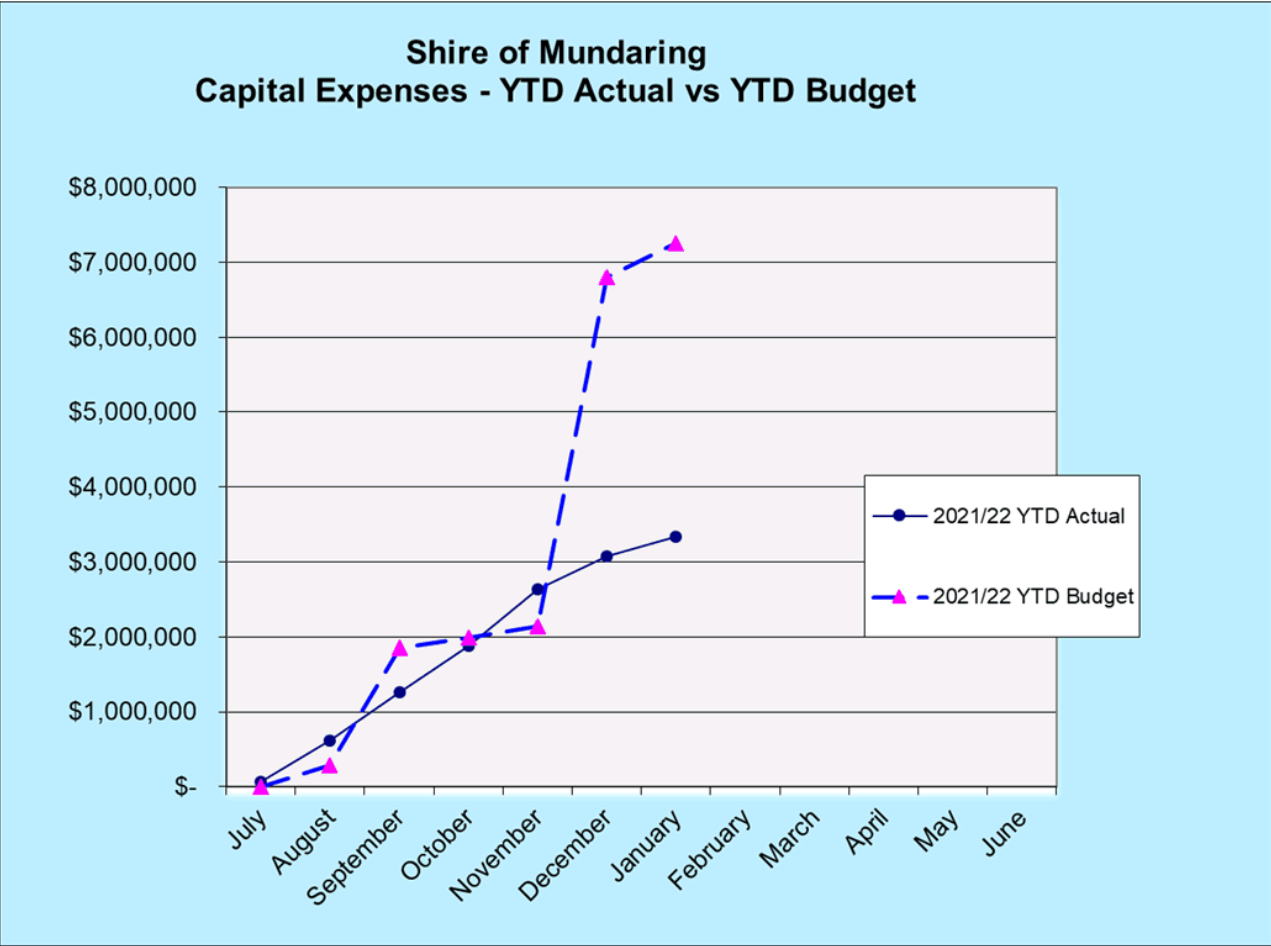
CARRIED 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil







**Shire of Mundaring
Statement of Financial Activity
for period ending 31 January 2022**

	2021/22 YTD Budget	2021/22 YTD Actuals	2021/22 BUDGET	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	4,119,290	4,204,936	4,119,290	85,646	2.1%
Revenue from operating activities					
General Purpose Funding - Rates	29,989,567	29,982,331	30,050,174	(7,236)	0.0%
General Purpose Funding - Other	938,580	950,374	1,767,750	11,794	1.3%
Governance	90,750	171,867	139,500	81,117	89.4%
Law, Order & Public Safety	297,226	1,119,223	597,900	821,997	276.6%
Health	62,612	68,964	75,200	6,352	10.1%
Education & Welfare	3,471,317	3,675,548	5,528,175	204,231	5.9%
Community Amenities	7,451,191	7,600,988	7,812,720	149,797	2.0%
Recreation and Culture	1,461,631	909,199	1,951,300	(552,432)	-37.8%
Transport	9,061	44,192	65,700	35,131	387.7%
Economic Services	188,793	228,293	267,900	39,500	20.9%
Other Property and Services	77,386	297,254	510,675	219,868	284.1%
Total	44,038,114	45,048,233	48,766,994	1,010,119	2.3%
Expenditure from operating activities					
General Purpose Funding	(383,383)	(355,087)	(645,372)	28,296	-7.4%
Governance	(3,437,686)	(3,317,475)	(5,496,594)	120,211	-3.5%
Law, Order & Public Safety	(1,579,287)	(1,786,667)	(2,606,643)	(207,380)	13.1%
Health	(491,427)	(436,904)	(804,465)	54,523	-11.1%
Education & Welfare	(4,741,624)	(4,446,915)	(7,813,695)	294,709	-6.2%
Community Amenities	(5,444,724)	(5,401,230)	(9,378,882)	43,494	-0.8%
Recreation and Culture	(6,548,055)	(6,293,440)	(10,940,168)	254,615	-3.9%
Transport	(6,328,139)	(6,520,835)	(10,993,593)	(192,696)	3.0%
Economic Services	(459,565)	(425,150)	(762,849)	34,415	-7.5%
Other Property and Services	(1,270,812)	(914,320)	(1,802,526)	356,492	-28.1%
Total	(30,684,702)	(29,898,023)	(51,244,787)	786,679	2.6%
Operating activities excluded from rate setting					
Depreciation on Assets	4,122,475	4,139,285	7,132,378	16,810	-0.4%
(Profit)/Loss on Disposal of Assets	586,521	2,192	(523,044)	(584,329)	99.6%
Deferred Rates Adjustment	-	80,320	-	80,320	100.0%
Movement Non-Current Assets	-	25,000	-	25,000	100.0%
Movement Non-Current Liabilities	-	-	-	-	0.0%
Amount attributable to operating activities	18,062,408	19,397,007	4,131,541	1,334,599	7.4%
Investing Activities					
Proceeds from Disposal of Assets	1,424,673	131,000	1,584,019	(1,293,673)	-90.8%
Grants and Contributions	1,209,850	1,011,914	3,013,308	(197,936)	-16.4%
Purchase Property, Plant & Equipment	(2,988,753)	(653,181)	(3,665,245)	2,335,572	-78.1%
Purchase Infrastructure	(4,259,034)	(2,681,650)	(7,341,712)	1,577,384	37.0%
Amount attributable to investing activities	(4,613,264)	(2,191,917)	(6,409,630)	2,421,347	-52.5%
Financing Activities					
Proceeds from New Debentures	-	-	-	-	0.0%
Repayment of Debentures	(408,432)	(345,792)	(700,169)	62,640	-15.3%
Principal Elements of Finance Lease Payments	-	-	(66,321)	-	0.0%
Transfers from Reserves	574,579	-	3,058,725	(574,579)	-100.0%
Transfers to Reserves	(1,072,919)	(7,658)	(3,525,809)	1,065,261	99.3%
Amount attributable to financing activities	(906,772)	(353,450)	(1,233,574)	553,322	61.0%
Closing Funding Surplus/(Deficit)	16,661,662	21,056,576	607,627	4,394,914	26.4%

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 2021/22 year is \$50,000 or 10% whichever is the greater.				
The material variance for expenses adopted by Council for the 2021/22 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	(7,236)	(0.0%)		Within Variance threshold.
General Purpose Funding - Other	11,794	1.3%		Within Variance threshold.
Governance	81,117	89.4%	Permanent	Sundry Income (\$47,096) and LGIS Refund (\$25,413) are greater than YTD Budget. Forecast has been adjusted in Mid-year budget review.
Law, Order & Public Safety	821,997	276.6%	Permanent	Grant for ESL Mitigation Activity Fund \$415,596 that was not budgeted for - forecast adjusted in Mid-year budget review. DRFAWA Reimbursement for the Wooroloo Bushfire \$225,912 - forecast adjusted in Mid-year Budget review. ESL Grant \$86,111 greater than YTD budget (Timing). Dog Registration fees \$84,709 greater than YTD Budget and Cat Registration fees \$11,084 greater than YTD Budget (YTD Budget incorrectly input as 100% June).
Health	6,352	10.1%		Within Variance threshold.
Education & Welfare	204,231	5.9%	Timing	Childcare Benefits income is \$210,016 greater than YTD Budget.
Community Amenities	149,797	2.0%	Permanent	Container Deposit Scheme is \$85,317 greater than YTD Budget (YTD Budget was split 50% December and 50% June - total budget for year is \$256,785). Annual waste charges revenue is \$53,825 greater than what was anticipated in the budget (based on forecast number of bin services). Forecasts have been adjusted in the Mid-year budget review.
Recreation and Culture	(552,432)	(37.8%)	Permanent	Profit on sale of land (Budget of \$650,000) will not be realised. Forecast adjusted in Mid-year budget review.
Transport	35,131	387.7%	Permanent	Mundaring Town Centre verge works recoup which is \$37,994 greater than YTD Budget, as this income not budgeted for. Forecast has been adjusted in Mid-year budget review.
Economic Services	39,500	20.9%	Timing	Building licence income \$31,977 greater than YTD Budget. Forecast has been adjusted in Mid-year Budget review - an additional \$10k for the whole year.
Other Property and Services	219,868	284.1%	Timing	Rent for Lot 299 Elmsfield Road, Midvale is \$236,956 greater than YTD Budget (100% of budget was inadvertently input to be received in June 2022 - \$392,675).

Expenditure from operating activities				
General Purpose Funding	28,296	(7.4%)		Within Variance threshold.
Governance	120,211	(3.5%)	Timing	Consultants YTD budget for Mundaring Town Centre Project of \$128,604 is unused at this point in time. Governance salaries \$56,847 less than YTD budget due to staff vacancy - subject to forecast adjustment in the Mid-year budget review.
Law, Order & Public Safety	(207,380)	13.1%	Permanent	DFES ESL Mitigation Fund Grant Expenditure of \$114,948 not budgeted for. Bushfire hazard abatement works \$79,335 greater than YTD Budget. Both have been adjusted in the Mid-year budget review.
Health	54,523	(11.1%)	Timing	Salaries \$18,078 less than YTD budget due to staff leave. Office expenses \$11,397 less than YTD budget. Contaminated Sites Investigation YTD budget \$17,500 unused at this stage.
Education & Welfare	294,709	(6.2%)	Timing	Community Engagement Salaries \$58,719 less than YTD Budget. Swan Children and Family Centre Clayton View salaries \$188,384 less than YTD Budget due to staff vacancies/timing of delivery of programs. Swan Child and Parent Centre Salaries \$29,675 less than YTD Budget due to staff vacancies.
Community Amenities	43,494	(0.8%)		Within Variance threshold.
Recreation and Culture	254,615	(3.9%)	Timing	Building maintenance and operating costs are \$74,669 less than YTD Budget. AFM Branch Library Salaries \$68,166 less than YTD Budget. Salaries Brown Park \$50,512 less than YTD Budget due to reduction of sporting teams - subject to forecast adjustment in the Mid-year budget review. Mundaring Historical Society Grant \$27,918 unused. Operating costs for Mount Helena Aquatic are \$16,589 less than YTD Budget.
Transport	(192,696)	3.0%	Timing	Actual costs of drainage maintenance program is \$66,803 greater than YTD Budget (YTD actual of \$595,744 total budget for year is \$906,740). Actual costs of gravel road maintenance program is \$44,585 greater than YTD Budget (YTD actual of \$220,747 total budget for year is \$302,000). Actual costs of road seal and shoulder maintenance program is \$159,628 greater than YTD Budget (YTD actual of \$554,047 total budget for year is \$685,000).
Economic Services	34,415	(7.5%)		Within Variance threshold.
Other Property and Services	356,492	(28.1%)	Timing	Pre-allocation of engineering overheads to jobs - impact \$406,469

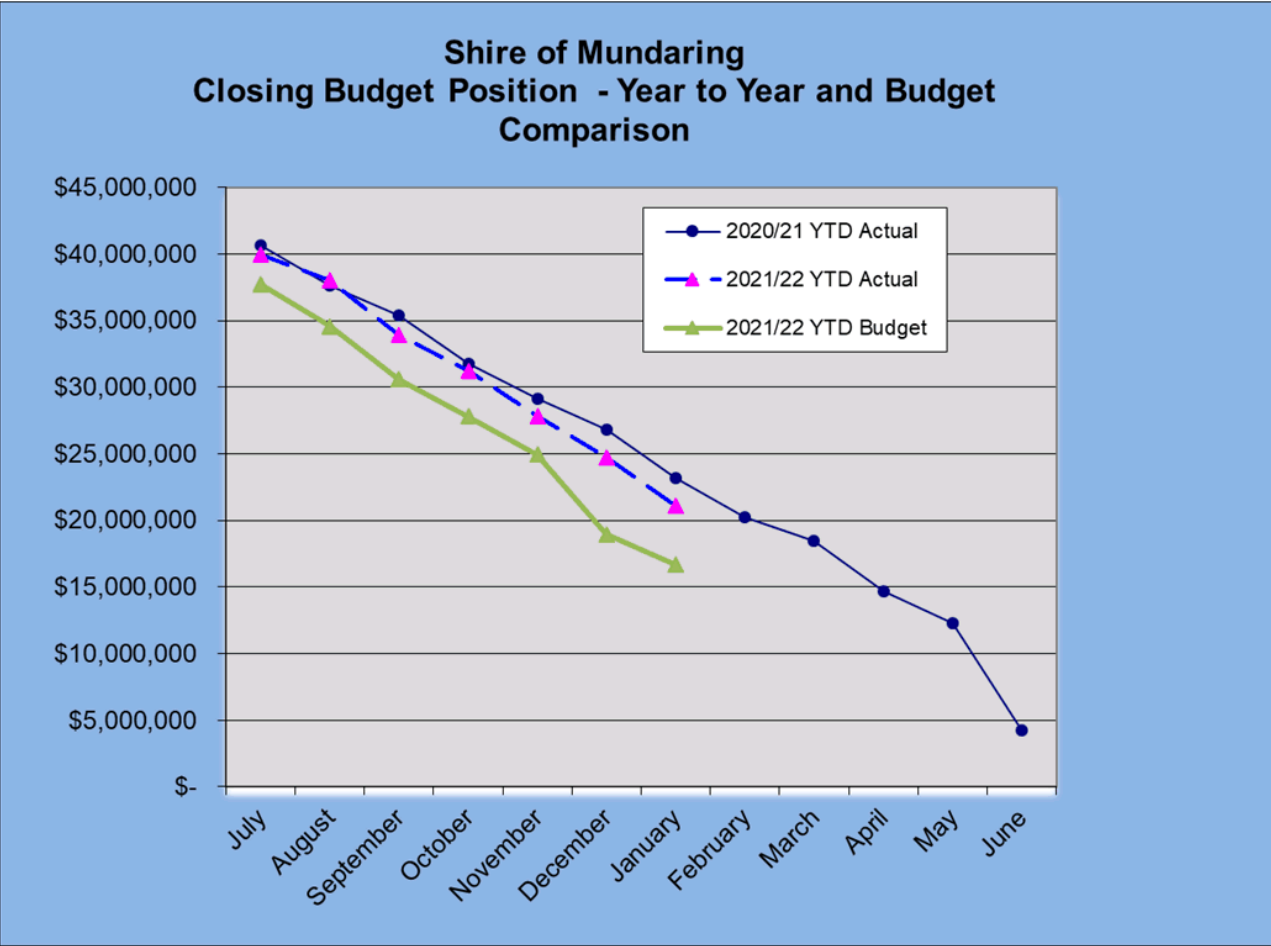
Operating activities excluded from rate setting				
Depreciation on Assets	16,810	(0.4%)		Within Variance threshold.
(Profit)/Loss on Disposal of Assets	(584,329)	99.6%	Permanent	Sale of Scott Street not proceeding, subject to adjustment in the Mid-year budget review.
Deferred Rates Adjustment	80,320	100.0%	Permanent	Relates to an unbudgeted movement in Deferred Rates for pensioners.
Movement Non-Current Assets	25,000	100.0%	Permanent	Relates to an unbudgeted repayment received for a community group loan (repaid sooner than anticipated).
Investing Activities				
Proceeds from Disposal of Assets	(1,293,673)	(90.8%)	Permanent	Sale of Scott Street not proceeding, subject to adjustment in the Mid-year budget review.
Grants and Contributions	(197,936)	(16.4%)	Timing	Relates to the timing of grant funding for Roads to Recovery, Metro Roads and Local Projects programs.
Purchase Property, Plant & Equipment	2,335,572	(78.1%)	Timing	Stoneville VBFB Building is \$747,792 less than YTD Budget. Disability access work \$300,000 less than YTD Budget as yet to comment. Plant replacement program is \$1,332,460 less than YTD budget.
Purchase Infrastructure	1,577,384	37.0%	Timing	YTD expenditure for infrastructure capital works is less than YTD budget. This is variance is spread across numerous projects.
Financing Activities				
Repayment of Debentures	62,640	(15.3%)	Timing	Variance due to timing; payment in February rather than January.
Transfers from Reserves	(574,579)	(100.0%)	Timing	No transfers required from reserves to the end of January.
Transfers to Reserves	1,065,261	99.3%	Permanent	Sale of Scott Street not proceeding, subject to adjustment in the Mid-year budget review. Majority of the other transfers to reserves will occur towards the later part of the financial year.

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.

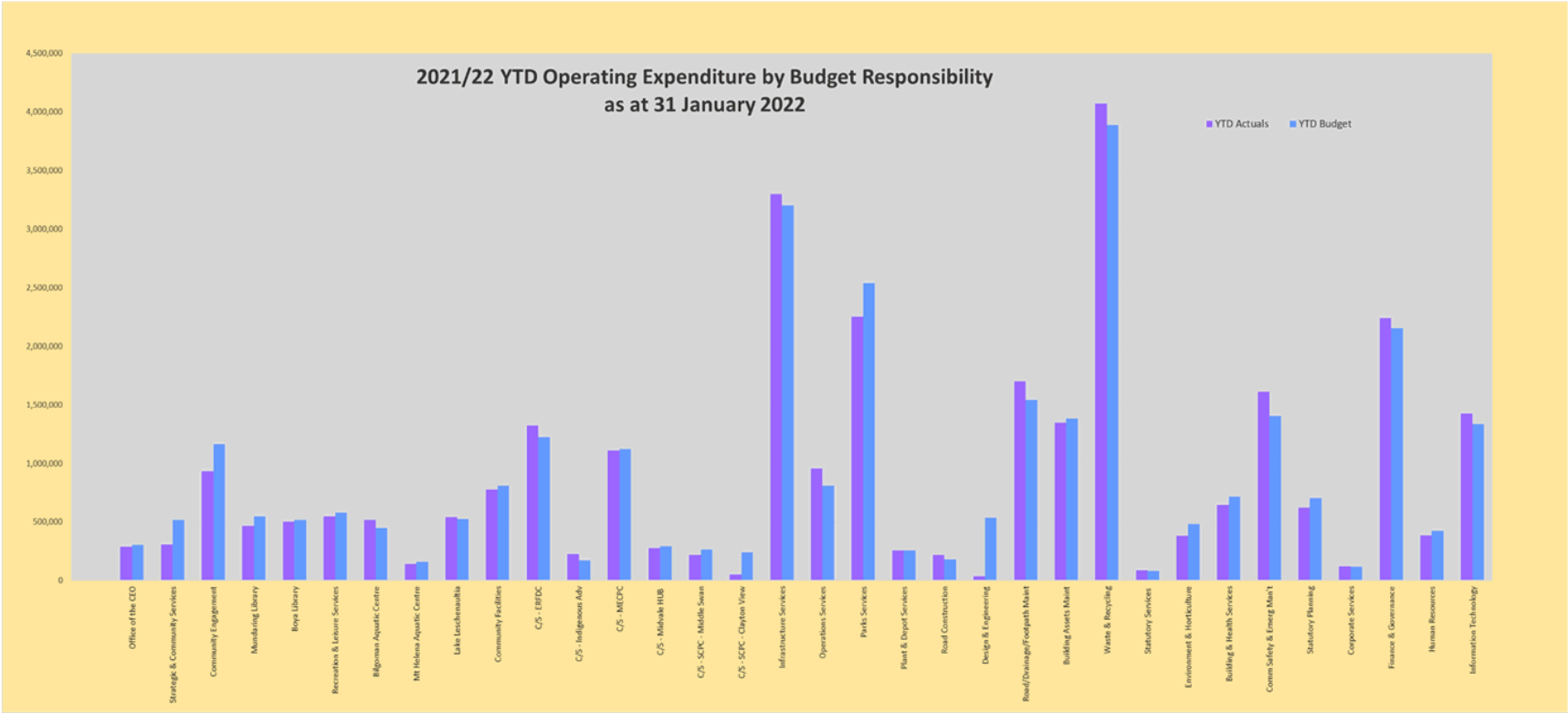
NET CURRENT ASSETS- BUDGET SURPLUS/(DEFICIT)

	Actual 31 January 2021	Actual 31 January 2022
CURRENT ASSETS		
Rates & Sanitation Debtors	8,750,610	9,035,488
Debtors	926,320	895,447
TOTAL RECEIVABLES - CURRENT	9,676,930	9,930,935
STOCK ON HAND	114,340	104,387
CASH ASSETS		
Municipal	19,610,451	18,436,726
Restricted Cash	27,399,779	32,075,327
Total Bank Accounts	47,010,230	50,512,053
TOTAL CURRENT ASSETS	56,801,500	60,547,375
CURRENT LIABILITIES		
Creditors	(4,655,122)	(6,487,077)
Borrowings - Current Portion	(666,777)	(700,169)
Lease Liability - Current Portion	(206,263)	(66,701)
Provisions	(3,738,093)	(3,597,489)
	(9,266,255)	(10,851,436)
NET CURRENT ASSETS	47,535,245	49,695,939
Less Reserve Funds	(25,193,406)	(29,406,233)
Add Current Loan Liability	666,777	700,169
Add Current Lease Liability	206,263	66,701
CLOSING BUDGET SURPLUS/(DEFICIT)	23,214,879	21,056,576



**YTD Operating Expenditure by Budget Responsibility
for period ending 31 January 2022**

	2021/22 YTD Actuals	2021/22 YTD Budget
Office of the CEO	287,806	303,711
Strategic & Community Services Directorate	307,363	518,148
Community Engagement	931,357	1,165,208
Mundaring Library	467,118	547,849
Boya Library	501,112	518,185
Recreation & Leisure Services	549,903	581,771
Bilgoman Aquatic Centre	516,441	446,756
Mt Helena Aquatic Centre	142,745	159,334
Lake Leschenaultia	542,247	526,039
Community Facilities	776,098	808,886
Children's Services - Eastern Region Family Day Care Scheme	1,323,346	1,225,800
Children's Services - Indigenous Advancement Strategy	227,139	173,422
Children's Services - Midvale Early Childhood & Parenting Centre	1,113,206	1,124,327
Children's Services - Midvale HUB Parenting Services	278,219	293,380
Children's Services - Swan Child and Parent Centre - Middle Swan	217,696	265,690
Children's Services - Swan Children and Family Centre - Clayton View	53,463	241,495
Infrastructure Services Directorate	3,297,861	3,203,665
Operations Services	956,377	810,576
Parks Services	2,251,396	2,540,551
Plant & Depot Services	259,453	259,403
Road Construction	220,747	179,081
Design & Engineering	37,486	536,430
Road/Drainage/Footpath Maintenance	1,699,599	1,543,849
Building Assets Maintenance	1,348,691	1,384,361
Waste & Recycling	4,072,292	3,889,244
Statutory Services Directorate	86,903	82,129
Environment & Horticulture	382,969	482,794
Statutory Building & Health Services	644,909	716,116
Community Safety & Emergency Management	1,610,660	1,406,080
Statutory Planning	620,778	704,511
Corporate Services Directorate	121,034	118,664
Finance & Governance (inc Elected Members Expenses)	2,240,115	2,154,556
Human Resources	386,960	425,570
Information Systems/Technology	1,424,533	1,336,537
Total	29,898,023	30,674,118
Totals from Statement of Financial Activity	(29,898,023)	(30,674,118)



SHIRE OF MUNDARING
INVESTMENT SUMMARY as at 31 January 2022

		Amount Invested	Interest Rate	Period of Investment		Investment Date	Maturity Date
MUNICIPAL FUNDS							
<u>Unrestricted Use Funds</u>							
1	Bendigo Investment Account (on Call)	2,801,102	0.10%	N/A		N/A	N/A
132	Suncorp Bank	3,832,947	0.33%	365	days	31-May-21	31-May-22
152	Suncorp Bank	3,000,000	0.30%	182	days	13-Sep-21	14-Mar-22
153	Bendigo	3,002,005	0.35%	151	days	13-Jan-22	13-Jun-22
154	NAB	3,002,019	0.46%	120	days	13-Dec-21	12-Apr-22
155	NAB	3,000,000	0.27%	150	days	13-Sep-21	10-Feb-22
Total		18,638,073					
RESTRICTED ASSET FUNDS							
<u>Restricted Use Funds</u>							
4	Bendigo Investment Account (on Call)	2,669,094	0.10%	N/A		N/A	N/A
Total		2,669,094					
TOTAL MUNI INVESTMENTS		21,307,168					
RESERVE FUNDS							
2	Bendigo Investment Account (on Call)	4,984,186	0.10%	N/A		N/A	N/A
60A	Bendigo	3,556,560	0.30%	273	days	21-Sep-21	21-Jun-22
107	ANZ	2,556,489	0.25%	365	days	30-Apr-21	30-Apr-22
108	ANZ	1,913,285	0.25%	365	days	16-Apr-21	16-Apr-22
127	NAB	3,918,808	0.35%	365	days	9-Apr-21	8-Apr-22
128	Westpac	4,945,393	0.27%	365	days	22-Mar-21	22-Mar-22
145	NAB	2,531,512	0.35%	332	days	1-Oct-21	29-Aug-22
147	Westpac	5,000,000	0.37%	365	days	15-Sep-21	15-Sep-22
TOTAL RESERVE INVESTMENTS		29,406,233					
TOTAL MUNI / RESERVE INVESTMENTS		50,713,401					
TRUST FUNDS							
<u>POS Funds</u>							
3	Bendigo Investment Account (on Call)	2,762,625	0.10%	N/A		N/A	N/A
TOTAL TRUST INVESTMENTS		2,762,625					

10.5 List of Payments for January 2022

File Code	FI.RPT 1
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Payments Between Meetings - January 2022 ↓

SUMMARY

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of January 2022 is presented to Council for noting.

BACKGROUND

Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from the Shire's Municipal and Trust Funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented

STATUTORY / LEGAL IMPLICATIONS

Regulation 13 of the Local Government (Financial Management) Regulations 1996 states:

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*

(a) *the payee's name;*

(b) *the amount of the payment;*

(c) *the date of the payment; and*

(d) *sufficient information to identify the transaction*

(3) *A list prepared under sub regulation (1) or (2) is to be –*

(a) *presented to council at the next ordinary meeting of the council after the list is prepared; and*

(b) *recorded in the minutes of that meeting*

POLICY IMPLICATIONS

AS-04 Purchasing Policy

FINANCIAL IMPLICATIONS

All payments have been made in accordance with the approved budget and reflects the effective and timely payment of the Shire's contractors and other creditors.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

SUSTAINABILITY IMPLICATIONS

Expenditure has been incurred in accordance with budget parameters, which have been structured on financial viability and sustainability principles

RISK IMPLICATIONS

Risk: Payments are not monitored against approved budget and delegation		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The monthly list of payments provides an open and transparent record of payments made under the CEO's approved delegation		

EXTERNAL CONSULTATION

Nil

COMMENT

Payments for the supply of goods and services utilised by the Shire's Children Services programs are fully funded by government grants/subsidies and user fees.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION		C9.03.22	
Moved by	Cr Daw	Seconded by	Cr Jeans

That Council notes the list of payments made during January 2022 (**Attachment 1**).

CARRIED 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil

PAYMENTS BETWEEN MEETINGS

The schedule of accounts paid for the month of January 2022 totals \$ **3,772,345.27** and includes:

- Municipal Cheques 200518 - 200520; and
- Electronic Funds Transfers.

Schedule of Accounts:

	Amounts \$	Total \$
MUNICIPAL ACCOUNT		
MUNICIPAL CHEQUE PAYMENTS	564.80	
EFT PAYMENTS	2,544,362.07	
EFT PAYROLL PAYMENTS	1,050,049.38	
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	16,609.07	
NATIONAL AUSTRALIA BANK (CARD FEES)	55.00	
FLEETCARE FUEL PAYMENTS	7,489.38	
BENDIGO MERCHANT BANK FEES	3,925.21	
BENDIGO DIRECT DEBIT FEES (incl. FTS)	391.97	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	17,260.10	
COMMONWEALTH BANK – BPOINT FEES	730.31	
KONICA MINOLTA – PRINTER LEASE	3,414.52	
WA TREASURY CORPORATION	126,408.96	
RMS – LAKES MONTHLY LICENCE FEE	169.40	
RMS – MONTHLY SMS FEES	50.51	
WEX MOTORPASS	512.22	
QIKKIDS – FEES	239.62	
WINDCAVE – MERCHANT FEES	112.75	
TOTAL MUNICIPAL ACCOUNT		3,772,345.27
TRUST ACCOUNT		0.00
TOTAL ALL SCHEDULES		3,772,345.27

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2022

Date	Reference	Payee	Description	Amount	Total
Cheque Details					
10/01/2022	00200518	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 94.40
10/01/2022	PETTY CASH		PETTY CASH REIMBURSEMENT - LAKE LESCHENAULTIA	\$ 94.40	
17/01/2022	00200519	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 46.40
17/01/2022	PETTY CASH		PETTY CASH REIMBURSEMENT - LAKE LESCHENAULTIA	\$ 46.40	
31/01/2022	00200520	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 424.00
31/01/2022	PETTY CASH		PETTY CASH REIMBURSEMENT - ADMIN	\$ 424.00	
Total Confirmation Cheques				\$ 564.80	\$ 564.80
Electronic Funds Transfer					
06/01/2022	3024.14320-01	Mr D J Owen	REFUND		\$ 2,400.00
06/01/2022	Refund		RATES REFUND	\$ 2,400.00	
06/01/2022	3024.14321-01	Mrs H G Burrows	REFUND		\$ 840.00
06/01/2022	Refund		RATES REFUND	\$ 840.00	
06/01/2022	3025.11205-01	Mr J S Martin	COUNCILLOR ALLOWANCE		\$ 6,804.25
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 2,324.33	
06/01/2022	ALLOWANCE		ENTITLEMENTS FOR JANUARY 2022	\$ 4,479.92	
06/01/2022	3025.11210-01	Mr D A Jeans	COUNCILLOR ALLOWANCE		\$ 2,088.09
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2022	\$ 291.67	
06/01/2022	3025.11587-01	Mrs N D Zlatnik	COUNCILLOR ALLOWANCE		\$ 1,796.42
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	3025.11784-01	Mrs A E Collins	COUNCILLOR ALLOWANCE		\$ 2,088.09
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2022	\$ 291.67	
06/01/2022	3025.13101-01	Mr M D Corica	COUNCILLOR ALLOWANCE		\$ 2,088.09
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2022	\$ 291.67	
06/01/2022	3025.13109-01	Mr S A Cuthbert	COUNCILLOR ALLOWANCE		\$ 2,088.09
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2022	\$ 291.67	
06/01/2022	3025.14220-01	Ms K Beale	COUNCILLOR ALLOWANCE		\$ 1,796.42
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	3025.14221-01	Mrs P McNeil	COUNCILLOR ALLOWANCE		\$ 2,916.42
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	DSP ALLOWANCE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,120.00	
06/01/2022	3025.14222-01	Mr L W Ellery	COUNCILLOR ALLOWANCE		\$ 1,796.42
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	3025.14236-01	Mrs J E Cicchini	COUNCILLOR ALLOWANCE		\$ 1,796.42
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	3025.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 2,088.09
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
06/01/2022	ICT ALLOWANCE		ENTITLEMENTS FOR JANUARY 2022	\$ 291.67	
06/01/2022	3025.8924-01	Ms P A Cook	COUNCILLOR ALLOWANCE		\$ 1,796.42
06/01/2022	MEETING FEE		ENTITLEMENTS FOR JANUARY 2022	\$ 1,796.42	
05/01/2022	3026.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 14,236.37
06/01/2022	050122		CARE GIVER SUBSIDIES	\$ 14,236.37	
06/01/2022	3027.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 26,888.54
06/01/2022	301221		CARE GIVER SUBSIDIES	\$ 26,888.54	
10/01/2022	3028.10704-01	Middendorp Electric Company Pty Ltd	ELECTRICAL SERVICES		\$ 775.30
21/12/2021	98 A38152		ELECTRICAL COMPONENTS - LIGHTING TOWERS CHIDLOW SKATE PARK	\$ 775.30	
10/01/2022	3028.10881-01	Alseo Pty Ltd	FIRST AID REPLENISHMENT		\$ 1,825.91
06/01/2022	CPER2191671		SERVICING SANITARY & NAPPY UNITS	\$ 74.84	
06/01/2022	CPER2191680		SERVICING SANITARY & NAPPY UNITS	\$ 599.37	
06/01/2022	CPER2191688		FIRST AID REPLENISHMENT - FIRE BRIGADE APPLIANCES	\$ 383.90	
07/01/2022	CPER2191677		FIRST AID REPLENISHMENT - FIRE BRIGADE APPLIANCES	\$ 383.90	
07/01/2022	CPER2191670		FIRST AID REPLENISHMENT - FIRE BRIGADE APPLIANCES	\$ 383.90	
10/01/2022	3028.11017-01	Sapio Pty Ltd	ALARM MONITORING		\$ 394.53
17/12/2021	SP194159		REPLACE WIRELESS ALARM DEVICE - HUB OF THE HILLS	\$ 394.53	
10/01/2022	3028.11135-01	Frontline Fire & Rescue (Bluesteel Enterprises)	EQUIPMENT PURCHASES		\$ 285.65
22/12/2021	72909		EQUIPMENT PURCHASES	\$ 285.65	
10/01/2022	3028.11359-01	FE TECHNOLOGIES PTY LTD	ANNUAL MAINTENANCE		\$ 4,070.00
07/01/2022	SVIP024242		ANNUAL MAINTENANCE	\$ 4,070.00	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2022

Date	Reference	Payee	Description	Amount	Total
10/01/2022	3028.11473-01	Choices Flooring By Gundry's (Gundry Family	FLOORING		\$ 15,982.00
07/01/2022	303448		SUPPLY & INSTALL EXPANSION TRIM FLOORING - BOYA LIBRARY	\$ 15,982.00	
10/01/2022	3028.11474-01	Swan Valley Fresh (Vendor Management Solution	PROVISIONS FOR REFLECTIONS CAFE		\$ 199.79
07/01/2022	00035187		PROVISIONS FOR REFLECTIONS CAFE	\$ 199.79	
10/01/2022	3028.12-01	Department of Human Services - Child Support	CHILD SUPPORT PAYMENT		\$ 50.00
02/01/2022	PY02-14-CHILD SU		CHILD SUPPORT PAYMENT	\$ 50.00	
10/01/2022	3028.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 4,219.83
08/01/2022	C INV 583209		TEMP STAFF - DEPOT	\$ 1,854.94	
08/01/2022	C INV 583207		TEMP STAFF - DEPOT	\$ 2,364.89	
10/01/2022	3028.12185-01	Biobean Coffee Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 1,337.85
22/12/2021	00003889		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,300.85	
22/12/2021	00003838		PROVISIONS FOR REFLECTIONS CAFE	\$ 37.00	
10/01/2022	3028.12310-01	The Goods Australia	CLEANING CHEMICALS		\$ 474.05
17/12/2021	188179		CLEANING CHEMICALS - BILGOMAN AQUATIC CENTRE	\$ 474.05	
10/01/2022	3028.12336-01	MBC Trees and Bobcat	MITIGATION WORKS		\$ 15,262.50
06/01/2022	979-2021		MITIGATION WORKS - R23165 LESCHENAUPTIA PL CHIDLOW	\$ 15,262.50	
10/01/2022	3028.12579-01	Mr V Crowe	LANDSCAPE & CLEANING SERVICES		\$ 1,080.00
07/01/2022	1849		LANDSCAPE SERVICES	\$ 210.00	
07/01/2022	1850		CLEANING SERVICES	\$ 210.00	
07/01/2022	1851		LANDSCAPE SERVICES & TIP FEES	\$ 290.00	
07/01/2022	1852		LANDSCAPE SERVICES & TIP FEES	\$ 370.00	
10/01/2022	3028.12679-01	Roy Gripske & Sons Pty Ltd	PARTS		\$ 365.59
21/12/2021	829739		SUPPLY DIAMOND EDGE TRIMMER LINE	\$ 365.59	
10/01/2022	3028.12848-01	Halytech Pty Ltd	PARTS		\$ 4,901.60
06/01/2022	25225		SUPPLY TRANSMITTER & RECEIVER FOR HALYTECH CONTROL	\$ 4,901.60	
10/01/2022	3028.12866-01	From Scratch Small Event Catering	PROVISIONS FOR REFLECTIONS CAFE		\$ 122.00
07/01/2022	1607		PROVISIONS FOR REFLECTIONS CAFE	\$ 122.00	
10/01/2022	3028.12899-01	NAPA (A Division of GPC Asia Pacific Pty Ltd)	WORKSHOP CONSUMABLES		\$ 415.20
22/12/2021	1320187208		SUPPLY OIL CARTRIDGE FILTERS FOR P2480 & P727	\$ 46.75	
22/12/2021	1320187970		ASSORTED FILTERS FOR P2478, P2489, P2479, P2471 & P4794	\$ 131.18	
22/12/2021	1320187450		SUPPLY OF WORKSHOP CONSUMABLES	\$ 13.97	
22/12/2021	1320187944		ASSORTED FILTERS FOR P2478, P2489, P2479 & P2471	\$ 162.80	
23/12/2021	1320187894		SUPPLY OF WORKSHOP CONSUMABLES	\$ 60.50	
10/01/2022	3028.12944-01	Avon Tree Management (Kajanni Pty Ltd)	HAZARD REDUCTION WORK		\$ 1,617.00
07/01/2022	426		HAZARD REDUCTION WORK - MARLOO RD/THEATRE GREENMOUNT	\$ 1,617.00	
10/01/2022	3028.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		\$ 7,899.72
08/01/2022	00027183		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 5,100.25	
08/01/2022	00027184		TRAFFIC MANAGEMENT SERVICES - CASINO RD GLEN FORREST	\$ 2,799.47	
10/01/2022	3028.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 10,512.16
02/01/2022	PY01-14-OTHER		PAYROLL DEDUCTION	\$ 100.00	
02/01/2022	PY01-14-Private		PAYROLL DEDUCTION	\$ 624.00	
02/01/2022	PY01-14-Buy Addl		PAYROLL DEDUCTION	\$ 1,655.34	
02/01/2022	PY01-14-Novated		PAYROLL DEDUCTION	\$ 2,749.32	
02/01/2022	PY01-14-Novated		PAYROLL DEDUCTION	\$ 2,762.15	
02/01/2022	PY01-14-Novated		PAYROLL DEDUCTION	\$ 973.46	
02/01/2022	PY02-14-Private		PAYROLL DEDUCTION	\$ 312.00	
02/01/2022	PY02-14-Buy Addl		PAYROLL DEDUCTION	\$ 608.17	
02/01/2022	PY01-14-Novated		PAYROLL DEDUCTION	\$ 729.72	
10/01/2022	3028.13053-01	Perth Elevators (Perth Building Services Pty Ltd	MAINTENANCE		\$ 522.50
14/12/2021	0064		QUARTERLY MAINTENANCE INSPECTION - MUNDARING ARENA ELEVATOR	\$ 522.50	
10/01/2022	3028.13101-01	Mr M D Corica	REIMBURSEMENT		\$ 26.31
10/01/2022	TRAVEL		TRAVEL REIMBURSEMENT 28KM ON 14/12/2021	\$ 26.31	
10/01/2022	3028.13124-01	Rebecca De Vries Photography	PHOTOGRAPHY SERVICES		\$ 250.00
07/01/2022	20211111		PHOTOGRAPHY SERVICES - CONNECTING COMMUNITY EXPO	\$ 250.00	
10/01/2022	3028.13208-01	Fire Protection Services WA Pty Ltd	FIRE & EMERGENCY SERVICES MAINTENANCE		\$ 1,127.54
07/01/2022	00008621		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 518.87	
07/01/2022	00008620		FIRE & EMERGENCY SERVICES MAINTENANCE - BOYA COMMUNITY CENTRE	\$ 478.96	
07/01/2022	00008628		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 129.71	
10/01/2022	3028.13268-01	Department of Human Services - The Collector	CENTRELINK		\$ 41.35
02/01/2022	PY01-14-Centrel		PAYROLL DEDUCTION	\$ 41.35	
10/01/2022	3028.13480-01	The Trustee for Bellbrook Cleaning	CLEANING		\$ 66,960.87
07/01/2022	INV-12988		CLEANING SERVICES - BOYA LIBRARY	\$ 254.10	
07/01/2022	INV-12989		CLEANING SERVICES - SWAN VIEW YOUTH CLUB	\$ 165.00	
07/01/2022	INV-12865		CLEANING SERVICES - SEPTEMBER 2021	\$ 66,541.77	

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Date	Reference	Payee	Description	Amount	Total
10/01/2022	3028.13486-01	Pestpro (Cleanpro Work Place Services Pty Ltd	PEST CONTROL		\$ 550.00
22/12/2021	INV1488		PEST CONTROL - SCOTT STREET BRIDGE	\$ 550.00	
10/01/2022	3028.13564-01	Marsh Pty Ltd	STAFF TRAINING		\$ 6,545.00
07/01/2022	060-1358430		WORKPLACE EMERGENCY EVACUATION DIAGRAM SERVICE	\$ 6,545.00	
10/01/2022	3028.13609-01	WA Treeworks (D & TL Barker Nominees Pty Ltd	TREE WATERING SERVICE		\$ 13,148.52
07/01/2022	20017		TREE WATERING SERVICE - MAINTENANCE	\$ 3,999.80	
07/01/2022	20056		TREE WATERING SERVICE - DECEMBER 2021	\$ 9,148.92	
10/01/2022	3028.13802-01	Construction Forestry Mining Energy	PAYROLL DEDUCTION		\$ 80.00
02/01/2022	PY02-14-CFMEU		PAYROLL DEDUCTION	\$ 80.00	
10/01/2022	3028.13860-01	Miss T Huston	BOOKS		\$ 192.00
07/01/2022	018		SUPPLY 10 COPIES OF BIRDS OF THE PERTH HILLS BOOK	\$ 192.00	
10/01/2022	3028.13866-01	Booktopia Pty Ltd	BOOKS		\$ 198.66
22/12/2021	18014388		BOOK STOCK - AFM LIBRARY	\$ 198.66	
10/01/2022	3028.13879-01	One Tree Community Services Inc	STAFF TRAINING		\$ 144.90
17/12/2021	2699		STAFF TRAINING - CERT III IN EARLY CHILDHOOD EDUCATION	\$ 144.90	
10/01/2022	3028.14013-01	Eastern Hills Chainsaws & Mowers Pty Ltd	EQUIPMENT REPAIRS		\$ 40.00
07/01/2022	47770		SHARPEN CHAIN ON SAW & SPARE CHAIN - FIRE PROTECTION	\$ 40.00	
10/01/2022	3028.14073-01	Tony's House of Tender Meats (GK & KS Fraser	FOOD		\$ 315.26
07/01/2022	12368		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 315.26	
10/01/2022	3028.14074-01	Midland Supa IGA (The Trustee for Pham United	CATERING		\$ 108.87
22/12/2021	04/7623		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 108.87	
10/01/2022	3028.14198-01	Market Creations Agency Pty Ltd	DESIGN FEES/COSTS		\$ 990.00
07/01/2022	HQ35-5		WEBSITE DESIGN & DEVELOPMENT	\$ 990.00	
10/01/2022	3028.14221-01	Mrs P McNeil	REIMBURSEMENT		\$ 567.00
07/01/2022	TRAVEL		TRAVEL REIMBURSEMENT 603.4KM 01/12/2021 TO 27/12/2021	\$ 567.00	
10/01/2022	3028.14313-01	Ms M Bowie	HERITAGE CONSULTATION		\$ 500.00
07/01/2022	1		HERITAGE CONSULTATION - BROZ PARK RESTORATION HELENA RIVER	\$ 500.00	
10/01/2022	3028.14314-01	Ms G Corunna	HERITAGE CONSULTATION		\$ 500.00
07/01/2022	1		HERITAGE CONSULTATION - BROZ PARK RESTORATION HELENA RIVER	\$ 500.00	
10/01/2022	3028.14315-01	Mr K Garlett	HERITAGE CONSULTATION		\$ 500.00
07/01/2022	1		HERITAGE CONSULTATION - BROZ PARK RESTORATION HELENA RIVER	\$ 500.00	
10/01/2022	3028.14316-01	Ms B Bropho	HERITAGE CONSULTATION		\$ 500.00
07/01/2022	1		HERITAGE CONSULTATION - BROZ PARK RESTORATION HELENA RIVER	\$ 500.00	
10/01/2022	3028.145-01	Schweppes Australia Pty Ltd (Asahi Beverages	KIOSK SUPPLIES		\$ 768.15
17/12/2021	9010030824		KIOSK SUPPLIES	\$ 507.05	
17/12/2021	9010030828		KIOSK SUPPLIES - WATER	\$ 261.10	
10/01/2022	3028.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 352.00
07/01/2022	00020361		SECURITY EXPENSES	\$ 352.00	
10/01/2022	3028.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 51,771.48
06/01/2022	EMRC42964		TRANSFER STATION FEES	\$ 49,623.73	
06/01/2022	EMRC43003		TRANSFER STATION FEES	\$ 2,147.75	
10/01/2022	3028.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 157,744.00
02/01/2022	PY01-14-Deputy C		PAYROLL DEDUCTION	\$ 136,012.00	
02/01/2022	PY02-14-Deputy C		PAYROLL DEDUCTION	\$ 21,732.00	
10/01/2022	3028.253-01	Lo-Go Appointments	TEMP STAFF		\$ 676.17
07/01/2022	00425119		TEMP STAFF - RATES OFFICER	\$ 676.17	
10/01/2022	3028.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 634.88
16/12/2021	SIN-3480448		UNIFORMS - CHIDLOW VBFB	\$ 36.50	
16/12/2021	SIN-3480443		UNIFORMS - CHIDLOW VBFB	\$ 196.55	
16/12/2021	SIN-3479196		UNIFORMS - DARLINGTON VBFB	\$ 151.78	
17/12/2021	SIN-3481147		UNIFORMS - DARLINGTON VBFB	\$ 151.78	
17/12/2021	SIN-3481046		UNIFORMS - WOOROLOO VBFB	\$ 98.27	
10/01/2022	3028.2743-01	Access Office Industries	OFFICE FURNITURE		\$ 2,570.92
10/01/2022	94194		OFFICE FURNITURE	\$ 1,207.80	
10/01/2022	94511		OFFICE FURNITURE	\$ 1,363.12	
10/01/2022	3028.336-01	Fasta Courier Service	COURIER SERVICES		\$ 119.48
07/01/2022	258733		COURIER SERVICES	\$ 119.48	
10/01/2022	3028.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	COURIER SERVICES		\$ 41.71
16/12/2021	0507-S364420		COURIER SERVICES	\$ 41.71	
10/01/2022	3028.396-01	Modern Teaching Aids Pty Ltd	TOYS		\$ 1,100.99
07/01/2022	44595058		RESOURCES FOR ROOMS - MECPC	\$ 1,100.99	

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10/01/2022	3028.397-01	J. Blackwood & Son Pty Ltd	PART 5		\$ 393.89
21/12/2021	PE4031CI		SUPPLY ASSORTED ITEMS FOR STORES	\$ 170.94	
23/12/2021	PE4032CI		SUPPLY ASSORTED ITEMS FOR STORES	\$ 148.15	
23/12/2021	PE4033CI		SUPPLY ASSORTED ITEMS FOR STORES	\$ 74.80	
10/01/2022	3028.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 752.20
02/01/2022	PY01-14-HIF		PAYROLL DEDUCTION	\$ 752.20	
10/01/2022	3028.4433-01	Marketforce Pty Ltd	ADVERTISING		\$ 708.01
07/01/2022	42051		ADVERTISING	\$ 375.11	
07/01/2022	42052		ADVERTISING	\$ 332.90	
10/01/2022	3028.452-01	Mahogany Building & Design	MAINTENANCE		\$ 445.50
06/01/2022	INV0353		MAINTENANCE - MORGAN JOHN MORGAN PUBLIC TOILETS	\$ 44.00	
06/01/2022	INV0354		MAINTENANCE - MT HELENA PUBLIC TOILETS	\$ 77.00	
06/01/2022	INV0355		MAINTENANCE - CHIDLOW PUBLIC TOILETS	\$ 121.00	
06/01/2022	INV0356		MAINTENANCE - CHIDLOW CARDCOURTS	\$ 88.00	
06/01/2022	INV0357		MAINTENANCE - SCULPTURE PARK PUBLIC TOILETS	\$ 115.50	
10/01/2022	3028.4560-01	Flexi Staff Pty Ltd	TEMP STAFF		\$ 2,420.28
06/01/2022	10016248		TEMP STAFF - DEPOT	\$ 2,420.28	
10/01/2022	3028.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		\$ 153.73
07/01/2022	00024155		SECURITY EXPENSES	\$ 30.75	
07/01/2022	00024198		SECURITY EXPENSES	\$ 122.98	
10/01/2022	3028.509-01	Work Clobber	WORK CLOTHES		\$ 333.00
06/01/2022	MD534331		WORK CLOTHES	\$ 333.00	
10/01/2022	3028.5143-01	G & S Industries	LIGHT FITTINGS		\$ 2,261.91
21/12/2021	22529		SUPPLY 2 X RABOLT CAGES	\$ 2,261.91	
10/01/2022	3028.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
02/01/2022	PY01-14-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
02/01/2022	PY02-14-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
10/01/2022	3028.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 170.00
02/01/2022	PY01-14-MUNDARIN		PAYROLL DEDUCTION	\$ 170.00	
10/01/2022	3028.6423-01	Australian Training Management	STAFF TRAINING		\$ 450.00
16/12/2021	00020715		FIRST AID TRAINING - 3 X MUNDARING LIBRARY STAFF	\$ 450.00	
10/01/2022	3028.6732-01	Relationships Australia Western Australia	EMPLOYEE ASSISTANCE PROGRAM		\$ 176.00
06/01/2022	00386070		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
10/01/2022	3028.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 691.40
17/12/2021	10213944		RETICULATION PARTS	\$ 214.40	
21/12/2021	10214038		RETICULATION PARTS	\$ 477.00	
10/01/2022	3028.6879-01	Chidlow Chatter	ADVERTISING		\$ 90.00
16/12/2021	00004655		ADVERTISING - MT HELENA AQUATIC CENTRE	\$ 90.00	
10/01/2022	3028.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 225.10
02/01/2022	PY01-14-AUSTRALI		PAYROLL DEDUCTION	\$ 95.60	
02/01/2022	PY02-14-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
10/01/2022	3028.7489-01	Sparks Refrigeration & Airconditioning	ELECTRICAL SERVICES		\$ 1,644.50
16/12/2021	INV-2379		REPAIR AIR-CONDITIONER - DARLINGTON FIRE BRIGADE BUILDING	\$ 132.00	
16/12/2021	INV-2383		REPAIR WATER LEAK - MUNDARING ARENA	\$ 434.50	
17/12/2021	INV-2380		REMOVE & CLEAN FILTERS ON FCU UNITS - ADMIN BUILDING	\$ 792.00	
23/12/2021	INV-2384		REPAIR REFLECTIONS CAFE COOLROOM FREEZING UP	\$ 286.00	
10/01/2022	3028.7590-01	PFD Food Services Pty Ltd	KIOSK SUPPLIES		\$ 12,126.60
07/01/2022	LA900935		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,358.70	
07/01/2022	LA826122		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,797.05	
07/01/2022	LA843714		KIOSK SUPPLIES	\$ 645.90	
07/01/2022	LA843717		KIOSK SUPPLIES	\$ 952.95	
07/01/2022	LA860076		KIOSK SUPPLIES	\$ 971.10	
07/01/2022	LA860081		KIOSK SUPPLIES	\$ 965.50	
07/01/2022	LA891018		KIOSK SUPPLIES	\$ 1,242.05	
17/12/2021	LA736488		KIOSK SUPPLIES	\$ 2,831.80	
22/12/2021	LA749124		PROVISIONS FOR REFLECTIONS CAFE	\$ 1,361.55	
10/01/2022	3028.7633-01	Sealanes	BOTTLED WATER FOR BRIGADES		\$ 766.20
16/12/2021	F6398451		BOTTLED WATER FOR BRIGADES	\$ 766.20	
10/01/2022	3028.7807-01	Water Installations	QUARTERLY SERVICING		\$ 259.90
06/01/2022	00020780		QUARTERLY SERVICING TREATMENT SYSTEM - MORGAN JOHN MORGAN	\$ 110.00	
06/01/2022	00020774		QUARTERLY SERVICING TREATMENT SYSTEM - MT HELENA PAVILION	\$ 149.90	
10/01/2022	3028.80-01	Bunnings Group Limited	HARDWARE		\$ 219.29
17/12/2021	2440/01282386		HARDWARE ITEMS	\$ 194.61	
17/12/2021	2440/00834369		HARDWARE ITEMS	\$ 24.68	

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10/01/2022	3028.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 41.00
02/01/2022	PY02-14-LGRCEU		PAYROLL DEDUCTION	\$ 41.00	
10/01/2022	3028.8275-01	E Fire & Safety	SERVICING OF FIRE EQUIPMENT		\$ 4,587.00
22/12/2021	555768		5 YEAR FIRE EXTINGUISHERS PRESSURE TEST EXCHANGES	\$ 2,904.00	
23/12/2021	555769		6 MONTHLY SERVICING OF FIRE EQUIPMENT	\$ 1,683.00	
10/01/2022	3028.8374-01	Natural Area Holdings P/L T/A Natural Area	HAZARD REDUCTION WORKS		\$ 5,115.00
21/12/2021	00016688		WEED CONTROL - VARIOUS LOCATIONS	\$ 3,712.50	
07/01/2022	00016618		HAZARD REDUCTION WORKS - R32484 ELLIOT RD MT HELENA	\$ 1,402.50	
10/01/2022	3028.9273-01	Perth Rollershutters (The Trustee for the MF Trust	ROLLER SHUTTER REPAIRS		\$ 473.00
07/01/2022	INV-8625		REPAIR ROLLER SHUTTER DOORS - REFLECTIONS CAFE	\$ 473.00	
10/01/2022	3028.9698-01	Managed System Services Pty Ltd	IT HARDWARE		\$ 82,296.68
07/01/2022	INV-7404		HPE VMWARE VSPHERE ENTERPRISE SOFTWARE SUPPORT	\$ 27,681.50	
07/01/2022	INV-7403		HPE VMWARE VSPHERE STANDARD 1 PROCESSOR 1YEAR LICENCE	\$ 54,615.18	
10/01/2022	3028.9769-01	Japanese Truck & Bus Spares	PARTS		\$ 5,947.15
21/12/2021	428940		SUPPLY BRAKE SHOES FOR P267	\$ 4,840.00	
22/12/2021	428770		BRAKE PARTS FOR P267	\$ 1,107.15	
10/01/2022	3029.14322-01	Mr S J Mayne	REIMBURSEMENT		\$ 60.00
10/01/2022	REIMBURSEMENT		REIMBURSEMENT FOR HAT EXPENSES	\$ 60.00	
10/01/2022	3029.14323-01	Mrs PJ Devlin	CROSSOVER CONTRIBUTION		\$ 575.00
10/01/2022	X-OVER		CROSSOVER CONTRIBUTION - SWAN VIEW RD SWAN VIEW	\$ 575.00	
10/01/2022	3029.174-01	Synergy	ELECTRICITY		\$ 7,229.38
07/01/2022	7484541121		ELECTRICITY	\$ 10.01	
22/12/2021	3011349923		ELECTRICITY	\$ 112.83	
22/12/2021	5035029810		ELECTRICITY	\$ 1,067.06	
22/12/2021	5035029115		ELECTRICITY	\$ 129.48	
22/12/2021	5059324411		ELECTRICITY	\$ 385.39	
22/12/2021	8809985121		ELECTRICITY	\$ 1,170.87	
22/12/2021	9816910820		ELECTRICITY	\$ 780.31	
22/12/2021	1563279527		ELECTRICITY	\$ 560.31	
22/12/2021	5056988325		ELECTRICITY	\$ 988.62	
22/12/2021	2298437127		ELECTRICITY	\$ 112.28	
22/12/2021	5735349122		ELECTRICITY	\$ 1,162.66	
22/12/2021	5214128214		ELECTRICITY	\$ 159.86	
22/12/2021	8446589925		ELECTRICITY	\$ 309.19	
22/12/2021	8764232325		ELECTRICITY	\$ 279.61	
10/01/2022	3029.3599-01	Mr C F Blankley	REIMBURSEMENT		\$ 181.40
07/01/2022	REIMBURSEMENT		REIMBURSEMENT OF EXPENSES FOR BILGOMAN AQUATIC CENTRE	\$ 181.40	
10/01/2022	3029.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 116,805.29
10/01/2022	RUBBISH SERVICES		RUBBISH SERVICES 2021/2022	\$ 94,465.09	
10/01/2022	RUBBISH SERVICES		RUBBISH SERVICES 2021/2022	\$ 16,875.00	
08/01/2022	050122		FDC PARENT LEVY	\$ 5,465.20	
12/01/2022	3030.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 17,730.39
13/01/2022	120122		CARE GIVER SUBSIDIES	\$ 17,730.39	
13/01/2022	3031.34-01	Water Corporation	WATER RATES & FEES		\$ 13,915.26
13/01/2022	9004639478		WATER RATES & FEES	\$ 4,045.73	
13/01/2022	9004637480		WATER RATES & FEES	\$ 29.11	
13/01/2022	9004631724		WATER RATES & FEES	\$ 44.98	
13/01/2022	9004646034		WATER RATES & FEES	\$ 1,722.55	
13/01/2022	9004646782		WATER RATES & FEES	\$ 7,678.69	
13/01/2022	9004631716		WATER RATES & FEES	\$ 60.86	
13/01/2022	9009882418		WATER RATES & FEES	\$ 113.78	
13/01/2022	9004646790		WATER RATES & FEES	\$ 124.36	
13/01/2022	9004693298		WATER RATES & FEES	\$ 13.23	
13/01/2022	9004650204		WATER RATES & FEES	\$ 47.63	
13/01/2022	9004691428		WATER RATES & FEES	\$ 5.23	
13/01/2022	9010381397		WATER RATES & FEES	\$ 29.11	
17/01/2022	3032.119-01	Telstra	TELEPHONE		\$ 12,669.37
17/01/2022	2085568000		TELEPHONE CHARGES - DECEMBER 2021	\$ 12,669.37	
17/01/2022	3032.13414-01	Ms K J Van der Vuurst	REIMBURSEMENT		\$ 57.60
17/01/2022	REIMBURSEMENT		REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$ 57.60	
17/01/2022	3032.13495-01	Ms S Harlow	REIMBURSEMENT		\$ 106.98
17/01/2022	REIMBURSEMENT		REIMBURSEMENT OF RESOURCES FOR CHILDREN SERVICES EXPENSES	\$ 106.98	
17/01/2022	3032.14296-01	Perth Patio Magic	REFUND		\$ 147.00
17/01/2022	REFUND		REFUND - PLANNING APP FEE - GOLDEN ASH GARDENS HELENA VALLEY	\$ 147.00	

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17/01/2022	3032.174-01	Synergy	ELECTRICITY		\$ 1,900.39
07/01/2022	3310777127		ELECTRICITY	\$ 110.91	
07/01/2022	5068955212		ELECTRICITY	\$ 179.60	
07/01/2022	5125442514		ELECTRICITY	\$ 165.29	
07/01/2022	5087811715		ELECTRICITY	\$ 254.66	
07/01/2022	3625641925		ELECTRICITY	\$ 359.83	
07/01/2022	5603941927		ELECTRICITY	\$ 830.10	
17/01/2022	3032.3599-01	Mr C F Blankley	REIMBURSEMENT		\$ 314.20
17/01/2022	REIMBURSEMENT		REIMBURSEMENT OF EXPENSES FOR BILGOMAN & MT HELENA AQUATIC CENTRES	\$ 314.20	
17/01/2022	3032.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 6,929.10
13/01/2022	120122		FDC PARENT LEVY	\$ 6,929.10	
17/01/2022	3032.9462-01	Ms R L Farrands	REIMBURSEMENT		\$ 57.50
17/01/2022	REIMBURSEMENT		REIMBURSEMENT OF EXPENSES FOR CHILDREN SERVICES	\$ 57.50	
17/01/2022	3033.10807-01	Total Green Recycling Pty Ltd	E-WASTE ITEMS		\$ 1,162.13
13/01/2022	INV11146		COPPIN RD TRANSFER STATION - E-WASTE ITEMS	\$ 1,162.13	
17/01/2022	3033.10881-01	Alsco Pty Ltd	FIRST AID REPLENISHMENT		\$ 2,585.37
14/01/2022	CPER2191875		FIRST AID REPLENISHMENT	\$ 107.61	
14/01/2022	CPER2191872		FIRST AID REPLENISHMENT	\$ 30.33	
14/01/2022	CPER2191873		FIRST AID REPLENISHMENT	\$ 116.03	
14/01/2022	CPER2191866		FIRST AID REPLENISHMENT	\$ 30.33	
14/01/2022	CPER2191865		FIRST AID REPLENISHMENT	\$ 31.35	
14/01/2022	CPER2191863		FIRST AID REPLENISHMENT	\$ 107.61	
14/01/2022	CPER2191868		FIRST AID REPLENISHMENT	\$ 107.61	
14/01/2022	CPER2191869		FIRST AID REPLENISHMENT	\$ 29.73	
14/01/2022	CPER2191864		FIRST AID REPLENISHMENT	\$ 380.38	
14/01/2022	CPER2191867		FIRST AID REPLENISHMENT	\$ 116.03	
14/01/2022	CPER2191885		FIRST AID REPLENISHMENT	\$ 30.33	
14/01/2022	CPER2191874		FIRST AID REPLENISHMENT	\$ 30.33	
14/01/2022	CPER2191880		FIRST AID REPLENISHMENT	\$ 107.61	
14/01/2022	CPER2191883		FIRST AID REPLENISHMENT	\$ 30.33	
14/01/2022	CPER2191884		FIRST AID REPLENISHMENT	\$ 116.03	
14/01/2022	CPER2191887		FIRST AID REPLENISHMENT	\$ 29.73	
14/01/2022	CPER2191886		FIRST AID REPLENISHMENT	\$ 107.61	
14/01/2022	CPER2191881		FIRST AID REPLENISHMENT	\$ 380.38	
14/01/2022	CPER2191882		FIRST AID REPLENISHMENT	\$ 31.35	
14/01/2022	CPER2191879		SERVICING SANITARY & NAPPY UNITS	\$ 664.66	
17/01/2022	3033.11135-01	Frontline Fire & Rescue (Bluesteel Enterprises)	EQUIPMENT PURCHASES		\$ 507.46
14/01/2022	73039		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 496.46	
14/01/2022	73040		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 11.00	
17/01/2022	3033.11205-01	Mr J S Martin	REIMBURSEMENT		\$ 419.73
14/01/2022	TRAVEL		TRAVEL REIMBURSEMENT 619.8KM 22/11/2021 TO 11/01/2022	\$ 419.73	
17/01/2022	3033.11418-01	WA Fire Protection	MAINTENANCE		\$ 275.00
13/01/2022	WAFP-48187		CALL OUT FAULT ON FIP POWER SUPPLY - CLAYTON VIEW	\$ 275.00	
17/01/2022	3033.11474-01	Swan Valley Fresh (Vendor Management Solution)	PROVISIONS FOR REFLECTIONS CAFE		\$ 326.48
13/01/2022	00035273		PROVISIONS FOR REFLECTIONS CAFE	\$ 176.80	
13/01/2022	00035245		PROVISIONS FOR REFLECTIONS CAFE	\$ 149.68	
17/01/2022	3033.11772-01	Quremed Pty Ltd	EQUIPMENT		\$ 692.31
14/01/2022	QIN29780		SUPPLY OXI-SOK OXYGEN RESUSCITATION KIT - MUNDARING ARENA	\$ 692.31	
17/01/2022	3033.11840-01	Ready Garden Services	SLASHING SERVICES		\$ 240.00
13/01/2022	INV-3256		SLASHING SERVICES ON 13/12/2021	\$ 240.00	
17/01/2022	3033.11921-01	Mundaring Smash Repairs (WA Panel Works Pty	TOWING SERVICES		\$ 176.00
22/12/2021	89538		TOWING SERVICES	\$ 176.00	
17/01/2022	3033.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 10,959.20
13/01/2022	C INV 583206		TEMP STAFF - DEPOT	\$ 5,433.51	
14/01/2022	C INV 583248		TEMP STAFF - DEPOT	\$ 1,390.85	
14/01/2022	C INV 583249		TEMP STAFF - DEPOT	\$ 2,538.92	
14/01/2022	C INV 583285		TEMP STAFF - DEPOT	\$ 1,596.12	
17/01/2022	3033.12220-01	MBL Food Services	CHEMICALS		\$ 825.00
13/01/2022	939551		CLEANING DETERGENT FOR ROFRY - MUNDARING ARENA	\$ 825.00	
17/01/2022	3033.12336-01	MBC Trees and Bobcat	FIRE MITIGATION WORKS		\$ 41,598.26
13/01/2022	983-2022		FIRE MITIGATION WORKS - RAHNIE RD WOOROLOO	\$ 13,282.50	
14/01/2022	989-2022		FIRE MITIGATION WORKS - R20900 BLACK COCKATOO RESERVE	\$ 9,868.76	
14/01/2022	988-2022		FIRE MITIGATION WORKS - BAILUP RD WOOROLOO	\$ 18,447.00	

MONTHLY LIST OF ACCOUNTS PAID
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Date	Reference	Payee	Description	Amount	Total
17/01/2022	3033.12350-01	Devco Builders	CONSTRUCTION WORKS		\$ 51,652.15
14/01/2022	00013884		CONSTRUCTION OF UNIVERSAL TOILET BLOCK - LAKE LESCHENAULTIA	\$ 51,652.15	
17/01/2022	3033.12422-01	MDM Plumbing and Gas	PLUMBING SERVICES		\$ 3,234.00
11/01/2022	1934		INSTALLATION WORKS FOR REFLECTIONS CAFE KITCHEN	\$ 3,234.00	
17/01/2022	3033.12470-01	Mr G Wood	FENCING		\$ 1,370.60
14/01/2022	IV000000000630		SUPPLY & INSTALL FENCING - CHIDLOW OVAL	\$ 1,370.60	
17/01/2022	3033.12579-01	Mr V Crowe	LANDSCAPE, MAINTENANCE & CLEANING SERVICES		\$ 1,312.50
13/01/2022	1855		LANDSCAPE SERVICES	\$ 210.00	
13/01/2022	1856		LANDSCAPE SERVICES	\$ 210.00	
13/01/2022	1857		LANDSCAPE SERVICES	\$ 210.00	
13/01/2022	1858		CLEANING SERVICES	\$ 210.00	
13/01/2022	1859		LANDSCAPE & MAINTENANCE SERVICES	\$ 472.50	
17/01/2022	3033.12637-01	Travelwest Publications WA Pty Ltd	ADVERTISING		\$ 1,210.00
14/01/2022	INV-3341		ADVERTISING SPACE	\$ 605.00	
14/01/2022	INV-3339		ADVERTISING SPACE	\$ 605.00	
17/01/2022	3033.12640-01	Officeworks Ltd	STATIONERY		\$ 1,152.00
23/12/2021	23659881		STATIONERY ITEMS	\$ 304.00	
06/01/2022	23690733		SUPPLY & DELIVER IPHONE 11 64GB	\$ 848.00	
17/01/2022	3033.12679-01	Roy Gripske & Sons Pty Ltd	PARTS		\$ 226.53
14/01/2022	830769		SUPPLY 2 X 20L 2-STROKE OIL	\$ 226.53	
17/01/2022	3033.127-01	Volich Waste Contractors Pty Ltd	REFUSE CONTRACT		\$ 138,508.78
14/01/2022	00006047		REFUSE CONTRACT	\$ 220.00	
14/01/2022	00006048		REFUSE CONTRACT	\$ 111,368.40	
14/01/2022	00006049		REFUSE CONTRACT	\$ 2,731.30	
14/01/2022	00006050		REFUSE CONTRACT	\$ 6,100.80	
14/01/2022	00006051		REFUSE CONTRACT	\$ 9,857.74	
14/01/2022	00006052		REFUSE CONTRACT	\$ 572.00	
14/01/2022	00006053		REFUSE CONTRACT	\$ 185.90	
14/01/2022	00006054		REFUSE CONTRACT	\$ 299.55	
14/01/2022	00006055		REFUSE CONTRACT	\$ 601.29	
14/01/2022	00006056		REFUSE CONTRACT	\$ 657.80	
14/01/2022	00006057		REFUSE CONTRACT	\$ 5,199.04	
14/01/2022	00006058		REFUSE CONTRACT	\$ 161.97	
14/01/2022	00006059		WASTE COLLECTION SERVICES - LAKE LESCHENAULTIA	\$ 553.19	
17/01/2022	3033.12866-01	From Scratch Small Event Catering	PROVISIONS FOR REFLECTIONS CAFE		\$ 57.00
13/01/2022	1611		PROVISIONS FOR REFLECTIONS CAFE	\$ 57.00	
17/01/2022	3033.12899-01	NAPA (A Division of GPC Asia Pacific Pty Ltd)	WORKSHOP CONSUMABLES		\$ 255.08
22/12/2021	1320188106		SUPPLY OF WORKSHOP CONSUMABLES	\$ 121.92	
06/01/2022	1320189026		SUPPLY OF WORKSHOP CONSUMABLES	\$ 133.16	
17/01/2022	3033.12944-01	Avon Tree Management (Kajanni Pty Ltd)	FORESTRY MULCHING		\$ 2,094.40
13/01/2022	427		FORESTRY MULCHING - END OF ROSEDALE RD CHIDLOW	\$ 2,094.40	
17/01/2022	3033.12984-01	AJL Plumbing and Gas Pty Ltd (ATF The Lawyer)	PLUMBING SERVICES		\$ 2,163.70
13/01/2022	AJL8720		PLUMBING SERVICES - BROWN PARK	\$ 1,789.70	
14/01/2022	AJL8010		PLUMBING SERVICES - SCULPTURE PARK PUBLIC TOILETS	\$ 154.00	
14/01/2022	AJL8673		TESTING 3 BACKFLOW DEVICES - HELENA VALLEY	\$ 220.00	
17/01/2022	3033.13191-01	Office of the Auditor General	AUDIT SERVICES		\$ 53,900.00
14/01/2022	229/2022		AUDIT FOR THE YEAR ENDED 30 JUNE 2021	\$ 53,900.00	
17/01/2022	3033.13208-01	Fire Protection Services WA Pty Ltd	FIRE & EMERGENCY SERVICES MAINTENANCE		\$ 120.45
14/01/2022	00008635		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 120.45	
17/01/2022	3033.13278-01	Safeway Building & Renovations Pty Ltd	REPAIR WALLS		\$ 6,545.00
07/01/2022	4646		REPAIR WALLS - LITTLE POSSUMS CRECHE	\$ 6,545.00	
17/01/2022	3033.13345-01	ABM Landscaping (Mikevie Pty Ltd T/As:)	LANDSCAPING		\$ 32,355.64
11/01/2022	INV-2117		LANDSCAPE MAINTENANCE - HELENA VALLEY RD ENTRY STATEMENT	\$ 13,837.16	
11/01/2022	INV-2116		LANDSCAPE MAINTENANCE - MUNDARING TOWN CENTRE	\$ 12,147.91	
11/01/2022	INV-2124		LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$ 104.50	
11/01/2022	INV-2132		LANDSCAPE MAINTENANCE - STONEVILLE FIRE HALL	\$ 198.00	
11/01/2022	INV-2094		CORING TURF AREA - MORGAN JOHN MORGAN	\$ 1,771.00	
13/01/2022	INV-2119		LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRES	\$ 2,061.18	
13/01/2022	INV-2118		LANDSCAPE MAINTENANCE - GREAT EASTERN HIGHWAY	\$ 2,235.89	
17/01/2022	3033.13406-01	Truckline (Specialist Wholesalers Pty Ltd T/As:)	PARTS		\$ 68.10
22/12/2021	7816645		SUPPLY MUDGUARDS FOR P2497	\$ 68.10	
17/01/2022	3033.13454-01	Murdock Recruitment Pty Ltd	TEMP STAFF		\$ 923.65
14/01/2022	10009360		TEMP STAFF - MECPC	\$ 923.65	

MONTHLY LIST OF ACCOUNTS PAID
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Date	Reference	Payee	Description	Amount	Total
17/01/2022	3033.13480-01	The Trustee for Bellbrook Cleaning	CLEANING		\$ 68,641.25
23/12/2021	INV-13527		CLEANING SERVICES - DECEMBER 2021	\$ 68,641.25	
17/01/2022	3033.13540-01	ELM (WA) Pty Ltd	MOWING SERVICES		\$ 10,899.53
13/01/2022	INV-4024		MOWING SERVICES - DECEMBER 2021	\$ 10,899.53	
17/01/2022	3033.13609-01	WA Treeworks (D & TL Barker Nominees Pty Ltd	TREE WATERING SERVICE		\$ 13,415.35
13/01/2022	19240		TREE WATERING SERVICE - MAINTENANCE	\$ 13,415.35	
17/01/2022	3033.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 231.00
13/01/2022	2519929		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 231.00	
17/01/2022	3033.13824-01	Elevation Digital (KV McNair Holdings Pty Ltd	SOCIAL MEDIA SERVICES		\$ 2,200.00
07/01/2022	INV-0109		SOCIAL MEDIA MANAGEMENT - DECEMBER 2021	\$ 680.00	
13/01/2022	INV-0091		SOCIAL MEDIA SERVICES - LAKE LESCHENAUTIA OCTOBER 2021	\$ 770.00	
13/01/2022	INV-0101		SOCIAL MEDIA SERVICES - LAKE LESCHENAUTIA NOVEMBER 2021	\$ 770.00	
17/01/2022	3033.13866-01	Booktopia Pty Ltd	BOOKS		\$ 2,063.40
23/12/2021	15962005		BOOK STOCK - KSP LIBRARY	\$ 552.39	
23/12/2021	15810952		BOOK STOCK - KSP LIBRARY	\$ 145.78	
23/12/2021	16040544		BOOK STOCK - KSP LIBRARY	\$ 657.50	
14/01/2022	16040524		BOOK STOCK - AFM LIBRARY	\$ 707.73	
17/01/2022	3033.14013-01	Eastern Hills Chainsaws & Mowers Pty Ltd	EQUIPMENT REPAIRS		\$ 336.00
07/01/2022	48154 #11		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 44.00	
14/01/2022	47496 #4		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 165.00	
14/01/2022	47868 #4		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 32.00	
14/01/2022	47743 #4		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 95.00	
17/01/2022	3033.14109-01	Red Dot Stores (The C C C B Discretionary	CONSUMABLES		\$ 20.00
13/01/2022	1908934		CONSUMABLES - MECPC	\$ 20.00	
17/01/2022	3033.14148-01	Nisbets Australia Pty Ltd	EQUIPMENT		\$ 9,019.78
13/01/2022	1366542		SUPPLY & DELIVER WALDORF 450MM 20LTR DEEP FRYER	\$ 9,019.78	
17/01/2022	3033.14213-01	The Parky Pitstop Lunchbar & Deli (The Trustee	CATERING		\$ 586.52
14/01/2022	1014		CATERING - COUNCILLOR INDUCTION SESSION 15TH & 30TH NOVEMBER 2021	\$ 586.52	
17/01/2022	3033.14237-01	Eastside Plumbing & Gas Pty Ltd	PLUMBING		\$ 5,500.00
14/01/2022	INV-2150		PLUMBING - PUMP OUT SEPTIC TANK MARLOO THEATRE	\$ 5,500.00	
17/01/2022	3033.14325-01	Ms V Corunna	HERITAGE CONSULTATION		\$ 500.00
14/01/2022	1		HERITAGE CONSULTATION - BROZ PARK RESTORATION HELENA RIVER	\$ 500.00	
17/01/2022	3033.14326-01	Cleanaway Co Pty Ltd	REFUSE CONTRACT		\$ 910.24
14/01/2022	2299405		REMOVE & DISPOSE CONTROLLED WASTE FROM ADMIN BUILDING	\$ 910.24	
17/01/2022	3033.14327-01	Town of Victoria Park	LONG SERVICE LEAVE RECOUP		\$ 1,126.75
17/01/2022	77636		LONG SERVICE LEAVE RECOUP - GRACE URSICH	\$ 1,126.75	
17/01/2022	3033.15-01	Australia Post	POSTAGE		\$ 2,402.55
14/01/2022	1011177580		POSTAGE CHARGES LIBRARY	\$ 103.55	
14/01/2022	1011165205		RATES COLLECTION FEES 2021/2022	\$ 709.50	
14/01/2022	1011177998		DAILY OUTGOING MAIL	\$ 1,592.50	
17/01/2022	3033.1884-01	Agparts Warehouse Pty Ltd	PARTS		\$ 82.50
14/01/2022	267082		PARTS FOR 012MDG & 091MDG	\$ 82.50	
17/01/2022	3033.189-01	LGISWA	INSURANCE		\$ 74,020.10
14/01/2022	100-147308		WORKERS COMPENSATION PERFORMANCE BASED ADJUST 2019/2020	\$ 63,880.30	
14/01/2022	100-147307		WORKERS COMPENSATION PERFORMANCE BASED ADJUST 2018/2019	\$ 10,139.80	
17/01/2022	3033.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 2,403.50
07/01/2022	00020346		SECURITY EXPENSES	\$ 1,254.00	
13/01/2022	00020360		SECURITY EXPENSES	\$ 511.50	
13/01/2022	00020363		SECURITY EXPENSES	\$ 264.00	
13/01/2022	00020366		SECURITY EXPENSES	\$ 176.00	
13/01/2022	00020362		SECURITY EXPENSES	\$ 198.00	
17/01/2022	3033.2741-01	Hills Seafood Supplies	PROVISIONS FOR REFLECTIONS CAFE		\$ 139.79
07/01/2022	112395		PROVISIONS FOR REFLECTIONS CAFE	\$ 139.79	
17/01/2022	3033.2769-01	Regenerated Landscapes	WEED SPRAYING		\$ 2,900.00
13/01/2022	10		HAZARD REDUCTION WORKS - R29795	\$ 475.00	
13/01/2022	25		HAZARD REDUCTION WORKS - R37654	\$ 150.00	
13/01/2022	15		HAZARD REDUCTION WORKS - R31839	\$ 125.00	
13/01/2022	13		HAZARD REDUCTION WORKS - R34359	\$ 700.00	
13/01/2022	12		HAZARD REDUCTION WORKS - R45312	\$ 250.00	
13/01/2022	11		HAZARD REDUCTION WORKS - R406690	\$ 1,200.00	
17/01/2022	3033.2805-01	University of South Australia	PERFORMANCE INDICATOR SURVEY		\$ 242.00
14/01/2022	324606		2021 CERM PERFORMANCE INDICATOR SURVEY	\$ 242.00	
17/01/2022	3033.2982-01	WA Hino Sales & Service	VEHICLE REPAIRS		\$ 13,282.30
13/01/2022	HTFS139953		REPLACEMENT OF AD BLUE SYSTEM IN 029MDG	\$ 13,282.30	

MONTHLY LIST OF ACCOUNTS PAID
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Date	Reference	Payee	Description	Amount	Total
17/01/2022	3033.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		\$ 549.30
14/01/2022	122409		LEGAL MATTER 48500 - HEALTH LOCAL LAWS ADVICE	\$ 549.30	
17/01/2022	3033.314-01	Landgate	TITLE SEARCHES		\$ 696.76
22/12/2021	371176-10000974		GROSS RENTAL VALUATIONS CHARGEABLE	\$ 696.76	
17/01/2022	3033.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As:)	COURIER SERVICES		\$ 13.39
22/12/2021	0508-S364420		COURIER SERVICES	\$ 13.39	
17/01/2022	3033.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 440.00
14/01/2022	7369		ELECTRICAL SERVICES - CHIDLOW HALL	\$ 440.00	
17/01/2022	3033.386-01	Educational Art Supplies	ART SUPPLIES		\$ 95.04
09/01/2022	3524276		ART SUPPLIES	\$ 95.04	
17/01/2022	3033.393-01	Western Australian Local Government Association	TRAINING		\$ 214.50
22/12/2021	13090805		REGISTRATION - MEETING PROCEDURES - COUNCILLOR ZLATNIK	\$ 214.50	
17/01/2022	3033.397-01	J. Blackwood & Son Pty Ltd	UNIFORMS		\$ 3,105.00
14/01/2022	GS3903BI		SUPPLY OF 2021/2022 UNIFORMS FOR OUTSIDE STAFF	\$ 3,026.15	
14/01/2022	GS3283CJ		SUPPLY PANTS CARGO	\$ 78.85	
17/01/2022	3033.4238-01	IGA Swanview	KIOSK SUPPLIES		\$ 36.90
14/01/2022	00799161		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 36.90	
17/01/2022	3033.4252-01	Boya Equipment Pty Ltd	EQUIPMENT PURCHASES		\$ 101.64
14/01/2022	100550/01		PARTS FOR P280	\$ 101.64	
17/01/2022	3033.4281-01	Direct Communications	EQUIPMENT PURCHASES		\$ 679.80
09/01/2022	113688		REPAIR RADIO FAULTS IN 084MDG, 082MDG & 069MDG	\$ 679.80	
17/01/2022	3033.4433-01	Marketforce Pty Ltd	ADVERTISING		\$ 1,363.45
14/01/2022	40750		ADVERTISING	\$ 1,363.45	
17/01/2022	3033.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 4,128.08
22/12/2021	00368266		QUARTZ 208L	\$ 1,233.23	
22/12/2021	00368268		RUBIA WORKS 208L & AZOLLA 208L	\$ 2,484.77	
22/12/2021	00368269		DYNATRANS 20L	\$ 205.04	
22/12/2021	00368270		DYNATRANS 20L	\$ 205.04	
17/01/2022	3033.6419-01	Hills Fresh (WA) Pty Ltd	MILK		\$ 163.17
14/01/2022	ADMIN DEC 2021		MILK SUPPLY FOR SHIRE OF MUNDARING	\$ 163.17	
17/01/2022	3033.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 125.79
23/12/2021	10214251		RETICULATION PARTS	\$ 109.04	
08/01/2022	10214405		RETICULATION PARTS	\$ 16.75	
17/01/2022	3033.7053-01	Darlington Review	SUBSCRIPTION		\$ 375.00
14/01/2022	2365		ANNUAL 2022 SUBSCRIPTION - THE HUB OF THE HILLS	\$ 125.00	
14/01/2022	2364		ANNUAL 2022 SUBSCRIPTION - DARLINGTON COMMUNITY REC ADVISORY	\$ 250.00	
17/01/2022	3033.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 1,093.95
13/01/2022	2541		SWEEPING SERVICES - GLEN FORREST TENNIS CLUB	\$ 504.90	
14/01/2022	2540		FOOTPATH SWEEPING/MAINTENANCE	\$ 589.05	
17/01/2022	3033.7519-01	Moore Stephens (WA) Pty Ltd	TRAINING		\$ 1,980.00
14/01/2022	2477		REGISTRATION - FINANCIAL REPORTING WORKSHOP 2022 - ACCOUNTANT	\$ 1,980.00	
17/01/2022	3033.7590-01	PFD Food Services Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 2,107.75
13/01/2022	LA925558		PROVISIONS FOR REFLECTIONS CAFE	\$ 2,107.75	
17/01/2022	3033.7633-01	Sealanes	BOTTLED WATER FOR BRIGADES		\$ 696.60
14/01/2022	F6375269		BOTTLED WATER FOR BRIGADES	\$ 696.60	
17/01/2022	3033.80-01	Bunnings Group Limited	HARDWARE		\$ 147.66
09/01/2022	2440/01285911		HARDWARE ITEMS	\$ 87.00	
14/01/2022	2440/01132045		HARDWARE ITEMS	\$ 12.52	
14/01/2022	2440/01185839		HARDWARE ITEMS	\$ 48.14	
17/01/2022	3033.8059-01	Kore Design	DESIGN SERVICES		\$ 44.00
14/01/2022	00001664		ALTERATIONS TO LAKE LESCHENAULTIA MAP	\$ 44.00	
17/01/2022	3033.8545-01	Sankey Plumbing Service	PLUMBING		\$ 1,716.00
14/01/2022	5237		PLUMBING - SAWYERS VALLEY PUBLIC TOILETS	\$ 165.00	
14/01/2022	5238		PLUMBING - MT HELENA PUBLIC TOILETS	\$ 165.00	
14/01/2022	5242		INVESTIGATE DAMAGE WATER MAIN - TALBOT ST SWAN VIEW	\$ 132.00	
14/01/2022	5239		PLUMBING - GUTTER CLEANING MULTIPLE SHIRE BUILDINGS	\$ 1,122.00	
14/01/2022	5241		PLUMBING - MT HELENA VFBF STATION	\$ 132.00	
17/01/2022	3033.9184-01	Budget Rent A Car (Busby Investments Pty Ltd)	VEHICLE HIRE		\$ 119.77
14/01/2022	431889043		HIRE OF 4.2T VAN - ONGOING COLLECTION OF CDS BINS	\$ 119.77	
17/01/2022	3033.9596-01	Brice Pest Management	TERMITE TREATMENT		\$ 154.00
13/01/2022	IV04746		TERMITE TREATMENT - JOHNSTON ST MT HELENA	\$ 154.00	
17/01/2022	3033.9769-01	Japanese Truck & Bus Spares	PARTS		\$ 286.00
22/12/2021	809461		SUPPLY SEAT BELT ASSY DRIVERS FOR P691	\$ 286.00	

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Date	Reference	Payee	Description	Amount	Total
17/01/2022	3033.9935-01	All Fence U Rent Pty Ltd	DAMAGES FEE		\$ 410.85
13/01/2022	00038340		DAMAGES TO HIRED TEMP FENCING - CHIDLOW SKATE PARK	\$ 410.85	
20/01/2022	3034.34-01	Water Corporation	WATER RATES & FEES		\$ 681.42
18/01/2022	9004637480		WATER RATES & FEES	\$ 29.11	
18/01/2022	9004560598		WATER RATES & FEES	\$ 652.31	
19/01/2022	3035.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 22,984.80
20/01/2022	190122		CARE GIVER SUBSIDIES	\$ 22,984.80	
20/01/2022	3036.14329-01	Mr A Southwell	REFUND		\$ 3,275.52
20/01/2022	Refund		RATES REFUND	\$ 3,275.52	
24/01/2022	3037.119-01	Telstra	TELEPHONE		\$ 259.23
21/01/2022	0941160300		TELEPHONE CHARGES - FIRE BRIGADES DECEMBER 2021	\$ 259.23	
24/01/2022	3037.12599-01	Department of Mines, Industry Regulation	MUNDARING BSL		\$ 5,411.65
21/01/2022	DECEMBER 2021		MUNDARING BSL - DECEMBER 2021	\$ 5,411.65	
24/01/2022	3037.12665-01	Building and Construction Industry Training	BCITF LEVY		\$ 2,516.15
21/01/2022	INV-127512X0BOK8		BCITF LEVY - DECEMBER 2021	\$ 2,516.15	
24/01/2022	3037.174-01	Synergy	ELECTRICITY		\$ 58,197.58
07/01/2022	4743483524		ELECTRICITY	\$ 99.52	
07/01/2022	3021647529		STREET LIGHTING CHARGES	\$ 58,098.06	
24/01/2022	3037.355-01	Wesfarmers Kleenheat Gas Pty Ltd	GAS		\$ 3,362.39
09/12/2021	21872778		BULK GAS SERVICES - BILGOMAN AQUATIC CENTRE	\$ 3,362.39	
24/01/2022	3037.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 9,749.15
20/01/2022	190122		FDC PARENT LEVY	\$ 9,351.90	
21/01/2022	DECEMBER 2021		BCITF LEVY - DECEMBER 2021	\$ 107.25	
21/01/2022	DECEMBER 2021		BUILDING SERVICES LEVY - DECEMBER 2021	\$ 290.00	
24/01/2022	3037.8796-01	Ms D C Wilson	REIMBURSEMENT		\$ 119.95
21/01/2022	REIMBURSEMENT		REIMBURSEMENT OF LIFEPROOF PHONE COVER EXPENSES	\$ 119.95	
24/01/2022	3038.10414-01	Department of Transport - Vehicle Search Fees	VEHICLE SEARCH FEES		\$ 43.40
21/01/2022	8014581		VEHICLE SEARCH FEES	\$ 43.40	
24/01/2022	3038.10596-01	TJ Signs & Vehicle Graphics	SIGNAGE		\$ 165.00
21/01/2022	001781		SUPPLY REFLECTIVE MAGNETS - SECTOR COMMANDER DARLINGTON	\$ 165.00	
24/01/2022	3038.1062-01	Complete Combustion	REPAIRS		\$ 363.00
21/01/2022	M21548		CALL OUT TO REPAIR TEMP FAULT ON HEATER PUMP - BILGOMAN AQUATIC	\$ 363.00	
24/01/2022	3038.10921-01	Ixom Operations Pty Ltd	CHLORINE GAS SERVICE FEES		\$ 168.63
09/12/2021	8456847		CHLORINE GAS SERVICE FEES	\$ 168.63	
24/01/2022	3038.11085-01	CTI Couriers Pty Ltd	COURIER SERVICES		\$ 138.60
18/01/2022	CISC4452648		COURIER SERVICES	\$ 138.60	
24/01/2022	3038.11326-01	Learning Seat Pty Ltd	SUBSCRIPTION		\$ 1,825.99
07/01/2022	8477010855		SUBSCRIPTION FEE FOR 29/12/2021 TO 28/01/2022	\$ 1,825.99	
24/01/2022	3038.11474-01	Swan Valley Fresh (Vendor Management Solution	PROVISIONS FOR REFLECTIONS CAFE		\$ 248.99
20/01/2022	00035360		PROVISIONS FOR REFLECTIONS CAFE	\$ 81.06	
20/01/2022	00035099		PROVISIONS FOR REFLECTIONS CAFE	\$ 167.93	
24/01/2022	3038.11578-01	Corsign WA Pty Ltd	SIGNAGE		\$ 1,030.70
16/12/2021	00062177		SUPPLY & DELIVER VARIOUS STREET NAME SIGNS	\$ 149.60	
18/01/2022	00062579		WARNING SAFETY SIGNAGE FOR OPERATIONS CENTRE	\$ 744.70	
18/01/2022	00062741		SUPPLY 2 X PARKING SIGNS	\$ 136.40	
24/01/2022	3038.11921-01	Mundaring Smash Repairs (WA Panel Works Pty	TOWING SERVICES		\$ 352.00
21/01/2022	89560		TOWING SERVICES	\$ 176.00	
21/01/2022	89558		TOWING SERVICES	\$ 176.00	
24/01/2022	3038.11967-01	Trade West Industrial Supplies Pty Ltd	PPE SUPPLIES		\$ 1,254.00
21/12/2021	88113		SUPPLY & DELIVER ASSORTED GLOVES	\$ 1,254.00	
24/01/2022	3038.12-01	Department of Human Services - Child Support	CHILD SUPPORT PAYMENT		\$ 50.00
16/01/2022	PY02-15-CHILD SU		CHILD SUPPORT PAYMENT	\$ 50.00	
24/01/2022	3038.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 5,356.18
21/01/2022	C INV 583328		TEMP STAFF - DEPOT	\$ 1,610.43	
21/01/2022	C INV 583329		TEMP STAFF - DEPOT	\$ 1,891.91	
21/01/2022	C INV 583251		TEMP STAFF - DEPOT	\$ 1,390.65	
21/01/2022	C INV 583331		TEMP STAFF - DEPOT	\$ 463.19	
24/01/2022	3038.12300-01	Terratree Pty Ltd	DIEBACK BOUNDARY RECHECK - ALP STREET R		\$ 2,419.72
21/01/2022	#20212801		DIEBACK BOUNDARY RECHECK - ALP STREET RESERVE	\$ 2,419.72	
24/01/2022	3038.124-01	Sigma Chemicals	CHEMICALS		\$ 1,169.94
15/12/2021	153938/01		POOL CHEMICALS	\$ 109.12	
17/12/2021	519017		POOL CHEMICALS	\$ 1,060.82	
24/01/2022	3038.12402-01	Grace Information & Records Management	OFFSITE RECORDS STORAGE		\$ 1,624.15
18/01/2022	RP01202404		OFFSITE RECORDS STORAGE	\$ 1,624.15	

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Date	Reference	Payee	Description	Amount	Total
24/01/2022	3038.12451-01	Rainchaser Pumps and Reticulation	PART 5		\$ 302.00
21/01/2022	INV-2409		RETICULATION PARTS	\$ 302.00	
24/01/2022	3038.12470-01	Mr G Wood	FENCING		\$ 3,404.83
21/01/2022	IV00000000645		SUPPLY & INSTALL CONCRETE PAD - DARLINGTON TRAIN STATION	\$ 1,012.00	
21/01/2022	IV00000000646		INSTALL CONCRETE PADS - MT HELENA SKATE PARK SEATS	\$ 2,002.00	
18/01/2022	IV00000000640		REPAIR DAMAGED RAIL & POST - CHIDLOW OVAL CLUB HOUSE	\$ 390.83	
24/01/2022	3038.12640-01	Officeworks Ltd	IT HARDWARE		\$ 65.10
22/01/2022	23308344		SUPPLY LOGITECH WIRELESS KEYBOARD & MOUSE	\$ 65.10	
24/01/2022	3038.12751-01	Sprayline Spraying Equipment	PART 5		\$ 676.90
24/01/2022	32309		SUPPLY SPRAY GUN & FITTINGS	\$ 190.19	
24/01/2022	31998		SUPPLY FILTERS FOR RESPIRATORS	\$ 396.45	
24/01/2022	32307		SUPPLY ASSORTED FITTINGS	\$ 48.47	
24/01/2022	32308		SUPPLY ASSORTED FITTINGS	\$ 41.79	
24/01/2022	3038.12866-01	From Scratch Small Event Catering	PROVISIONS FOR REFLECTIONS CAFE		\$ 233.00
20/01/2022	1614		PROVISIONS FOR REFLECTIONS CAFE	\$ 70.00	
20/01/2022	1623		PROVISIONS FOR REFLECTIONS CAFE	\$ 163.00	
24/01/2022	3038.12899-01	NAPA (A Division of GPC Asia Pacific Pty Ltd)	WORKSHOP CONSUMABLES		\$ 217.80
18/01/2022	1320189369		SUPPLY OF WORKSHOP CONSUMABLES	\$ 217.80	
24/01/2022	3038.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES		\$ 4,831.11
20/01/2022	15280400		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 4,831.11	
24/01/2022	3038.12944-01	Avon Tree Management (Kajanni Pty Ltd)	HAZARD REDUCTION WORKS		\$ 7,359.00
21/01/2022	429		HAZARD REDUCTION WORKS - R30819 HERBERT ST CHIDLOW	\$ 1,617.00	
21/01/2022	430		HAZARD REDUCTION WORK - R38679 ROLAND RD PARKERVILLE	\$ 5,742.00	
24/01/2022	3038.12984-01	AJL Plumbing and Gas Pty Ltd (ATF The Lawyer)	PLUMBING SERVICES		\$ 913.00
08/12/2021	AJL8923		BACKFLOW TEST - MT HELENA OVAL PAVILION & CHANGE ROOMS	\$ 176.00	
08/12/2021	AJL8922		PLUMBING SERVICES - GLEN FORREST OVAL CHANGEROOMS	\$ 374.00	
15/12/2021	AJL8944		PLUMBING SERVICES - MT HELENA PUBLIC TOILET	\$ 363.00	
24/01/2022	3038.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 12,499.03
16/01/2022	PY01-15-OTHER		PAYROLL DEDUCTION	\$ 500.00	
16/01/2022	PY01-15-Private		PAYROLL DEDUCTION	\$ 624.00	
16/01/2022	PY01-15-Child Ca		PAYROLL DEDUCTION	\$ 1,586.87	
16/01/2022	PY01-15-Buy Addi		PAYROLL DEDUCTION	\$ 1,655.34	
16/01/2022	PY01-15-Novated		PAYROLL DEDUCTION	\$ 2,749.32	
16/01/2022	PY01-15-Novated		PAYROLL DEDUCTION	\$ 2,762.15	
16/01/2022	PY01-15-Novated		PAYROLL DEDUCTION	\$ 973.46	
16/01/2022	PY01-15-Novated		PAYROLL DEDUCTION	\$ 729.72	
16/01/2022	PY02-15-Private		PAYROLL DEDUCTION	\$ 312.00	
16/01/2022	PY02-15-Buy Addi		PAYROLL DEDUCTION	\$ 608.17	
24/01/2022	3038.13059-01	Mundaring Tyrepower (AnK Murphy Pty Ltd)	TYRES		\$ 35.00
18/01/2022	109992		REPAIR TYRE ON 818MDG	\$ 35.00	
24/01/2022	3038.13268-01	Department of Human Services - The Collector	CENTRELINK		\$ 146.79
16/01/2022	PY01-15-Centreli		PAYROLL DEDUCTION	\$ 146.79	
24/01/2022	3038.13426-01	Clean Cloth Cotton Traders	WORKSHOP CONSUMABLES		\$ 363.00
14/01/2022	00068942		SUPPLY 10 BAGS OF RAGS	\$ 363.00	
24/01/2022	3038.13705-01	Snake R & R Training (Bob Cooper Snake Rescue)	BOOKS		\$ 20.00
22/01/2022	R2536		SUPPLY OUTBACK SURVIVAL BOOK - MUNDARING VISITOR CENTRE	\$ 20.00	
24/01/2022	3038.13802-01	Construction Forestry Mining Energy	PAYROLL DEDUCTION		\$ 80.00
16/01/2022	PY02-15-CFMEU		PAYROLL DEDUCTION	\$ 80.00	
24/01/2022	3038.14037-01	Mr K B Fitzgerald	WELCOME TO COUNTRY		\$ 750.00
21/01/2022	35		AUSTRALIA DAY 2022 PRE-RECORDING - WELCOME TO COUNTRY	\$ 750.00	
24/01/2022	3038.14051-01	Sweeping Services Australia Pty Ltd	STREET SWEEPING SERVICES		\$ 10,890.00
18/01/2022	INV-0119		SUPPLY OF STREET SWEEPING SERVICES	\$ 10,890.00	
24/01/2022	3038.14056-01	Australian Sports Pty Ltd	SPORTS EQUIPMENT		\$ 2,350.00
21/01/2022	877		SUPPLY & DELIVER HOCKEY EQUIPMENT - MUNDARING ARENA	\$ 2,350.00	
24/01/2022	3038.14073-01	Tony's House of Tender Meats (GK & KS Fraser)	FOOD		\$ 203.89
20/01/2022	12773		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 203.89	
24/01/2022	3038.14198-01	Market Creations Agency Pty Ltd	DESIGN FEES/COSTS		\$ 1,452.00
20/01/2022	HQ35-4		WEBSITE DESIGN & DEVELOPMENT	\$ 1,452.00	
24/01/2022	3038.14213-01	The Parky Pitstop Lunchbar & Deli (The Trustee)	CATERING		\$ 514.80
21/01/2022	1013		CATERING - LOCAL GOVERNMENT STAKEHOLDER PRE-SEASON BUSHFIRE SCENARIO	\$ 514.80	
24/01/2022	3038.14240-01	The Mucky Duck Bush Band (Donald R & Lynette)	ENTERTAINMENT		\$ 1,500.00
24/01/2022	160122		ENTERTAINMENT - TWILIGHT TUNES ON 16/01/2022	\$ 1,500.00	

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24/01/2022	3038.14243-01	Western Tree Recyclers (Craneswest (WA) Pty Ltd	STREET TREE MAINTENANCE		\$ 43,488.45
24/01/2022	00003298		GREEN WASTE PROCESSING SERVICES	\$ 13,728.72	
24/01/2022	00003312		GREEN WASTE PROCESSING SERVICES	\$ 10,129.35	
24/01/2022	00003297		GREEN WASTE PROCESSING SERVICES	\$ 17,320.38	
21/12/2021	00003311		GREEN WASTE PROCESSING SERVICES	\$ 2,310.00	
24/01/2022	3038.145-01	Schweppes Australia Pty Ltd (Asahi Beverages)	KIOSK SUPPLIES		\$ 640.19
18/01/2022	0810790100		KIOSK SUPPLIES - WATER	\$ 186.50	
18/01/2022	0810790201		KIOSK SUPPLIES	\$ 453.69	
24/01/2022	3038.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 6,041.75
20/01/2022	00020373		SECURITY EXPENSES	\$ 2,865.50	
20/01/2022	00020349		SECURITY EXPENSES	\$ 2,780.25	
20/01/2022	00020364		SECURITY EXPENSES	\$ 396.00	
24/01/2022	3038.1955-01	Cleanaway	RECYCLING FEES		\$ 76,778.57
21/01/2022	21661662		RECYCLING FEES	\$ 76,778.57	
24/01/2022	3038.197-01	Konica Minolta Business Solutions Aust Pty Ltd	PHOTOCOPIER PRINTING		\$ 2,721.19
18/01/2022	0400001153321221		PHOTOCOPIER PRINTING	\$ 2,721.19	
24/01/2022	3038.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 235,389.14
13/01/2022	EMRC43155		MANAGEMENT OF CDS OPERATIONS - COPPIN ROAD TRANSFER STATION	\$ 36,010.78	
13/01/2022	EMRC43162		PROJECT FUNDING ALLOCATION 2021/2022 URBAN ENVIRONMENT	\$ 31,048.60	
14/01/2022	EMRC43154		MATHIESON RD WASTE TRANSFER STATION - SITE MANGEMENT	\$ 50,834.08	
14/01/2022	EMRC43153		COPPIN RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$ 39,848.04	
21/01/2022	EMRC43205		TRANSFER STATION FEES	\$ 75,136.89	
21/01/2022	EMRC43238		TRANSFER STATION FEES	\$ 2,510.75	
24/01/2022	3038.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 149,803.00
16/01/2022	PY01-15-Deputy C		PAYROLL DEDUCTION	\$ 128,835.00	
16/01/2022	PY02-15-Deputy C		PAYROLL DEDUCTION	\$ 20,968.00	
24/01/2022	3038.2163-01	Asphaltech Pty Ltd	ASPHALT		\$ 56,339.62
21/01/2022	16776		ASPHALT WORKS - CASINO RD GLEN FORREST	\$ 28,943.30	
21/01/2022	16775		ASPHALT WORKS - ALLPIKE RD DARLINGTON	\$ 10,511.67	
21/01/2022	16782		ASPHALT WORKS - BYFIELD RD PARKERVILLE	\$ 16,884.65	
24/01/2022	3038.218-01	Security & Key Distributors	SECURITY EXPENSES		\$ 2,090.90
09/12/2021	89705		REPAIR FAULTY DOOR MECHANISM - MUNDARING ARENA	\$ 459.22	
15/12/2021	89725		REPAIR LOCK & INSTALL NEW CYLINDER - BRUCE DOUGLAS	\$ 291.19	
17/12/2021	89802		SUPPLY BILOCK CYLINDERS SAWYERS VALLEY & CHIDLOW PUBLIC TOILETS	\$ 1,191.48	
22/12/2021	89773		CALL OUT TO REPAIR DOOR - LAKE LESCHENAUTIA	\$ 149.01	
24/01/2022	3038.2815-01	Total Packaging (WA) Pty Ltd	WASTE BAGS		\$ 1,716.00
22/12/2021	00036070		DOG WASTE BAGS	\$ 1,716.00	
24/01/2022	3038.300-01	Civica Pty Ltd	FEES		\$ 1,150.75
22/01/2022	MILG021051		WEBSPPHERE APP SERVER STD LICENCE 01/3/2022- 28/2/2023	\$ 1,150.75	
24/01/2022	3038.3088-01	Local Government Professionals	TRAINING		\$ 1,120.00
21/01/2022	32040		REGISTRATION - FINANCE PROFESSIONAL CONFERENCE 2022 - A DOUGLAS	\$ 1,120.00	
24/01/2022	3038.336-01	Fasta Courier Service	COURIER SERVICES		\$ 450.19
20/01/2022	256440		COURIER SERVICES	\$ 450.19	
24/01/2022	3038.35-01	Nutrien Ag Solutions Limited	BOLLARDS		\$ 541.86
09/12/2021	906027201		SUPPLY 30 X DOME TOP BOLLARDS	\$ 541.86	
24/01/2022	3038.375-01	TOLL IPEC PRIORITY (IPEC Pty Ltd T/As)	COURIER SERVICES		\$ 14.49
18/01/2022	0509-S364420		COURIER SERVICES	\$ 14.49	
24/01/2022	3038.3780-01	Kleenit Pty Ltd	MAINTENANCE		\$ 550.00
21/01/2022	148834		REMOVE GRAFFITI - SCULPTURE PARK PUBLIC TOILETS	\$ 275.00	
21/01/2022	148833		REMOVE GRAFFITI - BROWN PARK COMMUNITY CENTRE	\$ 275.00	
24/01/2022	3038.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 1,189.10
21/01/2022	7341		ELECTRICAL SERVICES - MUNDARING FIRE SCHOOL	\$ 519.20	
21/01/2022	7372		ELECTRICAL SERVICES - ADMIN BUILDING	\$ 198.00	
21/01/2022	7371		ELECTRICAL SERVICES - CHILDREN SERVICES MIDVALE	\$ 471.90	
24/01/2022	3038.397-01	J. Blackwood & Son Pty Ltd	STATIONERY		\$ 27.37
07/01/2022	PE2984CK		STATIONERY ITEMS - LAKE LESCHENAUTIA	\$ 27.37	
24/01/2022	3038.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 752.20
16/01/2022	PY01-15-HIF		PAYROLL DEDUCTION	\$ 752.20	
24/01/2022	3038.480-01	Echo Newspaper	ADVERTISING		\$ 1,303.50
09/12/2021	00023935		ADVERTISING	\$ 1,028.50	
23/12/2021	00024268		ADVERTISING	\$ 275.00	

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Date	Reference	Payee	Description	Amount	Total
24/01/2022	3038.5414-01	Exteria	STEEL FABRICATION		\$ 11,917.40
21/01/2022	00010139		SUPPLY 3 X VASSE COMPOSITE SEATS - MT HELENA SKATE PARK	\$ 2,600.40	
21/01/2022	00010142		SUPPLY 10 X VASSE COMPOSITE SEATS - MORGAN JOHN MORGAN TRAIN PARK	\$ 9,317.00	
24/01/2022	3038.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 700.90
15/12/2021	MD37062.D1		WORK CLOTHES	\$ 193.29	
15/12/2021	BM47181.D4		WORK CLOTHES	\$ 61.56	
22/12/2021	MD38487.D1		SCREEN PRINTING TEMPLATE FOR BFS SHIRTS	\$ 446.05	
24/01/2022	3038.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
18/01/2022	PY01-15-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
18/01/2022	PY02-15-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
24/01/2022	3038.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 23.82
13/01/2022	2173705		WATER BOTTLES FOR DEPOT WATER COOLERS	\$ 23.82	
24/01/2022	3038.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 170.00
18/01/2022	PY01-15-MUNDARIN		PAYROLL DEDUCTION	\$ 170.00	
24/01/2022	3038.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 21,731.65
21/01/2022	51101224		DIESEL FUEL	\$ 21,731.65	
24/01/2022	3038.61-01	Baileys Fertilisers	FERTILISERS		\$ 2,788.50
22/12/2021	26769		SUPPLY 50 X 25L BAGS OF GROSORB GRANULATED	\$ 2,788.50	
24/01/2022	3038.6282-01	Strata Corporation Pty Ltd T/A StrataGreen	PPE EQUIPMENT		\$ 430.32
18/12/2021	141244		SUPPLY 3 X PAIRS OF SNAKE SAFE LEGGINGS	\$ 430.32	
24/01/2022	3038.6423-01	Australian Training Management	TRAINING		\$ 325.00
18/01/2022	00020864		WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROL TRAINING	\$ 325.00	
24/01/2022	3038.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 176.00
14/01/2022	00386648		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
24/01/2022	3038.6879-01	Chidlow Chatter	ADVERTISING		\$ 130.00
21/01/2022	00005004		ADVERTISING	\$ 130.00	
24/01/2022	3038.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 225.10
18/01/2022	PY01-15-AUSTRALI		PAYROLL DEDUCTION	\$ 95.60	
18/01/2022	PY02-15-AUSTRALI		PAYROLL DEDUCTION	\$ 129.50	
24/01/2022	3038.7352-01	Records and Information Management Profess	TRAINING		\$ 55.00
14/01/2022	378430		REGISTRATION - LINKING THE BIG PICTURE EVENT - A MCDONALD	\$ 55.00	
24/01/2022	3038.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 2,973.30
21/01/2022	2545		FOOTPATH SWEEPING/MAINTENANCE	\$ 2,973.30	
24/01/2022	3038.7519-01	Moore Stephens (WA) Pty Ltd	TRAINING		\$ 275.00
24/01/2022	2492		REGISTRATION - WALGA TAX WEBINAR FBT KNOWLEDGE - S FERTCH	\$ 275.00	
24/01/2022	3038.7541-01	Connect Call Centre Services	CALL CENTRE COSTS		\$ 1,757.47
21/01/2022	00108931		CALL CENTRE COSTS - NOVEMBER 2021	\$ 1,757.47	
24/01/2022	3038.7590-01	PFD Food Services Pty Ltd	KIOSK SUPPLIES		\$ 3,907.90
21/01/2022	LA916011		KIOSK SUPPLIES	\$ 1,163.35	
21/01/2022	LA916016		KIOSK SUPPLIES	\$ 2,744.55	
24/01/2022	3038.7738-01	WA Safety Products (Montyanne Trust T/As:)	PPE EQUIPMENT		\$ 214.09
24/01/2022	A9632		ASSORTED PPE FOR WORKSHOP	\$ 214.09	
24/01/2022	3038.80-01	Bunnings Group Limited	HARDWARE		\$ 1,687.42
21/01/2022	2440/01093674		HARDWARE ITEMS	\$ 122.46	
21/01/2022	2440/99840917		HARDWARE ITEMS	\$ 948.66	
21/01/2022	2440/01184782		HARDWARE ITEMS	\$ 89.16	
18/01/2022	2010/00100206		HARDWARE ITEMS	\$ 527.14	
24/01/2022	3038.8-01	LGRCEU	PAYROLL DEDUCTION		\$ 41.00
18/01/2022	PY02-15-LGRCEU		PAYROLL DEDUCTION	\$ 41.00	
24/01/2022	3038.810-01	Royal Life Saving Society Western Australia	TRAINING		\$ 59.00
18/01/2022	137803		CPR TRAINING - RACHAEL BACON	\$ 59.00	
24/01/2022	3038.8374-01	Natural Area Holdings P/L T/A Natural Area	WEED CONTROL		\$ 5,610.00
20/01/2022	00016766		WEED CONTROL - MATHIESON RD TRANSFER STATION	\$ 5,610.00	
24/01/2022	3038.8545-01	Sankey Plumbing Service	PLUMBING		\$ 165.00
24/01/2022	5244		PLUMBING SERVICES - BRUCE DOUGLAS PAVILION BROWN PARK	\$ 165.00	

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24/01/2022	3038.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 6,126.81
06/01/2022	00007204		SUPPLY FACE GRAVEL - CASINO ROAD	\$ 469.60	
06/01/2022	00007205		SUPPLY FACE GRAVEL - MORGAN JOHN MORGAN	\$ 119.91	
06/01/2022	00007202		SUPPLY FACE GRAVEL - MAINTENANCE	\$ 848.47	
06/01/2022	00007203		SUPPLY FACE GRAVEL - SHOULDER GRADING	\$ 1,187.73	
20/01/2022	00007235		SUPPLY FACE GRAVEL - CHIDLOW SKATE PARK	\$ 159.10	
20/01/2022	00007232		SUPPLY 25MM FERRICRETE	\$ 984.08	
20/01/2022	00007233		SUPPLY FACE GRAVEL - SHOULDER GRADING WORKS	\$ 1,070.16	
20/01/2022	00007272		SUPPLY FACE GRAVEL - SHOULDER GRADING WORKS	\$ 634.39	
20/01/2022	00007234		SUPPLY LAWN SAND - CHIDLOW SKATE PARK	\$ 653.37	
24/01/2022	3038.8652-01	Quality Press	DFES PRINTED MATERIAL		\$ 1,072.50
21/01/2022	INV053896		DFES PRINTED MATERIAL	\$ 748.00	
21/01/2022	INV052085		DFES PRINTED MATERIAL	\$ 324.50	
24/01/2022	3038.9184-01	Budget Rent A Car (Busby Investments Pty Ltd	VEHICLE HIRE		\$ 227.76
21/01/2022	431889172		HIRE OF 4.2T VAN - ONGOING COLLECTION OF CDS BINS	\$ 227.76	
24/01/2022	3038.9512-01	Australian Grown	UNIFORMS		\$ 287.32
22/12/2021	SI36038		UNIFORMS FOR REFLECTIONS CAFE NEW STAFF	\$ 287.32	
24/01/2022	3038.9596-01	Brice Pest Management	TERMITE TREATMENT		\$ 154.00
21/01/2022	IV04821		TERMITE TREATMENT - BOYA RESERVE	\$ 154.00	
24/01/2022	3038.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 22,064.90
06/01/2022	00009832		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 1,049.40	
06/01/2022	00009834		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
06/01/2022	00009831		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
16/12/2021	00009756		STREET TREE MAINTENANCE - RICHARDSON RD PARKERVILLE	\$ 9,892.30	
16/12/2021	00009757		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
16/12/2021	00009751		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,780.80	
25/01/2022	3039.13352-01	Ms Y K Monterrubio	REFUND		\$ 55.00
24/01/2022	731403		KEY BOND REFUND	\$ 55.00	
25/01/2022	3039.13655-01	Mrs O A Burrows	REFUND		\$ 65.00
24/01/2022	1336557		KEY BOND REFUND	\$ 65.00	
25/01/2022	3039.13657-01	Mr D Halalilo	REFUND		\$ 110.00
24/01/2022	1343978		HALL BOND REFUND	\$ 110.00	
25/01/2022	3039.14318-01	Mundaring Weir Arts and Crafts	REFUND		\$ 20.00
24/01/2022	Overpayment		OVERPAYMENT - INVOICE 24297	\$ 20.00	
25/01/2022	3039.14332-01	Ms N Gielingh	REFUND		\$ 110.00
24/01/2022	1352543		HALL BOND REFUND	\$ 110.00	
25/01/2022	3039.14333-01	Ms N Nesbitt	REFUND		\$ 330.00
24/01/2022	1344714		HALL BOND REFUND	\$ 330.00	
25/01/2022	3039.14334-01	Abbott Native Title Trustees	REFUND		\$ 1,000.00
24/01/2022	1346424		HALL BOND REFUND	\$ 1,000.00	
27/01/2022	3040.34-01	Water Corporation	WATER RATES & FEES		\$ 17,545.63
26/01/2022	9004667117		WATER RATES & FEES	\$ 3,471.55	
26/01/2022	9004667539		WATER RATES & FEES	\$ 359.86	
26/01/2022	9004667985		WATER RATES & FEES	\$ 13,714.22	
25/01/2022	3041.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 21,779.01
27/01/2022	250122		CARE GIVER SUBSIDIES	\$ 21,779.01	
27/01/2022	3042.11617-01	Mr B D Mathews	REFUND		\$ 812.03
27/01/2022	Refund		RATES REFUND	\$ 812.03	
27/01/2022	3042.7122-01	Mr N D Price	REFUND		\$ 1,804.40
27/01/2022	Refund		RATES REFUND	\$ 1,804.40	
31/01/2022	3043.13495-01	Ms S Harlow	REIMBURSEMENT		\$ 80.00
31/01/2022	REIMBURSEMENT		REIMBURSEMENT OF RESOURCES FOR CHILDREN SERVICES EXPENSES	\$ 80.00	
31/01/2022	3043.14330-01	RAFFA (WA) Pty Ltd T/A The Lazy Co	REFUND		\$ 135.00
28/01/2022	REFUND		REFUND - PAYMENT MADE TO SHIRE OF MUNDARING IN ERROR ON 03/12/2021	\$ 135.00	
31/01/2022	3043.14337-01	Mrs C M Hooper	REFUND		\$ 109.12
28/01/2022	REFUND		REFUND - CHILD CARE PARENT FEES FOR ALEX - MECPC	\$ 109.12	

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31/01/2022	3043.174-01	Synergy	ELECTRICITY		\$ 8,411.21
22/01/2022	0941380327		ELECTRICITY	\$ 193.31	
22/01/2022	9370568529		ELECTRICITY	\$ 189.94	
22/01/2022	5018318810		ELECTRICITY	\$ 255.83	
22/01/2022	8146423529		ELECTRICITY	\$ 288.54	
22/01/2022	1877395520		ELECTRICITY	\$ 1,188.46	
22/01/2022	5166165220		ELECTRICITY	\$ 225.45	
22/01/2022	5039289513		ELECTRICITY	\$ 583.25	
22/01/2022	9099008524		ELECTRICITY	\$ 287.96	
22/01/2022	1244788225		ELECTRICITY	\$ 264.00	
27/01/2022	6172559523		ELECTRICITY	\$ 920.34	
27/01/2022	5162819914		ELECTRICITY	\$ 4,014.13	
31/01/2022	3043.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 8,359.90
27/01/2022	250122		FDC PARENT LEVY	\$ 8,359.90	
31/01/2022	3044.10772-01	Stonemark Holdings T/As Ace Promotions	CUSTOMISED EQUIPMENT		\$ 1,100.00
28/01/2022	INV-0807		HYDRA SPORTS UMBRELLA WITH MIDVALE HUB LOGO	\$ 841.50	
28/01/2022	INV-0808		APRONS WITH MIDVALE HUB LOGO FOR MECPC	\$ 258.50	
31/01/2022	3044.11398-01	JB Hi-Fi Group Pty Ltd	IT HARDWARE		\$ 2,370.96
09/12/2021	BD0695570		SUPPLY & DELIVER 2 X APPLE IPHONE 12 64GB	\$ 2,370.96	
31/01/2022	3044.11474-01	Swan Valley Fresh (Vendor Management Solution	PROVISIONS FOR REFLECTIONS CAFE		\$ 108.88
28/01/2022	00035431		PROVISIONS FOR REFLECTIONS CAFE	\$ 108.88	
31/01/2022	3044.11953-01	The Stationery Co (C Willis & D J Willis T/As:)	STATIONERY		\$ 72.49
27/01/2022	185697		STATIONERY ITEMS	\$ 72.49	
31/01/2022	3044.12027-01	AFGR! Equipment Australia Pty Ltd	PARTS		\$ 727.15
27/01/2022	2545848		SUPPLY SEAT ASSEMBLY FOR P261	\$ 606.62	
27/01/2022	2520781		V BELT DECK SIDE CHUTE FOR 00MDG	\$ 120.53	
31/01/2022	3044.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 8,233.58
28/01/2022	C INV 583376		TEMP STAFF - DEPOT	\$ 8,233.58	
31/01/2022	3044.12134-01	W.A. Library Supplies	BOOK COVERING		\$ 867.70
27/01/2022	00126748		BOOK COVERING - AFM LIBRARY	\$ 867.70	
31/01/2022	3044.12336-01	MBC Trees and Bobcat	FIRE MITIGATION WORKS		\$ 33,144.98
25/01/2022	992-2022		FIRE MITIGATION WORKS - R20990 & R12422	\$ 5,978.28	
25/01/2022	994-2022		FIRE MITIGATION WORKS - R20900 BLACK COCKATOO RESERVE	\$ 9,198.20	
25/01/2022	993-2022		FIRE MITIGATION WORKS - R20900 BLACK COCKATOO RESERVE	\$ 8,305.00	
25/01/2022	991-2022		FIRE MITIGATION WORKS - R20900 BLACK COCKATOO RESERVE	\$ 9,663.50	
31/01/2022	3044.12454-01	Hills Windscreens	WINDSCREEN		\$ 385.00
27/01/2022	17		SUPPLY & FIT WINDSCREEN ON 044MDG	\$ 385.00	
31/01/2022	3044.12470-01	Mr G Wood	FENCING		\$ 308.00
21/01/2022	IV00000000648		REPAIR LOCKING MECHANISM SOUTH SHED - MUNDARING HARDCOURTS	\$ 308.00	
31/01/2022	3044.12579-01	Mr V Crowe	LANDSCAPE, MAINTENANCE & CLEANING SERVICES		\$ 1,155.00
28/01/2022	1864		LANDSCAPE SERVICES	\$ 210.00	
28/01/2022	1865		CLEANING SERVICES	\$ 210.00	
28/01/2022	1866		LANDSCAPE SERVICES	\$ 210.00	
28/01/2022	1867		LANDSCAPE & MAINTENANCE SERVICES	\$ 525.00	
31/01/2022	3044.126-01	Komatsu Australia Pty Ltd	PARTS		\$ 2,007.14
28/01/2022	002580316		SUPPLY PARTS	\$ 657.20	
28/01/2022	002609889		SUPPLY PARTS	\$ 526.75	
28/01/2022	002594091		SUPPLY PARTS	\$ 549.80	
28/01/2022	002590324		SUPPLY PARTS	\$ 273.39	
31/01/2022	3044.12794-01	Mount Helena Hardware	HARDWARE ITEMS		\$ 748.28
08/12/2021	101023751		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 34.02	
09/12/2021	101023918		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 8.99	
16/12/2021	101025083		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 28.92	
22/12/2021	101026206		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 32.08	
23/12/2021	101026070		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 580.95	
06/01/2022	101027417		SUPPLY OF ASSORTED HARDWARE ITEMS	\$ 63.32	
31/01/2022	3044.12880-01	Interfire Agencies Pty Ltd (The Trustee for The	PPE EQUIPMENT		\$ 164.34
21/01/2022	INV-08940		SUPPLY FACE MASKS - COVID-19 SUPPLIES	\$ 164.34	
31/01/2022	3044.12899-01	NAPA (A Division of GPC Asia Pacific Pty Ltd)	WORKSHOP CONSUMABLES		\$ 697.40
27/01/2022	1320189525		SUPPLY OF WORKSHOP CONSUMABLES	\$ 585.20	
27/01/2022	1320190248		SUPPLY 4WD FILTER KIT FOR 042MDG	\$ 56.10	
27/01/2022	1320190251		SUPPLY 4WD FILTERS KIT FOR 042MDG	\$ 56.10	
31/01/2022	3044.12932-01	4 Fun And Health Pty Ltd	PROVISIONS FOR REFLECTIONS CAFE		\$ 136.00
28/01/2022	INV-0489		PROVISIONS FOR REFLECTIONS CAFE	\$ 136.00	

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Date	Reference	Payee	Description	Amount	Total
31/01/2022	3044.12951-01	Traffic Force	TRAFFIC MANAGEMENT SERVICES		\$ 68,616.14
06/01/2022	00027674		TRAFFIC MANAGEMENT SERVICES - SHOULDER GRADING	\$ 4,792.30	
22/12/2021	00027494		TRAFFIC MANAGEMENT SERVICES - CASINO RD GLEN FORREST	\$ 7,203.05	
22/12/2021	00027493		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 2,550.13	
22/12/2021	00027497		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 3,932.26	
22/12/2021	00027507		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 825.04	
06/01/2022	00027673		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 4,800.25	
06/01/2022	00027675		TRAFFIC MANAGEMENT SERVICES - VERGE MOWING	\$ 2,700.13	
06/01/2022	00027689		TRAFFIC MANAGEMENT SERVICES - DRAINAGE WORKS	\$ 5,812.80	
21/01/2022	00027734		TRAFFIC MANAGEMENT SERVICES - SHOULDER GRADING	\$ 4,744.88	
09/12/2021	00027415		TRAFFIC MANAGEMENT SERVICES - DRAINAGE WORKS	\$ 5,709.43	
18/12/2021	00027417		TRAFFIC MANAGEMENT SERVICES - WORKS CREWS	\$ 5,029.55	
18/12/2021	00027418		TRAFFIC MANAGEMENT SERVICES - WORKS CREW	\$ 3,370.53	
18/12/2021	00027414		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 4,507.88	
20/01/2022	00027688		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 9,112.95	
20/01/2022	00027733		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 3,525.18	
31/01/2022	3044.13013-01	MDM Entertainment Pty Ltd	AUDIO VISUAL STOCK		\$ 120.66
27/01/2022	107570		AUDIO VISUAL STOCK - KSP LIBRARY	\$ 120.66	
31/01/2022	3044.13217-01	Mr B M Bulla	SITE PREPARATION		\$ 500.00
28/01/2022	31		SITE PREPARATION AUSTRALIA DAY CONCERT	\$ 500.00	
31/01/2022	3044.13490-01	Q2 Online (MKI Group Pty Ltd T/As:)	DESIGN FEES/COSTS		\$ 1,375.00
25/01/2022	INV-0074		PROJECT MANAGEMENT SERVICES SHIRE WEBSITE UPGRADE	\$ 1,375.00	
31/01/2022	3044.135-01	BOC Ltd	CYLINDER RENTAL		\$ 82.34
28/01/2022	4030294893		CYLINDER RENTALS CHARGES - DEPOT	\$ 82.34	
31/01/2022	3044.13627-01	Honey in the Garden Pty Ltd	CITIZENSHIP GIFTS		\$ 372.75
28/01/2022	INV22-2431		AUSTRALIAN CITIZENSHIP CEREMONY GIFTS 28/01/2022	\$ 372.75	
31/01/2022	3044.13691-01	ID Warehouse (Brady Australia Pty Ltd T/As:)	STATIONERY		\$ 104.50
27/01/2022	9348797574		FARGO EZ CARTRIDGE	\$ 104.50	
31/01/2022	3044.13698-01	Mundaring Wellness Centre (A Space to Grow)	CATERING		\$ 630.00
27/01/2022	1511		CATERING SERVICES - COMMUNITY RECOVERY EVENT ON 28/01/2022	\$ 630.00	
31/01/2022	3044.13757-01	Superloop (Operations) Pty Ltd	SUBSCRIPTIONS		\$ 110.00
18/01/2022	AINVO13772		DATA & NETWORK SERVICES	\$ 110.00	
31/01/2022	3044.13782-01	ChemCentre (Chemistry Centre (WA) T/As:)	WATER SAMPLES		\$ 1,347.50
27/01/2022	1511021S2606		WATER SAMPLES - BROZ PARK	\$ 1,347.50	
31/01/2022	3044.13866-01	Booktopia Pty Ltd	BOOKS		\$ 1,201.60
27/01/2022	16142207		BOOK STOCK - KSP LIBRARY	\$ 215.61	
27/01/2022	16040082		BOOK STOCK - KSP LIBRARY	\$ 631.76	
27/01/2022	16152883		BOOK STOCK - AFM LIBRARY	\$ 354.23	
31/01/2022	3044.13878-01	Ms C Foley	ENTERTAINMENT		\$ 300.00
25/01/2022	33		NYOONGAR LANGUAGE WORKSHOP	\$ 300.00	
31/01/2022	3044.14013-01	Eastern Hills Chainsaws & Mowers Pty Ltd	EQUIPMENT REPAIRS		\$ 1,561.00
07/01/2022	48159 #4		SUPPLY BATTERY POWER CHAINSAW, BATTERIES & CHARGER	\$ 1,561.00	
31/01/2022	3044.14072-01	Catherine Anne Levett	CONSULTATION		\$ 1,848.00
07/01/2022	2022 - 01		MATERIALS & RESOURCES BACKYARD BIODIVERSITY MEAP	\$ 1,848.00	
31/01/2022	3044.14073-01	Tony's House of Tender Meats (GK & KS Fraser)	FOOD		\$ 291.11
28/01/2022	13271		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 291.11	
31/01/2022	3044.14109-01	Red Dot Stores (The C C C B Discretionary)	CONSUMABLES		\$ 55.00
25/01/2022	2106406		CONSUMABLES - MECPC	\$ 55.00	
31/01/2022	3044.14188-01	Complete Office Supplies Pty Ltd	STATIONERY		\$ 15.18
27/01/2022	10674358		STATIONERY ITEMS	\$ 15.18	
31/01/2022	3044.14324-01	Proarb WA (R Hawkins & C.N Jones T/As:)	STREET TREE MAINTENANCE		\$ 198.00
27/01/2022	205		REMOVE DEAD LEANING TREE - LAKE LESCHENAUTIA	\$ 198.00	
31/01/2022	3044.14336-01	Moore Australia Audit (WA)	AUDIT FEES		\$ 660.00
28/01/2022	324484		AUDIT DEFERRED PENSIONER RATES FOR YEAR END 30/06/2021	\$ 660.00	
31/01/2022	3044.145-01	Schweppes Australia Pty Ltd (Asahi Beverages)	KIOSK SUPPLIES		\$ 1,039.23
27/01/2022	9010065034		KIOSK SUPPLIES	\$ 927.33	
27/01/2022	9010065033		KIOSK SUPPLIES - WATER	\$ 111.90	
31/01/2022	3044.1689-01	Compsys Pty Ltd T/A Harmony Software	SOFTWARE EXPENSES		\$ 770.80
27/01/2022	3-1093		SOFTWARE SUBSCRIPTION - DECEMBER 2021	\$ 770.80	
31/01/2022	3044.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 418.00
28/01/2022	00020376		STATIC GUARD COVID MARSHALL - AUSTRALIA DAY CEREMONY	\$ 418.00	
31/01/2022	3044.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 63,628.40
24/01/2022	EMRC43343		TRANSFER STATION FEES	\$ 49,087.50	
25/01/2022	EMRC43372		PROJECT FUNDING ALLOCATION 2021/2022 REGIONAL DEVELOPMENT	\$ 14,540.90	

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31/01/2022	3044.2163-01	Asphaltech Pty Ltd	ASPHALT		\$ 4,156.15
28/01/2022	16686		ASPHALT WORKS - BYFIELD ROAD PARKERVILLE	\$ 4,156.15	
31/01/2022	3044.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 1,070.48
27/01/2022	136297281		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 560.20	
28/01/2022	134344972		FOOD & CONSUMABLES FOR CHILDREN & STAFF - MECPC	\$ 510.28	
31/01/2022	3044.2395-01	Barfield Earthmoving (Jaycourt Nominees Pty Ltd	EARTHWORKS		\$ 1,369.50
25/01/2022	321		MACHINERY ASSISTANCE - CHIDLOW BUSHFIRE ON 07/01/2022	\$ 731.50	
25/01/2022	322		MACHINERY ASSISTANCE - CHIDLOW BUSHFIRE ON 12/01/2022	\$ 638.00	
31/01/2022	3044.253-01	Lo-Go Appointments	TEMP STAFF		\$ 1,256.20
21/01/2022	00425175		PERMANENT PLACEMENT FEE FOR PART-TIME RATES OFFICER	\$ 1,256.20	
31/01/2022	3044.2625-01	Stewart & Heaton Clothing Co	UNIFORMS		\$ 3,199.84
27/01/2022	SIN-3485631		UNIFORMS - STONEVILLE VBFB	\$ 228.56	
27/01/2022	SIN-3485633		UNIFORMS - MT HELENA VBFB	\$ 228.56	
27/01/2022	SIN-3485632		UNIFORMS - DARLINGTON VBFB	\$ 228.56	
27/01/2022	SIN-3485628		UNIFORMS - DARLINGTON VBFB	\$ 228.56	
27/01/2022	SIN-3485629		UNIFORMS - GLEN FORREST VBFB	\$ 457.12	
27/01/2022	SIN-3485627		UNIFORMS - DARLINGTON VBFB	\$ 228.56	
27/01/2022	SIN-3485623		UNIFORMS - SAWYERS VALLEY VBFB	\$ 228.56	
27/01/2022	SIN-3485624		UNIFORMS - STONEVILLE VBFB	\$ 228.56	
27/01/2022	SIN-3485625		UNIFORMS - WOOROLOO VBFB	\$ 228.56	
27/01/2022	SIN-3485621		UNIFORMS - DARLINGTON VBFB	\$ 228.56	
27/01/2022	SIN-3485620		UNIFORMS - DARLINGTON VBFB	\$ 457.12	
27/01/2022	SIN-3485618		UNIFORMS - STONEVILLE VBFB	\$ 228.56	
31/01/2022	3044.2769-01	Regenerated Landscapes	WEED SPRAYING		\$ 175.00
25/01/2022	17		HAZARD REDUCTION WORKS - R47441	\$ 175.00	
31/01/2022	3044.280-01	Winc Australia Pty Limited	STATIONERY		\$ 961.82
17/12/2021	9037889525		STATIONERY ITEMS	\$ 522.37	
17/12/2021	9037815955		STATIONERY ITEMS	\$ 439.45	
31/01/2022	3044.2802-01	Holton Connor Architects & Planners	ARCHITECTS SERVICES		\$ 1,100.00
27/01/2022	00006265		ARCHITECTS SERVICES - STONEVILLE VBFB	\$ 1,100.00	
31/01/2022	3044.314-01	Landgate	TITLE SEARCHES		\$ 217.60
18/01/2022	1153437		ONLINE TITLE SEARCHES - DECEMBER 2021	\$ 217.60	
31/01/2022	3044.3180-01	Battery World Midland	BATTERIES		\$ 1,000.00
16/12/2021	#IN8031761650		BATTERY FOR P725	\$ 250.00	
16/12/2021	#IN8031761640		BATTERY FOR STONEVILLE LT	\$ 250.00	
06/01/2022	#IN8031761673		BATTERIES FOR VARIOUS VEHICLES	\$ 500.00	
31/01/2022	3044.320-01	Department of Fire & Emergency Services	COST SHARING OF CESM		\$ 27,393.44
27/01/2022	153264		COST SHARING OF CESM 01/10/2021 - 30/12/2021	\$ 27,393.44	
31/01/2022	3044.33-01	Boral Construction Materials Group	ASPHALT		\$ 979.00
16/12/2021	WA16447577		ASPHALT	\$ 148.50	
16/12/2021	WA16447579		ASPHALT	\$ 148.50	
16/12/2021	WA16447578		ASPHALT	\$ 148.50	
16/12/2021	WA16447576		ASPHALT	\$ 148.50	
21/12/2021	WA16463577		SUPPLY 250L EMULSION	\$ 385.00	
31/01/2022	3044.3338-01	RSEA Pty Ltd	SAFETY EQUIPMENT		\$ 69.61
16/12/2021	12140673		SAFETY EQUIPMENT	\$ 69.61	
31/01/2022	3044.3779-01	Bell Fire Equipment Co Pty Ltd	PARTS		\$ 115.50
27/01/2022	INV-10374		SUPPLY & DELIVER BELL REEL WINDER HANDLE FOR 069MDG	\$ 115.50	
31/01/2022	3044.3780-01	Kleenit Pty Ltd	BUILDING MAINTENANCE		\$ 1,133.00
25/01/2022	149123		REMOVE GRAFFITI - SCULPTURE PARK	\$ 275.00	
25/01/2022	149121		REMOVE GRAFFITI - HUB OF THE HILLS	\$ 220.00	
25/01/2022	149120		REMOVE GRAFFITI - ELSIE AUSTIN PAVILION	\$ 308.00	
25/01/2022	149122		REMOVE GRAFFITI - DARLINGTON PAVILION	\$ 330.00	
31/01/2022	3044.381-01	Mundaring Electrical Contracting Service	ELECTRICAL SERVICES		\$ 587.40
27/01/2022	7373		ELECTRICAL SERVICES - BROWN PARK	\$ 587.40	
31/01/2022	3044.386-01	Educational Art Supplies	ART SUPPLIES		\$ 110.55
27/01/2022	3524447		ART SUPPLIES	\$ 110.55	
31/01/2022	3044.388-01	Bunzl Ltd	CLEANING SUPPLIES		\$ 6,389.59
22/12/2021	W576324		CLEANING PRODUCTS - LAKE LESCHENAULTIA	\$ 1,519.27	
13/01/2022	W543534		CLEANING PRODUCTS - LAKE LESCHENAULTIA	\$ 1,968.11	
18/01/2022	W587202		PAPER PRODUCTS - DEPOT	\$ 2,821.58	
18/01/2022	W594155		PAPER PRODUCTS - DEPOT	\$ 80.63	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2022

Date	Reference	Payee	Description	Amount	Total
31/01/2022	3044.393-01	Western Australian Local Government Association	TRAINING		\$ 4,144.50
27/01/2022	13090970		REGISTRATION - MEETING PROCEDURES COURSE - CR BEALE	\$ 495.00	
27/01/2022	13090969		REGISTRATION - UNDERSTANDING REPORTS & BUDGETS - CR BEALE	\$ 495.00	
27/01/2022	13090967		REGISTRATION - UNDERSTANDING LOCAL GOVERNMENT - CR BEALE	\$ 240.00	
27/01/2022	13090968		REGISTRATION - CONFLICTS OF INTEREST - CR BEALE	\$ 240.00	
27/01/2022	13090972		REGISTRATION - UNDERSTANDING LOCAL GOVERNMENT - CR CICHINI	\$ 240.00	
27/01/2022	13090975		REGISTRATION - MEETING PROCEDURES COURSE - CR CICHINI	\$ 495.00	
27/01/2022	13090973		REGISTRATION - CONFLICTS OF INTEREST - CR CICHINI	\$ 240.00	
27/01/2022	13090974		REGISTRATION - UNDERSTANDING REPORTS & BUDGETS - CR CICHINI	\$ 495.00	
27/01/2022	13090976		REGISTRATION - SERVING ON COUNCIL - CR CICHINI	\$ 990.00	
27/01/2022	13091000		INTRODUCTION TO LOCAL GOVERNMENT E-LEARNING - S FERTCH	\$ 214.50	
31/01/2022	3044.397-01	J. Blackwood & Son Pty Ltd	UNIFORMS		\$ 174.22
27/01/2022	PE9998CK		SUPPLY ASSORTED ITEMS FOR STORES	\$ 148.21	
27/01/2022	GS5567BQ		SUPPLY OF 2021 UNIFORMS FOR OUTSIDE STAFF	\$ 28.01	
31/01/2022	3044.452-01	Mahogany Building & Design	MAINTENANCE		\$ 176.00
25/01/2022	INV0360		MAINTENANCE - WOOROLOO HALL	\$ 88.00	
25/01/2022	INV0359		MAINTENANCE - DARLINGTON HALL	\$ 88.00	
31/01/2022	3044.4526-01	Mr J S Daw	REIMBURSEMENT		\$ 586.24
31/01/2022	REIMBURSEMENT		TRAVEL & PARKING REIMBURSEMENT 846KM 24/11/2021-25/01/2022	\$ 586.24	
31/01/2022	3044.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		\$ 122.98
25/01/2022	00024197		SECURITY EXPENSES	\$ 122.98	
31/01/2022	3044.5176-01	Allglove Industries	SAFETY CLOTHING		\$ 871.20
27/01/2022	00004224		SAFETY CLOTHING	\$ 871.20	
31/01/2022	3044.5414-01	Exteria	STEEL FABRICATION		\$ 15,349.40
27/01/2022	00010143		NEW PARK FURNITURE - MORGAN JOHN MORGAN TRAIN PARK UPGRADES	\$ 15,349.40	
31/01/2022	3044.6585-01	Clan Midland Inc	CONSUMABLES		\$ 3,000.00
21/01/2022	00000541		PAYMENT TOWARDS PAINT THE SWAN READ BAGS & BOOKMARKS	\$ 3,000.00	
31/01/2022	3044.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 176.00
21/01/2022	00387224		EMPLOYEE ASSISTANCE PROGRAM	\$ 176.00	
31/01/2022	3044.7230-01	Boss Bobcat & Truck Service	RUBBLE REMOVAL		\$ 16,165.42
25/01/2022	4622		RUBBLE REMOVAL - MATHIESON RD TRANSFER STATION	\$ 16,165.42	
31/01/2022	3044.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING/MAINTENANCE		\$ 787.05
27/01/2022	2546		CLEAN HARDCOURTS & CARPARK AT MUNDARING HARDCOURTS	\$ 787.05	
31/01/2022	3044.7541-01	Connect Call Centre Services	CALL CENTRE COSTS		\$ 3,299.01
27/01/2022	00109321		CALL CENTRE COSTS - DECEMBER 2021	\$ 3,299.01	
31/01/2022	3044.7806-01	Weston Road Systems	LINE MARKING		\$ 1,397.00
28/01/2022	Mund 136		BYFIELD RD PARKERVILLE - INSTALL PAVEMENT MARKING	\$ 572.00	
28/01/2022	Mund 135		INNAMINCKA ROAD GREENMOUNT - SPOTTING & GRINDING	\$ 825.00	
31/01/2022	3044.80-01	Bunnings Group Limited	HARDWARE		\$ 744.06
27/01/2022	2440/01195200		HARDWARE ITEMS	\$ 629.76	
27/01/2022	2440/01684572		HARDWARE ITEMS	\$ 88.16	
27/01/2022	2440/00718119		HARDWARE ITEMS	\$ 26.14	
31/01/2022	3044.8246-01	Position Partners Pty Ltd	EQUIPMENT SERVICING		\$ 756.58
21/01/2022	PSI-371563		CLEAN & CALIBRATE SURVEY INSTRUMENTS - TOPCON LEVEL	\$ 148.50	
21/01/2022	PSI-371562		CLEAN & CALIBRATE SURVEY INSTRUMENTS - PROSHOT LEVEL	\$ 198.00	
21/01/2022	PSI-371561		CLEAN & CALIBRATE SURVEY INSTRUMENTS - PIPE LASER	\$ 239.58	
21/01/2022	PSI-371560		CLEAN & CALIBRATE SURVEY INSTRUMENTS - LEVEL LASER	\$ 170.50	
31/01/2022	3044.902-01	Classic Tree Services (Abor West Pty Ltd T/As:)	STREET TREE MAINTENANCE		\$ 907.50
25/01/2022	INV-35622		SITE CONSULT- TREE ROOT PROTECTION STONEVILLE VBFB	\$ 907.50	
31/01/2022	3044.904-01	Sign Supermarket (Grant Ian Westlund T/As:)	SIGNS		\$ 378.00
21/01/2022	21059		SUPPLY 2X CORE FLUTE ROSTER SIGNS - WOOROLOO LIBRARY	\$ 150.00	
24/01/2022	21080		SUPPLY SIGNS FOR BOYA PAVILION PUBLIC TOILETS	\$ 198.00	
27/01/2022	21062		VINYL LETTERING DECAL	\$ 30.00	
31/01/2022	3044.9185-01	NRP Electrical Services	ELECTRICAL SERVICES		\$ 1,322.75
27/01/2022	92588		QUARTERLY SERVICE SHIRE ADMIN BUILDING	\$ 1,322.75	
Total Electronic Funds Transfers From Municipal Account				\$ 2,544,362.07	\$ 2,544,362.07
Payments By Electronic Funds Transfer (Payroll)					
5/01/2022	PP14/22 cycle 1	Pay Summary		\$ 441,875.25	
5/01/2022	PP14/22 cycle 2	Pay Summary		\$ 83,318.21	
19/01/2022	PP15/22 cycle 1	Pay Summary		\$ 441,791.85	
19/01/2022	PP15/22 cycle 2	Pay Summary		\$ 83,266.07	
Total Payroll Payments Direct From Municipal Account				\$ 1,050,049.38	

MONTHLY LIST OF ACCOUNTS PAID
JANUARY 2022

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Payment By Direct Debit From Municipal Account					
		Bendigo - Merch Bank Fees		\$ 3,925.21	
		Bendigo - Direct Debit Fees (incl FTS)		\$ 391.97	
		Commonwealth Bank - Bpoint Fees		\$ 730.31	
		NAB - Purchase Cards		\$ 16,609.07	
		NAB - Credit Card Fees		\$ 55.00	
		Fleetcare - Fuel Payments		\$ 7,489.38	
		HP Financial Services - Equipment Lease		\$ 17,280.10	
		Konica Minolta - Printer Lease		\$ 3,414.52	
		WA Treasury Corporation		\$ 126,408.96	
		RMS - Lakes Monthly License Fee		\$ 169.40	
		RMS - Monthly SMS Fees		\$ 50.51	
		WEX Motorpass		\$ 512.22	
		Qlikids - Fees		\$ 239.62	
		Windcave - Merchant Fees		\$ 112.75	
		Total Electronic Fund Payments Direct From Municipal Account		\$ 177,369.02	

NAB Purchase Card Payments List for January 2022

Date	Supplier	Description	Amount	Card User
30-Dec-21	Campaign Monitor	What's On e-newsletter Visitor Centre - January 2022	\$ 22.99	Ms B M Beale
31-Dec-21	BP The Lakes 1903	Chidlow bushfire VBFB welfare on 31/12/2021	\$ 223.40	Mr A J Dyson
31-Dec-21	BP The Lakes 1903	Chidlow bushfire VBFB welfare on 31/12/2021	\$ 192.80	Mr A J Dyson
31-Dec-21	BP The Lakes 1903	Chidlow bushfire VBFB welfare on 31/12/2021	\$ 258.30	Mr A J Dyson
31-Dec-21	BP The Lakes 1903	Chidlow bushfire VBFB welfare on 31/12/2021	\$ 256.00	Mr A J Dyson
31-Dec-21	BP The Lakes 1903	Chidlow bushfire VBFB welfare on 31/12/2021	\$ 204.00	Mr A J Dyson
31-Dec-21	BP The Lakes 1903	Chidlow bushfire VBFB welfare on 31/12/2021	\$ 222.80	Mr A J Dyson
31-Dec-21	BP The Lakes 1903	Chidlow bushfire VBFB welfare on 31/12/2022	\$ 196.20	Mr A J Dyson
2-Jan-22	Campaign Monitor	Bulk newsletter School holiday Events	\$ 135.06	Ms B M Beale
3-Jan-22	Kmart 1282	Resources for rooms - MECPC	\$ 247.00	Ms S Harlow
4-Jan-22	Melbourne IT Ltd	Domain renewal - railwayreserves.com	\$ 91.85	Mrs P Heath
4-Jan-22	Melbourne IT Ltd	Registration Fee - railwayreserves.com	\$ 27.01	Mrs P Heath
4-Jan-22	Kmart 1052	Resources for rooms - MECPC	\$ 207.00	Ms S Harlow
4-Jan-22	Kmart Online	Resources for rooms - MECPC	\$ 195.00	Ms S Harlow
4-Jan-22	JB Hi-Fi Group Pty Ltd	DVDs for 2022 Cinema under Starlight movies	\$ 67.93	Mrs P Heath
4-Jan-22	Slimline Warehouse	Social Distancing COVID Signage Sandwich Boards	\$ 1,553.20	Ms M M Thomas
4-Jan-22	Big Bubble	Cleaning supplies - MECPC	\$ 54.95	Ms S Harlow
4-Jan-22	GoDaddy.com	Standard Wildcard SSL Renewal	\$ 1,319.90	Mr M Arbab
5-Jan-22	Slimline Warehouse	COVID Signage including Freight Costs	\$ 345.18	Ms M M Thomas
5-Jan-22	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 55.94	Ms H McKissock
5-Jan-22	Gilberts Fresh Market Midland	Food for children - MECPC	\$ 30.99	Ms S Harlow
5-Jan-22	Australian Securities & Investments Commission	Company information - Bushfires Act 1954	\$ 17.00	Mr C M Cuthbert
6-Jan-22	The Good Guys Discount Warehouse (Australia) Pty Ltd	Kitchen Equipment - Coffee Maker	\$ 205.00	Mrs J N Dutton
7-Jan-22	Chemist Warehouse Midland Gate	First aid kit supplies - MECPC	\$ 111.47	Ms S Harlow
7-Jan-22	Kmart 1052	Resources for rooms - MECPC	\$ 301.00	Ms S Harlow
7-Jan-22	Officeworks 0608	Resources for educators - MECPC	\$ 50.00	Ms S Harlow
7-Jan-22	Era Publications	Book stock - AFM library	\$ 370.28	Ms M A Yasbincek
7-Jan-22	Thingz Midland Gate	Resources for rooms - MECPC	\$ 59.98	Ms S Harlow
10-Jan-22	Inspired Natural Play Store	Resources for educators - MECPC	\$ 61.69	Ms S Harlow
11-Jan-22	Australia Post Mundaring	Gift Card - Excellence Award - Sharon Clayton	\$ 55.95	Ms M Beley
11-Jan-22	Seek Limited	Job Position Advertisement - Co-ordinator Civil Works	\$ 335.50	Mrs J N Dutton
11-Jan-22	Spotlight Pty Ltd	Resources for Vacation Care - SCFC Clayton View	\$ 80.00	Mrs S E Broad
11-Jan-22	Australia Post Mundaring	Gift Card - Excellence Award - PA Director Infrastructure Services	\$ 55.95	Ms A E Douglas
12-Jan-22	Coles 0330	Gift Card - Employee Recognition Program - Supervisor Tree Management	\$ 200.00	Ms A M Italiano
12-Jan-22	Woolworths Mundaring 4312	Gift Card - Employee Recognition Program - Supervisor Tree Management	\$ 50.00	Ms A M Italiano
12-Jan-22	Spotlight 058	Vacation care consumables - SCFC Clayton View	\$ 13.30	Ms R B McAllister
12-Jan-22	Kmart 1052	Vacation care incursion experience - SCFC Clayton View	\$ 178.15	Ms R B McAllister
12-Jan-22	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 149.87	Ms M A Yasbincek
13-Jan-22	Hire Society	Wine Glasses - Annual Volunteer Event	\$ 165.00	Mrs J R Banks
13-Jan-22	Officeworks 0608	Binding Machine	\$ 364.00	Mrs J N Dutton
13-Jan-22	Perth's Outback Splash	Vacation care excursion parent contribute \$10 - SCFC Clayton View	\$ 268.00	Ms R B McAllister
13-Jan-22	Australian Securities & Investments Commission	Company Information - Helena Valley Rd, Helena Valley	\$ 9.00	Mrs J R Banks
13-Jan-22	BP The Lakes 1903	AD Blue	\$ 114.99	Mrs J N Dutton
13-Jan-22	Department of Transport	Vehicle Registration & Plate Change	\$ 67.70	Mrs J N Dutton
13-Jan-22	Australia Post Midland	Postage Bags & stamps for online programs - Midvale Hub	\$ 131.42	Mrs J A Pearce
13-Jan-22	Booktopia Pty Ltd	Junior magazine 12 month subscriptions - KSP Library	\$ 118.95	Ms M A Yasbincek
14-Jan-22	Awe & Wonder	Room resources - MECPC	\$ 1,301.00	Mrs S E Broad
14-Jan-22	Vistaprint Australia Pty	Business Cards - Pool Inspector	\$ 59.75	Ms A E Douglas
14-Jan-22	Local Government Professionals Australia WA	Induction to Local Government workshop - Accountant & Finance Officer	\$ 800.00	Ms A E Douglas

NAB Purchase Card Payments List for January 2022

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
14-Jan-22	Australia Post Mundaring	Gift cards - Employee Recognition - Adrian Dyson & Allan Entwistle	\$ 111.90	Mrs C M Batty
17-Jan-22	Department of Mines, Industry Regulations & Safety	High Risk Work Licence Renewal - Supervisor Works	\$ 53.00	Mrs J N Dutton
18-Jan-22	Midland Mobile Repairs	Mobile phone covers etc. for 3 mobile phones - Midvale Hub	\$ 215.00	Mrs J A Pearce
18-Jan-22	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 213.80	Ms M A Yasbincek
19-Jan-22	Dynamic Gift International Pty Ltd	Table cloths for Australia Day event	\$ 875.60	Mrs P Heath
19-Jan-22	Australia Post Mundaring	Gift Card - Employee Recognition Program - Manager IT (15 years)	\$ 380.95	Ms A M Italiano
19-Jan-22	Australia Post Mundaring	Gift Card - Employee Recognition Program - Library Officer (25 years)	\$ 383.45	Ms A M Italiano
19-Jan-22	Australia Post Mundaring	Gift Card - Employee Recognition Program - Visitor Centre Officer (10 years)	\$ 115.68	Ms A M Italiano
19-Jan-22	Australia Post Mundaring	Gift Card - Employee Recognition Program - Facility Bookings Officer (10 years)	\$ 110.08	Ms A M Italiano
19-Jan-22	Australia Post Mundaring	Gift Card - Employee Recognition Program - Planning Officer (15 years)	\$ 380.95	Ms A M Italiano
19-Jan-22	Australia Post Mundaring	Gift Card - Employee Recognition Program - Multi-Plant Operator (10 years)	\$ 255.95	Ms A M Italiano
19-Jan-22	JB Hi-Fi Group Pty Ltd	DVD stock - AFM Library	\$ 192.83	Ms M A Yasbincek
19-Jan-22	AdMerch	Trolleys for interbranch transfers - KSP Library	\$ 398.00	Ms K L Martin
19-Jan-22	Campaign Monitor	Bulk email - How to Access Covid Certificate Session	\$ 135.56	Ms G Evans
20-Jan-22	Big Bubble	12 x 1 Litre Spray Bottles	\$ 42.00	Ms M Beley
20-Jan-22	Vistaprint Australia Pty Ltd	Business Cards - Operations Staff	\$ 73.98	Ms A E Douglas
20-Jan-22	Australian Institute of Aboriginal & Torres Strait	Australia Day 2022 merchandise	\$ 230.60	Mrs P Heath
20-Jan-22	Midland Camera House	Framed images for 12 Months On exhibition	\$ 126.00	Mrs K D White
21-Jan-22	Down to Earth Garden Supplies	Sand for Kindy Sandpits	\$ 84.00	Mrs S E Broad
21-Jan-22	No More Pain Ergonomics	Ergonomic Mouse - Depot	\$ 275.00	Mrs J N Dutton
21-Jan-22	City of Kalamunda	Vacation Care holiday excursion - Zig Zag Cultural Centre	\$ 40.00	Ms R B McAllister
21-Jan-22	Booktopia Pty Ltd	Refund for non-supply to AFM Library	REFUND -\$ 21.38	Ms M A Yasbincek
21-Jan-22	Bunnings Group Ltd	Consumables for youth event Summer of Entertainment	\$ 99.00	Mrs K D White
21-Jan-22	Avery Products Pty Ltd	Stationery - Australia Day Labels	\$ 102.81	Ms M M Thomas
22-Jan-22	Greg's Discount Drug Store Midland	Covid-19 Masks - Australia Day Event	\$ 49.98	Ms M M Thomas
22-Jan-22	Greg's Discount Drug Store Midland	Covid-19 Gloves - Australia Day Event	\$ 49.98	Ms M M Thomas
24-Jan-22	Kmart Online	Resources for rooms (returned goods) - MECPC	REFUND -\$ 347.50	Mrs S E Broad
24-Jan-22	Kmart Online	Resources for rooms - MECPC	\$ 64.00	Mrs S E Broad
24-Jan-22	Kmart Online	Resources for rooms (returned goods) - MECPC	REFUND -\$ 64.00	Mrs S E Broad
24-Jan-22	Kmart Online	Resources for rooms - MECPC	\$ 347.50	Mrs S E Broad
24-Jan-22	Officeworks 0608	Replace damaged keyboard - KSP Library	\$ 72.74	Ms K L Martin
24-Jan-22	Netregistry	Domain renewal - perthhillsmundaring.com.au	\$ 51.95	Ms B M Beale
24-Jan-22	Mundaring Florists by Design	Get well card & flowers for Elected Member	\$ 84.00	Ms A M Italiano
24-Jan-22	Licences 4 Work	White Card Training - Civil Designer - Sandhu	\$ 71.20	Ms M Beley
24-Jan-22	Spotlight Pty Ltd	Resources for rooms - MECPC	\$ 60.00	Mrs S E Broad
24-Jan-22	Vistaprint Australia Pty	Business Cards - Co-ordinator Health Services	\$ 44.98	Ms A E Douglas
25-Jan-22	Kmart Online	Youth event consumables - Cinema Under Starlight	\$ 56.00	Mrs K D White
25-Jan-22	Big W Online	Youth event consumables - Cinema Under Starlight	\$ 142.10	Mrs K D White
25-Jan-22	Local Government Professionals Australia	Refund - Registration LG Professionals National Congress - CEO	REFUND -\$ 1,145.00	Ms A M Italiano
25-Jan-22	Spotlight Ellenbrook	Equipment for children's rooms - MECPC	\$ 110.00	Ms S Harlow
26-Jan-22	Bunnings 591000	Outdoor tables & cables ties - Australia Day 2022 Event	\$ 352.80	Ms M M Thomas
27-Jan-22	Mobile Tech	Mobile phone screen protector and cover	\$ 40.00	Mr S M Purdy
27-Jan-22	Officeworks 0608	Dymo tape	\$ 40.22	Ms K L Martin
27-Jan-22	Campaign Monitor	What's On e-newsletter Visitor Centre - February 2022	\$ 22.95	Ms B M Beale
28-Jan-22	The Lucky Charm Midland	Resources for online platform parenting programs - Midvale Hub	\$ 27.96	Mrs J A Pearce
31-Jan-22	National Australia Bank	Annual Card Holder Fees (1 cards @ \$55.00)	\$ 55.00	Mrs C M Batty
Total Purchase Card Payments			<u>\$ 16,664.07</u>	

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS (LATE REPORTS)

12.1 COVID-19 Budget Variation Request

File Code	EM.IMT 1
Author	Rene Baur, Manager Building Assets
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Information on COVID-19 and building ventilation ↓2. COVID Safety Plan Guidelines ↓

SUMMARY

As a variation to the 2021/22 annual budget, Council is requested to approve the engagement of a qualified Heating, Ventilation and Air Conditioning (HVAC) specialist consultant to investigate, review and report on ventilation within five major buildings owned and operated by Shire of Mundaring at a cost of \$14,000 plus GST.

A further budget variation is requested to allocate \$30,000 for additional potential expenditure on HVAC specialist investigation services which may arise from in-house assessments of other Shire buildings.

The need for this unbudgeted expenditure arises from advice from the Western Australian Department of Health (DoH) in the information sheet entitled 'Information on COVID-19 and Building Ventilation' (**Attachment 1**) and "COVID Safety Plan Guidelines" (**Attachment 2**).

BACKGROUND

In late January, attempts were made to engage an HVAC consultant to assess parts of the Midvale Child Care Centre in relation to COVID-19 and ventilation, as the Manager Family and Children's Services was concerned that rules governing education facilities would also apply to childcare facilities. Additionally, it was judged as prudent to ensure the health and safety of staff and children in their care, as childcare is seen as a potential high-risk environment. Phone calls and messages went unanswered at the time.

The reason for the lack of response is judged to be the sudden and heavy workload of specialists in this field due to COVID-19 and the requirements for ventilation investigation across a wide range of education facilities, combined with an existing heavy workload due to the construction industry going through a busy time.

On Monday 21 February 2022, the DoH published advice titled 'Information on COVID-19 and Building Ventilation' (DoH Information) containing information on ventilation for workplaces, public and commercial buildings.

On Friday 25 February 2022, new COVID Safety Plan templates were published by the Western Australian Government, with advice that the plans be in place by Sunday 20

March. The information on building ventilation, specific to each building, is to be included in the plans.

Building Assets Service staff have been identifying and classifying Shire owned buildings according to the advice provided in the DoH Information document.

Of the Shire's buildings, eighty five were identified as requiring investigation to ensure adequate ventilation was provided. Of these, five major air-conditioned buildings have been identified as follows:

- Shire Civic/Administration Building;
- Shire Operations Centre Administration Building;
- Mundaring Arena Sports Facility;
- Boya Community Centre and Library; and
- Mundaring Library

These buildings house the largest number of Shire employees and/or serve the most significant number of members of the public. It was therefore judged prudent to engage an HVAC specialist to inspect and report on these buildings as a matter of priority.

Family and Children's Services are being assessed shortly in terms of ventilation, having received a quotation in early March.

The DoH Information suggests engagement of an HVAC professional to assess ventilation and provide advice on improvements to be made.

As the matter is considered urgent, Building Assets Service contacted Geoff Hesford Engineering to gauge their availability to carry out the work for the five major buildings. Hesford Engineering have provided services relating to HVAC issues to Shire of Mundaring in the past and are a well respected and experienced specialist in the field. They have provided a quotation for their fees and are able to proceed as soon as authority is received.

STATUTORY / LEGAL IMPLICATIONS

Section 6.8 (1) (b) of the Local Government Act 1995 states a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority of Council.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Authorisation of the budget variations would:

- Result in unbudgeted expenditure of \$14,000 plus GST to Geoff Hesford Engineering
- Result in possible unbudgeted expenditure of up to \$30,000 plus GST if other buildings are judged to require investigation.

Funds would be drawn from the annual budget and reduce the carry forward balance into the 2022/23 budget.

STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.8 – Ensure safety and amenity standards are upheld

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

People Risk: Lack of adequate ventilation leading to spread of COVID-19 at a Shire Facility.		
Likelihood	Consequence	Rating
Possible	Major	High
Action / Strategy		
Shire facilities are assessed for ventilation requirements; adjustments made to the facility to improve ventilation where practical.		

Reputation Risk: Failure to investigate and assess adequate ventilation requirements in accordance with the advice provided by Department of Health.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Shire facilities are investigated and assessed against building ventilation guidance documents, adjustments are made to the facility to remediate (where practical) and requirements for use are included in the facility's Covid Safety Plan.		

EXTERNAL CONSULTATION

Nil

COMMENT

Engagement of an HVAC specialist consultant is considered urgent, both to reduce risk of disease transmission and to meet requirements for ventilation considerations in COVID Safety Plans at Shire facilities.

Given the difficulty experienced in sourcing a qualified specialist in a busy market it is considered prudent to accept the single fee quotation from Geoff Healey Engineering to enable work to commence as soon as possible on assessment, reporting and recommendation of the five major, most heavily used buildings identified above.

Provision of extra funding beyond the initial specialist engagement will enable Shire staff to respond quickly if issues are found in other buildings that need investigation.

Where practical adjustments to facilities will be made to address ventilation requirements. Should improvements be recommended requiring capital funding upgrades, then these will be brought to Council separately for funding consideration.

VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 6.8 (1) (b)

COUNCIL DECISION RECOMMENDATION		C7.03.22	
Moved by	Cr Jeans	Seconded by	Cr Collins

That Council, by absolute majority, approve as variations to the 2021/22 budget:

1. Engagement of Geoff Hesford Engineering to inspect, assess and report on ventilation requirements associated with COVID-19 in the following Shire facilities:
 - Shire Civic/Administration Building;
 - Shire Operations Centre Administration Building;
 - Mundaring Arena Sports Facility;
 - Boya Community Centre and Library; and
 - Mundaring Librarybased on the consultant's quoted sum of \$14,000 plus GST; and
2. A further \$30,000 plus GST to be used if, required, to investigate further facilities should the need arise based on in-house staff assessments of a further eighty Shire buildings.

CARRIED BY ABSOLUTE MAJORITY 9/0

For: Cr Ellery, Cr McNeil, Cr Collins, Cr Jeans, Cr Daw, Cr Zlatnik, Cr Beale, Cr Cicchini and Cr Corica

Against: Nil



Government of Western Australia
Department of Health

Information on COVID-19 and building ventilation

This document provides information on the relationship between COVID-19 transmission and ventilation and reflects current advice about the SARS-CoV-2 virus in Western Australia. This document is aimed at workplaces, public and commercial buildings. See the summary of information for [residential homes \(external link\)](#). See the summary of information on [air purifiers/cleaners \(external link\)](#). Ventilation provisions should be included as a part of an overall business [COVID Safety Plan](#).

Context

SARS-CoV-2, the virus responsible for COVID-19 infection, can be transmitted through the air, with transmission known to occur in crowded and enclosed spaces, or in areas with poor ventilation and airflow. Airborne respiratory droplets and aerosols containing SARS-CoV-2 are emitted when an infected person breathes or talks, with exertional activities such as coughing, sneezing, singing or physical activity potentially releasing larger numbers of viral particles. These viral particles can be carried several metres away, and in areas with poor ventilation they can remain in the air. Other people in the same indoor space, or who enter the space within a short time can then inhale the viral particles. The probability of inhaling enough virus to cause infection increases with no mask wearing, close proximity to an infected person (e.g. talking face to face), higher numbers of infected people in a room and longer exposure times.

The predominant mode of human to human transmission is via direct and close contact with an infected person and indirectly via contaminated objects and surfaces. Vaccination is a priority and other public health measures must still be implemented, including social distancing, face masks where recommended, good respiratory and hand hygiene and cleaning and disinfection of surfaces and objects.

Ventilation

Adequate indoor ventilation has a number of [health benefits \(external link\)](#). Ventilation is the process of replacing the indoor air with clean (usually outdoor) air, to control odour, climate, prevent [mould growth](#) and reduce levels of contaminants, such as from cooking or heating emissions. Effective ventilation can reduce the concentration of airborne SARS-CoV-2 by either removing or diluting contaminated indoor air that may contain virus exhaled from infected person(s). This will reduce the risk that the virus will be inhaled by other occupants. Optimising air exchange rates, along with air filtration and purification, are increasingly recognised as being important in reducing the airborne transmission of COVID-19 in indoor spaces – particularly in localities where there is community transmission.

Employers have a duty under occupational health and safety laws to eliminate or minimise the risks of COVID-19 in the workplace, so far as is reasonably practicable.

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Employers in shared premises and without direct control over HVAC systems may need to discuss ventilation provisions with building owners or facility managers (and other business owners).

The information provided below is intended to supplement, rather than replace, any State or Commonwealth laws, rules, regulations and or Directions that apply.

Further information for workplaces is available from OzSAGE Safe Indoor Air Working Group [Creating safe workplaces during the COVID-19 pandemic](#) and Safe Work Australia [COVID-19 Information for workplaces](#). Links to additional ventilation resources are provided at the end of this document.

Optimising ventilation

Adequate ventilation may be achieved by using natural or mechanical methods used together or separately. Existing ventilation provisions of buildings should first be assessed to optimise the air exchange rate and provide the maximum possible amount of outdoor (clean) air. It is recommended that workplaces and public and commercial buildings have a formal assessment by an occupational hygienist and/or Heating, Ventilation and Air Conditioning (HVAC) professional to assess ventilation and provide advice.

Natural ventilation

Natural ventilation uses natural forces, such as temperature differences between indoor and outdoor air, or wind pressure through open windows or doors, to deliver fresh air into buildings. Outdoor air enters through external openings such as doors and windows. Natural ventilation works best by opening windows or doors on opposite sides of the room or space (and keeping internal doors open) to create cross-ventilation.

Cross-ventilation is far more effective than single-side ventilation. Opening the highest and lowest windows in a space at the same time can also assist ventilation. Ensure windows open easily and are not blocked by window furnishings or furniture.

Mechanical ventilation

Most commercial, government and public buildings will have a Heating, Ventilation and Air-Conditioning (HVAC) system. Depending on their set up, these systems distribute a combination of fresh outdoor air and recirculated indoor air within a building. The minimum amount of outdoor air provided into a space (ventilation rate) should be 10L/s/person, as outlined in the Australian Standard AS 1668.2-2012 *The use of ventilation and airconditioning in buildings: Mechanical Ventilation in Buildings*.

It is important to understand if your air-conditioner, or HVAC system, can provide outdoor air.

Some cooling and heating systems, including split-system air conditioners, work by recirculating air, that is they take indoor air and heat or cool it before returning the same air back into the space. However, some ducted and all-in-one window/wall-mounted air conditioners can bring in fresh air. Ducted evaporative air conditioners bring in outdoor air and are required to be used with some natural openings, which allows for good dilution.

To enhance the performance of mechanical ventilation systems:

- ensure that air conditioning and HVAC systems and filters are regularly inspected, maintained and cleaned outlined in the manufacturer recommendations (increased

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frequency is not required due to COVID-19) – addressing any cleaning and maintenance issues can provide immediate improvements in ventilation

- **check if the ventilation rate of the system can be increased by consulting the technical manual and/or a HVAC professional**
- **prioritise the supply of outdoor air over energy-saving** and demand-controlled ventilation controls that reduce air supply based on expected occupancy or climate control
 - **limit the level of recirculating air by increasing the percentage of outdoor air supply up to the maximum possible percent of outdoor air, preferably 100%**
- run HVAC systems at nominal speed for at least 30 minutes (but ideally 2 hours) before, and at lower speed for at least 2 hours after, building occupancy (“purge cycles”)
- if possible, upgrade HVAC systems to a high grade filter (minimum G4 main filter, and higher efficiency F7 or F8 grade filters for recirculated air), ensuring that the air handling unit can handle the additional pressure drop of the new filter
- direct any exhaust outdoors, and ensure outlets are away from windows, air intake systems or areas where people may need to work or congregate
- buildings should comply with applicable regulations and standards such as [AS 1668.2-2012 Mechanical ventilation in buildings](#).

Filters in building ventilation systems

Filtration can be installed as part of a building mechanical ventilation system or as [stand-alone \(portable\) units \(external link\)](#). **Filtration can be used to help mitigate the risk of indoor transmission of COVID-19 by reducing the airborne concentration of SARS-CoV-2.**

Air filters within building ventilation systems can help remove particles from introduced outside and/or recirculated supply air. Building ventilation systems should be upgraded to the highest efficiency filter that does not adversely impact the performance of the HVAC system; a system needs to produce enough power to compensate for high pressure drops to move air through a filter, and special filter frames may be required. It is important not to add an air filter to a system for which it is not designed, as this can cause significant damage. If the filter does not fit properly it will not function effectively due to insufficient sealing.

To date, there is no clear evidence of COVID-19 transmission occurring via recirculation of air through a building air handling unit. **High-efficiency particulate air (HEPA) filters can effectively remove SARS-CoV-2 and other particles from recirculated air, but not all HVAC systems are compatible with HEPA filters.** If possible, upgrading to F7 or F8 grade filters, that have reasonable capture for virus-laden particles, is recommended where supply air is recirculated. Further guidance should be sought from a HVAC professional or other appropriately qualified expert, and further details about filter grade is available at [Comparative Guide to Norms for the Classification of Air Filters \(external link\)](#).

As a precaution, appropriate personal protective equipment (disposable gloves and mask) should be worn when handling filters with any discarded filters, gloves and masks disposed of in a sealed bag.

Improving air flow and mixing

Adjunct measures, such as standing, ceiling and exhaust fans or fan settings on air conditioners, can be used to supplement existing natural and mechanical ventilation systems and direct air flow.

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Air motion or mixing of air within a room can be assisted by using fans. **For example, placing fans in a room to blow air in the direction that it is naturally moving to assist cross ventilation in a naturally ventilated home or placing a fan at a window, facing out, to pull / exhaust air out of a room.**

Airflow from fans should be directed away from people to avoid placing them in the path of air that might be carrying viral particles from any infected individuals.

Ventilation can also be improved by operating exhaust fans in bathrooms, kitchens, and toilets whenever in use, or continuously if possible. Window or roof mounted exhaust vents and fans can also provide exhaust ventilation.

Temperature and humidity

HVAC systems are designed to control indoor temperature and humidity. Temperature and humidity can affect the stability and/or transmissibility of airborne infectious agents such as SARS-CoV-2. Although seasonal variation in transmission of COVID-19 is not well defined, other respiratory viruses (including other coronaviruses) have demonstrated increased transmission in cooler and less humid months, and decreased transmission in warmer and more humid months.

Evidence to date shows that SARS-CoV-2 is more stable at lower temperatures. However, coronaviruses are generally quite resistant to environmental changes, and are only susceptible at temperatures and humidity that are not attainable or acceptable indoors. Therefore, HVAC systems should still be set to provide acceptable indoor thermal conditions of around 20-25°C and 40-60% relative humidity.

Carbon dioxide monitors

Carbon dioxide is **not** a direct measure of exposure to COVID-19. Carbon dioxide monitors are increasingly being used as a way of assessing ventilation and therefore as a proxy indicator of risk of exposure to COVID-19 infection because carbon dioxide exhaled by people builds up in a space that is not adequately ventilated for the number of people using the space.

Carbon dioxide monitoring is a low cost and practical option providing a real-time assessment of how well-ventilated a room is at any one time, taking into account the occupancy level and activities happening in the space. It can be used to indicate when actions need to be taken, such as improving ventilation, minimising high exertion activities, or reducing occupancy level. The usefulness of real-time carbon dioxide monitors is limited in less populated settings with only a few occupants (such as a private residence), but may be useful in settings such as workplaces, gyms, or public and commercial buildings, especially where peak occupancy and activity level varies. An occupational hygienist and/or HVAC professional should be consulted if carbon dioxide monitoring is being considered.

The ambient concentration of carbon dioxide outside in the open air is around 400 parts per million (ppm). The [National Construction Code](#) mandates carbon dioxide levels of less than 850ppm inside a building averaged over eight hours, but this is an adequately ventilated building from an occupant "odour amenity" point-of view, not for infection control purposes. There is no single level at which an indoor setting is deemed to be "safe" from the airborne transmission of COVID-19, as this also depends on other factors such as activity levels of occupants and the number of infected and susceptible individuals. Instead, carbon dioxide measurements can provide information about **relative risk** within

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an indoor space – that is, if the carbon dioxide level remains near background, then the risk of COVID-19 transmission is likely to be kept relatively low.

In practice, most sources suggest a target carbon dioxide level of around 500-600ppm indoors, with levels below 700-850ppm indicating a low relative risk of infection, and levels above this requiring action – for example, see OzSAGE [Safe Indoor Air \(Ventilation\) Recommendations](#) which recommend carbon dioxide action limits for restaurants, bars and shops.

Carbon dioxide level	Action
Below 800ppm	Indicates a low relative risk of infection; ~600ppm or below is best practice
800 to 1500ppm	Indicates a moderate relative risk of infection; improvements should be made where practicable to increase the provision of fresh air into the indoor space
Above 1500ppm	Indicates a high relative risk of infection; immediate improvements must be made to increase the provision of fresh air into the indoor space or air filters must be operational – if this is not possible, the space should be evacuated

Although general guidance on carbon dioxide monitoring is available, there are many types of carbon dioxide monitors that may be purchased, and it is important to also read the operating instructions on the particular unit that is used. The most appropriate portable devices to use are non-dispersive infrared (NDIR) carbon dioxide monitors which can be purchased for less than a few hundred dollars per unit.

When using a carbon dioxide monitor it is important to:

1. Check the monitor against background outdoor air levels (~400ppm) to ensure that it is working correctly. Note that monitors need to be calibrated and may be affected by other factors such as humidity.
2. Use the monitor while a space is occupied by its normal users performing their normal activities. A typical maximum number of occupants should be present for several hours prior to taking a measurement.
3. Position the monitor at head height and away from windows, doors, or air supply openings – and at least 50-100cm away from people to avoid misleading readings.
4. Place the monitor in different locations within an occupied space, as different parts of a room will give different measurements. Larger areas may need multiple units.
5. Periodically check the monitor or use a monitor with a logging function so levels can be monitored over the period of occupancy.
6. Note that monitors do not account for recirculated filtered air, so are not as useful when HEPA air filters are being used to clean air, as these remove contaminants such as SARS-CoV-2 but not carbon dioxide.
7. Remember that other limitations to carbon dioxide monitoring exist: it is not representative of risk related to short range transmission, that is people in close proximity; it does not consider other measures such as masks as source controls; and the contribution of carbon dioxide from other sources is not taken into account.

Further information about carbon dioxide monitoring:

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- National Collaborating Centre for Environmental Health [Indoor CO2 Sensors for COVID-19 Risk Mitigation: Current Guidance and Limitations](#).
- [COVID-19 Indoor Safety Guideline calculator](#) uses a theoretical model to calculate easily interpretable safe exposure times and occupancy levels for a range of settings (including classrooms, offices and restaurants), based on a range of adjustable parameters

Ultraviolet germicidal irradiation (UVGI)

Ultraviolet germicidal irradiation, or UVGI, is the use of ultraviolet-C (UVC) energy to kill viral, bacterial, and fungal organisms. Ultraviolet germicidal irradiation systems may be used within existing air ducts or overhead room devices to disinfect the air. Stand-alone UVC lamps or air purifiers are available but installation within an air duct or overhead devices is safer to prevent people being exposed to UVC.

Inactivation of SARS-CoV-2 requires direct exposure to UVC, but this direct UVC exposure can also cause burns and injuries to the skin and eyes. Additionally, some UVC lamps generate ozone that may act as a respiratory irritant. If used, it is essential that the UVGI design is site specific and safely installed with an ongoing safe system of work implemented to prevent exposure to UVC. Further information about UVGI is available from [UVGI disinfection technology](#).

Further information

Studies have consistently demonstrated that combined interventions are most effective in mitigating the risk of COVID-19 transmission. For further information about COVID-19 refer to https://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus.

Additional external general resources about COVID-19 and ventilation are listed below. It should be noted that not all advice applies to the Australian setting.

- World Health Organization (WHO) [Roadmap to improve and ensure good indoor ventilation in the context of COVID-19](#) and [Coronavirus disease \(COVID-19\): Ventilation and air conditioning](#)
- OzSAGE Safe Indoor Air Working Group [Safe Indoor Air \(Ventilation\) Recommendations, Creating safe workplaces during the COVID-19 pandemic](#), and [Protecting children from COVID-19 and making schools and childcare safer](#)
- Prezant Environmental [COVID-19 Ventilation Optimisation: Guidance Document for Primary and Secondary Schools](#)
- Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH) [COVID-19 resources page](#)
- Safe Work Australia [COVID-19 Information for workplaces](#)
- Federation of European Heating, Ventilation and Air Conditioning Associations (REHVA) [COVID-19 Guidance Directory](#)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) COVID-19 [epidemic taskforce page](#), [one page guidance documents](#), and [Core Recommendations for Reducing Airborne Infectious Aerosol Exposure](#)
- Centers for Disease Control and Prevention (CDC) [Improving Ventilation in Your Home](#) and [Ventilation in Buildings](#)
- Environmental Protection Agency (EPA) [Indoor Air and Coronavirus \(COVID-19\)](#) and [Ventilation and Coronavirus \(COVID-19\)](#)
- Chartered Institution of Building Services Engineers (CIBSE) [Emerging from lockdown](#) documents
- [Use of Air Purifiers in WA Healthcare Facilities](#)

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Last updated 06 February 2022 EHD V1

This document can be made available in alternative formats on request for a person with disability.

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COVID Safety Plan Guidelines

February 2022

As WA transitions its response to manage COVID-19 in the community, there will be a renewed focus on COVID-19 health, safety and social measures.

It is important to maintain COVID-safe principles and sensible safety precautions. This includes good hand hygiene, additional cleaning and disinfection, physical distancing and mask wearing (where required). This will ensure that when new cases occur, the potential risk of COVID-19 transmission is minimised.

Since May 2020 a range of businesses and workplaces have been required under Directions to:

- Have a COVID Safety Plan
- Update the COVID Safety Plan following changes to restrictions or measures that impact the premises
- Display a COVID Safety Plan Certificate in a prominent place visible to members of the public.

The COVID Safety Plan guidelines have been reviewed and updated. From 6.00am 21 February 2022 the new guidelines will become effective. This includes all premises previously captured with an expansion to childcare, early education premises, hairdressers, and barbers. Businesses should review and update their COVID Safety Plans using the updated template prior to 20 March 2022.

All other workplaces are encouraged to complete a COVID Safety Plan and display a COVID Safety Plan Certificate.

This document provides guidance on how to complete your COVID Safety Plan, and outlines the safety requirements, and best practice public health measures for premises not covered by industry-specific COVID Safety Plan Guidelines, namely:

- COVID Safety Plan: Food and Licensed Venues;
- COVID Safety Plan: Sport and Recreation; or
- COVID Safety Plan: Beauty and Personal Care Services.

These guidelines are effective from 6.00am 21 February 2022.



COVID-19 Safety

All people and premises should take steps to mitigate the risks of COVID-19. Every business should:

- maintain contact registers of staff, contractors, visitors and customers where required;
- encourage physical distancing, where possible;
- encourage any person on the premise to practice hand hygiene;
- ensure adequate air flow and indoor ventilation;
- maintain hygiene and frequent cleaning;
- support staff to comply with any testing and isolation requirements;
- ensure staff comply with any mandatory public health and social measures which are in place at any given time (e.g. wearing masks);
- encourage staff to get vaccinated.

We can all do our part to reduce the potential risk of COVID-19 transmission in WA by continuing to practise simple, but important public health measures.

COVID Safety Plan

The purpose of the COVID Safety Plan is to help ensure that businesses actively mitigate the risks of COVID-19 in line with the best available health advice. In the plan, you will explain how your business will take steps to implement the requirements and advice set out in these guidelines.

While all businesses are encouraged to keep COVID Safety Plans, there are a number of businesses that are *required* to have plans in place. For these businesses, you are required to update your COVID Safety Plan regularly to reflect any current restrictions applicable for your business and have it available for inspection upon request by an authorised officer. If your business has multiple premises, you must prepare a COVID Safety Plan for each premises.

You must also display a COVID Safety Plan Certificate in a prominent, visible location. The certificate is provided at the end of the COVID Safety Plan template.

If you have previously completed a COVID Safety Plan, please review and update your Safety Plan using the revised template to include any updates to the safety requirements prior to 20 March 2022.

If required, COVID Safety Plans should be developed in partnership with your governing body, land/property manager, and/or local government.

COVID Safety Plans are an important part of ensuring businesses operate in a COVID-safe manner to minimise any risk of spreading COVID-19. Failure to complete a COVID Safety Plan may mean your business is putting the community at risk. Authorised officers under the *Emergency Management Act 2005* have the power to close relevant premises and businesses that put the community at risk in this way.

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About COVID-19

COVID-19 can be spread through:

- respiratory droplets;
- smaller particles (aerosols);
- direct physical contact with infected people; and
- touching contaminated objects or surfaces (like doorknobs or tables).

COVID-19 can spread through aerosol transmission, and specifically in poorly ventilated or crowded indoor settings where individuals likely spend longer periods of time.

As COVID-19 can be spread from person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for businesses to remain vigilant with cleaning and disinfecting regimes and taking extra care with maintaining and promoting hygiene practises throughout business operations.

The most effective measures are good hygiene practices, additional cleaning and disinfection regimes, mask wearing, physical distancing where possible, following testing and isolation requirements, getting tested if you have symptoms consistent with COVID-19, and getting vaccinated.

1. COVID-19 vaccination

COVID-19 vaccination significantly reduces the risk of serious illness and death from COVID-19 and helps reduce the rate of transmission between people.

Everyone aged 5 years and over is eligible for the COVID-19 vaccine.

All employers should encourage staff to get a COVID-19 vaccine, including a booster shot. There are many locations across WA where you can get a COVID-19 vaccine. These include state-run community vaccination clinics, GPs, pharmacies, GP respiratory clinics and Aboriginal Medical Services. Information on how to access a COVID vaccine is available at rollup.wa.gov.au.

The State Government has outlined a mandatory COVID-19 vaccination policy to a wide range of occupations and workforces in Western Australia. If mandatory vaccination public health orders apply to your business or workers, you must follow them.

In addition, proof of vaccination is required for staff and patrons to enter a number of venues and events across Western Australia. This is an important public health measure to help protect the community against COVID-19. Venues, staff and patrons all have a shared responsibility when it comes to showing proof of vaccination, with venues required to take reasonable steps to ensure all patrons are double dose vaccinated, or have a medical exemption. For further information visit www.wa.gov.au.



2. Physical distancing

Physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between you and others, the harder it is for the virus to spread.

Physical distancing can be used in the workplace to minimise the risk of transmission. If a person is found to be positive for COVID-19, the risk of transmission to others is minimised if physical distancing has been practised.

While not mandatory, you are encouraged to maintain 1.5 metres separation between people who are not from the same household or groups of other patrons where practicable.

Should density or capacity limits apply in your premise, you are required to follow them.

Managing people entering the premises

It is recommended you display your COVID Safety Plan Certificate on, or near, the entrance door to clearly advise people that you are a business practicing COVID-safe principles.

Queues should be avoided as much as practicable. Where people do queue, such as at the entrance and service counter, provide markings on the floor 1.5m apart to show people where they should stand. Markings should be in bright colours or a pattern that stands out. Procedures should be put in place to ensure these physical distancing measures are adhered to. Consider using easily visible signage urging people:

- not to enter the premises if they are unwell;
- to practise physical distancing; and
- to avoid people crowding together in any one area of the business.

Managing people at tables

It is recommended tables are spaced a minimum distance of 1.5m apart, to ensure different groups of people are adequately separated. Tables can be arranged accordingly to facilitate this. The layout of your premises, including table placement, may need to be adjusted to accommodate different sized groups, to ensure individuals can practise physical distancing.

Premises should provide groups with sufficient table space to enable physical distancing, however, people are responsible for self-regulating distancing at the table.

Managing shared spaces to allow physical distancing, where possible

Where there are points of congregation or potential congestion (pinch points) at a premises, such as walkways, bathrooms, shared facilities, points of entry and exit, and payment areas, businesses should consider:

- using signage and barriers to direct and manage the flow of traffic;
- implementing a one-way traffic flow, such as a dedicated entrance and exit, to reduce congestion;



- reconfiguring the venue layout, for example by reducing the amount of seating or rearranging furniture, to allow for and encourage physical distancing;
- the placement of furniture and equipment – removing tables, chairs, bar stools, entertainment equipment and anything else that may result in people clustering in small spaces without maintaining required distance; and
- the timing of payment and managing payment areas to ensure customers are not queuing to pay.

Managing interaction between staff and patrons

In order to serve and interact with people, staff may need to move within 1.5m of patrons. In these situations, staff should avoid direct contact and minimise face-to-face time to reduce the risk of transmission. If staff do come into direct contact with people, it will be important for them to implement good hygiene practices, such as hand washing.

Barriers

In instances where physical distancing may not always be possible, physical barriers like perspex screens may potentially reduce exposure between staff and the public. There may still be the potential for transmission, depending on the type of barrier introduced and other considerations such as air currents in the vicinity. Perspex screens may stop droplets landing on staff, but surfaces may still be contaminated. Therefore, strict cleaning protocols should be in place if these screens are used.

Managing staff

In addition to practising good hygiene and cleanliness, the following approaches will minimise the risk of transmission of infectious diseases in the workplace and maximise continuity of business:

- consider reviewing shift arrangements to reduce interaction between staff – consider whether it is appropriate to create small staff teams and have the teams work separately from one another;
- physical distancing during break times – maintain physical distancing when using lunch or dining room facilities or communal areas, where possible;
- maintain the physical distancing recommendation of 1.5m wherever possible;
- support staff to get tested and stay home even if they have mild symptoms; and
- staff should consider getting the annual flu vaccination.

The times when staff are not working, such as meal breaks, toilet breaks, arrival at work and leaving work, is often when interaction between staff occurs, which could lead to increased risk of transmission. Staff should be vigilant about maintaining physical distancing during work-related transition periods or activities as well as outside of work, including when socialising with each other.

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3. Ventilation

There is good evidence that COVID-19 can be transmitted through the air. Aerosol respiratory particles containing COVID-19 are emitted when an infected person breathes or talks, with activities such as coughing, sneezing, singing or physical activity potentially releasing larger numbers of viral particles. These viral particles can be carried several metres away. They can also linger and build up in the air in areas with poor ventilation. Other patrons within the same indoor space can then inhale these viral particles and become infected. Increased transmission occurs in crowded and confined spaces, or in areas with poor ventilation and airflow.

The factors influencing infection risk in indoor spaces include air dilution rate, room size, ceiling height, number of people, how long they are there and what they are doing in that time. Modifying any of these factors may lower the risk of COVID-19 transmission. By improving ventilation indoors and introducing the maximum possible amount of outdoor fresh air into an occupied space, the concentration of expired respiratory particles is diluted, thereby reducing the potential for COVID-19 transmission. Good ventilation is particularly important in venues and settings where physical distancing is difficult, such as nightclubs or childcare centres

Venues may wish to consider engaging an appropriately qualified person to conduct a ventilation assessment to identify any further gaps and improvements to be made.

Further guidance on COVID-19 and building ventilation is available on the [WA Health website](https://www.wa.gov.au/government/department-of-health). Businesses are encouraged to consider this guidance.

4. Mask wearing

Wearing a mask helps protect each individual and those around them. It is important that all staff and patrons follow the current mask wearing requirements. Information on the current requirements can be found at [wa.gov.au](https://www.wa.gov.au)

Masks should be worn so they cover the mouth and nose, and there are no gaps between the face and the mask. They should be changed if they become soiled or wet. Scarves and bandanas are not suitable to be used as face masks.

In settings where face masks are required, masks should be worn at all times unless it is inappropriate or impractical to do so. There are a number of exceptions to the mask wearing including:

- the nature of a person's occupation means that wearing a face covering at that time is impractical to perform that occupation or creates a risk to their health and safety; or
- the person needs to temporarily remove their face covering so as to enable another person to appropriately perform their occupation, for example haircutting or styling; or
- the person is running or jogging or otherwise engaged in some form of strenuous or vigorous exercise or physical activity.



It is important to note that a person is required to resume wearing a face mask as soon as reasonably practicable after the person no longer falls within the relevant exception.

5. Hygiene

Hand Hygiene

Hand washing or using an alcohol-based hand rub (hand sanitiser) frequently is an effective way to prevent the spread of COVID-19 and a range of other infectious pathogens.

When cleaning your hands with soap and water:

- Lather for at least 20 seconds. Pay attention to the backs of hands and fingers, fingernails and the webbing between fingers.
- Rinse hands under running water and dry hands with single-use paper towels. The entire process should take 40-60 seconds.

When cleaning your hands with an alcohol-based hand rub:

- Ensure alcohol-based hand sanitiser contains 60-80% alcohol.
- Apply enough product to cover both hands.
- Rub all surfaces of both hands until they are dry.

Consider providing an alcohol-based hand sanitiser that contains 60-80% alcohol for customers at the entrance to the facility. Alternatively, a hands-free hand basin with liquid soap and paper towels could be supplied for customer use. Consider displaying signage on hand-hygiene technique for staff and customers/patrons.

Increased cleaning and disinfection regime

It is important to ensure appropriate cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, lunch rooms, EFTPOS keypads and toilets. It is recommended that frequent cleaning and disinfection in all areas is maintained. This is especially important in high traffic areas and any areas accessed by the public. If you think a surface may be contaminated, clean it with a common household disinfectant to kill the virus.

Cleaning products should be chosen that are approved for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. Businesses will have to continue to comply with any requirements regarding use of chemicals, including the use of Safety Data Sheets for chemicals utilised in the work place.

For most general cleaning tasks, a neutral detergent with pH between six and eight should be used. The use of combined detergent / disinfectant wipes is acceptable, or solutions can be prepared fresh each day.

If using a bleach solution, look for products that give you a 1000ppm (0.1%) bleach solution either neat or when diluted with water. Always follow the manufacturer's instructions if any detergent or disinfectant products require mixing with water or dissolving prior to use. Never

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mix different cleaning products as in some instances toxic gases can be generated. Bleach solutions should be made fresh daily as they become less effective over time.

It is preferable to use disposable mop heads and cleaning cloths which must be changed regularly and disposed of after use. If you are unable to use disposable mops and cloths, then reusable mop heads and cloths can be used but should be laundered daily and allowed to air dry. All cleaning equipment (including mop heads) should be stored clean and dry.

Avoid 'topping up' disinfectant containers as this can lead to contamination of the containers. If a product requires decanting from a larger to a smaller container, ensure:

- Containers are washed thoroughly with warm water and detergent and air dried prior to reuse
- Appropriate PPE is worn to avoid detergent/disinfectant splashes.

Refer to the [Environmental Cleaning in the Workplace Factsheet](#) for further advice.

Payments

Promote cashless payments, where possible.

After handling money or cards, consider washing hands with soap and water, or an alcohol-based hand sanitiser.

Personal protective equipment (PPE)

Good hygiene practices such as handwashing, cleaning and disinfection of surfaces and utensils, mask wearing, physical distancing and physical barriers are effective measures for maintaining staff health and reducing the transmission of disease.

PPE may be required or appropriate for some services and interactions. PPE that is an existing part of your business should continue to be maintained (i.e. the use of gloves for food preparation).

PPE may be worn, but can provide a false sense of security. To reduce the risk of transmission effectively, PPE must be used, worn and removed correctly. Some considerations when wearing PPE include:

- [PPE](#) needs to be applied and removed in the correct way. Training should be provided on the appropriate ways to apply and remove PPE to reduce the risk of cross-contamination. It is also suggested that posters displaying correct mask placement are displayed prominently for staff;
- PPE should not be touched whilst worn. It should also be changed when it becomes damp or soiled;
- Wearing PPE may create occupational safety and health issues. Wearing some types of PPE for long periods can be exhausting and cumbersome, and may not always be practical.



6. Training and education

Businesses and organisations should regularly communicate restrictions, policies and procedures. Consider hard copy notices around the premises, electronic communication, or a briefing.

The location of additional resources is listed at the end of these guidelines. These provide information that can be shared with staff and volunteers, and should be displayed in your premises.

The [Australian Government COVID-19 Infection Control training](#) can be promoted where appropriate.

7. Compliance with existing legislation and regulations

In addition to the legal obligations arising from the *Emergency Management Act 2005* and the *Public Health Act 2016* and directions made under these Acts, businesses will continue to have obligations under existing legislation and regulations, including Worksafe legislation.

Businesses also have requirements under the *Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021*, specifically relating to the management, storage and disposal of contact registration information.

8. Response planning

Please consider the following measures that can be undertaken to minimise further risk in the event a person with a possible COVID-19 infection enters your premises and assist public health officials to respond.

Maintain a contact register

It is a requirement for many businesses under the relevant Directions to maintain a contact register by collecting contact details of all people attending your premises in case contact tracing is required. This information will assist Public Health officials undertake rapid contact tracing in the event a positive COVID-19 case attends your premises. The below considerations may assist you in meeting your obligations:

- Display a SafeWA QR Code at all entry points of your business and at other accessible locations. Some businesses have chosen to place QR codes on tables to support accessibility for patrons.
- If you are using a QR Code which is separate to the SafeWA code, you must also display the SafeWA QR Code. Access to SafeWA Codes can be found at: <https://safewa.health.wa.gov.au/>.
- Make sure you have a physical contact register available for patrons who do not use an electronic check in system. Templates for these registers can be found on the [Contact registers stakeholder toolkit](#).

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- If records are taken, then they must not be used for purposes other than contact tracing (i.e. contact information is not to be used for marketing purposes).
- Make sure you are storing records securely and disposing of records appropriately as soon as practicable following the 28-day retention period.

You must ensure you implement a process consistent with any privacy obligations you have for obtaining, safely maintaining and disposing of records, as required by the *Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021*.

Responding to a COVID-19 incident

If someone is confirmed as having COVID-19 or is getting tested for COVID-19 they should follow the relevant testing and isolation requirements applicable at the time. Public health officials may contact you in the event that your premises is identified as an exposure site because a COVID-19 case visited that location while they were infectious.

In both a high and very high caseload environment, each workplace is responsible for managing an outbreak in accordance with public health advice, existing plans, and guidance from relevant overarching organisations or regulators. Workplaces will be responsible for implementing, directing, monitoring and overseeing their own outbreak response, with decisions made at local level.

If a worker returns a positive Rapid Antigen Test or PCR test, they should inform the workplace of the positive result as soon as possible, especially if they have been at work while infectious.

Once an employer becomes aware of a case of COVID-19 at the workplace, they should advise the COVID-19 positive worker to return home and isolate according to the current directions. The workplace should have plans for responding to a positive case in the workplace, including approach to identification of and communication to all workplace close contacts. These plans can be developed using the guidelines developed by the Department of Health (link below).

For more information about symptoms, testing and isolation, visit [Healthy WA](#) and see the following documents:

- [WA Health COVID-19 TTIQ \(Test, Trace, Isolate and Quarantine\) Plan](#)
- [Guidance for the management of COVID-19 in the workplace](#)

A. Cleaning and disinfection

Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Refer to the [Infection prevention and control advice on cleaning and disinfection in the workplace factsheet](#) for further information on cleaning and disinfection.



B. Providing your contact register on request from Public Health

In some situations, public health officials may ask for your contact register. The manager must provide these records to public health upon request. In the event a positive case is identified, public health officers may conduct interviews with the confirmed case to determine their contacts. If you are aware a COVID-19 positive individual has attended your workplace, ring 13 COVID (13 26843) and follow the advice of public health officials.

Review risk assessment

All employers and employees should be aware of their obligations under existing legislation to keep workplaces safe. If there is concern about the risk of staff being exposed to the virus at work, a risk assessment should be carried out with reference to the latest information available. Employers should develop prevention and control strategies appropriate to the workplace, in consultation with their staff, and ensure all staff are aware of and follow these strategies.

Regularly review your COVID-19 risk management controls, in consultation with your staff and their representatives, and determine whether any changes or additional control measures are required. Consider having regular discussions about safety and health issues, for example during staff meetings, or by setting up a safety committee.



Key contacts

- 13COVID (13 268 43): For information about measures and restrictions, and what they mean for you; or if you suspect you, a staff member, or a customer may have COVID-19 symptoms or may have had close contact with a person who has COVID-19.
- Dedicated Police Number: 131 444

Further information

- Coronavirus - public information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- Resources on physical distancing:
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-your-distance>
<https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing>
- Occupational safety and health information is available on the WorkSafe website
www.dmirs.wa.gov.au

Additional resources

[How to Handwash poster](#) – World Health Organization

[How to Handrub poster](#) – World Health Organization

[COVID-19 information for business, industry and local government](#) – WA Department of Health



APPENDIX A – Checklist: Items to consider in operating a COVID-safe business or premises

1. COVID-19 vaccination

- ☐ COVID-19 vaccination.
 - Have you identified if your employees and worksites are covered by a mandatory vaccination or proof of vaccination direction?
 - Are you complying with all requirements, in the event your employees and workplace is covered by a mandatory vaccination or proof of vaccination direction?
 - Have you considered measures to encourage and support your staff to access a COVID-19 vaccine?

2. Physical distancing

- ☐ Physical distancing.
 - Is the furniture arranged to maintain 1.5 metre physical distance?
 - Are there physical distancing markers on the floor in areas where customers queue?
 - Consider how you will manage staff in enclosed areas, are there any issues regarding staff numbers in staff areas?
 - Have you identified all situations, tasks and processes where staff and others interact closely with each other and made any modifications if required?
 - Have you put in place measures to communicate and encourage staff to practise physical distancing?
 - Have you reviewed shift arrangements to reduce interaction between staff?
 - Have you encouraged staff to maintain physical distancing during break times?

3. Ventilation

- ☐ Ventilation.
 - Have you considered what steps could be taken to improve indoor ventilation, such as opening windows and doors?
 - Are you regularly inspecting, maintaining and cleaning heating, ventilation and air conditioning systems?
 - If applicable, have you considered how you might better use outdoor spaces?

4. Hygiene and PPE

- ☐ Good hygiene
 - Are adequate hand washing and hand sanitising stations provided? Check hand washing facilities are in good working order and adequately stocked (soap, hot water, paper towel, hand sanitiser)
 - Has signage about hand hygiene been provided?
 - Are processes in place to regularly monitor and review hygiene stations/measures?



- ☐ Cleaning and sanitisation
 - Have you considered the frequency of cleaning for public areas?
 - Are procedures in place for thorough and regular cleaning of common surfaces, 'high touch' items and shared amenities e.g. handles, tables, chairs and toilets?
 - Have communal items been removed where possible e.g. self-serve stations (cutlery, water, condiments)?
 - Does your business have appropriate cleaning products and equipment to perform cleaning and disinfection e.g. detergent, disinfectant, food grade sanitiser, PPE where appropriate?
 - Are all food contact surfaces effectively cleaned and sanitised?
 - Have you instructed staff to clean personal property e.g. phones and keys?
- ☐ Personal Protective Equipment (PPE)
 - Are masks worn consistent with current requirements?
 - Where you have identified the need for PPE, do you have adequate stock?
 - Have staff been adequately trained in how and when to wear PPE?
 - Has signage about the correct way to put on and take off PPE been provided?

5. Training and education

- ☐ Have you provided information to staff on your COVID safety procedures and what is expected of them?
- ☐ Where appropriate, have staff completed training?
- ☐ Have you provided clients with information on your COVID safety procedures, including not attending the premises if unwell?

6. Compliance with existing legislation and regulations

- ☐ Is your business continuing to meet obligations under existing legislation?
- ☐ Have you contacted your local government authority, the Department of Health, or WorkSafe if you are unsure of public health or occupational health and safety requirements?

7. Response planning

- ☐ Monitor symptoms
 - Have you put up signs about the symptoms of COVID-19 in the workplace?
 - Have you advised staff stay home if they are unwell?
 - Have you advised staff to disclose if they have been in close contact with a person who has or is being tested for COVID-19?
 - Have you encouraged staff to get vaccinated?
 - Stay home if unwell/symptomatic and get tested for COVID even if symptoms are mild.
- ☐ Contact tracing (as required)



- Are you maintaining contact tracing records for the purposes of contact tracing?
 - Are you clearly displaying a SafeWA QR Code at the entry of your business and other accessible locations?
 - Are you providing a hard copy option for contact registration purposes?
 - Are you storing records appropriately?
 - Are you disposing of records appropriately?
 - Are you maintaining a record of staff working on the premises?
- ☐ Incident response
- Does your business have written instructions for staff about how to respond to a COVID-19 related incident?

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, 12 April 2022 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 9.20pm.