

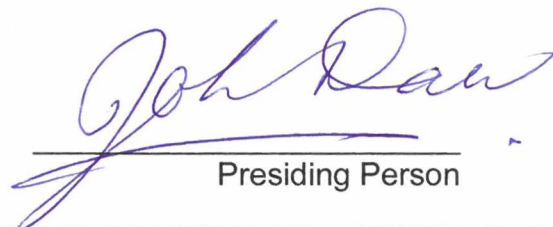


CONFIRMED MINUTES

ORDINARY COUNCIL MEETING

12 NOVEMBER 2019

I certify that the minutes of the meeting of the Ordinary Council held on Tuesday, 12 November 2019 were confirmed on Tuesday, 10 December 2019.


Presiding Person

**CONFIRMED MINUTES
ORDINARY COUNCIL MEETING
12 NOVEMBER 2019**

ATTENTION/DISCLAIMER

These minutes are subject to confirmation.

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 audio-recorded.

1.1 Announcement of Visitors

Nil

1.2 Record of Attendance

Elected Members	Cr John Daw (Shire President)	East Ward
	Cr Kate Driver	East Ward
	Cr Simon Cuthbert	East Ward
	Cr Jason Russell (Deputy President)	West Ward
	Cr Matthew Corica	West Ward
	Cr Toni Burbidge	Central Ward
	Cr Amy Collins	Central Ward
	Cr Doug Jeans	Central Ward
	Cr Darrell Jones	South Ward
	Cr David Lavell	South Ward
	Cr James Martin	South Ward
Staff	Jonathan Throssell	Chief Executive Officer
	Garry Bird	Director Corporate Services
	Megan Griffiths	Director Strategic & Community Services
	Mark Luzi	Director Statutory Services
	Shane Purdy	Director Infrastructure Services
	Kirk Kitchin	Manager Recreation & Leisure Services
	Briony Moran	Acting Manager Planning & Environment
	Chris Blankley	Co-ordinator Aquatic Facilities
	Anna Italiano	Minute Secretary
Apologies	Nil	
Absent	Nil	
Leave of Absence	Cr Ian Green	West Ward

Guests Nil

Members of the Public 16

Members of the Press Claire Ottaviano

Echo Newspaper

2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

2.1 Community Grants Program

Twelve applications were received in the first round of 2019-20 Community Event and Matching Grants. The Grants Selection Committee met on 8 October 2019 approving ten applications, with the Chief Executive Officer approving one. Grants were awarded to the following with a total value of \$29,230.

- Parkerville Primary School Parents and Citizen's Association for an outdoor family movie night - \$3850
- Mundaring in Transition for the Blue Sky Festival - \$5000
- Day in the Forrest - \$5000
- Glen Forrest Christmas Gathering - \$1500
- Chidlow Progress Association for the community Christmas carols - \$4340
- Darlington Family Playgroup for an open day - \$500
- Darlington Volunteer Bush Fire Brigade to produce a book on the history of the Brigade - \$1500
- Mundaring Tennis Club for a website upgrade - \$1540
- Hills Rangers Football Club for the Footy for Life project - \$2000
- 1st Mundaring Scout Group to purchase audio-visual equipment - \$2000
- Little Possums Early Years for Operation Revamp - \$2000

2.2 Local Government Professionals WA 'Environmental Leadership and Sustainability Award'

The Presiding Person was delighted to announce that the good work of the Shire's Planning and Environment team has been recognised with the Local Government Professionals WA 'Environmental Leadership and Sustainability Award'

Shire staff are to be commended for their approach to assisting residents through the planning process, and balancing protection of biodiversity with safe and sustainable development in bushfire prone areas. We know many people choose to live in this area because they love being close to nature. At the same time, we are facing increasing bushfire risks and longer bushfire seasons.

The Environmental Asset Inspection service has enabled our Environmental Officers to meet residents on site with their bushfire consultants, before they have paid to draw up house plans, and take bushfire risk and environmental features into account from a very early stage.

This service to residents builds on the work of our environmental section over many years, building up a range of free publications to help landowners manage their land. Councillors were pleased to note the service is still being improved though the recent development of the Passive Solar Building Design information sheet, to help residents choose more comfortable and energy efficient homes.

This award also demonstrates that the Shire is following through on its aim, in the Environmental Sustainability Policy adopted last year, to be a leader in local government sustainability and environmental management. Well done to all staff involved.

2.3 Local Government Professionals Medal – Jonathan Throssell

At last week's 2019 Local Government Professionals Annual State Conference, the Shire's CEO, Jonathan Throssell, was awarded the Local Government Professionals Medal. This Medal is awarded to local government professionals for outstanding achievements or contributions to local government and Local Government Professionals Australia WA.

Jonathan first joined the Association in 1997 and was first elected to the Board in 2007. He was the State President between 2016 and 2018 and has been the National Board Rep since 2016. He became a Fellow of the Association in 2015.

Jonathan is a passionate champion for local government professionals and led the Association through a challenging time particularly post local government reform. He was also instrumental in shaping the Partnership Agreement which LG Professionals now have with the State Government. Jonathan is also a strong advocate for gender balance in local government and leads by example in how he supports and mentors women in the Sector. In 2010, he was appointed as an Ambassador for the Year of Women in Local Government.

On behalf of Council, congratulations Jonathan on receiving this award.

2.4 Darlington Arts Festival

The Darlings Arts Festival was held recently. Another brilliant festival with wonderful artistic pieces on display. Councillor David Lavell also volunteered his services on the day as always. It was a great event and community members are to be complimented as it takes approximately \$120,000 to run the festival. The Shire contributes \$10,000 towards that very successful event. Congratulations for another successful festival.

2.5 Billy Cart Festival

The Billy Cart Festival was also held recently and attended by the Shire President and a number of other councillors. This year the Billy Cart Festival combined with the Whim Festival at Pioneer Park, Mt Helena. There were 75 entries and that activity was just brilliant. It was a very well and great volunteer effort again. Congratulations to all those involved.

2.6 Movie - Decades & Generations

The President attended a movie last Thursday called “Decades of Generations” which Owen Briffa has put together which was a great movie because it showcased people who live in the Shire for decades and for generations and just gave snippets of their stories and where they were born, what they did here, what work they did, how long they lived here, where they lived here and so on. It was really interesting and a great way to capture the history of the Shire. Thanks to Owen for what was a great event.

2.7 Remembrance Day

The President the attended the Remembrance Day event in Chidlow and laid the wreath on behalf of the Council and the Shire. It was another great event run by the local sub branch of the RSL. Remembrance Day events were held in Mundaring and Bellevue also. These are a great way to continue that tradition of remembering the sacrifices of the soldiers throughout history, but particularly from World War One. Most people have family who are affected by that war in one way or another. Great that this tradition continues.

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

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

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

Nil

3.2 Declaration of Interest Affecting Impartiality

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

The CEO disclosed an impartiality interest in Item 10.6 (Submission – Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination) as it is a matter that affects local government CEO’s.

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.1 Response to Questions Taken on Notice - Council Meeting 8 October 2019 - Simon Cuthbert

At the Ordinary Council meeting held 8 October 2019, Simon Cuthbert of Mount Helena asked a number of questions which were taken on notice. A response was provided to Mr Cuthbert by the Chief Executive Officer in writing. Below is a summary of the questions and the response provided.

Question 1

Why was the little bridge at Pioneer Park, Mt Helena removed?

Response

The footbridge was in poor condition and had become a potential hazard so was removed.

Question 2

If the Shire is not going to replace it, would it allow a community group to work with proper engineering sign off, to rebuild that little bridge?

Response

As the footbridge was so close to the footpath enabling access around the creek to Pioneer Park, the need for a replacement footbridge at this location was determined as unnecessary. Whilst I note the offer of the community potentially building a replacement footbridge, the Shire does not wish to establish and maintain assets which are unnecessary. A different project for the park benefitting the community could be considered should this community group be keen to be involved in a community build project.

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
Owen Briffa – Lost Mundaring & Surroundings Local History Museum		
1.	Regarding St Mark's Church in Mt Helena, what is the Shire doing to secure this 102 year old building?	The President advised that this is a State Government matter as St Mark's Church is on their land. The Shire is encouraging the local Member of Parliament to deal with it in such a way that satisfies the aspirations of the community. The process for an amendment to the current zoning of the property will allow the public to make submissions about what they would like to see happen.
2.	Is the Shire on board to help the community and Lost Mundaring & Surroundings to save this building?	Shire President advised that in an individual capacity he is behind it and he is aware that Cr Cuthbert is also. Director Statutory Services advised that should the State Government issue a re-zoning of the land then the process

		would include a period when people can make comment. The Shire would be involved in the process as it would be required to alter the zoning within the Local Planning Scheme if the State Government approves a re-zoning of the land.
Peter Brazier – Mundaring		
1.	What is Council's understanding of the Shire's current formal position on the proposed North Stoneville townsite?	The President advised that Council's position is as resolved at the Special Council meeting held 27 August 2019, whereby Council unanimously resolved to recommend WAPC refuse SP34. Council remains opposed to SP34.
2.	Will the Council request the Shire CEO, as a matter of urgency, formally update and notify the WAPC, in writing, on the public record, that the Shire is fully supportive of its Council position and the community's opposition to SP34?	<p>The President advised that Council is fully supportive of the opposition and that position has not changed. The Council is as one in rejecting that proposal.</p> <p>The CEO advised that it appeared a misunderstanding had arisen as a result of Mr Brazier being provided with an exchange of emailed correspondence between a number of other parties. Mr Brazier was forwarded, by Mr Roget, a copy of an exchange of emailed correspondence between Mr Roget and a representative of the Anglican Church Diocese, and between Mr Roget and Mr Jennings, a Shire officer, in regards to that correspondence from the Anglican Church Diocese representative.</p> <p>The CEO advised that in reviewing a copy of the above correspondence which Mr Brazier had provided him, he noted Mr Roget had sent a letter to the Anglican Church Diocese in regards to SP34. A representative of the Anglican Church Diocese responded to Mr Roget providing a brief history of SP34. In that response the statement was made that "In 1994 'the Shire ... supported and proposed a North Stoneville townsite..'" This resulted in provision for the townsite being included into Town Planning Scheme No. 3, which was then carried into Local Planning Scheme No. 4.</p> <p>Mr Roget subsequently enquired about this quoted statement and Mr Jennings, a planning officer with the Shire,</p>

		<p>responded.</p> <p>In his response Mr Jennings noted that the reference to the position of the Shire in 1994 to support the townsite was included in the report to the Special Council meeting on 27 August 2019 as background information.</p> <p>Mr Roget then sent the above exchange of correspondence to Mr Brazier, quoting the reference to the Shire's position in 1994, albeit the reference to this being the position of the Shire in 1994 was not made entirely clear in Mr Roget's email.</p> <p>In effect, the position of the Shire in 1994 to support the North Stoneville townsite was changed by the decision of Council to oppose SP34 at the Special Council Meeting held in August.</p> <p>There is no difference between the position of Council and the Shire, which is to recommend to the WAPC that it refuse Structure Plan 34.</p>
3.	How confident is Council that the CEO and the Shire are presenting the Council's unanimous 'No' position when responding to questions from the community and the WAPC regarding SP34?	<p>The President advised Council is 100% confident. Council is the head of the organisation and elected by the people. There is no question the Shire administration isn't doing what the Council wants or not doing what Council requests. Council is opposed, rejects and refuses SP34 and have recommended that to the WAPC.</p>
Greg Rankine – Stoneville		
1.	Does the current North Stoneville SP34 conflict with the Shire of Mundaring's policy on Climate Change?	<p>The President advised that the Council could write a letter but questioned what would be the effect in the sense that Council has already made its position known publicly and continues to make Council's position known to Government and the WAPC. However there is no reason why the Shire couldn't write to the Church about their policy on climate change and how it relates to SP34. Also within the Shire's Environmental Sustainability Policy the Shire does acknowledge human induced climate change.</p> <p>The CEO also advised that at the time Council considered SP34, one of the reasons that it recommended the WAPC</p>
2.	Can I request that Council write to the Anglican Church for clarification on the Church's policy on climate change and how it relates to SP 34?	

		refuse it was in relation to the environmental impact. Whilst it didn't specifically state a reference to climate change, clearly Council was of the view that the environmental impact of the proposed structure plan needed to be considered by the WAPC as a reason for refusal. Everything the Shire was required to consider within the report that went to Council at the Special Council meeting held 27 August 2019 was included and therefore reflected in the reasons advised to the WAPC.
Mark Hancock - Stoneville		
1.	In the submission by the developers of SP34 to support their waste water treatment plant they were using a rainfall average of 1079mms, which was based on an average collected at Bickley since 1969. Does the Shire of Mundaring have access to more up to date rainfall records, or for that matter, records that relate to the North Stoneville area?	The President advised Mr Hancock's points were taken regarding the waste water treatment plant and there are still on-going concerns about the waste water treatment plant. The Shire does not have those particular rainfall data.

COUNCIL DECISION	C1.11.19
MOTION	
Moved by	Cr Russell
Seconded by	Cr Burbidge

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

CARRIED 11/0

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

Against: Nil

Jo Sheil – Stoneville & Parkerville Progress Association		
1.	Are Councillors aware of any plans to provide parking adjacent to the park (at the playground on the corner of Stoneville Road and Riley Road) which will allow more patrons to safely access the facility without having to cross all the main roads?	Director Infrastructure Services advised that there are currently no plans to provide any additional parking at this stage.
2.	It is glaringly bright at both this park and the park situated at Norris Park off	Director Infrastructure Services advised that the Shire currently does not provide shade sales because of

	<p>Bentley Street, Stoneville.</p> <p>Are Councillors aware of any plans to erect any shade sails to further improve the enjoyment and frequency of use by the kids?</p>	<p>various issues attached to that. Play equipment is generally located near natural shade from trees or by planting additional trees to provide future shade.</p>
Debra Bishop – Stoneville		
1.	Why are the August 27 2019 Special Council meeting minutes still showing “unconfirmed”?	The CEO thanked Ms Bishop for the advice and advised that the minutes would be updated to remove the word “unconfirmed” and replaced with “confirmed” the following day.
2.	When will the Shire update its website to be current, user friendly and informative and feature the North Stoneville issue?	The CEO advised that Council will consider a business case to look at upgrading its website early next year. Whether or not it ‘features’ North Stoneville, is another question. The business case will inform the development of future budgets.
3.	Will Council, as a matter of urgency given the unprecedented community interest in the proposed North Stoneville plan, and the fact that the WAPC is about to consider it, consider adding a North Stoneville tab to the home page to enable a temporary, cheap, quick and easy fix to provide the community with important, easily accessible and up to date information on North Stoneville?	The CEO advised he would consider the request and noted the Shire’s search engine on its website does provide access to the relevant documents it publishes in regards to SP34, including fact sheets and Council reports.
Joan Quinn – Mt Helena Resident & Ratepayer Association		
1.	When approximately were lights installed at Bilgman Pool?	Manager Recreation & Leisure Services advised the lights were installed early on following construction of the pool. They have been upgraded in recent years.
2.	What year was the heating installed in Bilgoman Pool?	Manager Recreation & Leisure Services advised the heating was installed in 1992.
3.	When did Bilgoman Pool open this year and when will it close?	Manager Recreation & Leisure Services advised the pool opened on 19 October 2019 and will close on 7 April 2020.
4.	Regarding the recommendations regarding the Mt Helena Pool, there are monies proposed to be taken out for a particular activity to pay for a fee for the Royal Life Saving, and I was wondering if that amount of money was the same amount of money that was set aside to	The President advised Council were aware \$2000 was budgeted to encourage use of the pool and advertise the pool. There is an alternative motion to be considered in which that is mentioned and proposes it is a good use of that money to attract

	encourage swimmers from the general public?	people to use the pool.
John Bell – Mt Helena		
1.	Is the performance of the Manager of Mt Helena Pool linked to increasing the number of participants?	<p>The President advised he would hand that question over the CEO to answer as it relates to staff.</p> <p>The CEO advised that it is not an appropriate question to ask as it relates to an employment matter which he would not discuss in a public forum.</p>
2.	Is the decision to select the consultant for the Community Perceptions Survey and the survey questions something that's done exclusively by the CEO or is that something that the Council has oversight of?	<p>The President advised the selection of consultant was made through the Administration, it wasn't a Council decision.</p> <p>The CEO advised that Council has provided advice regarding the feedback it is seeking from the survey. While the selection of the consultant and the administration of the survey is an administrative responsibility, Council is involved in the process, gets the survey feedback and requests information which assists with the design of the questions and so forth. While there was a different consultant engaged this year and there were some different questions, fundamentally there were many of the same questions as used in previous surveys.</p>

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

6.1 Application for Leave of Absence - Cr Darrell Jones

Cr Jones has advised of his request for leave of absence from 23 November 2019 to 9 February 2020 (inclusive).

COUNCIL DECISION MOTION	C2.11.19
Moved by	Cr Lavell
Seconded by	Cr Driver

That Cr Jones be granted leave of absence from all meetings of Council held between 23 November 2019 to 9 February 2020 (inclusive).

CARRIED 11/0

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jeans, Cr Jones, Cr Lavell, Cr Martin, Cr

Against: Nil

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL DECISION RECOMMENDATION		C3.11.19	
Moved by	Cr Jeans	Seconded by	Cr Jones

That:

1. the Minutes of the Ordinary Council Meeting held 8 October 2019 be confirmed;
2. the Minutes of the Special Council meeting held 21 October 2019; and
3. the Minutes of the Special Council Meeting held 28 October 2019 be confirmed.

CARRIED 11/0

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

Against: Nil

8.0 PRESENTATIONS

8.1 Deputations

- | | | | |
|----|--------------|-----------|---|
| 1. | Wade Izard | Item 10.1 | Mount Helena Swimming Club User Agreement |
| 2. | Josh Hoffer | Item 10.1 | Mount Helena Swimming Club User Agreement |
| 3. | Joan Quinn | Item 10.1 | Mount Helena Swimming Club User Agreement |
| 4. | Magda Wright | Item 10.1 | Mount Helena Swimming Club User Agreement |

8.2 Petitions

Nil

8.3 Presentations

Nil

9.0 REPORTS OF COMMITTEES

Nil

10.0 REPORTS OF EMPLOYEES

10.1 Mount Helena Swimming Club User Agreement

File Code	Ke 1 Res.22809.1
Author	Kirk Kitchin, Manager Recreation and Leisure
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. Mount Helena Swimming Club Community Initiative Business Case ↓2. Contract for Group 2 Use of Mt Helena Aquatic Centre ↓

SUMMARY

Mt Helena Swimming Club (MHSC) has requested access to the Mt Helena Aquatic Centre outside of general public operating hours in order to undertake club activities.

Accommodating this request is possible outside of the designated Shire summer public pool season if the classification of the facility is downgraded when it is used exclusively by MHSC. This provides a cost effective option to enable MHSC access to the facility and will result in increased community use of the facility.

Mt Helena Aquatic Centre is currently classified as a Group 1 facility by the Department of Health. MHSC has requested a classification of Group 3 for the times it is used solely by MHSC, however due to the high level of risk this presents to public safety it is recommended that the classification only be downgraded to a Group 2 facility when used solely by MHSC.

The main differences between these two classifications is a Group 2 best aligns with the classification activity of "Structured qualified activity leader present" and it requires MHSC to directly supervise all swimmers and have emergency care personnel on-site at all times, which a group 3 classification does not. A reduction of classification from a Group 1 to 2 minimises the cost to the Shire and still ensures rescue and emergency response is provided by MHSC at all times the facility is used.

It is also recommended to formalise this arrangement through a user contract agreement between the Shire and MHSC.

BACKGROUND

Mt Helena Aquatic Centre

Mt Helena Aquatic Centre was built on Department of Education land at Eastern Hills Senior High School and opened in November 1991. This was setup as a shared use facility between the Shire of Mundaring and the Department of Education.

A shared use Licence Agreement between the Minister for Education and the Shire of Mundaring was formalised in 1995. At its meeting on 10 September 2019, Council resolved to enter into a new Licence Agreement with the Minister for Education for the shared use of Mt Helena Aquatic Centre located at the Eastern Hills Senior High School (C8.09.19). This Licence Agreement is in the process of being signed by the Minister.

This Licence Agreement provides the Shire access to the aquatic centre outside the school times of 7:00am to 3:15pm on all school days. During this time the Shire is in control and responsible for the facility.

The public summer pool season opens on 7 December 2019 and closes on 16 February 2020.

Mt Helena Swimming Club

In 2018/19 MHSC re-established itself and has recently requested to gain access to the Mt Helena Aquatic Centre for coaching and training outside the times the Shire operates the pool for the community.

MHSC has requested all year use on:

- *Monday to Friday 5:00am to 7:00am and 15:30pm to 19:00pm; and*
- *Saturday 6:30am to 9:00am.*

Activities planned include:

- *Lap-swimming training;*
- *Land fitness training;*
- *Swimming meets (races); and*
- *Social Club activities.*

MHSC Business Case (Attachment 1) states:

Expected members of the Mt Helena Swimming Club in the 2019-20 year are a mix of competitive and non-competitive members.

Projected numbers in the 2019-20 year are:

- *20 children as active members with a mix of competitive and non-competitive goals.*
- *Approximately 26 parent/ guardian and/or committee members.*
- *12 adult active swimming members with a mix of competitive and non-competitive goals.*

These numbers are expected to grow as access to aquatic facility all year round increase and club expansion through community relationships occur over time.

The club has advised they have 20 people on the books but no paid up members. At the time of preparing this report the Shire is supporting a MHSC Open Day on Sunday 3 November 2019 at the Mount Helena Aquatic Centre. This event is designed to attract new members and undertake swim trials.

STATUTORY / LEGAL IMPLICATIONS

The Statutory Framework for public aquatic facilities is as follows:

- *Public Health Act 2016;*
- *Health (Aquatic Facilities) Regulations 2007; and*
- *Code of Practice for the design, operation, management and maintenance of aquatic facilities - December 2015*

The WA Department of Health monitors aquatic facilities to ensure compliance and the enforcement of the Act, the Regulations and the Code to minimise the risk of disease and injury.

The Mt Helena Aquatic Centre is classified as a Group 1 facility by the Department of Health. This follows the classification based on the following table from the *Code of Practice for the design, operation, management and maintenance of aquatic facilities*.

GROUP 1 CLASSIFICATION

Patron Access Limitations	Activity	Technical Operator Requirements	Patron Supervision & Emergency Care Personnel	Classification
Public access with limited restrictions e.g. child <10 yrs accompanied by a person ≥16 yrs	Non-structured <i>Typical examples;</i> leisure/free-play & lap-swimming	On-site at all times.	All patrons directly supervised. Emergency care personnel on-site at all times.	<i>Facilities typically available to the general public for payment of an entry fee and examples include;</i> aquatic centres, waterslides & water-parks.

In accordance with sub-regulation 16(1) of the *Health (Aquatic Facilities) Regulations 2007*, the Shire may operate the Mt Helena Aquatic Centre at the class prescribed or alternatively at a lower class. Operation of an aquatic facility/water body at a lower class does not require approval of the Executive Director, Public Health. The Shire can independently operate an aquatic facility/water body at a lower class than Group 1.

The primary consideration in determining which operational classification the Shire should allow is the type of activity to be undertaken, as relating to the types of personnel who will or may access the aquatic facility/water body.

The proposed use of the facility by MHSC best aligns into Group 2 where the activity defined as, "Structured qualified activity leader present". A Group 2 classification does not require the Shire to have staff in attendance but does still require MHSC to directly supervise all swimmers and have emergency care personnel on-site at all times.

GROUP 2 CLASSIFICATION

Patron Access Limitations	Activity	Technical Operator Requirements	Patron Supervision & Emergency Care Personnel	Classification
Restricted to discrete users and user groups	Structured Qualified activity leader present <i>Typical examples;</i> infant aquatics, learn-to-swim, swimming and lifesaving classes & aqua-exercise (See Sect 7.12, Table 9)	Not on-site at all times.	All patrons directly supervised. Emergency care personnel on-site at all times.	<i>Facilities generally include;</i> schools, learn-to-swim centres, learn-to-dive pools, nursing homes, hospitals & hydrotherapy/physiotherapy use pools.

MHSC has requested the Shire classify the facility as a Group 3. This does not fit within the activity guidelines of the Code of Practice, which lists the activity for a Group 3 facility as, "Non-structured, no qualified activity leader present". MHSC has structured coaching programs with a coach in attendance.

GROUP 3 CLASSIFICATION

Patron Access Limitations	Activity	Technical Operator Requirements	Patron Supervision & Emergency Care Personnel	Classification
Restricted to discrete users and user groups <i>Typical examples;</i> club members, commercial guests and residents and their guests	Non-structured No qualified activity leader present <i>Typical examples;</i> leisure/free-play & lap-swimming	Not on-site at all times.	No direct supervision. Emergency care personnel able to respond within a reasonable period of time (See Sect 6.2.5)	<i>Facilities generally include;</i> discrete user access of group 1, 2, or 4 aquatic facilities (AF) by community/swimming groups, or; commercial developments for guests such as hotels, motels, resorts, serviced apartments, caravan parks, health clubs, mine sites, recreational camp-sites, lodging houses, staff/student accommodation complexes & places restricted to adult only access.

Further, both the Department of Health and the Royal Life Saving Society of Australia have verbally advised Shire officers that the Group 3 classification is designed for pools at health clubs, caravan parks, hotels and motels and places restricted to adult only access, and not public swimming facilities. Both these organisations recommend MHSC operate at a minimum of a Group 2 facility.

MHSC noted in its Business Case that the Guildford Kalamunda Swimming Club operates at the Guildford Grammar and the Darling Range Sports College pools as Group 3 facilities. A group 3 facility requires the operator to have someone with the same qualifications for Patron Rescue, Emergency Care and Technical Operations as a Group 2 facility, however they do not have to be on the premises at all times. Both Guildford Grammar and the Darling Range Sports College have made the decision to accept the risks of allowing their pools to be operated by a third party as a Group 3 without the need for direct supervision or onsite emergency care.

Based on the Shire's Risk Classifications, use of an aquatic facility presents a High Risk that is considered acceptable only with 'excellent controls'. The absence of rescue and emergency response capabilities on site at all times, at a type of facility where fatalities are possible and have occurred, is not considered an 'excellent control'. Based on this and the advice received by the Department of Health and Royal Life Saving Society Australia it is not recommended to operate the Mt Helena Aquatic Centre as Group 3 facility when MHSC are the sole users of the facility.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

MHSC Business Case does not show projected income and expenditure statements. When asked if MHSC has the capacity to pay for use of the pool, MHSC coach noted that as the club is in its infancy in terms of its finances it would request the Shire to assist it to establish a solid financial base for the next two years by waiving any entry or use fee.

It is not recommended to support the request to provide free use of the Mt Helena Aquatic Centre by MHSC or its members. Providing free use creates inequity for the patrons at both Bilgoman Aquatic Centre and Wooroloo Prison Pool, where patrons pay for each use of those facilities. It may result in swimmers that use and pay at other aquatic centres to join MHSC in order to swim at no charge. This would have a detrimental impact on the Shire's Bilgoman Aquatic Centre's attendance numbers and financial income.

Use of Mt Helena Aquatic Centre Terms 4 & 1 (during Public Season times)

When the pool is open to the public and operated by the Shire as a Group 1 facility over the summer season, the members of MHSC need to pay normal entry fees of \$4.00 for a child/concession and \$5.00 for an adult. MHSC members have the opportunity to purchase a Season Book of Tickets to receive a discount.

Use of Mt Helena Aquatic Centre in Terms 4 & 1 (non-public season times)

The use of the aquatic centre when it is operated as a Group 2 facility by MHSC during term 4 and term 1 increases the Shire's operating costs, albeit marginally. Extra use of the toilets and first aid room consumables would result in increased costs (estimated at \$400 for the two terms). Cleaning costs would be dependent on use.

As MHSC use will be after school hours, the after school entry fees will apply as per the Shire's fees and charges of \$2.00 for a child/concession, \$2.50 for an adult per visit and spectators and MHSC officials for free. This covers the costs associated with the use of the facility and ensures there is not significant fee inequity with the other aquatic facilities in the Shire.

Use of Mt Helena Aquatic Centre Terms 2-3

There are a number of issues which will increase the cost to the Shire from the proposed use of the Mt Helena Aquatic Centre during the off season from May to September:

Currently, during this period of closure to the public a maintenance program is in place. This program includes:

- No use or cleaning of the toilets, first aid room or office;
- The pool circulation, sanitation and filtration systems operate only one day a week to maintain water clarity. This level of operation does not provide water quality that would pass the strict public health regulations required for public swimming. To raise the quality of water during this period would require the systems operation 24 hours per day.
- The solar hot water system does not operate so the water temperature in the coldest months is significantly below what is acceptable for public swimming; and
- The cleaning/maintenance of the outside areas ensures it is presentable but not to a level that would be acceptable for public use.

Cleaning, maintaining and operating these systems full time for the extra five months per year would increase maintenance, utility, chemical costs by \$25,000 pa. In addition, there would be an increased workload for staff of approximately 15 hours per week compared to the normal off-season maintenance program. To accommodate this there would be a requirement for additional staff, which would cost \$6240 pa excluding on-costs.

These total costs of \$31,240 pa also takes into account that fact that the Eastern Hills Senior High School does not use the pool during these periods, therefore the Shire would not be able to claim the 50% cost share arrangement as it does for the remainder of the year.

Capital Cost of Improved Lighting

MHSC business case has requested to use the Mt Helena Aquatic Centre from 5:00am in the morning and later in the day until 7:00pm for the whole year. To safely operate the Mt Helena Aquatic Centre in these times, outside of a few weeks over summer, a lighting upgrade would be required. The Mt Helena Aquatic Centre does not have artificial lighting to meet the minimum lighting level of 80lux as required by the Code of Practice when there is not sufficient natural light.

A lighting upgrade has not been identified for the facility in the Shire's Long Term Financial Plan or in the Recreation Facilities Informing Strategy, as natural lighting provides the required level of lighting at the current times and dates of opening and operation. The cost of a potential lighting upgrade is not available at this time.

When asked who should pay for the lighting upgrade MHSC notes, "As the lighting is an immediate need the Club requests that the Shire considers paying for the lighting upgrade so that the Club can get better established over the next year."

It is not recommended that Council considers a lighting upgrade to the Mt Helena Aquatic Centre until such time as the MHSC is established and has a stable membership base (noting this potential consideration does not oblige Council to approve a lighting upgrade at all). This would mean the current use of the Mt Helena Aquatic Centre is restricted to daylight hours only.

Meeting Operating Requirements- Development

For MHSC to meet the operating requirements of a Group 2 facility they require:

- Flow-charts and signage of what to do in an emergency;
- Emergency contact numbers;
- Operating schedule;
- Swimming Club operation procedures;
- List of qualifications of personnel to be onsite during all operational periods, including:
 - Coaching or Instructor Qualifications
 - Lifeguarding or Aquatic rescue certificates
 - First Aid and Resuscitation competencies (Minimum HLTAID003);
- Risk Assessment of all activities;
- Risk Management Plan for all activities, including proposed controls;
- Emergency Response Plan including:
 - Emergency and incident response procedure
 - Emergency response roles;
- Swimming Club induction; and
- Incident report procedure and template.

As the Shire is ultimately responsible for the Mt Helena Aquatic Centre, even when used exclusively by MHSC, it has to assess and accept MHSC have all these requirements in

place to ensure the facility meets the requirements of the Code of Practice and is operated as safely as possible. To achieve this three options are considered:

Option 1- Expect MHSC undertake all the work themselves and for Shire officers review their work to ensure compliance. Given MHSC is in its infancy, with only one member of the committee with experience and knowledge of the aquatic industry, this would be significant amount of work for this volunteer. The Shire would need to commit Shire staff resources, not currently catered for in the budget, to review the work of MHSC to ensure compliance with the Code of Practice.

Option 2- Provide qualified Shire aquatic staff to work with the MHSC to develop these items. This option would require Shire staff resources not currently catered for in the budget to provide assistance MHSC, which would likely result in a need for additional staff resources to meet all budgeted obligations.

Option 3-Contract an independent third party, such as Royal Life Saving Society of Australia (RLSSA), to work directly with and assist MHSC. This would be a one off cost of \$1635 (ex GST). This would provide the highest quality result in the least amount of time as RLSSA have the leading experts in the field. It would also save the cost and disruption of the Shire redirecting qualified aquatic staff away from their current duties and having to backfill those positions.

As the operator of the aquatic facility the onus is on the Shire to ensure that when independently lowering aquatic facility classification, all classification dependent requirements of the Code are satisfied.

As noted above there is cost to the Shire associated with downgrading the classification of Mt Helena Aquatic Centre from Group 1 to 2. This is in staff time assessing the items completed by MHSC; and either working with MHSC developing these items or paying RLSSA to work with MHSC developing these requirements.

As the Shire needs these requirements in place it is recommended Council approve the third option listed above: to allocate a one off expenditure of \$1635 (ex GST) to contract the services of RLSSA to assist MHSC, as an alternative to funding additional salaries to backfill qualified Shire aquatic staff whose cost would be comparable. This would enable the work to be undertaken in a shorter timeframe, which would also enable the club to commence operations sooner. This also provides a level of independence and rigour to the club meeting its requirements and enables the Shire to fulfil its approval role without a conflict of interest (ie having developed the elements it is then required to approve).

Meeting Operating Requirements- On-going Monitoring and Assistance

To ensure the ongoing safe operation of the Mt Helena Aquatic Centre by MHSC as a Group 2 facility, it is also recommended the Shire contract RLSSA to provide monitoring and ongoing assistance for the MHSC at a cost \$400 (ex GST) per annum for a period of three years in line with the proposed three year user contract. RLSSA would conduct independent external audits on the operations of the MHSC and provide assistance if required to the club to ensure all requirements of the Code of Conduct be followed.

In adopting the 2019/20-2022/23 Corporate Business Plan Council approved an additional \$2,000 per annum to run community events at the pool during daylight hours in order to increase pool patronage. It is proposed that the costs for Meeting Operating Requirements- Development (\$1635) and On-going Monitoring and Assistance (\$400) as outlined above be allocated from this budget in 2019/20, as MHSC use of the pool will achieve the outcome of increasing patronage.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.3 – A strong and localised community spirit

Strategy 2.3.1 – Provide community venues and facilities for different demographics

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

The key risk to be considered when providing access to an aquatic facility is the safety of patrons. Aquatic environments are potentially lethal and there is a history of fatalities and serious long-term injuries at public swimming pools across Australia.

Risk: People – Physical and Psychological

Allowing MHSC to have access to the Mt Helena Aquatic Centre during times allocated to the Shire under the Licence Agreement with the Department of Education without qualified Shire staff in attendance could result in a fatality or serious long-term injury from an incident.

Likelihood	Consequence	Rating
Possible	Extreme	High

Action / Strategy

To mitigate this risk so the risk rating is reduced to 'Moderate' a number of activities should be undertaken:

- Classify the aquatic centre as a Group 2 Facility which requires all patrons to be directly supervised and have emergency care personnel on site at all times;
- Develop a User Contract to formalise this arrangement, which is monitored by an independent third party; and
- Provide ongoing assistance to MHSC from Royal Life Saving Society of Australia to develop the necessary documentation, processes and qualifications of personnel.

EXTERNAL CONSULTATION

Shire officers have been working and consulting with the:

- Committee of MHSC to explore the issues in developing and operating a User Contract;
- Department of Health, which is the statutory body that controls and manages public swimming facilities;
- Members of Leisure Institute of Western Australia Aquatics, to identify other community user agreements;
- Swimming WA, the State sporting association for swimming, to determine the requirements for the formation of a swimming club;

- Royal Life Saving Society Australia to seek sample user agreements, to assist MHSC in meeting requirements of the User Contract and to be an independent body to monitor the User Contract;
- MHSC request was tabled at the Mt Helena Aquatic Centre Advisory Group Meeting which has representatives from the Eastern Hills Senior High School; and
- Risk experts at the Shire's insurers (LGIS) were consulted for review of the request by MHSC and the development of the contract.

COMMENT

Use of the Mt Helena Aquatic Centre by MHSC outside times the Shire opens the facility to the public as a Group 2 facility from October to April (Terms 4 and 1) is considered a cost effective way to increase usage of the community asset. As a Group 2 facility Shire staff are not required to be in attendance when used by MHSC for its club activities.

Aquatic facilities present a wide range of serious risks from potential incidents and water quality issues and as such, they are highly regulated. To allow a community group sole access to the Mt Helena Aquatic Centre the Shire has to ensure it complies with the *Health Act 2016*, the *Health (Aquatic Facilities) Regulations 2007* and *Code of Practice for the Design, Operation, Management and Maintenance of Aquatic Facilities* in order to manage all the risks.

To comply with these statutory requirements the following areas need to be addressed.

Classification of Facility

While MHSC has requested the Shire classify the Mt Helena Aquatic Centre as a Group 3 at the times the MHSC wish to use the facility (ie when Shire staff are not in attendance) due to the high risk involved, the recommendation is to classify the Mt Helena Aquatic Centre as Group 2 at these times.

As detailed in the Statutory / Legal Implications section of this report, the most significant difference between these two classifications is that a Group 2 facility requires someone with Patron Rescue, Emergency Care and Technical Operations qualifications to be on the premises at all times, whereas for Group 3 they do not.

The risk is considered too high to not have anyone on the premises with Patron Rescue and Emergency Care should an incident (eg drowning or spinal injury) occur.

Requirements of the Code of Practice

The Shire and MHSC must meet the Code of Practice requirements for a Group 2 facility.

The operator of a Group 2 facility (MHSC) shall ensure that the facility is operated by personnel who hold qualifications in:

- Participant Supervision;
- Patron Rescue;
- Emergency Care;
- Technical Operations Requirements; and
- Coaching Qualifications.

MHSC shall ensure that personnel holding these qualifications are on the premises whenever the facility is open or available for use.

MHSC has advised its swim coach has all of these qualifications and as such it is able to operate the facility as a Group 2.

In addition to personnel qualifications MHSC needs to have an Aquatic Facility Operation Manual. To ensure this manual can be developed to the required standard as soon as possible so the club can begin its operations, it is recommended that the Shire contract Royal Life Saving Society Australia to work with MHSC to develop this manual. It is also recommended the Shire contract Royal Life Saving Society of Australia to monitor and assist MHSC in an ongoing basis to ensure the requirements and processes are being followed.

User Contract

A User Contract (Attachment 2) between the Shire and MHSC sets out the respective responsibilities to provide a safe environment at the Mt Helena Aquatic Centre. The key components of the User Contract are:

- Times the Mt Helena Aquatic Centre is available;
- MHSC has adequate public liability insurance for their activities;
- Only swimmers at or above Department of Education Swimming and Water Safety Continuum Stage 7 are allowed to partake in club activities at the Mt Helena Aquatic Centre.
- Have appropriately qualified personnel and operational procedures in place at all times to meet the requirements of the Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities and provide copies of documentation of these qualifications;
- Operational plan is developed and implemented. A copy of the operations manual must be permanently stored onsite and be available for inspection on request by an Environmental Health Officer; and
- Detail the cost to MHSC for the use of the Mt Helena Aquatic Centre during times outside the Shire's summer season.
- The contract is for one year (seasonal based) with two one-year extensions (seasonal based), exercisable by the Shire.

Swimming WA Affiliation

Swimming WA, the State sporting association, has advised MHSC is fully affiliated. MHSC currently has no paid members, however once members join the club and pay their affiliation fee they are then covered under Swimming WA's public liability insurance.

Operating in Terms 2 and 3 (May to September inclusive)

MHSC requested access to the Mt Helena Aquatic Centre all year round. It is not recommended to support year round use for these reasons:

1. As noted in the Financial Implications section of this report it would cost the Shire an additional \$31,240 in cleaning, maintaining and operations to accommodate MHSC over the five months the Mt Helena Aquatic Centre is normally closed. It is unlikely MHSC would have the financial capacity to pay the level of fees to make this cost neutral to the Shire;
2. A capital lighting upgrade would be required to operate the facility early in the morning and into the early evening from May to September; and
3. The solar hot water system is designed and sized for operation during the warmer months. As such, it is unlikely this system is able to heat the water in the colder months to a level suitable for public swimming.

To provide an acceptable water temperature during the colder times of the year would require a larger solar hot water system or use of other heating system such as gas, electric or heat pump. All these would require significant capital expenditure and increased operating costs. It should be noted that the Department of Education would not contribute to either the capital or operating costs of these systems in the part of the year they do not use the facility.

Future Use

Should MHSC establish itself as a strong and sustainable club they would be able to seek Council consideration of capital upgrades, such as improved lighting and water heating, to further extend the swimming season and support MHSC future growth. Such consideration would be undertaken in accordance with Council's usual corporate business planning process.

Summary

As operator of the Mt Helena Aquatic Centre, the Shire has the option to reduce the classification of the Mt Helena Aquatic Centre from a Group 1 facility outside of school times. However, the Shire's responsibility for the facility does not diminish with the reduction in classification. The Shire must ensure the risks associated with a reduction in classification are adequately managed.

Classifying the facility as a Group 2 when MHSC run its activities and ensuring MHSC provides adequate levels of supervision, rescue and emergency response for its activities, would mitigate the additional risks in not having qualified Shire aquatic staff in attendance. This risk is further mitigated by:

- Entering into a User Contract clearly defining respective responsibilities;
- Contracting Royal Life Saving Society of Australia to assist MHSC develop of plans and process and to ensure club personnel have the correct qualifications to operate the facility as a Group 2; and
- Contracting Royal Life Saving Society of Australia to monitor the ongoing performance of MHSC to ensure they are meeting their responsibilities under the User Contract for the term of the Contract. Should MHSC be successful in its first season and the User Contract be extended at the discretion of the Shire, this monitoring would need to continue on an annual basis.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

1. Authorises the Shire President and Chief Executive Officer to sign the User Contract (Attachment 2) with the Mount Helena Swimming Club for use of the Mount Helena Aquatic Centre to meet the requirements of a Group 2 aquatic facility;
2. Adopts Option 3 for Meeting Operating Requirements- Development, as outlined in the Financial Implication's section of the report, to contract Royal Life Saving Society of Australia to assist the Mt Helena Swimming Club develop operational systems, and ensure club officials have the correct qualifications for a Group 2 aquatic facility, at a cost of \$1635; and
3. Notes the expenditure of \$1635 for point 2 above, plus the annual cost of \$400 to monitor the necessary operating systems during the pool season will be allocated from account 20249.521.013 which is for the purpose of providing events to increase patronage at the Mt Helena Aquatic Centre.

7.22pm Meeting Adjourned

COUNCIL DECISION MOTION		C4.11.19	
Moved by	Cr Jeans	Seconded by	Cr Jones

That the meeting be adjourned for a period of 10 minutes.

CARRIED 11/0

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

Against: Nil

7.32pm Meeting Resumed

The meeting resumed with all elected members present.

MOTION

Moved by Cr Cuthbert

Seconded by Cr Driver

That Council:

1. By absolute majority, waives entry fees for Mount Helena Swimming Club members including juniors, seniors, concessions, club-only spectators, non-swimming club members and club officials when the Mount Helena Aquatic Centre is operating as a Group 2 Facility and is accessed by the Club only;
2. By absolute majority, waives entry fees for Mount Helena Swimming Club members including juniors, seniors, concessions, club-only spectators, non-swimming club members and club officials when accessing the Mount Helena Aquatic Centre for club activities only, when the facility is operating as a Group 1 Facility and is open to the general public;
3. Requests the CEO amend the User Contract (**Attachment 2**) with the Mount Helena Swimming Club for use of the Mount Helena Aquatic Centre to meet the requirements of a Group 2 aquatic facility to reflect the following changes:
 - a. Access clause- club activities to be expanded to include 'skill development and refinement' but to exclude swim lessons and learn to swim classes;
 - b. No fees to be charged when the club access the facility when it is being used as a Group 2 facility (as per point 1 above);
 - c. No fees to be charged when the club access the facility for club purposes when the it being used as a Group 1 facility during the public season, as per Point 2 above;
 - d. An annual review of fees to be conducted each year of the User Contract with the Club to supply usage data to inform the review;
 - e. All swimmers need to provide proof they have passed Department of Education Swimming and Water Safety Continuum Stage 7 or be assessed by a swim coach with an Australian Swimming Coaching Qualification they can pass the same requirements of the Department of Education Swimming and Water Safety Continuum Stage 7; and
 - f. A record of the minimum competency, [as per point e) above] of all club swimmers needs to be maintained by the club;
4. Authorises the Shire President and Chief Executive Officer to sign the amended (as per point 3) User Contract (**Attachment 2**), with the Mount Helena Swimming Club for use of the Mount Helena Aquatic Centre to meet the requirements of a Group 2 aquatic facility;

5. Adopts Option 3 for Meeting Operating Requirements- Development, as outlined in the Financial Implication's section of the report, to contract Royal Life Saving Society of Australia to assist the Mt Helena Swimming Club develop operational systems, and ensure club officials have the correct qualifications for a Group 2 aquatic facility, at a cost of \$1635;
6. Notes the expenditure of \$1635 for point 2 above, plus the annual cost of \$400 to monitor the necessary operating systems during the pool season will be allocated from account 20249.521.013 which is for the purpose of providing events to increase patronage at the Mt Helena Aquatic Centre; and
7. Notes the rationale for the change to the officer recommendation is that allowing an alternative method of assessing competency will broaden the membership base available to the Club. This includes persons with disabilities, older community members and persons who may not have been taught to swim under Department of Education stages; and by supporting the fledgling Club to become established and attract members, there will be an increased usage of community venues such as the pool and venues for Club social activities.

8.14pm Meeting Adjourned

COUNCIL DECISION MOTION		C5.11.19	
Moved by	Cr Jeans	Seconded by	Cr Russell

That the meeting be adjourned for a period of 5 minutes.

CARRIED 11/0

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

Against: Nil

8.24pm Meeting Resumed

The meeting resumed with all elected members present.

AMENDMENT MOTION			
Moved by	Cr Driver	Seconded by	Cr Jeans

That the motion be amended as follows:

- Delete all references to "Group 2" facility and replace with "Group 3".

LOST 3/8

For: Cr Daw, Cr Driver and Cr Cuthbert

Against: Cr Burbidge, Cr Jeans, Cr Jones, Cr Lavell, Cr Martin, Cr Russell, Cr Corica and Cr Collins

AMENDMENT MOTION

Moved by Cr Cuthbert Seconded by Cr Russell

That the motion be amended as follows:

- Delete points 2 and 3 (c) from the motion.

LOST 5/6

For: Cr Russell, Cr Corica, Cr Cuthbert, Cr Lavell and Cr Jones

Against: Cr Daw, Cr Burbidge, Cr Jeans, Cr Martin, Cr Collins and Cr Lavell

COUNCIL DECISION MOTION

C6.11.19

Moved by Cr Cuthbert Seconded by Cr Driver

That Council:

1. By absolute majority, waives entry fees for Mount Helena Swimming Club members including juniors, seniors, concessions, club-only spectators, non-swimming club members and club officials when the Mount Helena Aquatic Centre is operating as a Group 2 Facility and is accessed by the Club only;
2. By absolute majority, waives entry fees for Mount Helena Swimming Club members including juniors, seniors, concessions, club-only spectators, non-swimming club members and club officials when accessing the Mount Helena Aquatic Centre for club activities only, when the facility is operating as a Group 1 Facility and is open to the general public;
3. Requests the CEO amend the User Contract (**Attachment 2**) with the Mount Helena Swimming Club for use of the Mount Helena Aquatic Centre to meet the requirements of a Group 2 aquatic facility to reflect the following changes:
 - a. Access clause - club activities to be expanded to include 'skill development and refinement' but to exclude swim lessons and learn to swim classes;
 - b. No fees to be charged when the club access the facility when it is being used as a Group 2 facility (as per point 1 above);
 - c. No fees to be charged when the club access the facility for club purposes when the it being used as a Group 1 facility during the public season, as per Point 2 above;
 - d. An annual review of fees to be conducted each year of the User Contract with the Club to supply usage data to inform the review;
 - e. All swimmers need to provide proof they have passed Department of Education Swimming and Water Safety Continuum Stage 7 or be assessed by a swim coach with an Australian Swimming Coaching Qualification they can pass the

same requirements of the Department of Education Swimming and Water Safety Continuum Stage 7; and

- f. A record of the minimum competency, [as per point e) above] of all club swimmers needs to be maintained by the club;
4. Authorises the Shire President and Chief Executive Officer to sign the amended (as per point 3) User Contract (**Attachment 2**), with the Mount Helena Swimming Club for use of the Mount Helena Aquatic Centre to meet the requirements of a Group 2 aquatic facility;
5. Adopts Option 3 for Meeting Operating Requirements- Development, as outlined in the Financial Implication's section of the report, to contract Royal Life Saving Society of Australia to assist the Mt Helena Swimming Club develop operational systems, and ensure club officials have the correct qualifications for a Group 2 aquatic facility, at a cost of \$1635;
6. Notes the expenditure of \$1635 for point 2 above, plus the annual cost of \$400 to monitor the necessary operating systems during the pool season will be allocated from account 20249.521.013 which is for the purpose of providing events to increase patronage at the Mt Helena Aquatic Centre; and
7. Notes the rationale for the change to the officer recommendation is that allowing an alternative method of assessing competency will broaden the membership base available to the Club. This includes persons with disabilities, older community members and persons who may not have been taught to swim under Department of Education stages; and by supporting the fledgling Club to become established and attract members, there will be an increased usage of community venues such as the pool and venues for Club social activities.

CARRIED 8/3

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

Against: Cr Burbidge, Cr Jones and Cr Lavelll

Shire of Mundaring- Mount Helena Swimming Club Business Case

Initiative Title:

Request to Council for the Mt Helena Swim Club to access Mt Helena Aquatic Centre as discrete community swimming group.

Executive Summary:

There is scope within the CODE OF PRACTICE -FOR THE DESIGN, CONSTRUCTION, OPERATION, MANAGEMENT & MAINTENANCE OF AQUATIC FACILITIES referred to in this document as "The Code", for a Group 1 aquatic facility such as the Mt Helena Aquatic Centre to operate at a lower group classification, based on the type of user group and activities being performed. Discrete user community swimming groups can operate in a Group 3 facility under provision 1.2 CLASSIFICATION OF AQUATIC FACILITIES of the Code (Table 1 – Classification of Aquatic Facilities attached).

The premise of the classification is that active (swimming) Club members are of an acceptable competent swimming standard and that risk is mitigated through appropriate facility structures, emergency response planning and qualifications of supervisory club members.

The Mount Helena Swimming Club active membership ranges from competent adult lap swimmers to competent children over the age of 6 training for fitness, fun and competitive events.

Swimming Clubs operating at Group 3 aquatic facilities already exist with the Guildford Kalamunda Swimming Club operating in the Shire of Kalamunda as one example The Mount Helena Swimming Club seeks a similar arrangement with the Mundaring Shire.

Background:

In 2017 Mundaring Council voted to reduce the opening hours and cut public access from 22 to 9 weeks over the summer season. Local residents responded with a save the pool petition attracting 1242 signatures.

In 2019 the Shire of Mundaring renegotiated the cost sharing and termination clauses with the education department for the shared use of the Mount Helena Aquatic Centre. This agreement more evenly shares the running costs of the aquatic facility. Any way of using the facility with lower running costs would be of benefit to the Shire of Mundaring and the education department.

The Mount Helena Swimming Club has current affiliation with Swimming WA.

Group Information:

The Mount Helena Swimming Club is an incorporated body (certificate attached) that operates under a constitution committee structure.

The objects and purposes of the Mount Helena Swimming Club are:

- a) To promote and encourage participation, both competitively and recreationally in swimming and related activities;
- b) To encourage and promote sportsmanship;
- c) To involve members, and their families both socially and competitively within the club and other clubs;
- d) To be affiliated with swimming WA;
- e) To do all such things as the club may deem to be incidental or conducive to attainment of the above objects or any of them.

Current committee members are:

President: Joan Quinn

Vice President: Ryan Mead

Secretary: Laura Mead

Treasurer: Kerstin Schoen

Registrar: Hannah Dyers

Delegate: Magda Wright

Coach: Wade Isard

Impact:

The Mount Helena Swimming Club requests to access the Mt Helena Aquatic Centre outside of the general public (Group 1) operating hours. This is a low cost use of the facility that provides prolonged community use while efficiently maintaining current running costs. Operating at a lower group classification negates the need for a pool manager or lifeguards to be on site at all times, therefore greatly reducing operating costs. Risk mitigation can be addressed through appropriate facility structures (such as lighting), use of facility operation agreement, emergency response planning and qualifications of supervisory club members.

Swimming clubs operating on school grounds like Eastern Hills High School will complement existing and future Learn to Swim programs and will assist in the acquisition of future grant and sponsorship funding of joint swimming initiatives.

The Mount Helena Swimming Club will also benefit the health and wellbeing of the community. As swimming club members are part of the team providing an enjoyable and safe environment where they can benefit from the physical and psychological health benefits of being a club member.

The swimming club will provide several sessions a week, for the purpose of improving the technique and developing higher swimmer competency and fitness. This will provide a hub for developing talent and a social avenue for shire residents with a community focus. All swimming clubs form community bonds amongst members that encompasses diversity leading to a better general mental health benefit for the community.

Another benefit is promotion of local businesses and the environs of the Mundaring Shire to neighbouring communities. As swimming events occur state-wide throughout the year the Mount Helena Swimming Club will be an advocate for the Mount Helena /Mundaring area through club sponsorships and through engagement of the greater swimming community. This can lead to an increased visitor attendance to local business and shire events, as well as general promotion of the local surroundings.

Community Views/Feedback/Support:

The Mount Helena Swimming club has already generated a great deal of community support through membership, sponsorship and community feedback. There is a general community consensus that the community want to access the pool but find the limited times it is open to the public a deterrent. The Mount Helena Swimming Club can open the use of the aquatic facility to Club Members for longer periods throughout the year than it available to the general public.

Risk Mitigation

The Code of Practice allows an Operator of a Class 3 aquatic facility to manage their own risk and duty of care to patrons. Risk to Swimming Club members will be mitigated in the following ways:

Competency of Swimmers – As a discrete community swimming group only competent lap swimmers who are club members or intending to be club members will be permitted to enter the water. This will be assessed by the Mount Helena Swimming Club Head Coach.

Trained and Accredited Coaches - When operating as a Group 3 facility a club member with qualifications as detailed under section 6.2.5 of the Code of Practice will be on site. This has been identified by the Mundaring Shire.

Swimming Club members will not enter the facility without a member with the required qualifications being present. The supervising coach will be affiliated

as a coach by Swimming WA, the state governing body for swimming in Western Australia and all supervising coaches will hold qualifications in accordance with provision 12 of Section 7 of the Code.

Adequate signage - When operating as a Group 3 facility a sign which states "NO LIFEGUARD ON DUTY" will be displayed in a prominent position of view to users.. That sign shall have minimum lettering size of 100mm.

Resources:

The Mount Helena Swimming Club is a not for profit community group that will be charging coaching and membership fees. The Club will be based at the Mt Helena Aquatic Centre.

Club Membership Fee Structure for 2019-20.

All Club members will be required to be Swimming WA members with the annual fees outlined below:

Swimming WA Membership Fees and Categories

Annual Club/Region Affiliation Fee		2019/20 Individual Membership Fees	
Metropolitan Clubs	\$660.00	Full Membership	
Regional Clubs	\$495.00	• Annual Member	\$121.00
Region Associations	\$400.00	• Seasonal Member	\$96.00
Late Lodgment Processing Fee	\$110.00	General Membership	
Vulnerable Club Fee	\$330.00	• General Member	\$55.00
Transfer Fee	\$35.00	• Junior Dolphin 8 yrs	\$44.00
		• Junior Dolphin 7 yrs	\$22.00
		• Junior Dolphin 6 yrs	\$11.00
		• Junior Dolphin 5 yrs	FREE
Family Discount Scheme		• OWS Series Member	\$44.00
Third Child	30%	• WestSwim	\$27.50
Fourth Child	50%	SWA Official and Coach Membership	
Fifth Child	80%	• Coach	\$20.00
Sixth Child	Free	• Technical Official	\$6.00
		• Club Committee Member	FREE
		Swimming WA Supporter	
		• Parent/Guardian	FREE
		• Individual	\$55.00
		• SWA Life Member	FREE

In addition to the above Swimming WA fees the Club fees will be:

All active (swimming) Club Members \$60 annual membership fee.

Juniors \$50 per month coaching fees.

Adults \$50 per month coaching fees.

Usage:

The Mount Helena Swimming Club is familiar with the licence agreement for the shared use of the Mount Helena Aquatic Centre at the Eastern Hills High School and will work within this agreement. The Club seeks access to the Mt Helena Aquatic Centre all year round with the opportunity to access the pool at the following times for training:

Monday to Friday 05:00 to 07:00 and 15:30 to 19:00

Saturday 06:30 to 09:00

Activities will include:

- Lap-swimming training.
- Land fitness training.
- Swimming meets (races)
- Social Club activities

Expected members of the Mount Helena Swimming Club in the 2019-20 year are a mix of competitive and non-competitive members.

Projected numbers in the 2019-20 year are:

20 children as active members with a mix of competitive and non-competitive goals.

Approximately 26 parent/ guardian and/or committee members.

12 Adult active swimming members with a mix of competitive and non-competitive goals.

These numbers are expected to grow as access to aquatic facility all year round increase and club expansion through community relationships occur over time.

Contact Information

Mount Helena Swimming Club - mthelenaswimclub@yahoo.com

Joan Quinn – President

Wade Isard – Coach

SHIRE OF MUNDARING

AND

MOUNT HELENA AMATEUR SWIMMING CLUB INCORPORATED

**CONTRACT
USE OF THE MOUNT HELENA AQUATIC CENTRE
2019/2020**

Contract

Between:

Shire of Mundaring
("Shire")

and

Mount Helena Amateur Swimming Club Incorporated
("Club")

Introduction

The Club has requested access to Mount Helena Aquatic Centre outside the times the Shire makes available to the public and during times allocated to the Shire within in the Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School.

From a safety perspective it is vital the Club possess a range of swimming and water safety skills, an understanding of pool usage, an awareness of the conditions to minimise the dangers and an ability to respond to an emergency.

For this reason, the Club agrees to comply with the following conditions of contract for use of the Mount Helena Aquatic Centre as a Group 2 facility:

1. Term of the Contract

Once the Club complies with the terms of this user contract the Club is entitled to use the Mount Helena Aquatic Centre from 18 November 2019 to 11 April 2020 during times allocated to the Shire within in the Licence Agreement for the Shared Use of Mount Helena Aquatic Centre at Eastern Hills Senior High School and outside the times the Shire makes available to the public.

The contract is for one season with two one-season extensions exercisable at the discretion of the Shire.

Dates the pool is available each season:

2019/2020 – 18 November 2019 to 10 April 2020

2020/2021 – 12 October 2020 to 2 April 2021

2021/2022 – 11 October 2021 to 8 April 2022.

2. Times of Use

During the Term of the Contract the Club agrees to only use the Mount Helena Aquatic Centre:

- (a) During daylight hours;
- (b) Outside of school allocated times of 7:00 am to 3:15 pm on schooldays;
- (c) At other times at the discretion of and with permission from the Shire.

The Shire reserves the right to amend operating hours from time to time and will communicate these changes are to the Club.

3. Facility Classification

The Mount Helena Aquatic Centre will operate as a Group 2 facility when accessed by the Club without qualified Shire aquatic staff in attendance.

4. Access

- (a) The Club access to the Mount Helena Aquatic Centre is for Club training only.
- (b) Access will only be provided to the Club if there is a mature person with appropriate accreditation ≥ 18 years of age in attendance at all times.

5. Keys

- (a) The Club must not give the Mount Helena Aquatic Centre keys to another person.
- (b) The Club must retain possession of the key at all times – keys are not transferable and are not to be lent.
- (c) The Club may not pass the key to other family members (including spouses and partners) to use at the Mount Helena Aquatic Centre when a qualified designated session supervisor and members of the Club are not present.

6. Fees

When Mount Helena Aquatic Centre operates as a Group 2 facility and is accessed by the Club, the Club will collect and pass onto the Shire for each visit:

- (a) \$2.00 for juniors/concession;
- (b) \$2.50 for seniors;
- (c) No charge for spectators, non-swimming members and Club officials.

When Mount Helena Aquatic Centre operates as a Group 1 facility and is accessed by the club, standard Shire Fees and Charges will apply.

7. Members / Guests

- (a) The Club shall ensure that all Club members and guests are made aware, prior to use of the Mount Helena Aquatic Centre that they may only enter and use the Mount Helena Aquatic Centre for the purposes of swim club activities.
- (b) Guests of the Club agree to waive any rights they may have against the Shire, Department of Education and Training and/or Eastern Hills Senior High School for any loss or damage which they may incur or suffer in connection with their use of the Mount Helena Aquatic Centre
- (c) Guests of the Club accept that any use of the Mount Helena Aquatic Centre by them is at their sole risk.

8. User Skill Assessment

The Club shall only become entitled to access the Mount Helena Aquatic Centre when it operates as a group 2 facility if they are able to satisfy the Royal Life Saving Society Australia Accredited Examiner that their designated session supervisor(s) can do the following:

- (a) Swimming
 - (i) Swim 25m using a range of strokes (freestyle, breaststroke, sidestroke);
 - (ii) Rescue a manikin from water;
 - (iii) Recover an object from the deepest part of the pool; and
 - (iv) Tread water for one minute.
- (b) Water Safety
 - (i) Perform certain self-preservation and defensive techniques.
- (c) Accompanied Rescue
 - (i) Rescue a person who is in difficulty 10 metres from safety with a flotation aid.
- (d) Emergency Procedure
 - (i) Recognise an aquatic emergency; and
 - (ii) Effectively execute established emergency procedures.
- (e) Resuscitation
 - (i) Perform 1 man, 2 man CPR/EAR.

9. Ability to raise the alarm in an emergency

The Club shall only become entitled to access to the Mount Helena Aquatic Centre if they are able to satisfy the Royal Life Saving Society Australia Accredited Examiner that they have the following.

- (a) Appropriate flow-charts and signage of what to do in an emergency on display at the Mount Helena Aquatic Centre and known to Club members (including CPR & first aid).
- (b) Emergency contact numbers prominently displayed on the entry sign.
- (c) An effective means of communication while at the Mount Helena Aquatic Centre (e.g. access to a phone).
- (d) Ready access to the first aid kit and rescue equipment located in the First Aid Room and known to Club members

10. General Undertakings by the Club

- (a) The Club acknowledge they are using the Mount Helena Aquatic Centre at their own risk.
- (b) The Club will have public liability insurance cover to a minimum value of \$20,000,000 for their activities before this contract comes into operation and at all times thereafter.
- (c) Only swimmers who are at or above Department of Education Swimming and Water Safety Continuum Stage 7 can partake in club activities at the Mount Helena Aquatic Centre.
- (d) The Club must provide copies of all documentation required before this Contract comes into operation:
 - (i) Public Liability insurance certificate of currency;
 - (ii) Operating schedule;
 - (iii) Swimming Club operation procedures;
 - (iv) List of qualifications of personnel to be onsite during all operational periods, including:
 - Coaching or Instructor Qualifications
 - Lifeguarding or Aquatic rescue certificates
 - First Aid and Resuscitation competencies (Minimum HLTAID003);
 - (v) Risk Assessment of all proposed activities;
 - (vi) Risk Management Plan for all activities, including proposed controls;
 - (vii) Emergency response;
 - (viii) Swimming club induction;

- (ix) Risk Management
 - Emergency response roles
 - Incident response procedure; and
 - (x) Incident report procedure and template.
- (e) The Club will actively monitor and police behaviour of anyone attending the facility during its allocated times.
- (f) The Club is responsible for carrying out Emergency Procedures as outlined in the Emergency Procedures Manual provided with the key and also available in the First Aid Room.
- (g) The Club will immediately notify in writing the Co-ordinator Aquatic Facilities of any injury to any person while using the Mount Helena Aquatic Centre, and provide statements from witnesses and the injured person. Incidents must be recorded in the Incident Report and signed and dated by the witness. A folder titled "Incident Reports" will be left in the First Aid Room.
- (h) The Club will undertake the necessary water testing before they begin their activities if they are the first users that day of the Mount Helena Aquatic Centre. Should the water quality not be within parameters set by the Shire they will not conduct their activity and notify the Co-ordinator Aquatic Facilities immediately of the results.
- (i) The Club will abide by all posted advisory signs.
- (j) The Club will leave the Mount Helena Aquatic Centre premises, including the pool, surrounding grass area, toilet and change rooms in a clean and tidy condition.. If the Club fails to do this and the Mount Helena Aquatic Centre requires significant cleaning by the Shire, the Club agrees to pay for the cost of the additional cleaning.
- (k) The Club must not abuse or misuse any first aid, rescue or emergency equipment, and in the event that any of these items are used or materials consumed, must notify the Co-ordinator Aquatic Facilities.
- (l) The Club waives any rights it may have against the Shire for any loss or damage which they may incur or suffer in connection with their use of the Mount Helena Aquatic Centre.
- (m) The Club will abide by the direction of the Shire should the Mount Helena Aquatic Centre be closed to restore water quality or for any other reason deemed necessary by the Shire.

11. General Undertakings by the Shire

- (a) The Shire accepts no responsibility for the safety of the Club, Club members, guests and any other persons at any time brought to the Mount Helena Aquatic Centre by the Club pursuant to clause 7 .
- (b) The Shire reserves the right to eject anyone from the Mount Helena Aquatic Centre and to terminate this contract with the Club in circumstances where there has been a failure to observe any of the terms of this contract.
- (c) Spot checks may be made by Shire representatives to ensure compliance with the terms of this contract;
- (d) The Shire reserves the right to impose any other reasonable rules or requirements from time to time and will communicate these to the Club.
- (e) The Shire will provide a sign to be located on the Mount Helena Aquatic Centre gate advising the Club when the Mount Helena Aquatic Centre is closed to restore water quality or for any other reason deemed necessary by the Shire.

12. Restrictions

At the Mount Helena Aquatic Centre:

- (a) No one is to use the facility on their own.
- (b) Children under 10 years must be under direct supervision of a designated session supervisor who is an adult ≥ 18 years and is prepared to enter the water and is maintaining constant surveillance of the water body.
- (c) Due to the water being too shallow there may be no diving other than for supervised race starts.
- (d) No dive bombing, running or rough play is allowed.
- (e) No alcohol may be brought onto the premises or consumed.
- (f) The Club must not use amplified music or other unduly noisy or disruptive games.
- (g) Animals are not permitted.
- (h) Glassware is not permitted on the pool deck or in the pool.

Signing Page

Executed

2019

The **Common Seal** of the **Shire of Mundaring** is affixed in the presence of –

Shire President

(print full name)

Chief Executive Officer

(print full name)

Signed for and on behalf of the **Mount Helena Amateur Swimming Club Incorporated** by a duly authorised person -

President

(print full name)

Witness

(print full name)

10.2 Proposed Temporary Road Closure to Prohibit Through Traffic on Hands Way, Swan View

File Code	RD.CLS1
Author	Liam Noonan, Manager Design Services
Senior Employee	Shane Purdy, Director Infrastructure Services
Disclosure of Any Interest	Nil
Attachments	1. Location Plan ↓ 2. Barrier Plan ↓

SUMMARY

It is proposed to undertake a temporary road closure by means of barriers to prevent through traffic movement on Hands Way, Swan View, to address residents' concern of dust issues caused from motorists traversing the unconstructed road and gravel road sections of Hands Way.

Council's approval is sought to commence the consultation process, as per the requirements of the *Local Government Act 1995*, to prohibit through vehicular movement on Hands Way between Longmore Loop and Buckingham Road, by giving Local Public notice and inviting submissions.

At the conclusion of the consultation period, staff will prepare a report for Council to make a determination on whether or not to proceed with the proposed temporary closure should any objections be received, otherwise Council is requested to approve the closure if no objections are received.

BACKGROUND

Ensign Drive, Swan View was extended and Longmore Loop constructed off the end of Ensign Drive as part of conditions of a subdivision in 2010. This road network extension has meant Longmore Loop ends at the unconstructed Hands Way. Hands Way now has occasional traffic, which shortcuts through to Buckingham Road from the end of Longmore Loop. A location plan is shown at **Attachment 1**.

More recently, the survey strata development at 20 Weld Road, approved in 2017, included conditions for the further extension of Longmore Loop and the construction of Hands Way to the junction of Buckingham Road. The developer has staged the development, with only stage one completed to date. Stage two includes the road construction of Hands Way. There is no indication as to when stage two may proceed, noting the currently depressed property market is likely to mean further development could be years away.

Currently there are two properties which have access off Hands Way; Unit 2, 37 Buckingham Road (Hands Way is their primary access), and 41 Buckingham Road (as a secondary rear access).

The property owners of the two units at 37 Buckingham Road have complained of the dust generated from the unsealed gravel surface caused by traffic that short cuts through Hands Way. These owners have requested this road be sealed or treated in some way.

STATUTORY / LEGAL IMPLICATIONS

A Local Government may, by Local Public Notice, make an order to close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period exceeding four weeks, in accordance with section 3.50 of the *Local Government Act 1995* and regulation 4 of the *Local Government (Functions and General) Regulations 1996*.

Once closed to the passage of vehicles, a simple resolution of the Local Government at any subsequent time can re-open the road to the passage of vehicles.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The costs involved in this process would be advertising and the installation of barriers which can be funded from operating accounts.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 4 - Built environment

Objective 4.1 – A place that is connected, safe and easy to move around

Strategy 4.1.1 – Improve safety on road, cycle and footpath networks

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Reputational Risk: No action is taken and adjoining residents continue to experience dust issues.		
Likelihood	Consequence	Rating
Likely	Minor	Moderate
Action / Strategy		
Install barriers to eliminate through vehicle passage on Hands Way.		

EXTERNAL CONSULTATION

Nil

COMMENT

As a property developer is required to fund and build Hands Way, until that time the best means to reduce dust caused by traffic which short cuts through along Hands Way is via the installation of barriers to prevent through vehicle movement.

Local Governments must keep roads open for traffic movement unless it has followed the process identified in section 3.50 of the *Local Government Act 1995*. This process enables the erection of barriers until such time as the Local Government by simple resolution requires the barriers to be removed in which case the road is to remain open at all times again.

It is proposed to locate barriers as per the Barrier Plan shown at **Attachment 2**. The process requires Local Public Notice and letters to affected residents, public utilities and emergency services inviting submissions on the proposal.

Following the submission period, staff will prepare a report for Council to consider the responses to the proposal. However should no objections be received it is recommended that Council approve the temporary closure so no further report is required and the proposal can move quickly to implementation.

A decision by Council to approve a road closure by means of barriers to prohibit traffic movement can be changed at any subsequent time by a resolution of Council.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION		C7.11.19	
Moved by	Cr Lavell	Seconded by	Cr Russell

That Council;

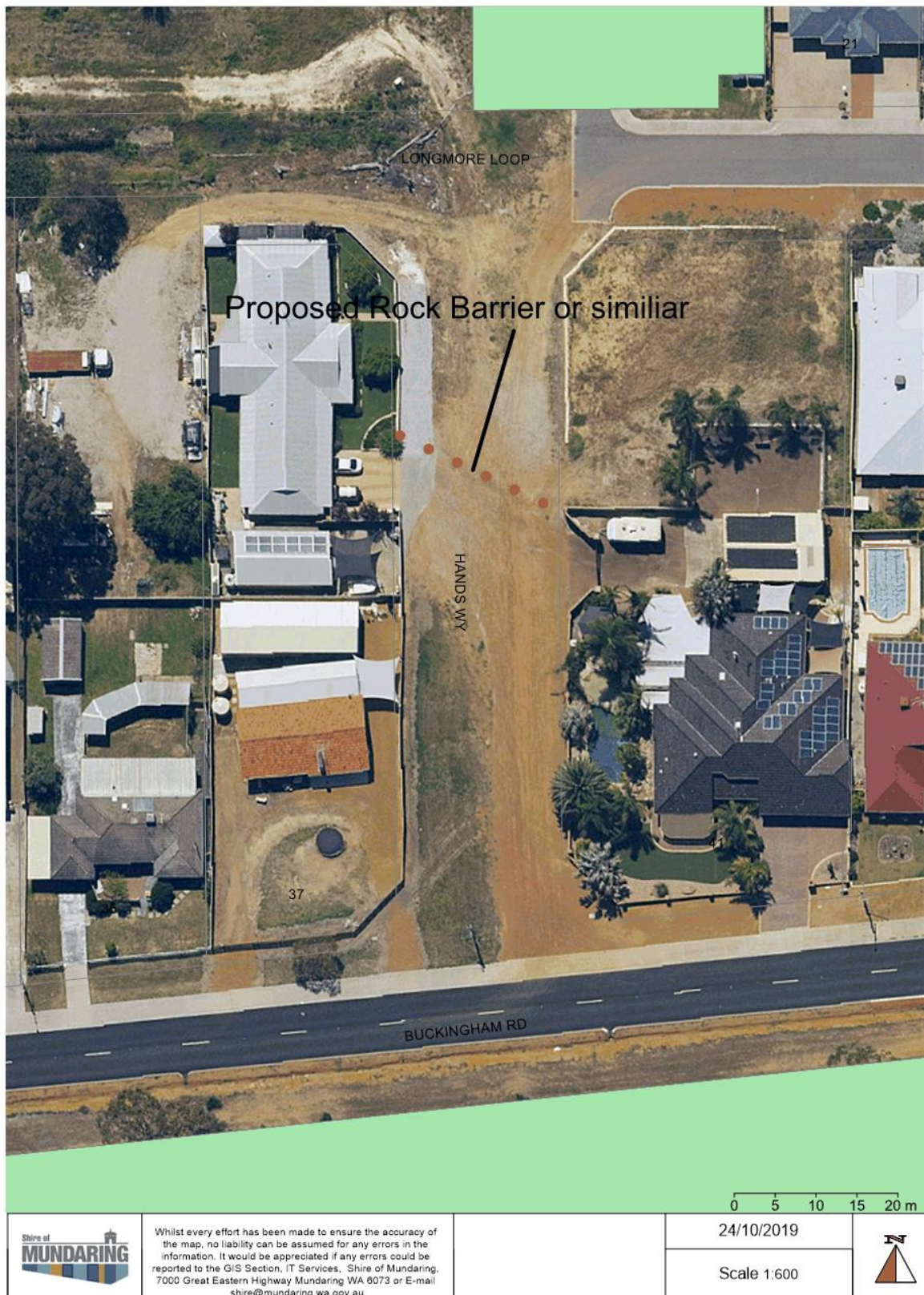
1. In accordance with section 3.50 of the *Local Government Act 1995*, gives local public notice and invites submissions on the proposal to temporarily prohibit through traffic movement on Hands Way between Longmore Loop and Buckingham Road, Swan View by means of barriers to restrict through vehicle movement; and
2. Approves the temporary road closure as proposed should no objections be received during the submission period and makes an order to this effect by Local Public Notice.

CARRIED 11/0

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

Against: Nil





10.3 Energy and Emissions Reduction Measures

File Code	EV.PRГ 13
Author	Briony Moran, Coordinator Environment and Sustainability
Senior Employee	Mark Luzi, Director Statutory Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

At its meeting of 21 August 2019 the Environmental Advisory Committee (EAC) made recommendations to Council regarding energy and emissions reduction initiatives.

The EAC recommendations to Council request the CEO make energy and emissions information more accessible and to investigate options to increase sustainability in new buildings through the review of Local Planning Scheme No. 4.

This report provides additional information on the resources required in relation to those recommendations.

BACKGROUND

The EAC was involved in the development and review of the Energy and Emission Reduction Strategy (EERS) adopted by Council on 11 September 2018 (C9.09.18). The EERS prioritises corporate emissions reduction measures, but also recommends the Shire encourage community action to reduce emissions via programs with local schools, businesses and residents.

Shire staff have been working on a range of energy and emission reduction measures in accordance with the Strategy, which are outlined in more detail in the report to the EAC meeting of 21 August 2019. EAC members who formed an Energy and Emissions Working Group (including invited members of Mundaring in Transition) have had a focus on encouraging community education and emissions reduction.

The Energy and Emissions Working Group requested the Shire make energy and emissions savings information more available online and/or through quarterly reporting, and that the Shire consider amendments to the Local Planning Scheme to increase sustainability requirements for new buildings (display homes, residential and commercial) in addition to encouraging voluntary measures.

EAC resolved (EAC2.08.19) that the Committee:

- 1. Notes that Shire staff are undertaking a range of energy and emissions reduction measures;*
- 2. Notes that the Shire has joined the 'Switch your thinking' program as a member council, which will provide residents and local businesses with access to information and discounts on solar panels and other sustainable products;*

3. *Recommends that Council requests the CEO to make Shire energy and emissions information (including output from solar photovoltaic systems on Shire facilities) more accessible to the community through quarterly reporting and/or the Shire website;*
4. *Recommends that Council requests the CEO to investigate options to increase sustainability requirements for new buildings (residential, commercial and display homes) through the review of Local Planning Scheme No. 4; and*
5. *The Committee is encouraged by these actions and endorses the direction and activities of the Shire.*

STATUTORY / LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

- 1.4. *Human induced climate change is recognised as a key threat to biodiversity, requiring mitigation action to reduce carbon emissions at all levels of government, and adaptation to local impacts.*
- 2.1. *The Shire will pursue and promote improved water and energy efficiency, reduced carbon emissions and sustainable use of natural resources.*
- 4.1. *The Shire will be transparent and accountable to key performance indicators for environmental management, through regular monitoring and reporting.*

FINANCIAL IMPLICATIONS

Investigation of options to increase sustainability requirements in new buildings through the planning framework would be undertaken by existing staff.

With regard to making emissions information more accessible to the community, the Shire currently monitors energy use and emissions across Shire facilities and operations using the Azility platform. This is supported by the Eastern Metropolitan Regional Council (EMRC) through the Achieving Emissions Reduction program. Summaries are provided by quarterly updates from Azility. If the existing reporting from Azility is used and made accessible on the Shire website then there will be only a minor cost incurred for staff time required to develop and update a web page. This can be achieved with existing resources.

Making renewable energy information more accessible as the Shire repairs and adds new solar panel systems to facilities may have minor costs, if monitoring systems are not included as standard during installation.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 3 - Natural environment

Objective 3.2 – A place where the environment is well managed

Strategy 3.2.1 – Identify and mitigate threats to the natural environment

SUSTAINABILITY IMPLICATIONS

Reducing Shire and community emissions has environmental benefits by limiting the impact of local activities on global climate change.

RISK IMPLICATIONS

Risk: Reputational damage if the Shire promotes carbon emissions reduction for residents and businesses without reducing its own emissions.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
Action / Strategy		
Continue to undertake Shire emissions reduction measures as well as encouraging community emissions reduction.		

EXTERNAL CONSULTATION

No external consultation was undertaken.

COMMENT

A range of options can be investigated to encourage more energy efficient and sustainable forms of development. However the Shire's ability to impose mandatory requirements is mostly thwarted by the State's building codes and the necessity of State endorsement for amendments proposed to the Shire's Local Planning Scheme 4 (LPS4).

Requirements for Structure Plans are now set by the State, rather than provisions within LPS4. Planning policies can guide discretionary decisions under LPS4, but cannot create requirements that do not have a 'head of power' under LPS4.

Shire officers can consider options to influence the State planning framework, as well as opportunities to adjust the local planning framework to improve sustainable building outcomes. Officers can also continue to advocate for and encourage more energy efficient development outcomes, such as the recent release of the Shire's Passive Solar Building Design information sheet. Other approaches to encourage voluntary energy and sustainability improvements will continue to be explored by staff.

The staff time required to develop and update energy and emissions information on the Shire website would vary depending on the frequency and extent of information. Using the current quarterly reporting from Azility would be the most straightforward approach, supplemented with some information about electricity generated by solar panels on facilities. It should be noted, however, that quarterly reporting from Azility is always received several months after that quarter has ended. Reporting earlier is not preferred as it would require use of some 'estimated data' as there are delays in entering accurate energy usage and emissions figures due to lags in data transfer from utilities and from Shire fleet and machinery use.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION RECOMMENDATION			C8.11.19
Moved by	Cr Driver	Seconded by	Cr Jones

That Council:

1. Adopts the following recommendations of the EAC:

“EAC2.08.19:

3. that Council requests the CEO to make Shire energy and emissions information (including output from solar photovoltaic systems on Shire facilities) more accessible to the community through quarterly reporting and/or the Shire website;
4. that Council requests the CEO to investigate options to increase sustainability requirements for new buildings (residential, commercial and display homes) through the review of Local Planning Scheme No. 4”; and

2. Notes:

- a. the Shire currently monitors energy and emissions information across Shire facilities and operations, which will be provided to the community through quarterly reporting on the Shire’s website, using the Azility platform which is supported by the Eastern Metropolitan Regional Council (EMRC) through the Achieving Emissions Reduction program; and
- b. Staff are investigating options to increase sustainability requirements for new buildings (residential, commercial and display homes) through the planning framework as well as encouraging voluntary improvements, due to the limited ability of the Shire to impose mandatory requirements through the Shire’s Local Planning Scheme 4.

CARRIED 11/0

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

Against: Nil

10.4 Nominations - Development Assessment Panel (DAP)

File Code	PS.DEV 12.06
Author	Danielle Courtin, Governance Coordinator
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	Nil

SUMMARY

Council is requested to nominate two local members and two alternate local members to the Metro East Joint Development Assessment Panel (JDAP), which also covers the local governments of Armadale, Gosnells, Kalamunda, Serpentine-Jarrahdale and Swan.

BACKGROUND

As a key component of planning reform in Western Australia, DAPs are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each Development Assessment Panel consists of five members, three being specialist members and two local government elected members ("local members"). Two alternate local members must also be appointed to be called upon when a DAP local member is unable to act by reason of illness, absence or other cause.

The role of DAP members is to determine development applications of a certain type and value threshold through consistent, accountable and professional decision making.

All Development Assessment Panel (DAP) member appointments expire on 26 January 2020. Members whose term have expired will be eligible for re-consideration at this time. Current local members are Cr Burbidge and Cr Lavell. Cr Jones is the current alternate member, as was Cr Fox up until he retired at the recent local government election.

Nominations are required by Wednesday 13 November 2019.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for a term ending 26 January 2022.

All appointed local members will be advised of DAP training dates and times. It is a mandatory requirement, in accordance with DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

STATUTORY / LEGAL IMPLICATIONS

Development Assessment Panels are administered by the Department of Planning under the *Planning and Development (Development Assessment Panels) Regulations 2011*. Panels report directly to the Minister for Planning and are independent of the Department of Planning or the Western Australian Planning Commission.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

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

Strategy 1.2.1 – Increase transparency and responsiveness of Shire administration processes

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: Should Council fail to nominate four representatives, the Minister has the power to appoint two alternative community representatives to ensure local representation is always present on a panel. The regulations require that these alternate representatives are residents of the local area and have relevant knowledge or experience that, in the opinion of the Minister, will enable them to represent the interests of their local community.

Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
Council nominates four Elected Members for consideration by the Minister.		

EXTERNAL CONSULTATION

Nil

COMMENT

DAP members are entitled to payment for their attendance at DAP meetings and training. Sitting fees are set in the Regulations and paid on a sessional basis: \$425 per session. The fee for attending training is \$400 for all DAP members; the fee for attending re-training is \$200.

The regulations provide that travelling costs which DAP members incur when attending DAP meetings are to be paid to all DAP members. These costs are to be paid as set out in the Public Sector Commissioner's Circular on this matter (2009/20 Reimbursement of Travel Expenses for Members of Government Boards and Committees):

Where a member of a [board or] committee uses a privately owned vehicle to travel between the member's residence, or normal place of business, and the place of the [board or] committee meeting; the member should be paid a motor vehicle allowance at the current "cents per kilometre car expense payments" rate set by the Australian Taxation Office for the shortest practicable route, provided such travel:

- *is greater than a round trip of 50 kilometres to and from the meeting venue; and*
- *is for the purpose of attending an official meeting of the [board or] committee.*

The current Australian Taxation Office rate is 68 cents per kilometre.

VOTING REQUIREMENT

Simple Majority

Preamble to Council Decision

Cr Lavell, Cr Burbidge and Cr Collins were nominated as local members of the Metro East Development Assessment Panel. As there were three nominees and two positions a ballot was held. Cr Lavell and Cr Burbidge were subsequently nominated as the two local members of the Metro East Development Assessment Panel.

COUNCIL DECISION RECOMMENDATION		C9.11.19	
Moved by	Cr Cuthbert	Seconded by	Cr Martin

That Council nominates for the Minister of Planning's consideration the following members of the Metro East Development Assessment Panel for a term ending 26 January 2022:

Two local members: Cr Lavell and
 Cr Burbidge

Two alternate local members: Cr Driver and
 Cr Collins

CARRIED 11/0

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

Against: Nil

10.5 Submission - Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates

File Code	OR.CMA 8
Author	Garry Bird, Director Corporate Services
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Nil
Attachments	<ol style="list-style-type: none">1. DLGSCI Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates ↓2. WALGA Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates ↓3. Shire of Mundaring Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates ↓

SUMMARY

On 27 June 2019 the *Local Government Legislation Amendment Act 2019* (the Act) was passed in Parliament.

The Act includes a requirement for the introduction of:

- a mandatory code of conduct for council members, committee members and candidates (Code of Conduct); and
- mandatory minimum standards covering the recruitment, selection, performance review and early termination of local government Chief Executive Officers (CEO Standards).

The Department of Local Government, Sport and Cultural Industries (the Department) is seeking feedback on the draft Code of Conduct and draft CEO Standards (and accompanying guidelines).

This report presents a draft submission for Council to consider, to provide feedback on the Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates.

BACKGROUND

The *Local Government Legislation Amendments Act 2019* has introduced new requirements in relation to the introduction of a compulsory Code of Conduct to apply to all elected members, committee members and candidates for local government elections.

Following industry consultation, the Department has released a draft document – Mandatory Code of Conduct for Council Members, Committee Members and Candidates (see **Attachment 1**) for comment.

While the Draft Code of Conduct was developed by the Department in consultation with representatives from the Public Sector Commission, the Ombudsman, Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Professionals), it is known that the draft was released without the endorsement of WALGA or LG Professionals.

Both WALGA and LG Professionals have identified a number of concerns with the draft. A copy of WALGA's draft submission (which will be considered by State Council on 4 December 2019) is attached (see **Attachment 2**).

The deadline for providing a submission is 6 December 2019. This document was only released by the Department on 24 September 2019 which, given the election period, has resulted in a limited timeframe to both digest the draft requirements, brief Elected Members and determine a Council position on the matter.

STATUTORY / LEGAL IMPLICATIONS

Local Government Act 1995

5.103. *Model code of conduct for council members, committee members and candidates*

(1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.

(2) The model code of conduct must include —

- (a) general principles to guide behaviour; and*
- (b) requirements relating to behaviour; and*
- (c) provisions specified to be rules of conduct.*

(3) The model code of conduct may include provisions about how the following are to be dealt with —

- (a) alleged breaches of the requirements referred to in subsection (2)(b);*
- (b) alleged breaches of the rules of conduct by committee members.*

(4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).

(5) Regulations may amend the model code of conduct.

5.104. *Adoption of model code of conduct*

(1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.*

** Absolute majority required.*

(2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend the adopted code of conduct to incorporate the amendments made to the model code.*

** Absolute majority required.*

(3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —

- (a) can only be expressed to apply to council members or committee members; and*
- (b) are of no effect to the extent that they are inconsistent with the model code.*

- (4) *A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.*
- (5) *The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.*
- (6) *An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.*
- (7) *The CEO must publish an up to date version of a local government's adopted code of conduct on the local government's official website.*

POLICY IMPLICATIONS

The existing Code of Conduct for Elected Members, External Committee Members and employees is an adopted Policy of Council, which was last reviewed in December 2018. The new statutory requirement to adopt the Model Code of Conduct for Council Members, Committee Members and Candidates will mean the existing Policy will need to be replaced when the legislation is passed by Parliament.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

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

Strategy 1.2.1 – Increase transparency and responsiveness of Shire administration processes

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

Risk: The new mandatory Code of Conduct for Council Members, Committee Members and Candidates is not adequate to meet the needs of local government.		
Likelihood	Consequence	Rating
Possible	Major	High
Action / Strategy		
Council lodges a submission to the Department in regards to the draft code.		

EXTERNAL CONSULTATION

Staff have consulted with the Western Australian Local Government Association and Local Government Professionals WA in preparing the draft submission.

COMMENT

The Mandatory Code of Conduct will be a departure from the present legislative form that separates Codes of Conduct and the Rules of Conduct Regulations.

It will also depart from the present requirement to adopt one Code of Conduct that is to be observed by council members, committee members and employees.

The new section 5.51A, to commence at a later time, will require the CEO to prepare and implement a Code of Conduct to be observed only by employees, aligning with the sector's view that all matters relating to employees be separated from Council involvement and be contemplated within the CEO's functions under Section 5.41(g) of the Act.

A new requirement will be that the Mandatory Code of Conduct will apply to local government election candidates in the same way it applies to council members, and an alleged breach of the Code of Conduct by a candidate can only be referred to the Local Government Standards Panel if elected. This is in response to sector concerns that there is currently no accountability for the conduct of candidates who are not serving elected members.

The Draft Code has is constructed in three Parts:

- Part A – Principles;
- Part B – Behaviours; and
- Part C – Rules of Conduct

The Department's Draft for Consultation provides further guidance on the new Code:

- The Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model code applies;
- While local governments are not able to amend Part A or Part C, additional behaviours that are not inconsistent with the Code can be included in Part B;
- In considering additional behaviours, Council may give consideration to behaviours that are not currently represented in the Code that it considers are important. For example, this may include introducing a dress standard for members or use of technology; and
- To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.

The Shire of Mundaring is supportive of industry efforts to implement legislative reform that better defines the standards of acceptable conduct for Elected Members, Committee Members and Candidates and greater enforcement powers for the Department of Local Government, Sport and Cultural Industries (DLGSCI) or other agency when the conduct of individual Elected Members does not meet the accepted standard.

There have been many reported incidents in recent times that supports overwhelming anecdotal evidence, that the poor conduct of individual elected members is causing great detriment to their own local governments and the wider public perception of the sector. The inadequacy of the existing legislation to properly investigate this misconduct, the lack of capacity within DLGSCI to investigate and the inadequate penalties that may be applied

have all contributed to the empowerment of Elected Members who disregard the existing standards and the poor perception of local government by the general public.

While the “Draft for Consultation” is seen as positive step in the right direction, staff are of the view that the new Model Code still requires significant work and sector consultation to best serve the needs of local government in this State.

Given the importance of the Draft Code, the apparent haste to implement is considered counterproductive and it is strongly recommended that DLGSCI take whatever time is required to ensure the Code, when implemented, is able to meet the long terms needs of the sector.

These views have been refelcted in the attached draft submission for Council consideration (see **Attachment 3**).

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council endorses the draft submission responding to the draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates, as detailed in **Attachment 3** to this report.

COUNCIL DECISION MOTION

C10.11.19

Moved by	Cr Russell	Seconded by	Cr Cuthbert
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That this item be deferred to the 10 December 2019 Ordinary Council meeting for consideration.

CARRIED 11/0

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

Against: Nil



Mandatory Code of Conduct for Council Members, Committee Members and Candidates

Draft for Consultation

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Preface

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces a mandatory code of conduct for council members, committee members and candidates. These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

This document outlines the proposed Code which will inform the drafting of regulations. This is contained in the grey boxes. The accompanying guidelines provide clarification and guidance in relation to compliance and enforcement of the Code and would be available on the Department's website.

The proposed Code and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro). The Department gratefully acknowledges the participation of these representatives.

The Department notes that the content of the Code does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed Code and guidelines and associated matters.

A survey is available at www.dlgsc.wa.gov.au/lgareview or you can provide your feedback to actreview@dlgsc.wa.gov.au by **6 December 2019**.

Mandatory Code of Conduct

Preamble

The purpose of this Code of Conduct (Code) is to guide the decisions, actions and behaviours of council members, committee members and candidates running for election.

As an elected representative, council members govern the affairs and are responsible for the performance of their local government. To do this, council members must demonstrate professional and ethical behaviour to build and strengthen trust in their communities.

A person who has nominated to be a council member is also required to demonstrate professional and ethical behaviour during the election campaign.

In addition to carrying out the duties outlined in the *Local Government Act 1995*, council members and committee members must comply with the provisions in this Code of Conduct in carrying out their functions as public officials. It is the responsibility of council members, committee members and candidates to ensure that they are familiar with, and comply with, this Code at all times.

Guidelines

The Local Government Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.

While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.

In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.

To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.

Part A – Principles

Council members and candidates are expected to adhere to and promote and support the following principles by example. Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. All behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

Personal integrity

- 1.1** Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.
- 1.2** Act with honesty, integrity and uphold the concept of natural justice.

- 1.3** Identify, declare and appropriately manage any conflicts of interest in the public interest and the interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.
- 1.4** Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.
- 1.5** Avoid damage to the reputation of the local government.
- 1.6** Not be impaired by mind affecting substances while performing official duties.

Relationships with others

- 1.7** Treat others with respect, courtesy and fairness.
- 1.8** Maintain and contribute to a harmonious, safe and productive work environment for all.
- 1.9** Respect and value diversity in the workplace and in the community.

Accountability

- 1.10** Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.
- 1.11** Be open and accountable to the public, represent all constituents and make decisions in the public interest.

Guidelines

The principles outlined in Part A are overarching behaviours that council members, committee members and candidates must take into consideration in their role as public representatives, or potential public representatives.

All council members, committee members and candidates must familiarise themselves with the Code and Guidelines and any relevant policies the local governments have in place.

Council members are generally very active in their communities which may lead to conflicts of interests. To comply with this Code, those conflicts, or perceived conflicts, need to be managed appropriately. While a member may be confident of the integrity of their actions, how the relationship and actions may appear to others must be thought through.

There are many situations that council members, committee members and candidates might find themselves in that could lead to a breach of the Code. Members should seek further guidance and advice on specific situations whenever necessary.

Part B – Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.

Failure to comply with this Part may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

Personal integrity

- 2.1 Act in line with the principles outlined in this Code when performing official duties.
- 2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.
- 2.3 Respect and comply with all council policies, procedures and resolutions.
- 2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.
- 2.5 Use all forms of media, including social media, in a way that complies with this Code.

Relationships with others

- 2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.
- 2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.
- 2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.
- 2.9 While acting as a council member, do not:
 - i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or
 - ii. disparage the character of any council member or employee, or impute dishonest or unethical motives to them in the performance of their duties.
- 2.10 When attending a council or committee meeting, do not:
 - i. behave in an abusive or threatening manner towards another council member or other person attending the meeting;
 - ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or
 - iii. repeatedly disrupt the meeting.
- 2.11 When attending a council or committee meeting:
 - i. comply with the local law that relates to conduct of people at council or committee meetings;

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	ii.	promptly comply with any direction given by the presiding member at that meeting; and
	iii.	immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.
	2.12	Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.
Accountability		
2.13	Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.	
2.14	Take responsibility for decisions and actions.	
2.15	Abide by the decisions of council and publicly support the decisions even if of an alternative view.	
2.16	Adhere to the principles in the:	
	i.	Occupational Safety and Health Act 1984 (WA);
	ii.	Equal Opportunity Act 1984 (WA);
	iii.	Racial Discrimination Act 1975 (Cth); and
	iv.	Sex Discrimination Act 1984 (Cth).

Complaint management

2.17 Any person may make a complaint about a council member under this Part within three months of the alleged breach occurring.

2.18 A breach of this part does not include a matter:

- i. that is resolved by the Presiding Member during a meeting, or
- ii. where a council member complies with a request for remedial action in accordance with the relevant local law.

2.19 Complaints about an alleged breach should be made to the Mayor or President or the CEO of the local government or nominated delegate.

2.20 Complaints about an alleged breach by the Mayor or President should be made to the Deputy Mayor or President or a nominated delegate.

2.21 A complaint may be handled or managed in any manner that council deems appropriate for handling an alleged breach of this section. This includes investigation or dismissal of the complaint. This must be laid out in a council endorsed policy.

2.22 A complaint may be dismissed as trivial, vexatious or frivolous and accordingly not investigated.

Findings

2.23 Following an investigation in accordance with rule 2.21, the Council may, by resolution, make a finding of breach or no breach.

2.24 In accordance with rule 2.23, if a breach is found, the Council may, by resolution:

- i. take no action, or
- ii. prepare an action plan, developed in conjunction with the council member, to address future behaviour.

- 2.25** An action plan may include the requirement for the council member to undertake training, mediation or counselling or any other actions deemed appropriate by the Council.
- 2.26** The Council to which the member is elected, may decide, via resolution, to make an allegation of a rule of conduct breach under Part C:
- i. after the third finding of a breach of this Part by the same council member, or
 - ii. where the council member fails to comply with the action plan in accordance with sub-rule 2.24(ii).
- 2.27** A matter under sub-rule 2.26(i) cannot be alleged as a Part C breach unless an action plan has been developed in accordance with sub-rule 2.24(ii) for the previous two breaches.
- 2.28** Written notification of the outcome of an alleged breach under this section must be given to the council member and complainant.
- 2.29** A written record must be kept of all complaints made under this Part and how they were dealt with.

Guidelines

Local governments are responsible for taking action against alleged breaches under Part B.

Local governments are to have a policy on how complaints are going to be handled or managed.

Australian/New Zealand Standards for complaints resolution AS/NZS 10002:2018 provides a tool and framework to assist local governments with developing a policy.

Whether or not local governments choose to adopt the Standard is optional, however, the policy must provide a clear outline of the steps that will be taken once a complaint is submitted. The complaint process must also uphold the principles of natural justice.

There are a number of resources for effective complaints handling available on the Ombudsman WA's website www.ombudsman.wa.gov.au

In developing a policy, the following key matters should be considered.

The complaints process

- The role of the council in the process.
- The extent to which independent persons are involved and their role in the process (complaint lodgement, investigation, findings). Local governments may decide to establish a regional or shared committee to deal with these complaints, for example.
- What types of remedial action are appropriate.
- The form of the action plan.

Process for making a complaint

- The process for a person to make a complaint needs to be clearly outlined in the policy, including whether complaints are required to be in a specific form.
- Complaints should be submitted in writing, with consideration given to a variety of methods, including email, letter or fax.
- The policy should also outline how the complaint is lodged, whether this is via a specific code of conduct complaint email address or a letter addressed to the Mayor or President (or alternative).
- The process should be simple and not act as a barrier to the raising of concerns about elected member behaviour.

Acknowledgement of the complaint

- The policy should include that complaints will be acknowledged and the timeframe for this.
- Complaints should be acknowledged in a timely manner. As part of the acknowledgement process, consideration may be given to providing information on how the complaint will be progressed. This may include providing the complainant with a copy of the complaint handling policy.

Responsiveness

- The policy should outline whether complaints are going to be addressed based on seriousness or impact of the allegation or on order of submission.
- Inclusion of an expected timeframe for the matter to be reviewed is also encouraged.

Action

- Complaints must be dealt with in an equitable, objective, timely and unbiased manner. The principle of natural justice should be applied.
- The policy needs to outline who will make the initial assessment of the complaint. This includes who will make the determination that the complaint is trivial, vexatious or frivolous or worthy of further investigation.
- The policy also needs to address the process for the investigation including:
 - giving adequate opportunity for a right of reply from both parties
 - if a breach is found, what are the actions that could be imposed by council.
- Attachment 1 provides further guidance on possible actions for breaches found against Part B.

Action plans

- Action plans are designed to provide council members with the opportunity to remedy their behaviour.
- The measures to stop the behaviour from continuing are not intended to be a punishment, rather a mechanism to prevent the behaviour from reoccurring.
- The Code requires that the action plan is prepared in conjunction with the relevant council member. This is designed to provide the council member with

the opportunity to be involved in matters such as the timing of meetings or training.

- While Council is required to give the council members the opportunity, not all council members will actively participate in the process.

What happens if agreement cannot be reached

- Circumstances may arise when a Council cannot agree on the outcome of an investigation, or whether an investigation is required to an alleged breach.
- In these situations, Council may decide to engage an independent person to:
 - review the complaint
 - investigate the complaint, or
 - make recommendations on appropriate actions
- The policy should address who will be engaged as an independent person. Local governments may consider sharing the services of an independent person.

Attachment 1 – possible actions for Part B breaches

Personal integrity		Possible actions
2.1	Act in line with the principles outlined in this Code when performing official duties.	Training
2.2	Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.	Training Mediation
2.3	Respect and comply with all council policies, procedures and resolutions.	Training
2.4	Ensure professional behaviour is not compromised by the use of alcohol or drugs.	Counselling
2.5	Use all forms of media, including social media, in a way that complies with this Code.	Training
Relationships with others		
2.6	Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.	Training Mediation Apology
2.7	Do not bully or harass council staff, other council members or members of the public in any form, including social media	Training Mediation Apology
2.8	Deal with the media in a positive, informative and appropriate manner in accordance with the <i>Local Government Act 1995</i> and relevant local government policies.	Training
2.9	While acting as a council member, do not: <ul style="list-style-type: none"> i. use offensive or pejorative language in reference to another council member, council employee or member of the public; or ii. disparage the character of any council member or impute dishonest or unethical motives to them in the performance of their duties. 	Training Mediation Counselling Apology
2.10	When attending a council or committee meeting, do not: <ul style="list-style-type: none"> i. behave in an abusive or threatening manner towards another council member or other person attending the meeting; ii. make statements that the person knows, or could be reasonably expected to know, that are false or misleading; or 	Training Mediation Counselling Apology

	iii. repeatedly disrupt the meeting.	
2.11	When attending a council or committee meeting: i. comply with the local law that relates to conduct of people at council or committee meetings; ii. promptly comply with any direction given by the presiding member at that meeting; and iii. immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.	Training Mediation Counselling
2.12	Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.	Training
Accountability		
2.13	Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.	Training
2.14	Take responsibility for decisions and actions.	Training Counselling
2.15	Abide by the decisions of council and publicly support the decisions even if of an alternative view.	Training
2.16	Adhere to the principles in the: i. <i>Occupational Safety and Health Act 1984 (WA)</i> ; ii. <i>Equal Opportunity Act 1984 (WA)</i> ; iii. <i>Racial Discrimination Act 1975 (Cth)</i> ; and iv. <i>Sex Discrimination Act 1984 (Cth)</i> .	Training Mediation

Part C – Rules of Conduct

Rules of conduct breaches are matters that:

- negatively affect the honest or impartial performance of a council member;
- involve a breach of trust placed in the council member; or
- involve the misuse of information or material.

Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a “minor breach”. In the event the Standards Panel makes a finding of breach against a council member, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this part removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Guidelines

A breach of Part C is considered by the Standards Panel in accordance with the Act. The Standards Panel, which was established in 2007, has the authority to make binding decisions to resolve allegations of minor misconduct. The Standards Panel is independent of the Minister for Local Government and the department.

The process for complaints under Part C is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

As the Panel does not have investigative powers, findings and decisions are made on the basis of the information it receives. To assist with understanding each Part C rule of conduct, the elements are outlined alongside each. For a finding of breach, the Standards Panel needs to be satisfied that it is more likely than not, (on the balance of probabilities) that a breach of each element has occurred.

Personal Integrity

<i>Misuse of local government resources</i>	<i>Elements of Rule of Conduct</i>
<p>a. resource is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money.</p> <p>b. A person who is a council member must not either directly or indirectly use the resources of a local government —</p> <p>i. for the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the <i>Electoral Act 1907</i> or the <i>Commonwealth Electoral Act 1918</i>; or</p> <p>ii. for any purpose other than fulfilling the legal obligations and duties of the council member's office,</p> <p>unless authorised under the Act, by the council or the CEO to use the resources for that purpose.</p>	<p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the council member directly or indirectly used;</p> <p>(c) resources that belonged to the local government;</p> <p>(d) for the identified electoral purpose or any other purpose other than in their legal role as a council member;</p> <p>(e) without such purpose being authorised under the Act, by the council or the local government's CEO.</p>

<i>Securing personal advantage or disadvantaging others</i>	<i>Elements of Rule of Conduct</i>
<p>c. A person who is a council member must not make improper use of the person's office as a council member —</p> <p>i. to gain directly or indirectly an advantage for the person or any other person; or</p>	<p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) by engaging in the conduct, the person the subject of the complaint made use of the office of a council member (in</p>

<p>ii. to cause detriment to the local government or any other person.</p> <p>d. Rule 3.3 does not apply to conduct that contravenes section 5.93 of the Act or <i>The Criminal Code</i> section 83.</p>	<p>the sense that he or she acted in their capacity as a council member, rather than in some other capacity);</p> <p>(c) when viewed objectively, such use was an improper use of the person's office as council member in that it:</p> <ul style="list-style-type: none"> i. involved a breach of the standards of conduct that would be expected of a person in the position of a council member by reasonable persons with knowledge of the duties, powers and authority of the councillor and the circumstances of the case (by for example, an abuse of power or the doing of an act which the councillor knows or ought to have known that he or she had no authority to do); and ii. was so wrongful and inappropriate in the circumstances that it calls for the imposition of a penalty; and <p>(d) the person engaged in the conduct in the belief that:</p> <ul style="list-style-type: none"> i. <i>[in the case of rule 3.3(i)]</i> an advantage (pecuniary or otherwise) would be gained directly or indirectly for the person or any other person; <u>or</u> ii. <i>[in the case of rule 3.3(ii)]</i> detriment (pecuniary or otherwise) would be suffered by the local government or another person; <p>(e) It is irrelevant whether advantage was actually gained or detriment suffered;</p> <p>(f) The conduct does not fall under section 5.93 of the Act: improper use of information (which would be a serious breach), or section 83 of the Criminal Code (which would be a crime).</p>
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Repeated breaches of Part B	Elements of Rule of Conduct
<p>e. A breach of Part B of the Code of Conduct is a minor breach if:</p> <ul style="list-style-type: none"> i. it occurs after the council member has been found to have committed 3 or more other breaches of Part B; or ii. the council member fails to comply with the action plan developed after a finding of inappropriate behaviour under Part B; <p>and</p> <ul style="list-style-type: none"> iii. the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part. 	<ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Standards Panel makes its determination; (b) the council has passed a resolution referring the matter to the Standards Panel; (c) in the case of (i) – <ul style="list-style-type: none"> i. the person has been found to have breached Part B of the code of conduct on at least three occasions; ii. the behaviour the subject of this complaint occurred after a finding of inappropriate behaviour; iii. the person has engaged in behaviour that is a breach of Part B of the code of conduct; iv. an action plan is in place; or (d) In the case of (ii) – <ul style="list-style-type: none"> i. there was an action plan in place; ii. the action plan resulted from a previous finding of a breach of Part B; iii. the person has not complied with the action plan.

Relationships with employees

Prohibition against involvement in administration	Elements of Rule of Conduct
<p>3.7A person who is a council member must not undertake a task that contributes to the administration of the local government unless authorised by the CEO to undertake that task.</p>	<ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member took on or was involved or participated in the performance, attempted performance, or part-performance, of a function or responsibility which under the

3.8 Rule 3.7 does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.	<p>Act or by delegation it is for the local government's CEO to perform or direct; and</p> <p>(c) such taking on, involvement or participation:</p> <ul style="list-style-type: none"> i. contributed (for example, played a part in achieving) something; and ii. did not occur as anything the council member did as part of the deliberations at a council or committee meeting (which may include something the member did as part of their preparation for any such deliberation); and <p>(d) the local government's CEO did not authorise such taking on, involvement or participation.</p>
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<i>Relations with local government employees</i>	<i>Elements of Rule of Conduct</i>
<p>3.9 In this rule —</p> <p>employee means a person as defined in section 5.36 of the Act and any person contracted to provide a service to the local government.</p> <p>3.10 A person who is a council member or candidate must not —</p> <ul style="list-style-type: none"> i. direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or ii. attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee; or 	<p>Rule 3.10(i)</p> <ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination; (b) the council member or candidate gave or tried or made an effort to give a direction or an order or command; (c) to another person, who is an employee of the relevant local government; (d) to do or not to do something in the other person's capacity as a local government employee; and (e) the direction or attempted direction was not part of anything that the person did as part of the deliberations at a council or committee meeting (which may include something he or she did as part of their preparation for any such deliberation).

<p>iii. behave in an abusive or threatening manner towards any local government employee.</p> <p>3.11 Rule 3.10(i) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.</p> <p>3.12 If a person, in their capacity as a council member, is attending a council meeting, committee meeting or other organised event, other than at a meeting or part of a meeting that is closed to the public, the person must not, either orally, in writing or by any other means —</p> <p>i. make a statement that a local government employee is incompetent or dishonest; or</p> <p>ii. use offensive or objectionable expressions in reference to a local government employee.</p> <p>3.13 Rule 3.12(i) does not apply to conduct that is unlawful under <i>The Criminal Code</i> Chapter XXXV.</p>	<p>Rule 3.10(ii)</p> <p>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) a council member or candidate tried or made an effort to affect, sway or produce an effect on;</p> <p>(c) the conduct of another person, who is an employee of the relevant local government, in that person's capacity as a local government employee; and</p> <p>(d) the council member or candidate's effort to affect, sway or produce an effect was carried out by means of —</p> <p>(i) a threat by the person (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee — or on someone, or to something, that the employee cares about — in retaliation for, or conditionally upon, some action or course), or</p> <p>(ii) a promise or undertaking by the person to give the employee something having a value, or to do or not do something where the act or omission concerned has some value or advantage for or to the employee.</p> <p>Rule 3.10(iii)</p> <p>(a) the person the subject of the complaint was a council member or candidate both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the person behaved in a manner which was:</p> <p>(i) abusive (for example, the council member uses insulting, disparaging belittling or derogatory language about or to the employee); or</p>
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	<p>(ii) threatening (for example, the council member's declaration of an intention to inflict punishment, pain or loss on, or to take any action detrimental or unpleasant to, the employee — or on someone, or to something, that the employee cares about — in retaliation for, or conditionally upon, some action or course);</p> <p>(c) the behaviour is directed towards a local government employee.</p> <p>Rule 3.12(i)</p> <p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member;</p> <p>(c) the council member either verbally, in writing or by some other means, made a statement (for example, a communication or declaration in speech or writing setting forth facts, particulars; etc.); and</p> <p>(d) viewed objectively, the council member's statement (or a sufficiently clear inference from the words used) was that an employee of the council member's local government was incompetent or dishonest.</p> <p>(e) Chapter XXXV of <i>The Criminal Code</i> does not apply.</p> <p>Rule 3.12(ii)</p> <p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p>
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	<ul style="list-style-type: none"> (b) the council member attended a council meeting, committee meeting or other organised event in their capacity as a council member; (b) the council member either verbally, in writing or by some other means, used an expression (for example, any word, phrase or form of speech) which it is more likely than not that a member or members of the public present heard or otherwise became aware of; (c) the expression was an offensive or objectionable expression (for example, an expression that is likely to cause offence or displeasure and is insulting); and (d) the expression was an offensive or objectionable expression in reference to an identified employee of the council member's local government.
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Accountability

<i>Unauthorised disclosure of information</i>	<i>Elements of Rule of Conduct</i>
<p>3.14 In this rule —</p> <p>closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;</p> <p>confidential document means a document, or that part of a document, marked by the CEO or a nominated delegate to clearly show that the information is not to be disclosed;</p>	<p>Rule 3.15(i)</p> <ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member disclosed information to someone who at the time was not also a council member of the same local government; and (c) the disclosed information was information the disclosing council member derived from a document that was marked by the relevant local government's CEO, or at the CEO's direction, to clearly show that the information in the document was not to be disclosed; and

<p><i>non-confidential document</i> means a document that is not a confidential document or is not marked confidential.</p> <p>3.15 A person who is a council member must not disclose —</p> <ul style="list-style-type: none"> i. information that the council member derived from a confidential document; or ii. information that the council member acquired at a closed meeting other than information derived from a non-confidential document; or iii. personal information as defined in the <i>Freedom of Information Act 1992</i>. <p>3.16 Sub-rule (3.15) does not prevent a person who is a council member from disclosing information —</p> <ul style="list-style-type: none"> i. at a closed meeting; or ii. to the extent specified by the council and subject to such other conditions as the council determines; or iii. that is already in the public domain; or iv. to an officer of the Department; or v. to the Minister; or vi. to a legal practitioner for the purpose of obtaining legal advice; or vii. if the disclosure is required or permitted by law. 	<p>(d) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.</p> <p>Rule 3.15(ii)</p> <p>(a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination;</p> <p>(b) a council member disclosed information to someone who at the time was not also a council member of the same local government; and</p> <p>(c) the disclosed information was information the disclosing council member acquired at a council or committee meeting, or a part of a council or committee meeting, that was closed to members of the public under section 5.23(2) of the Act; and</p> <p>(d) the disclosing council member did not derive the disclosed information from a non-confidential document (that is, a document that was <i>not</i> marked by the local government's CEO, or at the CEO's direction, to clearly show that the information in it was not to be disclosed); and</p> <p>(e) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16.</p>
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	<p>Rule 3.15(iii)</p> <ul style="list-style-type: none"> (a) the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; (b) the council member disclosed information to someone who at the time was not also a council member of the same local government; and (c) the disclosed information was personal information as defined in the <i>Freedom of Information Act 1992</i> (for example, name, date of birth, address, or a reference to an identification number or other identifying particular such as a fingerprint or body sample). (d) the disclosed information was not information already in the public domain (for example, it was not generally available to all persons) at the time of the disclosure by the disclosing council member, and the disclosure did not occur in any of the ways identified in rule 3.16. <p><i>Freedom of Information Act 1992</i> defines personal information as: information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead —</p> <ul style="list-style-type: none"> (a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or (b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.
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<i>Disclosure of interest</i>	<i>Elements of Rule of Conduct</i>
<p>3.17 In this rule — <i>interest</i> means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest.</p> <p>3.18 A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —</p> <ol style="list-style-type: none"> in a written notice given to the CEO before the meeting; or at the meeting immediately before the matter is discussed. <p>3.19 Rule 3.18 does not apply to an interest referred to in section 5.60 of the Act.</p> <p>3.20 Rule 3.18 does not apply if —</p> <ol style="list-style-type: none"> a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began. <p>3.21 If, under sub-rule (3.18)(i), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then —</p>	<ol style="list-style-type: none"> the person the subject of the complaint was a council member both at the time of the conduct and the time when the Panel makes its determination; subject to rule 3.19, the person had a private or personal interest in a matter that is more likely than not a conflict of interest or a bias (apparent or real) that does adversely affect, or might adversely affect the council member's impartiality in considering the matter, and includes an interest arising from kinship, friendship, membership of an association, or another circumstance; the member attended the council or committee meeting concerned and was present when the matter under consideration came before the meeting and was discussed; the member did not disclose the nature of the relevant interest in the matter in either of the two ways required by Rule 3.18(i) or 3.18(ii); Rule 3.20 does not apply.

<ul style="list-style-type: none"> i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and ii. at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed. <p>3.22 If —</p> <ul style="list-style-type: none"> i. under sub-rule (3.18)(ii) or (3.20)(ii) a person's interest in a matter is disclosed at a meeting; or ii. under sub-rule (3.21)(ii) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting, <p>the nature of the interest is to be recorded in the minutes of the meeting.</p>	
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Code of Conduct survey

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces a mandatory code of conduct (Code) for all council members, committee members and candidates in local government elections.

These reforms are intended to ensure that standards of behaviour are consistent between local governments and address community expectations.

The proposed Code will inform the drafting of regulations. This will be accompanied by guidelines that provides clarification and guidance in relation to compliance and enforcement with the Code.

This survey is intended to provide the Government with feedback regarding the proposed the content of the Code.

Thank you for taking the time to complete this survey.

1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business
2. What is the name of that organisation?
3. What is your name?
4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation
6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54
 - f. 55-64
 - g. 65+
 - h. Not applicable/the survey responses are provided on behalf of an organisation
7. Which local government do you interact with most?

8. Do you wish for your response to this survey to be confidential?
 - a. Yes
 - b. No
9. What is your email address?
10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
 - a. Yes
 - b. No
 - c. Unsure
11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
 - a. I was not aware of the Local Government Act review
 - b. I was not interested in providing my views
 - c. I did not have time to provide my views
 - d. Other (please specify)

Part A - Principles

Council members, committee members and candidates are expected to adhere to and promote and support the following principles by example.

Adhering to these principles will ensure that council members and candidates can comply with the behaviours outlined in Part B or conduct as outlined in Part C. all behaviour should be considered against these principles, whether or not it is covered specifically in Part B or Part C.

12. Please indicate your support of the following ***Personal Integrity Principles***

- 1.1 Act with care and diligence and participate in decision making in an honest, fair, impartial and timely manner, considering all relevant information.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.2 Act with honesty, integrity and uphold the concept of natural justice.

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Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.3 Identify, declare and appropriately manage any conflicts of interest in the public interest and interests of the Council including not accepting gifts that may give the appearance of a conflict of interest or an attempt to corruptly influence behaviour.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.4 Uphold the law, and, on all occasions, act in accordance with the trust placed in council members.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.5 Avoid damage to the reputation of the local government.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

- 1.6 Not be impaired by mind effecting substances while performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

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13. Please indicate your support of the following ***Relationships With Others Principles***

1.7 Treat others with respect, courtesy and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.8 Maintain and contribute to a harmonious, safe and productive work environment for all.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.9 Respect and value diversity in the workplace and in the community.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

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14. Please indicate your support of the following ***Accountability Principles***

1.10 Base decisions on relevant and factually correct information and make decisions on merit and in accordance with statutory obligations and good governance.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

1.11 Be open and accountable to the public, represent all constituents and make decisions in the public.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these principles?

15. Should any additional principles be incorporated in Part A?

Part B – Behaviour

Part B sets out the standards of behaviour which enable and empower council members to meet the principles outlined in **Part A**. Behaviour is expected to be managed at the local level by the local government, so **Part B** also deals with how complaints are to be managed.

Failure to comply with this **Part** may give rise to a complaint against a council member's conduct, followed by a subsequent investigation and possible corrective action by the local government. The emphasis should be on an educative role to establish sound working relationships and avoid repeated breaches, rather than punishment.

16. Please indicate your support for the following *Personal Integrity Behaviours*.

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2.1 Act in line with the principles outlined in this Code when performing official duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.2 Attend and participate constructively in council meetings, briefings, relevant workshops and training opportunities.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.3 Respect and comply with all council policies, procedures and resolutions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.4 Ensure professional behaviour is not compromised by the use of alcohol or drugs.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.5 Use all forms of media, including social media, in a way that complies with this Code.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

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17. Please indicate your support for the following ***Relationships with Others Behaviours***.

2.6 Treat other council members, council employees and members of the public with courtesy, respect, honesty and fairness.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.7 Do not bully or harass council staff, other council members or members of the public in any form, including social media.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.8 Deal with the media in a positive, informative and appropriate manner in accordance with the Local Government Act 1995 and relevant local government policies.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.9 While acting as a council member, do not:

- (i) Use offensive or pejorative language in reference to another council member, council employee or member of the public;
or
- (ii) Disparage the character of any council member or council employee or impute dishonest or unethical motives to them in the performance of their duties.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.10 When attending a council or committee meeting, do not:

- (i) Behave in an abusive or threatening manner towards another council member or other person attending the meeting;

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- (ii) Make statements that the person knows, or could be reasonably expected to know, that are false or misleading;
Or
(iii) Repeatedly disrupt the meeting

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.11 When attending a council or committee meeting:

- (i) Comply with the local law that relates to conduct of people at council or committee meetings;
- (ii) Promptly comply with any direction given by the presiding member at that meeting; and
- (iii) Immediately cease any conduct that has been ruled out of order by the presiding member in accordance with the local government's local law.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.12 Direct all requests for work or actions by council staff to the CEO or the CEO's nominated delegate.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

18. Please indicate your support for the following **Accountability Behaviours**.

2.13 Make decisions honestly and impartially, considering all available information, legislation, policies and procedures.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.14 Take responsibility for decisions and actions.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.15 Abide by the decisions of council and publicly support the decisions even if of an alternative view.

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

2.16 Adhere to the principles in the:

- (i) *Occupational Safety and Health Act 1984*(WA);
- (ii) *Equal Opportunity Act 1984*(WA);
- (iii) *Racial Discrimination Act 1975*(Cth); and
- (iv) *Sex Discrimination Act 1984* (Cth).

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Do you have any comments on these behaviours?

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19. Should any additional behaviours be incorporated in Part B?

20. Part B of the Code includes a complaint management process. Should this part include a time period in which complaints must be lodged after the alleged breach occurred?

- ☐ No time period
- ☐ 1 month
- ☐ 3 months
- ☐ 6 months
- ☐ Other (please specify)

21. Who is the best person for Part B complaints to be directed to?

- ☐ Mayor or President
- ☐ Deputy Mayor or President
- ☐ Presiding member
- ☐ Chief Executive Officer
- ☐ Nominated local government employee

- Other (please specify)

22. What actions are appropriate for councils to impose if a Part B breach is found?

- Apology
- Training
- Mediation
- Counselling
- Other (please specify)

23. Do you have any suggestions for specific actions that could be incorporated into the guidelines?

24. Should recurrent breaches of behaviour be referred to the Local Government Standards Panel?

- Yes
- No

Please provide a reason(s) for your answer

25. Should Council be required to develop an action plan and give the council member an opportunity to resolve their behaviour before a third complaint is referred to the Standards Panel under Part C?

- ☐ Yes
- ☐ No
- ☐ Other (please specify)

26. How beneficial would it be for local governments to engage an independent person to assist with the review of complaints?

- ☐ Extremely useful
- ☐ Very useful
- ☐ Somewhat useful
- ☐ Not so useful
- ☐ Not at all useful
- ☐ Other (please specify)

27. What should happen if a council cannot agree on an investigation or course of action following an alleged breach of Part B?

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- An independent person should be engaged to conduct a review
- The complaint should be dismissed
- The Mayor or President makes the decision
- The CEO makes the decision
- Other (please specify)

Part C – Rules of Conduct

Rules of conduct breaches are matters that:

- **Negatively affect the honest or impartial performance of a council member;**
- **Involve a breach of trust placed in the council member; or**
- **Involve the misuse of information or material.**

Alleged breaches of this part can be referred to the Local Government Standards Panel (Standards Panel) in accordance with the *Local Government Act 1995* (the Act). A breach of this Part is a “minor breach”.

36. Do you have any comments or feedback on Part C?

Guidelines

Guidelines have been prepared to accompany the Code the Conduct. The guidelines are intended to provide clarification and guidance in relation to complain and enforcement.

37.Are the guidelines a useful tool to accompany the Code?

- ☐ Extremely useful
- ☐ Very useful
- ☐ Somewhat useful
- ☐ Not so useful
- ☐ Not at all useful

Please specify why

38.Do you have any suggestions for additional inclusions in the guidelines?



Draft Submission

Mandatory Code of Conduct for Council Members, Committee Members and Candidates

October 2019



About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to Mandatory Codes of Conduct for Council Members, Committee Members and Candidates for Local Government Elections (Part 5, Division 9 as amended by the *Local Government Legislation Amendment Act 2019*).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Mandatory Code of Conduct for Council Members, Committee Members and Candidates* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.



General Comments - Councillor Conduct

WALGA has long led its Member Local Government's advocacy for high standards of behaviour by those who are democratically elected to represent the people within their district, and personal responsibility for the consequences when there is a lack of it.

WALGA commenced lobbying for official conduct legislation in 2002, to enable action to be taken against individuals rather than an entire Council. The Sector held the view that Council dismissals, such as occurred at the City of Cockburn (2000), City of South Perth (2002) and City of Joondalup (2005) could possibly have been averted if powers were available to deal with individual Elected Member's behaviour.

The Sector's advocacy for official conduct legislation correlated with a shared frustration that Codes of Conduct, a compulsory requirement of Section 5.103(3) of the *Local Government Act 1995* ('the Act') were unenforceable when behaviours departed from expressed standards. This was due to the absence at that time of a disciplinary framework in the Act to deal with misbehaviour and misconduct by individual council members.

WALGA conducted extensive consultation with the Sector over a number of years, leading to promulgation of the *Local Government (Official Conduct) Amendment Act 2007*, amending the Act to introduce minor, serious and recurrent breach allegation complaint processes, and the commencement in October 2007 of the *Local Government (Rules of Conduct) Regulations* ('the Regulations').

More recently, the Act was amended to introduce powers enabling the Minister for Local Government to suspend or dismiss individual council members failing in their duties or behaving in an egregious manner if '...seriousness or duration of that failure or conduct make it inappropriate for the council member to remain a member of the council.'¹ The amendments contained in the *Local Government (Suspension and Dismissal) Act 2018* commenced in November 2018.

The Rules of Conduct Regulations were reviewed in 2010 and 2016. WALGA acknowledges past amendments improving operational efficiency e.g. Standards Panel may refuse to deal with frivolous, trivial, vexatious etc. allegations,² and recent amendments that extend confidentiality provisions³ and providing the Standards Panel with discretion to refer parties to participate in mediation.⁴

¹ *Local Government Amendment (Suspension and Dismissal) Bill 2018* Explanatory Memorandum at Page 1.

² Section 5.110(3A) of 2016

³ Section 5.123 of 2019

⁴ Section 5.110(3B) of 2019



Bringing Codes and Rules Together; Uncoupling Codes of Conduct for Council Members and Employees

The Mandatory Code of Conduct will be a departure from the present legislative form that separates Codes of Conduct and the Rules of Conduct Regulations.

It will also depart from the present requirement to adopt one Code of Conduct that is to be observed by council members, committee members and employees.

The new section 5.51A, to commence at another time, will require the CEO to prepare and implement a Code of Conduct to be observed only by employees, aligning with the Sector's view that all matters relating to employees be separated from Council involvement and be contemplated within the CEO's functions under Section 5.41(g) of the Act.⁵

An additional significance is that the Mandatory Code of Conduct will apply to Local Government election candidates in the same way it applies to council members, and an alleged breach of the Code of Conduct by a candidate can only be referred to the Local Government Standards Panel if elected.⁶

This aligns with the Sector's advocacy that a Code of Conduct should apply to candidates⁷ and the proposal that any inappropriate behaviour during the election cycle should result in the successful candidate being held accountable under the Rules of Conduct Regulations.⁸

The Department's Draft for Consultation provides further guidance⁹ on the new Code:

- *The Act requires that local governments adopt the Code within three months of the amendments taking effect. Until the Code is adopted, the model Code applies.*
- *While local governments are not able to amend Part A or Part C, additional behaviours can be included in Part B that are not inconsistent with the Code.*
- *In considering additional behaviours, the council may give consideration to behaviours that are not currently represented in the Code that it considers are important. This may include introducing a dress standard for members or use of technology, for example.*
- *To adopt the Code, a resolution passed by an absolute majority is required. Once the Code is adopted, it must be published on the local government's official website.*

⁵ 'be responsible for the employment, management supervision, direction and dismissal of other employees'

⁶ Local Government Legislation Amendment Bill 2019 Explanatory Memorandum at Page 2.

⁷ WALGA State Council Minutes Review of 2011 Local Government Elections' Ref. Resolution 24.2/2012

⁸ WALGA State Council Minutes 'Review of 2013 Local Government Elections' Ref. Resolution 44.2/2014

⁹ See 'Guidelines' at Page 3



Specific Feedback

The following pages provide a commentary on the Draft for Consultation document ('the Draft') released by the Department of Local Government, Sport and Cultural Industries. The Draft refers to a 'Mandatory' Code of Conduct whereas amendments to the Local Government Act refer to a 'Model' Code of Conduct. This paper will use the term 'Model' throughout the following commentary.

Construction of the Model Code

Codes and Rules will be brought together under Section 5.103(2) as amended by the Local Government Legislation Amendment Act 2019:

- (2) *The model code of conduct must include -*
- (a) general principles to guide behaviour;*
 - (b) requirements relating to behaviour; and*
 - (c) the rules of conduct.*

The Draft informs that the Model Code of Conduct is to be constructed in three Parts:

- **Part A** – Principles [Section 5.103(2)(a)]
- **Part B** – Behaviours [Section 5.103(2)(b)]
- **Part C** – Rules of Conduct [Section 5.103(2)(c)]

Local Governments will not be able to amend Parts A and C, but additional behavioural content may be included in Part B that is not inconsistent with the Model Code.

Part A - Principles

The Preamble to the Model states that 'the purpose of this Code is to guide the decisions, actions and behaviours of council members, committee members and candidates.'

Part A sets out the Principles to be contained in the new Model Code under the headings 'Personal Integrity', 'Relationships with others' and 'Accountability'. This expands upon the 'General principles that guide the behaviour of council members' currently found under Regulation 3 of the *Local Government (Rules of Conduct) Regulations* and are intended to support Part B – Behaviours, and Part C – Rules of Conduct.



Part B - Behaviours

I. Application

It is noted that neither Part B nor Part C of the Model apply to the behaviours of committee members or candidates. No information is provided to clarify why only council members are subject to Parts B and C nor any rationale for the exclusion of committee members and candidates from behavioural standards and Rules of Conduct, particularly noting Section 5.103(3)(b), as amended, states:

- (3) *The model code of conduct may include provisions about how the following are to be dealt with –*
 - (b) *alleged breaches of the rules of conduct by committee members*

The Minister for Local Government, Hon. David Templeman, when introducing the *Local Government Legislation Amendment Bill 2019* to Parliament in the Second Reading Speech, specified the application of the Code to candidates, in an effort to improve behaviour during an election period, stating:

*"Alleged breaches of the rules of conduct during the election campaign will be progressed when the candidate is elected."*¹⁰

WALGA recommends seeking comment from the Department of Local Government, Sport and Cultural Industries on the intended application of Part B – behavioural standards, and Part C – Rules of Conduct to committee members and candidates.

II. New Complaints Provision

Section 5.103(3)(a) will introduce the discretion for the Model Code of Conduct to deal with alleged breaches of requirements relating to behaviour. This is a significant amendment as the *Local Government Act 1995* has not previously mandated a complaints process relating to behavioural content of a Code of Conduct, but nor has it imposed any restriction.

Under the Model Code, an alleged breach of a Rule of Conduct will continue to be referred to the Local Government Standards Panel. Part B, Rule 2.17 of the Model sets out that Local Governments will be required to deal with allegations made by 'any person' of a behavioural breach.

¹⁰ Extract from Hansard, Legislative Assembly, March 2019 at p1310d to 1312a



Some Local Governments have incorporated in their current Code of Conduct a process for dealing with a behavioural breach that permits 'any person' to make a complaint; the majority of Local Governments have not.

The City of Joondalup¹¹ and City of South Perth¹² are examples of Local Governments that exercised discretion under general competence powers to incorporate a complaints process in their adopted Code of Conduct. No information is currently available on the frequency or management of complaints of a behavioural breach under current Codes of Conduct.

WALGA seeks comment from Members experienced in dealing with breach allegations relating to their current Code of Conduct to assist with building perspective on processes and consequences associated with managing behavioural breach allegations.

III. Complaint Management

Rules 2.17 to 2.22 set out the Complaint Management standards, with Rule 2.21 requiring development of a Council-endorsed policy to guide the process. The associated Guidelines provide additional information on tools and resources to assist with policy development, complaints management and resolution. Attachment 1 provides a matrix of possible actions where there is finding of a behavioural breach.

WALGA seeks comment on the proposed Complaint Management process.

IV. 'Rules'

Throughout Part B, the numbered provisions are referred to as 'Rules'. This has the potential to create confusion with the already-established terminology familiar to the Sector of 'Rules of Conduct', which form Part C.

WALGA recommends a separate nomenclature for numbered provisions in Part B (i.e. 'Item' or 'Clause') to avoid any potential for confusion between Part B and Part C, particularly when breach allegations arise.

¹¹ 'City of Joondalup Code of Conduct for Employees, Elected Members and Committee Members' at Page 21

¹² 'City of South Perth Code of Conduct' at Page 9



Part C – Rules of Conduct

As previously discussed, Part C of the Model Code only references council members.

It is noted there are numerous, self-evident typographical errors throughout Part C (i.e. inconsistent referencing and numbering) and it is presumed the Department is aware and will remedy where necessary.

The Rules of Conduct replicate for the most part, the existing provisions from the current Rules of Conduct Regulations. The Model Code adds commentary by including 'Elements of Rule of Conduct'. It is not known whether these Elements will have any influence on the deliberations of the Local Government Standards Panel in the event of a breach allegation under Part C.

WALGA seeks comment on whether the 'Elements of Rule of Conduct' content adds value or assists council members to understand their responsibility to observe Rules of Conduct.

Misuse of Local Government Resources - Regulation 8 of the current Local Government (Rules of Conduct) Regulations

The Model Code creates a definition of the term 'resource' which does not appear in the current Rules of Conduct:

'resource is defined to mean tangible and intangible assets, services or other means of supporting the functions of local government, which are owned or paid for by the local government from public money'

It is not stated why there is a need to define 'resource' specifically, the potential impact this definition may have upon determining a breach allegation¹³ or whether the common dictionary definition is known to be ineffective - 'a stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.'¹⁴

Securing Personal Advantage of Disadvantaging Others – Regulation 7 of the current Local Government (Rules of Conduct) Regulations

The Model Code is consistent with the current Regulations.

¹³ Section 6 of the *Interpretation Act 1984* (WA) applies – 'Definitions in a written law, application of'

¹⁴ Oxford English Dictionary



Repeated Breaches of Part B – Not currently Regulated

This new provision will provide an accountability measure where a council member continually breaches the behavioural requirements of Part B of the Model Code and appears to have no value to have merit.

Item (iii) of this Rule will require thoughtful consideration, as it requires the Council to make a determination by resolution before a council member, who is found to have committed three or more breaches under Part B, can be referred to the Local Government Standards Panel:

'(and) iii. the Council to which the member is elected, decides, via resolution, to make an allegation of a rule of conduct breach under this Part.'

WALGA notes that this new provision did not appear in early drafts of the Model Code and therefore was not considered at the Working Group convened by the Department of Local Government, Sport and Cultural Industries.

Prohibition against Involvement in Administration – Regulation 9 of the current Local Government (Rules of Conduct) Regulations

The Model Code is consistent with the current Regulations.

Relations with Local Government Employees - Regulation 10 of the current Local Government (Rules of Conduct) Regulations

The Model Code creates a definition of the term 'employee' which does not appear in the current Rules of Conduct. This definition references Section 5.36 of the Act, whereas the Act defines 'employee' under Section 1.4.

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

'behave in an abusive or threatening manner towards any local government employee'

Unauthorised Disclosure of Information - Regulation 6 of the current Local Government (Rules of Conduct) Regulations

The Model Code proposes to add a further prohibition under Item (iii) that does not currently appear in the Rules of Conduct:

'personal information as defined in the Freedom of Information Act 1992'

The remainder of the Model Code is consistent with the current Regulations.



Disclosure of Interest - Regulation 11 of the current Local Government (Rules of Conduct) Regulations

The Model Code amends the definition of the term 'interest'. It currently reads:

'interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association'

It is amended to read:

'interest means a material interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest'

It is unclear why it is proposed to amend this definition, given that the terms '*kinship, friendship or membership of an association*' provide useful reference points that presently help council members to understand their responsibility to declare this type of interest.

Contravention of certain Local Laws - Regulation 4 of the current Local Government (Rules of Conduct) Regulations

This provision is now included in Part B of the Model Code at 2.10 and 2.11.

WALGA seeks comment on the proposed Part C Model Code provisions.



Submission

Mandatory Code of Conduct for Council Members, Committee Members and Candidates

November 2019

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GENERAL COMMENTS

The Shire of Mundaring is supportive of industry efforts to implement legislative reform that better defines the standards of acceptable conduct for Elected Members, Committee Members and Candidates and greater enforcement powers for the Department of Local Government, Sport and Cultural Industries (DLGSCI) or other agency when the conduct of individual Elected Members does not meet the accepted standard.

There have been many reported incidents in recent times that supports overwhelming anecdotal evidence, that the poor conduct of individual elected members is causing great detriment to their own local governments and the wider public perception of the sector.

The inadequacy of the existing legislation to properly investigate this misconduct, the lack of capacity within DLGSCI to investigate and the inadequate penalties that may be applied have all contributed to the empowerment of Elected Members who disregard the existing standards and the poor perception of local government by the general public.

While the "Draft for Consultation" is seen as positive step in the right direction, the Shire of Mundaring is of the view that the new Model Code still requires significant work and sector consultation to best serve the needs of local government in this State.

Given the importance of the Draft Code, the apparent haste to implement is considered counterproductive and it is strongly recommended that DLGSCI take whatever time is required to ensure the Code, when implemented, is able to meet the long terms needs of the sector.

Shire of Mundaring:

- DOES NOT SUPPORT the Draft Mandatory Code of Conduct for Council Members, Committee Members and Candidates in its present form and recommends that the sector be invited to provide direct input into a new Draft.

PART A – PRINCIPLES

The principles contained in the Draft Code are broad behaviours that Elected Members, Committee Members and Candidates must take into consideration in their role as public or prospective public representatives.

These principles are sufficiently broad to guide the behaviours of the members and candidates and it is suggested that they provide guidance to the Standards Panel and the local government in determining whether ‘improper use of office’ has occurred in terms of the conduct matters to be investigated by the local government (under Part B of the Draft Code) or by the Standards Panel (under Part C of the Draft Code).

Shire of Mundaring:

- SUPPORTS the Principles contained in the Draft Mandatory Code of Conduct

PART B – BEHAVIOUR

The behaviours contained in Part B of the Draft Code and accompanying complaint management process for alleged breaches would only appear to relate to Elected Members and not Committee Members and Candidates. The exclusion of these two later groups is not explained and requires clarification.

The Draft Code contains a list of possible actions for breaches of Part B.

The Draft further suggests that the “emphasis should be on an educative role to avoid sound working relationships and avoid repeat breaches, rather than punishment”. This may work well for many of the potential breaches that may be brought forward however as the Local Government will be responsible for taking any action it is recommended that the penalties be expanded to more punitive sanctions.

Training, mediation and an apology are not effective tools for a local government to administer Part B of the Code, especially when faced with a particularly intransigent offender who refuses to admit any wrong doing. The number of meaningless and insincere apologies generated from the current provisions would be testament to this. Additional actions could include fines or temporary suspension for repeat offenders.

Attempting to deal with such an individual by education and mediation is likely to have the reverse effect of developing relationships and is more likely to further erode tenuous relationships by requiring a fellow Elected Member to sit in judgment of their actions.

Such an arrangement could also lead to inconsistent findings across the 142 local governments in Western Australia for essentially the same offence.

A member of staff would not be inclined to submit a complaint against an Elected Member knowing that the matter will be determined by Elected Members.

There is also the very real potential for criticism of the processes undertaken to investigate a complaint in the absence of a consistent framework and trained officers. Such criticisms are likely to further erode relationships rather than strengthen them as suggested in the Draft Code.

The flexibility contained within Part B for local governments to add to the list of behaviours, as long as they do not contradict the Standard Model Code of Conduct, are welcomed to ensure that the Model Code does reflect a specific local governments culture and values.

Further discussion of these matters is required and it is the view of the Shire of Mundaring at this point in time that all complaints should be managed by DLGSCI of an expanded Standards Panel.

Shire of Mundaring;

- SUPPORTS the local government being able to modify the Draft Model Code of Conduct to reflect their specific cultural values.
- DOES NOT SUPPORT the possible actions suggested for Part B breaches, believing them to be inadequate to deal with repeat and extreme offenders and almost certainly to be detrimental to relationships at a Council level.
- RECOMMENDS further consideration be given by the Department of Local Government, Sport and Cultural Industries to all complaints made under Part 2 of the Draft Code of Conduct being investigated and determined by trained staff under the auspices of the Department or Standards Panel with the appropriate level of administrative support.
- RECOMMENDS clarification being provided as to whether Part 2 of the Model Code of Conduct applies to committee members and candidates.

PART C – RULES OF CONDUCT

Similar to Part B, Part C of the Model Code only refers to council members and not committee members and candidates. This requires further clarification.

These rules detailed in part C of the Draft Code largely reflect those contained in the existing provisions of the *Local Government (Rules of Conduct) Regulations 2007*. One of the failings of the existing system is that complaints made under these provisions are referred to the Standards Panel for consideration. The Standards Panel has no investigative powers and rely on the quality, or lack thereof, of the information provided by the parties to a complaint. There is no mention of the Standards Panels powers being expanded in the new Draft Code however the Shire is of the view that the findings of the Panel would be improved by having some form of investigate powers to ensure the information received is accurate and contains all the necessary facts required to make an informed decision.

Shire of Mundaring SUPPORTS in principle Part C – Rules of Conduct of the Model Code subject to further consideration being given to the role of the Standards Panel and specifically their power to conduct an investigation.

10.6 Submission - Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

File Code	OR.IGR 3/1
Author	Jonathan Throssell, Chief Executive Officer
Senior Employee	Jonathan Throssell, Chief Executive Officer
Disclosure of Any Interest	Impartiality
Attachments	<ol style="list-style-type: none">1. Draft CEO Standards (DLGSCI) ↓2. WALGA Draft Submission - CEO Standards ↓3. Shire of Mundaring Draft Submission - CEO Standards ↓

SUMMARY

On 27 June 2019 the *Local Government Legislation Amendment Act 2019* (the Act) was passed in Parliament.

The Act includes a requirement for the introduction of:

- a mandatory code of conduct for council members, committee members and candidates (Code of Conduct); and
- mandatory minimum standards covering the recruitment, selection, performance review and early termination of local government Chief Executive Officers (CEO Standards).

The Department of Local Government, Sport and Cultural Industries (the Department) is seeking feedback on the draft Code of Conduct and draft CEO Standards (and accompanying guidelines).

This report presents a draft submission for Council to consider, to provide feedback on the CEO Standards as requested by the Department.

BACKGROUND

A draft consultation paper was released by the Department for the purpose of obtaining feedback on the CEO Standards (see **Attachment 1**). This document outlines proposed mandatory standards which will inform the drafting of regulations.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. The guidelines are designed to assist local governments in meeting the proposed standards and will not form part of the legislative framework.

While the standards and guidelines were developed by the Department in consultation with representatives from the Public Sector Commission, the Ombudsman, Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Professionals), it is known that the draft was released without the endorsement of WALGA or LG Professionals. Both WALGA and LG Professionals have identified a number of concerns with the draft.

WALGA's draft submission paper makes general comments and provides specific feedback in response to the Department's draft CEO Standards. A copy of WALGA's draft submission (which will be considered by State Council on 4 December 2019) is attached (see **Attachment 2**).

The Department is seeking feedback on the draft by 6 December 2019. WALGA sought feedback on its draft submission by 25 October however was not been sufficient time to prepare a report and convene a (Shire of Mundaring) council meeting to enable this to occur, principally due to the timing of the recent local government elections.

STATUTORY / LEGAL IMPLICATIONS

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to CEO recruitment, performance management and termination (sections 5.39A and 5.39B).

Model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs) will be established. These standards will inform the drafting of regulations.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

A reputational risk arises should Council not provide a submission on an issue to which the Department and/or members of the public might expect Council to respond.

Likelihood	Consequence	Rating
Rare	Insignificant	Low

Action / Strategy

Council endorses a submission.

EXTERNAL CONSULTATION

Nil

COMMENT

A draft submission to the Department in response to the CEO Standards is attached for Council's consideration (see **Attachment 3**).

In summary:

1. The Department proposes a number of minimum standards for recruitment and selection of CEOs. It is considered that draft standards S1.1, S1.2 and S1.4 to S1.10 can be supported.
2. Draft Standard S1.3 refers to the requirement to include an independent person on the CEO selection panel who is not a current council member or staff member of the local government.

It is considered that the inclusion of an independent person on the selection panel has significant challenges and should not be supported as a mandatory requirement. It is noted that this is also the position of WALGA, who are the employers' representative association. WALGAs draft submission notes:

"It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

"Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

"The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or *Local Government Act* requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

"WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel."

3. Draft Standard S1.11 requires that a local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years.

The Department proposes the standard but provides no context in the discussion paper for its reasoning and why this might be considered a suitable recruitment practice. It is noted WALGA rejects this proposal. WALGA's draft submission notes:

"It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

"If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

“In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

“Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent’s contract.

“WALGA’s view is that this requirement should be removed from the guidelines, and not included in regulations.”

It is also noted that this requirement is not imposed at the State Government level in respect of CEOs and Directors-General.

4. The Department proposes a number of minimum standards for performance review of CEOs. It is considered that draft standards S2.1 to S2.6 can be supported.
5. The Department proposes a number of minimum standards for the early termination of a CEOs contract. It is considered that these draft standards can be supported, however a question arises as to who prepares the termination report referred to in the guidelines. In addition there is a concern in regards to the time taken to engage an independent person with relevant expertise to review that report and ensure Council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination.
6. A Local Government Commissioner model is briefly mentioned under Part 4 of the Department’s document. The document provides limited arguments for a Local Government Commissioner and then asks a question (No. 24) about which body should be responsible for monitoring and enforcement of CEO standards. It is very difficult to make an informed comment in response to this question based on the dearth of information within the document itself.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council endorses the draft submission responding to the Standards and Guidelines for CEO Recruitment and Section, Performance Review and Termination, as detailed in **Attachment 3** to this report.

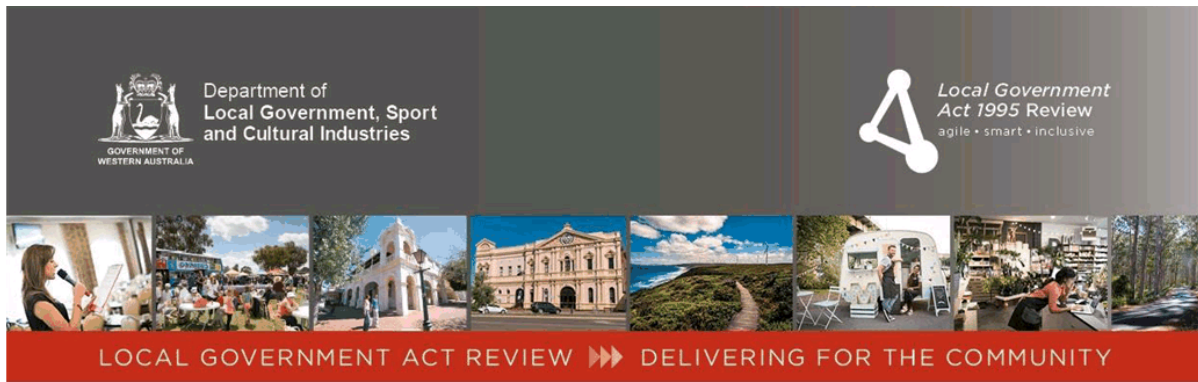
COUNCIL DECISION MOTION		C11.11.19	
Moved by	Cr Jeans	Seconded by	Cr Collins

That this item be deferred to the 10 December 2019 Ordinary Council meeting for consideration.

CARRIED 8/3

For: Cr Daw, Cr Driver, Cr Burbidge, Cr Jones, Cr Russell, Cr Corica, Cr Cuthbert and Cr Collins

Against: Cr Jeans, Cr Lavell and Cr Martin



Standards and Guidelines For Local Government CEO Recruitment and Selection, Performance Review and Termination

Draft for Consultation

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Preface

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

This document outlines proposed mandatory minimum standards, shown in boxes. These standards will inform the drafting of regulations.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. The guidelines will assist local governments in meeting the proposed standards and will not form part of the legislative framework.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department) in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed standards and guidelines. A survey is available at www.dlgsc.wa.gov.au/lgareview or you can provide your feedback to actreview@dlgsc.wa.gov.au by 8 November 2019.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form which clearly outlines the qualifications, selection criteria and responsibilities of the position, and which is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year).
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has thoroughly verified the recommended applicant's work history, qualifications, referees and claims made in his or her job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how his or her knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

Regulation 18C of the *Local Government (Administration) Regulations 1996* (Administration Regulations) requires a local government to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the district and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been identified, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented and the records kept in a manner consistent with the *State Records Act 2000* (WA).

In order to attract the best possible pool of applicants for the CEO position, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search (also known as headhunting).

A local government must publicly advertise the CEO position if one person has remained in the job for 10 consecutive years. This does not prevent the incumbent individual from being employed as CEO for another term, provided they are selected following a transparent selection and recruitment process.

Selection panel and independent person

Local governments are to appoint a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number to be determined by the council) and must include at least one independent person. The independent person cannot be a current elected member or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment and selection of CEOs and senior executives.

The independent person would be on the committee on an unpaid basis (except for reasonable travel and accommodation costs which should be covered by the local government) to provide objectivity to the selection and recruitment process.

The independent person and elected members on the panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment

and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO because if the CEO is employed, he or she would be their employer.

The consultant should not be associated with the local government or any of its council members and can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- sourcing and development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews;
- writing the selection report;
- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not necessary.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, that consultant or agency will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on an independent consultant.

There is no requirement for local governments to engage an independent human resources consultant to assist with the recruitment of a CEO. If a decision is made to outsource the recruitment process, it is imperative that the council maintains a high

level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews with short-listed applicants: This should be done by the council (this may involve the establishment of a committee consisting of only council members under section 5.8 of the Act). A council may decide that a human resources consultant undertakes the initial shortlisting of candidates, for example, conducting initial interviews and compiling a short-list of applicants for the council to review. Following shortlisting, a consultant can participate by sitting in on the interviews, providing advice on the recruitment and selection process and writing up the recommendations. The consultant may also arrange the written referee reports of applicants.
- Make the decision about who to recruit: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: The council should conduct the final negotiations (noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions).

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview questions are objective and gauge the applicants' hard and soft skills, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnic, age and experiential diversity on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will aid in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- “Similar-to-me” effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- “Halo” effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant’s other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant’s qualifications, experience and demonstrated performance. This includes:

- verifying an applicant’s qualifications such as university degrees and training courses;
- verifying the applicant’s claims (in relation to the applicant’s character, details of work experience, skills and performance) by contacting the applicant’s referees. Referee reports should be in writing in the form of a written report or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant’s referee, such as a previous employer. This may be useful in obtaining further information regarding an applicant’s character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of a media material and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government’s values. This should be made clear in the application information.

To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the council, selection panel or consultant assesses each application and identifies a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant being asked the same interview questions which are related to the selection criteria and being provided with the same information and completing the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations, that it meets the requirements set out in relevant employment law and that it is legally binding and valid.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any (even slight) doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process (refer to the termination guidelines in this document for information on the process of termination). The notice periods outlined in the employment contract should be consistent with Australian employment law.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO. The council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. The employment contract must be signed by both parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should

an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants and their personal details, assessment, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LGPro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets the needs of the CEO.

The program provides the CEO with an opportunity (through meetings and on-going regular communications) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standard

The minimum standard for performance review will be met if:

- S2.1** Key result areas are specific, relevant, measurable, achievable and time-based.
- S2.2** The key result areas and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding key result areas is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievement against key result areas and decisions and actions are impartial, transparent and capable of review.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance about key result areas, progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to key result areas should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Key result areas, performance indicators and goals

Setting the performance criteria is an important step. As one of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. These tasks are called key result areas. Key result areas should be set for each critical aspect of the CEO's role. It is important that each key result area is measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Key result areas should focus on the priorities of the council and, if appropriate, could be assigned priority weighting in percentages. The council and CEO should set goals as to the target outcome for future achievement in the key result areas. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the key result areas and goals, the council will need to determine how to measure the outcomes in each key result area. Key performance indicators measure the achievement of the key result areas. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that

such contextual factors are given weight and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council.

Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance management and, if possible, experience in local government or dealing with the performance management of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance goals;
- setting key result areas;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

The process of assessing performance should be agreed to by both parties and documented in the employment contract or performance agreement.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships.

The council should consider any evidence of CEO performance from two perspectives, namely, current CEO performance and future performance if the CEO's current behaviours continue. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, professional networks and the relevant unions); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of KPIs, the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance?
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet key result areas does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area (for example, through an agreed improvement plan).

Confidentiality

The council should ensure that accurate and comprehensive records of the performance management process are created. Any information produced should be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and clarity. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standard

The minimum standard for the early termination of a CEO's contract will be met if:

- S3.1** Decisions are based on the assessment of the local government's requirements (such as the documented key result areas) and the CEO's performance is measured against these.
- S3.2** Performance issues have been identified and the CEO informed. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues.
- S3.3** Procedural fairness and the principles of natural justice are applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decision affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial, transparent and capable of review.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reason for termination) is provided in writing.

Guidelines

Reason for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work. It includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work, e.g. speaking to people in a disrespectful manner, not attending required work meetings and telling inappropriate jokes;
- disruptive or negative behaviour at work, e.g. constantly speaking negatively about the organisation;
- not meeting the performance criteria set in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues (a plan for improvement);
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaving unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission or the Corruption and Crime Commission is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should take all reasonable steps to consider misconduct allegations including ensuring procedural fairness is applied. It should also seek independent legal, employment or industrial relations advice prior to a termination. A council should seek independent advice generally during the termination process including the relevant employment legislation affecting CEO employment and the application of that legislation in the circumstances. This will ensure that a council complies with employment law during the entire termination process.

To meet the termination standard, the local government is required to endorse the decision to terminate the CEO's employment by way of an absolute majority resolution.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to help the CEO improve. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform his or her duties) and the subsequent termination of the CEO's employment.

Independent review of termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy the issues, and an explanation of the CEO's failure to remedy the issues. It is recommended that the council arranges for the termination report to be reviewed by an independent person (e.g. a person with legal expertise, local government experience or a human resources consultant) to ensure the council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination. In the interests of fairness, the review should take place promptly and before the termination of the CEO's employment.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of the grounds for termination and avenues for review of the decision. Notice of termination of employment is required to be given in writing. In addition, where possible, the news of termination of employment should be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of the employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in person of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work

Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

Part 4 – Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

One potential model is for the establishment of an independent Local Government Commissioner. This position would provide a quality assurance role over CEO recruitment and selection, performance review and terminations by ensuring that the minimum standards were met.

In relation to performance review, either the CEO or council could approach the Local Government Commissioner who would have the power to order that a third party be involved in the performance management process if the Commissioner deemed it necessary.

CEO standards consultation survey

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

It is intended that the standards will be mandatory and inform the drafting of regulations. These will be accompanied by guidelines outlining the recommended practice for local governments undertaking these processes.

This survey is intended to provide the Government with feedback regarding the proposed content of the standards and the guidelines.

Thank you for taking the time to complete this survey.

1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business
2. What is the name of that organisation?
3. What is your name?
4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation
6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54

- f. 55-64
- g. 65+
- h. Not applicable/the survey responses are provided on behalf of an organisation
- 7. Which local government do you interact with most?
- 8. Do you wish for your response to this survey to be confidential?
 - a. Yes
 - b. No
- 9. What is your email address?
- 10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
 - a. Yes
 - b. No
 - c. Unsure
- 11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
 - a. I was not aware of the Local Government Act review
 - b. I was not interested in providing my views
 - c. I did not have time to provide my views
 - d. Other (please specify)

Recruitment and selection

- 12. How frequently should a council be required to re-advertise the CEO position?
 - a. At the conclusion of the term of the CEO's contract
 - b. Where a person has occupied the CEO position for two (2) consecutive terms
 - c. Where a person has occupied the CEO position for ten (10) consecutive years
 - d. When council determines
 - e. Unsure
 - f. Other (please specify)
- 13. To what extent do you support the following statement?

"A local government should be required to undertake 'blind CV recruitment' (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.

The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

14. To what extent do you support the following statement?

"The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

15. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

16. To what extent do you support the following statement?

"If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

17. Should there be any other restrictions on who the independent person on a selection panel should be?

- a. Yes
- b. No
- c. If yes, please specify

Performance review

The *Local Government Act 1995* currently requires a council to review the performance of the CEO annually.

18. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually

- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required

19. To what extent do you support the following statement?

“A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

20. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

21. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

Termination

22. To what extent do you support the following statement:

“The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO’s employment before the expiry date of the employment contract”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

23. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO’s employment, what should the minimum notice period be?

- a. Two (2) weeks
- b. Four (4) weeks
- c. Other (please specify)

Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

24. Who should be responsible for monitoring and enforcing the CEO standards?

- a. Public Sector Commission or other integrity agency
- b. Department of Local Government, Sport and Cultural Industries
- c. Independent office of Local Government Commissioner
- d. Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
- e. Local Government Standards Panel (expanded role)
- f. Other (please specify)

25. To what extent do you support the following statement?

"If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

26. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

<input type="checkbox"/>	To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
<input type="checkbox"/>	To order that a third party be involved in the performance review process
<input type="checkbox"/>	To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
<input type="checkbox"/>	To arbitrate or make a ruling on a matter
<input type="checkbox"/>	To prepare a report on contract termination (for potential referral for industrial relations action)
<input type="checkbox"/>	To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend, dismiss or order remedial action whether in regards to the entire council or individual council members

<input type="checkbox"/>	To order that a local government seeks professional advice or assistance from an independent person
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

27. To what extent do you support the following statement?

"If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

28. To what extent do you support the following statement?

"If a council has not complied with the standard for a particular process, they should be required to recommence the process"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

29. To what extent do you support the following statement?

"Local governments should be subject to penalties if they do not comply with the CEO standards"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

30. Do you have any additional comments in relation to the CEO standards?

Guidelines accompanying the CEO standards

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

31. How useful are the proposed guidelines?

Extremely useful	Very useful	Moderately useful	Slightly useful	Not at all useful

Please specify why:

32. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify)
33. Do you have any additional comments in relation to the guidelines?



Draft Submission

Standards and Guidelines for CEO Recruitment and Selection, Performance Review and Termination

October 2019



About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 138 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organisation representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,222 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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Background

The *Local Government Legislation Amendment Act 2019* will introduce new requirements in relation to CEO recruitment, performance and termination (Sections 5.39A and 5.39B).

The Department of Local Government, Sport and Cultural Industries have released a draft document – *Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination* – for consultation.

While WALGA and other invited parties participated in a working group to develop the document, the draft was released without WALGA's endorsement and there are a number of concerns with the draft that will be expanded upon in this submission. WALGA appreciates the opportunity afforded to participate in the working group process and to make a submission on the draft document.

The Department of Local Government, Sport and Cultural Industries is seeking feedback on the draft document by 6 December 2019. It is important that Local Governments also make submissions to the Department on this draft document to ensure the sector's views are received.

WALGA is seeking feedback on this draft submission by 25 October 2019. WALGA's submission, which will be updated following sector feedback, will then be included in the December State Council Agenda for consideration at November Zone meetings, before being considered at the 4 December meeting of State Council.



General Comments – Philosophical Approach

WALGA's fundamental guiding principle is that democratically elected Councils are competent, and should be empowered to undertake their role of governing the Local Government's affairs. This is articulated in WALGA's Strategic Plan, which outlines the vision for Local Government as follows:

Local Governments will be built on good governance, autonomy, local leadership, democracy, community engagement and diversity.

WALGA's perspective is that Councils should be empowered to do the job they've been entrusted by the community in democratic elections to do. This includes responsibility for employment of a Chief Executive Officer. Further, WALGA believes that the correct approach is to build the capacity of Councils to undertake this function through the provision of professional services, advice and support, and training.

This is not to downplay the challenges associated with employing and managing a Chief Executive Officer. It is fully acknowledged that this one of Council's most challenging tasks.

Given Council has only one employee – the Chief Executive Officer – it is crucial that the Council makes an informed decision when employing a CEO, and has the processes in place to effectively manage the performance of the CEO. As Councillors are often community representatives, who may not be experienced or qualified in contemporary human resource management practices, employment, management and performance appraisal of the CEO may be one of the Council's most significant challenges.

The *Local Government Act 1995* requires that performance criteria for the purpose of reviewing the CEO's performance are established. Similarly, development of these performance criteria are crucial for the Council to get right.

For these reasons, WALGA offers an Elected Member training course on CEO Performance Appraisals, and provides Elected Members with significant advice and assistance through the CEO recruitment and performance appraisal cycle.

WALGA also recommends that Councils engage a specialised recruitment consultant to assist Councils manage the recruitment process.

The development of guidelines to assist Councils through the Chief Executive Officer employment cycle is supported in principle. However, WALGA believes the approach should be based on capacity building, guidance and support, and help where necessary; not based on the development of rules that create a compliance regime which may create uncertainty, unnecessary administration and risk for Local Governments and Chief Executive Officers.



Specific Feedback

WALGA has concerns relating to some specific aspects of the draft document. These concerns are outlined below.

Re-advertising the Position after 10 Years

It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent's contract.

WALGA's view is that this requirement should be removed from the guidelines, and not included in regulations.

Selection Panel – Independent Person

It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or Local Government Act requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel.



Creating Diversity Section

WALGA contends that this section should be renamed "Sound Decision Making", as this is what this section is primarily about.

It is acknowledged that unconscious biases can be a factor in decision making and building awareness of these biases in the guidelines is supported.

Independent Review of Termination Report

WALGA acknowledges that decisions and rationale relating to termination need to be documented. The principle that Councils should seek advice from an employee relations or legal advisor when terminating the CEO is acknowledged and supported.

It is not clear that requiring independent review of a termination report adds value. Rather, it will add unnecessary administrative time and risk into the decision making process.

Feedback on Consultation Questions

WALGA provides the following feedback in response to the consultation survey questions.

Recruitment and Selection

Question 12 – How frequently should a council be required to re-advertise the CEO position?

Council, as the employer, should determine when the position of CEO is advertised.

Question 13 – To what extent do you support that Local Governments should be required to undertake 'blind CV recruitment'?

It is acknowledged that 'blind CV recruitment' could be a useful tool in some circumstances, but it should not be a requirement. In addition, in the Western Australian Local Government sector, blind CV recruitment would be almost practically impossible because the applicant's previous employment experience would mean that they would be identifiable. That is, if an applicant listed "CEO at the Shire of _____", their identity could be determined with a very quick internet search.

Questions 14-17 – Independent Selection Panel Members

The requirement to have an independent member on the selection panel is not supported.



Performance Review

Question 18 – How frequently should a Council review the performance of the CEO?

There is no rationale for why the current annual requirement is unsatisfactory. Clearly, a Council may have reasons to formally review the CEO's performance more frequently than the minimum annual requirement, and as such, the Council should have the discretion to do so.

Questions 19-21 – Independent Person on Performance Review Panel

It is unclear how an independent person on a performance review panel would add any value to the process, given an independent person may have limited knowledge about the CEO's recent performance.

In fact, having a person not involved in the employment relationship involved in the performance review process seems to be contrary to a fair and proper performance review process.

WALGA fully supports Councils utilising an experienced and qualified consultant to facilitate the performance review process, but not to contribute to the substance of the performance review.

Termination

Questions 22 and 23 – Termination Notice Periods

It is noted that notice periods must comply with the National Employment Standards. There needs to be compliance with employment law at a minimum and, as the role of CEO is a senior position, a greater notice period (in the order of three months) is appropriate.

Monitoring and Enforcement

Questions 24-30 – Monitoring and Enforcement

As outlined in the general comments section above, WALGA's preferred approach is one based on capacity building, advice and support, and training.

A compliance based approach undermines the intent of having guidelines to assist Local Governments in their decision making processes, and may lead to risks and unintended consequences.

The consultation questions seem to imply that costs that result from consequences stemming from breaching the standards would be borne by the Local Government: for example, if the



process needed to be redone or there was a dispute. Establishment of a compliance and enforcement framework of this nature seems to be unnecessarily putting public money at risk.

WALGA acknowledges that the CEO recruitment process needs to be undertaken properly, and legally, and it is for these reasons that WALGA is advocating for a capacity building approach, with Councils encouraged to engage professional services and advice to ensure the process is undertaken properly.

Question 25 – To what extent do you support the statement: If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation?

This appears to be a new idea without any supporting information as to the powers, duties and role of a Local Government Commissioner, and is therefore not something that WALGA can support at this stage.

The idea that Local Governments should be levied to fund an apparatus of the State Government is not supported. This would represent a significant cost shift from the State Government to the Local Government sector, for what appears to be a core regulatory role of the Department of Local Government, Sport and Cultural Industries.

Guidelines

Questions 31-33 – Utility of the guidelines

In general, there is useful information in the guidelines that will be of assistance to Councils embarking on a CEO recruitment process. As argued in this submission, WALGA's perspective is that the approach should be based on capacity building, support, advice, and training, and not based on a compliance driven approach.



Submission

Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

November 2019

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GENERAL COMMENTS

Shire of Mundaring agrees with the proposition that Councils should be empowered to do the job they have been entrusted to do by the community as a result of democratic elections.

One of the most important roles of the Council is the employment of the local government's CEO. Shire of Mundaring accepts that it is crucial that Council makes an informed decision when employing a CEO, and has the processes in place to effectively manage the performance of the CEO. To that end, the development of standards and guidelines to assist Councils in undertaking this responsibility is welcomed, albeit the preferred approach is one of capacity building and support as opposed to compliance with rules which might create unnecessary administration and risk.

PART 1 – RECRUITMENT AND SELECTION

The Department proposes a number of minimum standards for recruitment and selection of CEO's.

While Shire of Mundaring supports standards S1.1, S1.2 and S1.4 to S1.10 in principle, it offers comment in regards to S1.3 and S1.11.

Standard S1.3 - Selection Panel – Independent Person

Standard S1.3 refers to the requirement to include at least one independent person on the CEO selection panel who is not a current council member or staff member of the local government.

It is considered that the inclusion of an independent person on the selection panel has significant challenges and is not supported as a mandatory requirement. The employment relationship between the CEO and Council is critical to the success of the local government. Introducing a person who is not included in that employment relationship exposes the selection process to unnecessary risk as well as increasing the potential for a protraction of the process, which would likely increase costs and delays.

With appropriate guidance and support, obtained by training, and preferably with the engagement of a qualified recruitment consultant (who would not be a decision making member of the selection panel), Councils are able to undertake this responsibility without the need for an independent person who may not have knowledge of recruitment or local government processes and relevant legislation.

Challenges include:

- If it was to be made a mandatory requirement, the composition of the selection panel would need to ensure that the number of independent persons cannot unduly influence the selection process (ie there must not be more independent persons than elected members on the Selection Panel and/or the independent person should not be a decision making member of the panel);
- The process by which independent persons are nominated and appointed is unclear. An independent person would require Council to determine their selection, following some form of separate selection process of its own. As Council would then select the 'independent' person, that independence might be called into question. In addition, conflicts of interest in selecting that person might create problems for the process (especially noting the suggestion in the guidelines that an independent person might be a former councillor known to the current councillors etc);
- It would not be appropriate if an independent person was appointed as the Presiding Member of the Selection Panel;
- How would conflicts of interest of independent persons be managed when there is no requirement to disclose an interest if a person is not an elected member?
- By what criteria would an independent person demonstrate competence and the ability to participate in a recruitment and selection process? Criteria would need to include a demonstration of both training in contemporary recruitment and selection practices and, equally importantly, experience in recruitment and selection at an appropriate level.

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Shire of Mundaring Submission – CEO Standards – November 2019

Should it be mandated that independent person(s) be appointed to a selection panel, it is the Shire's view that such appointments should be at the sole discretion of Council.

The employers' representative association's (WALGA) position on this issue is also noted. WALGAs draft submission dated October 2019 states:

"It is unclear why an independent person should be included on the selection panel that makes recommendations to Council about the employment of a Chief Executive Officer.

"Employment of the Chief Executive Officer is a fundamental role of Council. Including others on the selection panel risks creating uncertainty and ambiguity about the employment relationship.

"The requirement to have an independent person on the selection panel is also impractical and may cause processes and decisions to become protracted. There is no guarantee that the independent person will have knowledge or experience in recruitment, Local Government processes, or Local Government Act requirements. This requirement could also add an unnecessary and unreasonable cost to the recruitment process, particularly for Councils in remote locations.

"WALGA fully supports and encourages Councils to utilise a qualified recruitment consultant to guide Councils through the process of recruiting a CEO, but this person would not be a decision-making member of the selection panel."

Standard S1.11 - Re-advertising the CEO Position after 10 Years

Standard S1.11 requires that a local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years. The Department proposes the standard but provides no context or rationale in the discussion paper for its reasoning and why this might be considered a suitable recruitment practice.

Shire of Mundaring does not support this standard because Council, as the employer, should determine when the position of CEO is advertised. In addition:

- there already exists employment law and fixed-term employment contract provisions that would allow the Council and/or CEO to terminate the contract and end the employment relationship if lawful and reasonable reasons exist for such an outcome, including in exceptional cases where the CEO's contract is terminated by Council before the agreed expiry date and for 'any reason';
- there is a risk that a CEO, who is performing to Council's satisfaction and whose service Council wishes to retain, when approaching the ten-year mark will apply for another position and leave rather than risk the ignominy of not being re-appointed;
- a recruitment exercise is financially costly, and if Council is satisfied with the CEOs performance, regulation should not require this impost. This would be a significant cost for regional and remote Councils where CEOs are required to relocate; and

- no other level of government requires this impost on its Chief Executive Officers/Directors-General.

It is noted WALGA also rejects this proposal. WALGA's draft submission dated October 2019 notes:

"It is unclear why there is a need for the position of Chief Executive Officer to be advertised after 10 years as a matter of course.

"If the Council and the Chief Executive Officer are satisfied with the employment relationship, then forcing the position to be advertised will be disruptive, time-consuming, expensive, and counter-productive for the Local Government. Further, it will create uncertainty for the CEO who may be forced to look for alternative employment 'just in case'.

"In addition, if the performance management process is undertaken correctly and thoroughly, there should not be any need for the position to be advertised after a timeframe specified in regulations.

"Lastly, as Chief Executive Officers are on fixed term contracts, Councils already have the opportunity to consider whether to renew the incumbent's contract.

"WALGA's view is that this requirement should be removed from the guidelines, and not included in regulations."

Shire of Mundaring:

- **SUPPORTS** Recruitment and Selection Standard S1.1, S1.2, and S1.4 to S1.10, in principle;
- **DOES NOT SUPPORT** Recruitment and Selection Standard S1.3 *The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member or staff member of the local government as a mandatory requirement; and*
- **DOES NOT SUPPORT** Recruitment and Selection Standard S1.11 – *The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years because Council, as the employer, should determine when the position of CEO is advertised.*

PART 2 – PERFORMANCE REVIEW

The Department proposes that the standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

While Shire of Mundaring supports these standards in principle (S2.1 to S2.6) it notes the following comments and queries in regards to the proposed Guidelines.

Guidelines

It is suggested that the Guidelines detail that all performance review processes should be consistent with the terms included in the employment contract.

Key Result Area

It is suggested that:

- Where examples of key result areas are provided, the comment “service delivery targets from the council’s Strategic Community Plan” should be re-written to reflect that the operational objectives/targets/resources emanating from the Strategic Community Plan is determined in the Corporate Business Plan of the local government, which Council adopts and the CEO implements;
- It is not considered appropriate to assign priority weightings in percentages for key result areas as it adds complexity to performance management without necessarily adding value or practical impact on results; and
- It is not considered appropriate to relate performance indicators to the selection criteria used in the selection of the CEO for the first twelve months. The selection criteria may not be relevant to the Council’s objectives years after recruitment.

Performance Review Panel

It is suggested that the Department clarifies the reference to an ‘independent observer’. Is this an independent consultant engaged to assist Council with managing the performance review process or another person? Shire of Mundaring does not support the addition of an independent person to the Performance Review Panel for similar reasons as expressed in regards to the proposal for an independent person on the Selection Panel. Undertaking the review of the CEOs performance should only involve those included in the employment relationship.

Shire of Mundaring SUPPORTS the Performance Review Standard and the associated guidelines in principle, noting the comments and queries above.

PART 3 – TERMINATION

The Department proposes that the standards for the termination of a local government CEO (other than for reasons such as voluntary resignation or retirement) be based on the principles of fairness and clarity.

The Department proposes a number of minimum standards for early termination of a CEO's contract.

While Shire of Mundaring supports these standards in principle (S3.1 – S3.6) it notes the following comments in regards to the proposed Guidelines.

Guidelines

Reason for Termination

The Department provides examples of reasons for the early termination of a CEO's contract, due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

It is important that any early termination is undertaken in accordance with employment law. In addition, it is suggested the Department provide further advice in regards to the examples provided in the guidelines relating to poor performance. As the guidelines currently read, they could be interpreted as meaning one instance of a CEO not attending a required work meeting (supposedly this would be missing the meeting without reasonable justification), or inadvertently not following a council policy, or where an incident is subjective (such as "speaking to people on a disrespectful manner") would result in termination of employment.

Care is also needed to ensure that one instance of poor performance is not used as a basis for termination of employment.

Independent review of termination report

A question arises as to who prepares the termination report as referred to in the guidelines. In addition there is a concern in regards to the time taken to engage an independent person with relevant expertise to review the report and ensure Council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination.

Shire of Mundaring SUPPORTS the Termination Standard and associated guidelines in principle, noting the comments and queries above.

PART 4 – MONITORING AND ENFORCEMENT

To ensure that local governments are complying with the standards and to address any alleged non-compliance, the Department advises that a process will need to be established to monitor and enforce the CEO Standards.

The Department suggests one potential model is for the establishment of an independent Local Government Commissioner. This position would provide a quality assurance role over CEO recruitment and selection, performance review and terminations by ensuring that the minimum standards were met.

In relation to performance review, the Department suggest either the CEO or council could approach the Local Government Commissioner who would have the power to order that a third party be involved in the performance management process if the Commissioner deemed it necessary.

The idea of a Local Government Commissioner is not presented with any accompanying information as to the powers, duties or role of that position. The document provides limited arguments for a Local Government Commissioner and then asks a question in the survey about which body should be responsible for monitoring and enforcement of CEO standards. It is very difficult to make an informed comment in response to this question based on the dearth of information within the document itself.

Shire of Mundaring supports the WALGA comment which acknowledges that the CEO recruitment process needs to be undertaken properly, and legally, and it is for these reasons that the sector advocates for a capacity building approach, with Councils encouraged to engage professional services and advice to ensure the process is undertaken properly.

It is recommended the Department engage with the sector and advise what the intended role and responsibilities of a Local Government Commissioner would be.

Shire of Mundaring DOES NOT SUPPORT the proposal for a Local Government Commissioner until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be.

CEO standards consultation survey

1. Who are you completing this survey on behalf of?
 - a. Yourself
 - b. An organisation, including a local government, peak body, community organisation or a business**
2. What is the name of that organisation? **Shire of Mundaring**
3. What is your name? **N/A**
4. What best describes your relationship to local government?
 - a. Resident or ratepayer
 - b. Staff member
 - c. Council member (includes Mayor or President)
 - d. Survey responses are provided on behalf of a local government (council endorsed)**
 - e. Peak body
 - f. State Government agency
 - g. Community body
 - h. Other (please specify)
5. What best describes your gender?
 - a. Male
 - b. Female
 - c. Other
 - d. Not applicable/the survey responses are provided on behalf of an organisation**
6. What is your age?
 - a. Under 18
 - b. 18-24
 - c. 25-34
 - d. 35-44
 - e. 45-54
 - f. 55-64
 - g. 65+
 - h. Not applicable/the survey responses are provided on behalf of an organisation**
7. Which local government do you interact with most? **Shire of Mundaring**
8. Do you wish for your response to this survey to be confidential?
 - a. Yes
 - b. No**
9. What is your email address? **shire@mundaring.wa.gov.au**
10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
 - a. Yes**
 - b. No
 - c. Unsure
11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?

10

Shire of Mundaring Submission – CEO Standards – November 2019

- a. I was not aware of the Local Government Act review
- b. I was not interested in providing my views
- c. I did not have time to provide my views
- d. Other (please specify)

Recruitment and selection

12. How frequently should a council be required to re-advertise the CEO position?
- a. At the conclusion of the term of the CEO's contract
 - b. Where a person has occupied the CEO position for two (2) consecutive terms
 - c. Where a person has occupied the CEO position for ten (10) consecutive years
 - d. When council determines**
 - e. Unsure
 - f. Other (please specify)

13. To what extent do you support the following statement?

"A local government should be required to undertake 'blind CV recruitment' (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Shire of Mundaring notes this is impractical and should not be a requirement because previous employment history would identify an applicant.

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.

The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

14. To what extent do you support the following statement?

"The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
X				

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

15. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

16. To what extent do you support the following statement?

"If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

17. Should there be any other restrictions on who the independent person on a selection panel should be?

- a. Yes
- b. No
- c. If yes, please specify

Shire of Mundaring does not support the inclusion of independent persons on the selection panel.

Performance review

The *Local Government Act 1995* currently requires a council to review the performance of the CEO annually.

18. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually
- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required**

19. To what extent do you support the following statement?

“A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
X				

Shire of Mundaring is supportive of a performance review panel but not supportive of an independent person on the panel.

20. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

Shire of Mundaring does not support the inclusion of independent persons on the panel.

21. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

Shire of Mundaring does not support the inclusion of independent persons on the panel.

Termination

22. To what extent do you support the following statement:

"The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO's employment before the expiry date of the employment contract"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
				X

Shire of Mundaring note that the notice period must comply with National Employment Standards and employment law at a minimum.

23. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO's employment, what should the minimum notice period be?

- a. Two (2) weeks
- b. Four (4) weeks
- c. **Other (please specify)**

The period of notice should reflect the reason for the early termination of the CEOs contract. In most situations where a contract is terminated early, a CEO would be entitled only to accrued leave and other benefits, and, in some cases, to typical notice periods. However in exceptional cases – where a CEO's contract is terminated, by Council itself, before the agreed expiry date and for 'any reason' – the local government should be required to make an additional payment to the CEO which would reflect a period greater than the typical notice period. Otherwise the nominal length of a contract entered into (eg five years) would be rendered effectively meaningless if the employer could terminate the employee's contract for 'any reason' with a minimal notice period – it would mean the employee would be, in effect, employed on a two or four week 'rolling' contract.

Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

24. Who should be responsible for monitoring and enforcing the CEO standards?

- a. Public Sector Commission or other integrity agency
- b. Department of Local Government, Sport and Cultural Industries
- c. Independent office of Local Government Commissioner
- d. Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
- e. Local Government Standards Panel (expanded role)
- f. Other (please specify)

Shire of Mundaring DOES NOT SUPPORT the proposal for a Local Government Commissioner until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be.

25. To what extent do you support the following statement?

"If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
X				

26. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

<input type="checkbox"/>	To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
<input type="checkbox"/>	To order that a third party be involved in the performance review process
<input type="checkbox"/>	To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
<input type="checkbox"/>	To arbitrate or make a ruling on a matter
<input type="checkbox"/>	To prepare a report on contract termination (for potential referral for industrial relations action)
<input type="checkbox"/>	To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend,

	dismiss or order remedial action whether in regards to the entire council or individual council members
<input type="checkbox"/>	To order that a local government seeks professional advice or assistance from an independent person
<input checked="" type="checkbox"/>	Unsure -until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be
<input type="checkbox"/>	Other (please specify)

27. To what extent do you support the following statement?

"If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government."

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Cannot respond until such time as the Department of Local Government, Sport and Cultural Industries engages with the local government sector to explore the requirement for a Commissioner, or otherwise, and what that role might be – including who pays for matters directed to be undertaken.

28. To what extent do you support the following statement?

"If a council has not complied with the standard for a particular process, they should be required to recommence the process"

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

This will depend on the situation and will require consideration of the costs involved in recommencing a process for what might be a potentially minor and insignificant compliance error.

29. To what extent do you support the following statement?

“Local governments should be subject to penalties if they do not comply with the CEO standards”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

Capacity building and support to councils should be the objective, rather than punitive measures regarding non-compliance.

30. Do you have any additional comments in relation to the CEO standards?

Guidelines accompanying the CEO standards

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

31. How useful are the proposed guidelines?

Extremely useful	Very useful	Moderately useful	Slightly useful	Not at all useful
		X		

Please specify why: **As per submission**

32. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify) **As per submission**

33. Do you have any additional comments in relation to the guidelines? **As per submission**

10.7 List of Payments made during September 2019

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. List of Payments made for the month of September 2019 ↓

SUMMARY

A list of accounts paid from the Municipal Fund or Trust Fund under the Chief Executive Officer's delegated authority for the month of September 2019 is presented to Council for noting.

BACKGROUND

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

STATUTORY / LEGAL IMPLICATIONS

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

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

- (a) *the payee's name;*
- (b) *the amount of the payment;*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction*

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

- (a) *presented to council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting*

POLICY IMPLICATIONS

AS-04 Purchasing Policy

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.1 – Prudently consider resource allocation

SUSTAINABILITY IMPLICATIONS

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

RISK IMPLICATIONS

Financial Impact

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

EXTERNAL CONSULTATION

Nil

COMMENT

Nil

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION MOTION			C12.11.19
Moved by	Cr Burbidge	Seconded by	Cr Jones

That Item 10.7 and Item 10.8 be carried by en-bloc Council Decision.

CARRIED 11/0

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

Against: Nil

COUNCIL DECISION	C12.11.19
RECOMMENDATION	

That Council notes the list of payments made during September 2019.

CARRIED BY EN-BLOC COUNCIL DECISION C12.11.19

PAYMENTS BETWEEN MEETINGS

In compliance with *Regulation 13 of the Local Government (Financial Management) Regulations 1996* (as amended) a list of accounts paid since the last such list was prepared is to be presented to the next Ordinary Meeting of Council and included in the minutes of that meeting.

The attached schedule of accounts paid is for the period made during September 2019 totalling \$ 5,528,539.39 be received by Council covers:

- Municipal Cheques 200353 – 200356;
- Electronic Funds Transfers; and
- Trust Fund Cheques 400748 – 400770

Schedule of Accounts:

	Amounts \$	Total \$
MUNICIPAL ACCOUNT		
MUNICIPAL CHEQUE PAYMENTS	19,792.75	
EFT PAYMENTS	4,356,198.47	
EFT PAYROLL PAYMENTS	951,290.32	
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	27,952.12	
DEBIT SUCCESS & QUIKKIDS	282.81	
FLEETCARE FUEL PAYMENTS	3,433.00	
COMMONWEALTH BANK BPOINT FEES	14,650.57	
BENDIGO MERCHANT BANK FEES	13,148.43	
BENDIGO DIRECT DEBIT FEES	470.04	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	40,329.30	
KONICA MINOLTA – PRINTER LEASE	3,267.00	
PUMA FUEL	92.87	
WA TREASURY CORPORATION	91,888.81	
RMS – LAKES MONTHLY LICENCE FEE	163.90	
TOTAL MUNICIPAL ACCOUNT		5,522,960.39
TRUST ACCOUNT		5,579.00
TOTAL ALL SCHEDULES		5,528,539.39

Payee	Cheque No	Date	Details	Subtotal	Total
Shire of Mundaring - Municipal Fund	Account : 633-000 158416347				
Cheque Details					
West Australian Newspapers Ltd	00200357	02/09/2019	NEWSPAPER SUBSCRIPTION		\$181.20
	02172005	20/08/2019	NEWSPAPER SUBSCRIPTION	\$181.20	
Shire of Mundaring	00200358	02/09/2019	PETTY CASH REIMBURSEMENT		\$160.45
	PETTY CASH	02/09/2019	PETTY CASH REIMBURSEMENT - BROWN PARK	\$160.45	
Alinta Energy	00200359	02/09/2019	GAS		\$1,074.00
	2559546709	30/08/2019	GAS	\$794.10	
	5346461905	30/08/2019	GAS	\$50.95	
	1563279509	30/08/2019	GAS	\$228.95	
Shire of Mundaring	00200360	10/09/2019	TRADE IN		\$15,000.00
	TRADE IN	10/09/2019	TRADE IN P4793 1GWE247 (WAS 814MDG) HOLDEN CAPTIVA	\$15,000.00	
Shire of Mundaring	00200361	10/09/2019	PETTY CASH REIMBURSEMENT		\$999.25
	PETTY CASH	10/09/2019	PETTY CASH REIMBURSEMENT - ADMIN	\$322.90	
	PETTY CASH	10/09/2019	PETTY CASH REIMBURSEMENT - HUB	\$180.90	
	PETTY CASH	10/09/2019	PETTY CASH REIMBURSEMENT - BOYA LIBRARY	\$495.45	
Shire of Mundaring	00200362	16/09/2019	PETTY CASH REIMBURSEMENT		\$142.60
	PETTY CASH	16/09/2019	PETTY CASH REIMBURSEMENT - BROWN PARK	\$142.60	
Mrs C Chen	00200363	16/09/2019	CROSSOVER CONTRIBUTION		\$575.00
	X OVER	13/09/2019	CROSSOVER CONTRIBUTION	\$575.00	
Shire of Mundaring	00200364	23/09/2019	PETTY CASH REIMBURSEMENT		\$615.25
	PETTY CASH	23/09/2019	PETTY CASH REIMBURSEMENT - ADMIN	\$615.25	
Treetops Montessori School	00200365	27/09/2019	HALL BOND REFUND		\$110.00
	1168859	27/09/2019	HALL BOND REFUND	\$110.00	
Chidlow Netball Club	00200366	27/09/2019	HALL BOND REFUND		\$110.00
	1166984	27/09/2019	HALL BOND REFUND	\$110.00	
Hills Football Association	00200367	27/09/2019	HALL BOND REFUND		\$330.00
	1161048	27/09/2019	HALL BOND REFUND	\$330.00	
Mr M T Low	00200368	27/09/2019	HALL BOND REFUND		\$330.00
	1170789	27/09/2019	HALL BOND REFUND	\$330.00	
Ms N Bowran	00200369	27/09/2019	HALL BOND REFUND		\$110.00
	1169613	27/09/2019	HALL BOND REFUND	\$110.00	
Mr G Ross	00200370	27/09/2019	KEY BOND REFUND		\$55.00
	1134436	27/09/2019	KEY BOND REFUND	\$55.00	
			Total Confirmation Cheques		\$19,792.75
Electronic Funds Transfer					
Water Corporation	2343.34-01	05/09/2019	WATER RATES & FEES		\$1,875.87
	6004684543	29/08/2019	WATER RATES & FEES	\$301.61	
	6015634466	29/08/2019	WATER RATES & FEES	\$265.36	
	6012388904	29/08/2019	WATER RATES & FEES	\$978.44	
	6004679998	29/08/2019	WATER RATES & FEES	\$269.24	
	6004679541	29/08/2019	WATER RATES & FEES	\$61.22	
Michael Page International (Australia) Pty Ltd	2345.10416-01	02/09/2019	TEMP STAFF		\$10,416.55
	331666	27/08/2019	TEMP STAFF - FINANCE	\$3,244.02	
	330365	27/08/2019	TEMP STAFF - FINANCE	\$1,350.48	
	331665	29/08/2019	TEMP STAFF - FINANCE	\$1,490.41	
	332677	29/08/2019	TEMP STAFF - FINANCE	\$1,880.76	
	332706	29/08/2019	TEMP STAFF - FINANCE	\$2,450.88	

Sapio Pty Ltd	2345.11017-01	02/09/2019	ALARM MONITORING		\$583.00	\$583.00
	SP127573	08/08/2019	REINSTATE ALARM SYSTEM AT BROWN PARK REC CENTRE		\$583.00	
Nosh Catering	2345.11020-01	02/09/2019	CATERING			\$935.00
	119289	23/08/2019	CATERING SERVICES - COUNCIL MEETING 08/08/19		\$935.00	
Aspects of Nature	2345.11113-01	02/09/2019	STOCK PURCHASES			\$312.50
	25	30/08/2019	STOCK PURCHASES - MUNDARING VISITOR CENTRE		\$312.50	
Frontline Fire & Rescue Equipment	2345.11135-01	02/09/2019	EQUIPMENT PURCHASES			\$1,045.51
	64884	09/08/2019	EQUIPMENT PURCHASES - STONEVILLE VBFB		\$1,045.51	
Mr A Brennan	2345.11202-01	02/09/2019	COUNCILLOR ALLOWANCE			\$3,110.98
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$291.67	
	TRAVEL	29/08/2019	TRAVEL REIMBURSEMENT 1945.2KM 03/11/2015 TO 27/08/2019		\$1,086.39	
Ms L Fisher	2345.11203-01	02/09/2019	COUNCILLOR ALLOWANCE			\$3,144.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$1,120.00	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$291.67	
Mr J S Martin	2345.11205-01	02/09/2019	COUNCILLOR ALLOWANCE			\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$291.67	
Mr D A Jeans	2345.11210-01	02/09/2019	COUNCILLOR ALLOWANCE			\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019		\$291.67	
Learning Seat Pty Ltd	2345.11326-01	02/09/2019	SUBSCRIPTIONS			\$1,405.82
	6477000422	27/08/2019	SUBSCRIPTION FEE FOR MAY 2019		\$1,405.82	
FE TECHNOLOGIES PTY LTD	2345.11359-01	02/09/2019	STATIONERY			\$2,321.00
	1007351	29/08/2019	SUPPLY RFID TAGS & CLEAR TAGS FOR LIBRARIES		\$2,321.00	
Ergolink (Max & Claire Pty Ltd T/A)	2345.11413-01	02/09/2019	OFFICE FURNITURE			\$1,755.38
	SI-00066872	14/08/2019	OFFICE FURNITURE		\$1,379.22	
	SI-00066999	14/08/2019	OFFICE FURNITURE		\$376.16	
Swan Valley Fresh (Vendor Management Solutions Pty Ltd T/A)	2345.11474-01	02/09/2019	KIOSK SUPPLIES			\$250.85
	00025163	29/08/2019	KIOSK SUPPLIES		\$250.85	
Ohura Consulting (Trustee for Ohura Trust T/A)	2345.11797-01	02/09/2019	CONSULTANCY SERVICES			\$968.44
	537	08/08/2019	INDUSTRIAL RELATIONS CONSULTANCY SERVICES		\$968.44	
Mr B Warhomij	2345.11912-01	02/09/2019	PHOTO IMAGES			\$330.00
	2019-211	30/08/2019	PHOTO SHOOT OF YOUNG PEOPLE FOR STOCK IMAGES		\$330.00	
Mundaring Smash Repairs (WA Panel Works Pty Ltd T/A)	2345.11921-01	02/09/2019	TOWING SERVICES			\$176.00
	65490	14/08/2019	TOWING SERVICES		\$176.00	
The Stationery Co (C Willis & D J Willis T/A)	2345.11953-01	02/09/2019	STATIONERY			\$248.21
	157846	15/08/2019	STATIONERY ITEMS		\$117.28	
	157847	15/08/2019	STATIONERY ITEMS		\$118.74	
	157848	15/08/2019	STATIONERY ITEMS		\$12.19	
AFGR1 Equipment Australia Pty Ltd	2345.12027-01	02/09/2019	EQUIPMENT PURCHASES			\$37.70
	1856458	09/08/2019	SUPPLY OF IGNITION LOCK FOR JOHN DEERE Z10A MOWER		\$37.70	
JEK Pty Ltd T/A Has Earthmoving	2345.12068-01	02/09/2019	EARTHWORKS			\$53,984.92
	00000513	09/08/2019	BENTLEY PLACE RECONSTRUCTION, HOVEA		\$53,984.92	
Recruitwest Pty Ltd	2345.12078-01	02/09/2019	TEMP STAFF			\$23,063.16
	C INV 527290	29/08/2019	TEMP STAFF - DEPOT		\$8,342.00	

Mr D P Hayes	2345.12136-01	02/09/2019	DESIGN SERVICES		\$600.00
	1039	29/08/2019	DESIGN HOMELESSNESS & SUPPORT SERVICES DIRECTORY	\$600.00	
Verbal Judo Australia (Trustee for Lawson Family Trust T/A)	2345.12210-01	02/09/2019	TRAINING		\$880.00
	SOM040919	30/08/2019	VERBAL JUDO TRAINING FOR 2 STAFF ON 04/09/2019	\$880.00	
Miss K Driver	2345.12267-01	02/09/2019	COUNCILLOR ALLOWANCE		\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Mr I R Green	2345.12268-01	02/09/2019	COUNCILLOR ALLOWANCE		\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Mr J Russell	2345.12269-01	02/09/2019	COUNCILLOR ALLOWANCE		\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Eastern Hills Bakery	2345.12312-01	02/09/2019	CATERING		\$132.50
	31	29/08/2019	CATERING SERVICES - ENVIRONMENTAL ADVISORY MEETING	\$132.50	
Mr G Wood	2345.12470-01	02/09/2019	FENCING		\$308.00
	2431	23/08/2019	REPAIR FENCING - MT HELENA TENNIS COURTS	\$308.00	
Searano Marine	2345.12537-01	02/09/2019	EQUIPMENT PURCHASE		\$1,269.94
	1252896	22/08/2019	LAKE CANOE HIRE MINOR ASSET PURCHASES	\$1,269.94	
Mr V Crowe	2345.12579-01	02/09/2019	LANDSCAPE SERVICES		\$840.00
	1293	27/08/2019	LANDSCAPE SERVICES	\$210.00	
	1291	27/08/2019	LANDSCAPE SERVICES	\$210.00	
	1294	27/08/2019	LANDSCAPE SERVICES	\$210.00	
	1292	27/08/2019	CLEANING SERVICES	\$210.00	
Officeworks Ltd	2345.12640-01	02/09/2019	STATIONERY		\$451.56
	44227923	14/08/2019	STATIONERY ITEMS	\$451.56	
All Turf Maintenance	2345.12759-01	02/09/2019	LAWN TREATMENT		\$440.00
	INV-2340	29/08/2019	LAWN TREATMENT	\$440.00	
Mundaring Little Loads (The Trustee for Nimingarra Unit Trust)	2345.12804-01	02/09/2019	LANDSCAPE SUPPLIES		\$380.00
	0788	23/08/2019	SUPPLY LANDSCAPE MIX FOR HELENA VALLEY RD	\$380.00	
Logbook Me Pty Ltd	2345.12814-01	02/09/2019	SUBSCRIPTIONS		\$1,881.00
	INV-3835	29/08/2019	VEHICLE LOGBOOK SYSTEM SUBSCRIPTION AUGUST 2019	\$1,881.00	
From Scratch Small Event Catering	2345.12866-01	02/09/2019	CATERING		\$1,462.50
	618	27/08/2019	CATERING SERVICES - SCP WORKSHOP ON 17/08/2019	\$522.50	
	606	27/08/2019	CATERING SERVICES - SCP WORKSHOP ON 08/08/2019	\$160.00	
	637	02/09/2019	CATERING SERVICES - CITIZENSHIP CEREMONY ON 29/08/2019	\$780.00	
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2345.12899-01	02/09/2019	PARTS		\$229.90
	1320017703	15/08/2019	SUPPLY LED TAIL LIGHT FOR 030MDG	\$184.80	
	1320017839	15/08/2019	SUPPLY OIL FILTER SPN ON FOR 809MDG	\$45.10	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2345.12944-01	02/09/2019	MITIGATION WORKS		\$19,126.80
	38	29/08/2019	STREET TREE MAINTENANCE - VERGE WORKS	\$2,283.60	
	33	29/08/2019	MITIGATION WORKS - CUT & CHIP WOODY WEEDS	\$1,595.00	
	31	29/08/2019	MITIGATION WORKS - CUT & CHIP WOODY WEEDS	\$3,829.10	
	32	29/08/2019	MITIGATION WORKS - CUT & CHIP WOODY WEEDS	\$1,914.00	
	34	29/08/2019	MITIGATION WORKS - REMOVE TREES & UPGRADE FIREBREAKS	\$1,962.50	
	35	29/08/2019	STREET TREE MAINTENANCE	\$2,741.20	
	36	29/08/2019	MITIGATION WORKS - FIREBREAK & TREE REMOVAL	\$4,811.40	
Integrity Earthworks	2345.12994-01	02/09/2019	MITIGATION WORKS		\$594.00
	INV-0086	29/08/2019	MITIGATION WORKS - CHIDLOW RESERVE	\$594.00	

	00047	08/08/2019	MUNDARING TOWN CENTRE LAND ASSEMBLY PLAN	\$6,391.00	
Western Australian School Library Association Inc	2345.13002-01	02/09/2019	CONFERENCE REGISTRATION		\$110.00
	20190824	27/08/2019	CONFERENCE REGISTRATION - BODIES OF INFORMATION	\$110.00	
Security & Technology Systems Australia	2345.13009-01	02/09/2019	MAINTENANCE		\$568.70
	1135	29/08/2019	REPAIRS TO SECURITY ACCESS DOOR - MECPC	\$568.70	
Brennan & Associates (Dalthai Pty Ltd T/As.)	2345.13022-01	02/09/2019	PROFESSIONAL LEGAL SERVICES		\$5,832.09
	002	29/08/2019	PROFESSIONAL LEGAL SERVICES	\$3,770.14	
	001	29/08/2019	PROFESSIONAL LEGAL SERVICES	\$2,061.95	
BOC Ltd	2345.135-01	02/09/2019	CYLINDER RENTAL		\$153.03
	4023206066	30/08/2019	CYLINDER RENTAL CHARGES	\$153.03	
Dial A Nappy & Busiclean	2345.1521-01	02/09/2019	GOODS		\$1,063.00
	INV-10508	18/08/2019	CLEANING CONSUMABLES FOR SCFC	\$291.00	
	INV-10552	22/08/2019	CLEANING CHEMICALS FOR MECPC	\$41.00	
	INV-10528	22/08/2019	CLEANING CHEMICALS FOR MECPC	\$731.00	
Cleanaway	2345.1955-01	02/09/2019	RECYCLING FEES		\$75,247.36
	21541916	29/08/2019	RECYCLING FEES	\$75,247.36	
Eastern Metropolitan Regional Council	2345.21-01	02/09/2019	TRANSFER STATION FEES		\$91,876.95
	017 999	29/08/2019	TRANSFER STATION FEES	\$46,143.10	
	017 807	29/08/2019	TRANSFER STATION FEES	\$45,733.85	
Chadson Engineering Pty Ltd	2345.225-01	02/09/2019	PARTS		\$1,540.00
	A0083546	22/08/2019	PHOTOMETER POOL TESTING KITS FOR BILGOMAN & MT HELENA POOLS	\$1,540.00	
Stewart & Heaton Clothing Co	2345.2625-01	02/09/2019	UNIFORMS		\$1,129.02
	SIN-3081205	09/08/2019	UNIFORMS - DARLINGTON VBFB	\$98.81	
	SIN-3080779	09/08/2019	UNIFORMS - MT HELENA VBFB	\$234.58	
	SIN-3081840	09/08/2019	UNIFORMS - PARKERVILLE VBFB	\$203.18	
	SIN-3081634	14/08/2019	UNIFORMS - MT HELENA VBFB	\$188.30	
	SIN-3081842	14/08/2019	UNIFORMS - MT HELENA VBFB	\$176.57	
	SIN-3082516	14/08/2019	UNIFORMS - CHIDLOW VBFB	\$94.15	
	SIN-3082477	14/08/2019	UNIFORMS - MT HELENA VBFB	\$133.43	
Winc Australia Pty Limited	2345.280-01	02/09/2019	STATIONERY		\$126.68
	9028098328	14/08/2019	STATIONERY ITEMS	\$126.68	
Civica Pty Ltd	2345.300-01	02/09/2019	FEES		\$12,550.64
	M/LG012777	30/08/2019	AUTHORITY WEB PLATFORM (INTRANET) 01/10/2018 TO 30/09/2019	\$12,550.64	
McLeods Barristers and Solicitors	2345.307-01	02/09/2019	PROFESSIONAL LEGAL SERVICES		\$893.12
	108447	29/08/2019	PROFESSIONAL LEGAL SERVICES - BUILDING MATTER	\$893.12	
Local Government Professionals Australia WA	2345.3088-01	02/09/2019	WORKSHOP REGISTRATION		\$230.00
	12082	15/08/2019	WORKSHOP REGISTRATION	\$60.00	
	12081	15/08/2019	WORKSHOP REGISTRATION	\$60.00	
	12080	15/08/2019	WORKSHOP REGISTRATION	\$60.00	
	12079	15/08/2019	WORKSHOP REGISTRATION	\$60.00	
John Forrest Wildflower Tavern	2345.3205-01	02/09/2019	CATERING		\$1,404.00
	2333	27/08/2019	CATERING SERVICES - COUNCIL MEETING ON 05/08/2019 & 06/08/2019	\$1,404.00	
Mr D A Lavell	2345.3229-01	02/09/2019	COUNCILLOR ALLOWANCE		\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Turfworks WA Pty Ltd	2345.3232-01	02/09/2019	MOWING		\$11,853.05
	4853	29/08/2019	MOWING SERVICES	\$1,663.50	
	4854	29/08/2019	MOWING SERVICES	\$3,185.42	
	4855	29/08/2019	MOWING SERVICES	\$1,789.11	
	4853	29/08/2019	MOWING SERVICES	\$1,185.02	

	4665	30/08/2019	MOWING SERVICES	\$1,789.11	
Quick Corporate Australia	2345.3445-01	02/09/2019	STATIONERY		\$176.50
	S/N-01114925	23/08/2019	STATIONERY ITEMS	\$176.50	
Kleenit Pty Ltd	2345.3780-01	02/09/2019	BUILDING MAINTENANCE		\$1,177.00
	132547	02/09/2019	REMOVE GRAFFITI - MORGAN JOHN MORGAN PARK	\$863.50	
	132554	02/09/2019	REMOVE GRAFFITI - BUS STOP MORRISON RD SWAN VIEW	\$313.50	
Mundaring Electrical Contracting Service	2345.381-01	02/09/2019	ELECTRICAL SERVICES		\$3,578.30
	6937	29/08/2019	ELECTRICAL SERVICES - PARKERVILLE VBFB	\$2,879.80	
	6923	29/08/2019	ELECTRICAL SERVICES - BROWN PARK LESSER HALL	\$198.00	
	6922	29/08/2019	ELECTRICAL SERVICES - DARLINGTON OVAL FLOODLIGHT	\$159.50	
	6932	29/08/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$242.00	
	6926	29/08/2019	ELECTRICAL SERVICES - SWAN VIEW YOUTH CENTRE	\$99.00	
Educational Art Supplies	2345.386-01	02/09/2019	ART SUPPLIES		\$483.34
	3472562	09/08/2019	ART SUPPLIES	\$483.34	
J. Blackwood & Son Pty Ltd	2345.397-01	02/09/2019	DEPOT CONSUMABLES		\$509.52
	PE3727TS	23/08/2019	SUPPLY 60 X 20KG BAGS OF GREY CEMENT	\$509.52	
Down Under Stump Grinding Pty Ltd	2345.3998-01	02/09/2019	STREET TREE MAINTENANCE		\$1,693.45
	40785	14/08/2019	STREET TREE MAINTENANCE	\$115.50	
	40840	29/08/2019	STREET TREE MAINTENANCE	\$1,577.95	
Advance Press (2013) Pty Ltd	2345.4162-01	02/09/2019	PHOTOCOPIER PRINTING		\$242.00
	137195	27/08/2019	PRINTING LAKE LESCHENAULTIA FLYERS	\$242.00	
Boya Equipment Pty Ltd	2345.4252-01	02/09/2019	EQUIPMENT PURCHASES		\$291.36
	78233/01	14/08/2019	EQUIPMENT PURCHASES	\$291.36	
Aardvark Bobcat & Truck Hire	2345.4407-01	02/09/2019	HIRE OF PLANT		\$3,862.95
	#711	29/08/2019	HIRE OF PLANT	\$3,862.95	
Mahogany Building & Design	2345.452-01	02/09/2019	MAINTENANCE		\$475.20
	INV0146	29/08/2019	MAINTENANCE - MUNDARNG RECREATION OVAL PAVILION	\$258.50	
	INV0147	29/08/2019	MAINTENANCE - MOUNT HELENA PUBLIC TOILETS	\$145.20	
	INV0145	29/08/2019	MAINTENANCE - WOOROLOO PUBLIC TOILETS	\$71.50	
Mr J S Daw	2345.4526-01	02/09/2019	COUNCILLOR ALLOWANCE		\$7,095.92
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$2,324.33	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$4,479.62	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Flexi Staff Pty Ltd	2345.4560-01	02/09/2019	TEMP STAFF		\$4,244.63
	210893	29/08/2019	TEMP STAFF - DEPOT	\$1,886.50	
	210893	02/09/2019	TEMP STAFF - DEPOT	\$2,358.13	
Kennards Hire	2345.4888-01	02/09/2019	EQUIPMENT HIRE		\$98.00
	20704263	15/08/2019	HIRE OF POST HOLE DIGGER	\$98.00	
Mr S H Fox	2345.5600-01	02/09/2019	COUNCILLOR ALLOWANCE		\$2,024.59
	MEETING FEE	02/09/2019	COUNCILLOR ALLOWANCE	\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Mrs T Burbidge	2345.6185-01	02/09/2019	COUNCILLOR ALLOWANCE		\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Australian Training Management	2345.6423-01	02/09/2019	TRAINING		\$355.50
	3583	29/08/2019	FORKLIFT TRAINING	\$355.50	
The Watershed Water Systems	2345.68-01	02/09/2019	RETICULATION PARTS		\$706.16
	10179125	14/08/2019	RETICULATION PARTS	\$327.47	

	10179145	15/08/2019	RETICULATION PARTS	\$43.79	
	10179161	15/08/2019	RETICULATION PARTS	\$147.09	
ID Consulting Pty Ltd	2345.7039-01	02/09/2019	SUBSCRIPTIONS		\$1,567.50
	00012917	27/08/2019	QUARTERLY SUBSCRIPTION FEE AUGUST TO OCTOBER 2019	\$1,567.50	
Scoob's Dingo Service	2345.7426-01	02/09/2019	EARTHWORKS		\$1,457.50
	2245	29/08/2019	HOLE DIGGING FOR TREE TRANSPLANTS	\$487.50	
	2246	29/08/2019	FOOTPATH SWEEPING / MAINTENANCE	\$742.50	
	2247	29/08/2019	CLEAN UP & PREP SITE FOR WORKS - MUNDARING CEMETERY	\$247.50	
Sparks Refrigeration & Airconditioning	2345.7489-01	02/09/2019	MAINTENANCE		\$165.00
	INV-1717	22/08/2019	AIR CONDITIONER MAINTENANCE - BROWN PARK COMMUNITY CENTRE	\$165.00	
West Force Plumbing & Gas	2345.7735-01	02/09/2019	PLUMBING		\$594.00
	00024108	08/08/2019	PLUMBING - DARLINGTON HALL	\$209.00	
	00024105	08/08/2019	PLUMBING - DARLINGTON OVAL	\$385.00	
Compass Earthworks	2345.7840-01	02/09/2019	DRAINAGE WORKS		\$3,300.00
	00000784	29/08/2019	DRAINAGE WORKS - GLADSTONE AVE & BALFOUR RD SWAN VIEW	\$3,300.00	
Shredding Services Pty Ltd	2345.7854-01	02/09/2019	GREENWASTE PROCESSING SERVICES		\$47,185.93
	00001597	22/08/2019	GREENWASTE PROCESSING SERVICES	\$19,298.31	
	00001598	30/08/2019	GREENWASTE PROCESSING SERVICES	\$27,889.62	
Bunnings Group Limited	2345.80-01	02/09/2019	HARDWARE		\$507.20
	2180/01569934	14/08/2019	HARDWARE ITEMS	\$255.32	
	2180/01601282	14/08/2019	HARDWARE ITEMS	\$41.70	
	2180/01569796	14/08/2019	HARDWARE ITEMS	\$120.44	
	2180/01568878	15/08/2019	HARDWARE ITEMS	\$89.74	
Electritech Industries	2345.8037-01	02/09/2019	ELECTRICAL WORKS		\$1,510.10
	12805	08/08/2019	INSTALL NBN CONNECTION	\$597.00	
	12801	23/08/2019	ELECTRICAL SERVICES - BROWN PARK LESSER HALL	\$539.44	
	12788	29/08/2019	TESTING & TAGGING ELECTRICAL EQUIPMENT - DEPOT	\$373.66	
Mr D J Jones	2345.8066-01	02/09/2019	COUNCILLOR ALLOWANCE		\$2,024.59
	MEETING FEE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$1,732.92	
	ALLOWANCE	02/09/2019	ENTITLEMENTS FOR SEPTEMBER 2019	\$291.67	
Medelect	2345.8688-01	02/09/2019	MAINTENANCE		\$924.00
	70512	29/08/2019	PREVENTATIVE MAINTENANCE OF MEDICAL EQUIPMENT	\$924.00	
Poolegrave Signs & Engraving	2345.8843-01	02/09/2019	SIGNS		\$1,100.00
	00013203	08/08/2019	SIGNS FOR MUNDARING ARENA	\$1,100.00	
Brice Pest Management	2345.9596-01	02/09/2019	PEST CONTROL		\$220.00
	03218	02/09/2019	PEST CONTROL - STONEVILLE RD STONEVILLE	\$220.00	
Chris Mitchell Earthworks	2345.9601-01	02/09/2019	LANDSCAPING SUPPLIES		\$619.00
	00008811	29/08/2019	SUPPLY FERRICRETE FOR LAKE LESCHENAUTIA	\$619.00	
Mundaring Netball Club	2346.10411-01	02/09/2019	GRANT		\$300.00
	GRANT	02/09/2019	VOLUNTEER RECOGNITION EVENT GRANT	\$300.00	
Miss K Faulkner	2346.11445-01	02/09/2019	REFUND		\$266.40
	REFUND	02/09/2019	REFUND FOR HALL HIRE CANCELLATION FOR 02/11/19	\$266.40	
Mr G J O'Grady	2346.13026-01	02/09/2019	CROSSOVER CONTRIBUTION		\$575.00
	X OVER	02/09/2019	CROSSOVER CONTRIBUTION	\$575.00	
Synergy	2346.174-01	02/09/2019	ELECTRICITY		\$938.45
	5134784810	30/08/2019	ELECTRICITY	\$238.40	
	5176146311	30/08/2019	ELECTRICITY	\$700.05	

Sawyers Valley Volunteer Bushfire Brigade	2346.318-01	02/09/2019	REIMBURSEMENT OF ESL EXPENSES		\$1,354.25
	G16	02/09/2019	REIMBURSEMENT OF ESL EXPENSES MAY - JULY 2019	\$1,354.25	
Mr R L Baur	2346.4923-01	02/09/2019	REIMBURSEMENT		\$283.32
	REIMBURSEMENT	02/09/2019	REIMBURSEMENT OF 50% ACCOMMODATION FOR MELBOURNE CONFERENCE OCT 2019	\$283.32	
Shire of Mundaring	2346.589-01	02/09/2019	FDC PARENT LEVY		\$22,100.75
	280819	28/08/2019	FDC PARENT LEVY	\$22,100.75	
Mr P J De Jong	2348.13030-01	05/09/2019	REFUND		\$542.80
	REFUND	05/09/2019	RATES REFUND	\$542.80	
Michael Page International (Australia) Pty Ltd	2349.10416-01	10/09/2019	TEMP STAFF		\$5,185.16
	334298	09/09/2019	TEMP STAFF - FINANCE	\$1,933.99	
	334297	09/09/2019	TEMP STAFF - FINANCE	\$3,251.17	
Be Prepared Party Hire	2349.1042-01	10/09/2019	HIRE		\$43.00
	44	30/08/2019	HIRE CROCKERY - COMMUNITY DEVELOPMENT EVENT	\$43.00	
Corporate Hands Pty Ltd	2349.10621-01	10/09/2019	CORPORATE MASSAGE		\$888.26
	INV-00004501	09/09/2019	EDUCATORS DAY - CORPORATE MASSAGE	\$888.26	
Grants Empire	2349.10637-01	10/09/2019	GRANT WRITING SERVICES		\$858.00
	00001818	09/09/2019	GRANT WRITING SERVICES - CHIDLOW SKATE PARK PROJECT	\$858.00	
Total Green Recycling Pty Ltd	2349.10807-01	10/09/2019	RECYCLING SERVICES		\$2,477.53
	INV8314	22/08/2019	COPPIN RD TRANSFER STATION - E-WASTE ITEMS	\$1,158.41	
	INV8322	22/08/2019	MATHIESON RD TRANSFER STATION - E-WASTE ITEMS	\$1,319.12	
Nosh Catering	2349.11020-01	10/09/2019	CATERING		\$935.00
	119305	23/08/2019	CATERING SERVICES - COUNCIL MEETING ON 13/08/2019	\$935.00	
Frontline Fire & Rescue Equipment	2349.11135-01	10/09/2019	EQUIPMENT PURCHASES		\$127.88
	64644	15/08/2019	EQUIPMENT PURCHASES - CHIDLOW VBFB	\$127.88	
AXIIS Contracting Pty Ltd	2349.11161-01	10/09/2019	EARTHWORKS		\$2,950.75
	4738	09/09/2019	SUPPLY & INSTALL CONCRETE FOOTPATH REPAIRS - MORGAN JOHN MORGAN PARK	\$805.00	
	4737	09/09/2019	SUPPLY & INSTALL CONCRETE BIN HARDSTAND - MUNDARING ARENA	\$2,345.75	
City of Swan	2349.112-01	10/09/2019	FEES		\$9,631.27
	51357	10/09/2019	TRANSFER LONG SERVICE LEAVE LIABILITY	\$9,631.27	
FE TECHNOLOGIES PTY LTD	2349.11359-01	10/09/2019	ANNUAL MAINTENANCE		\$451.00
	SVP020566	09/09/2019	ANNUAL MAINTENANCE	\$451.00	
S and I Services (Sneska Ilikj T/A)	2349.11452-01	10/09/2019	CLEANING		\$840.00
	155	09/09/2019	CLEANING SERVICES	\$280.00	
	159	09/09/2019	CLEANING SERVICES	\$280.00	
	158	09/09/2019	CLEANING SERVICES	\$280.00	
Swan Valley Fresh (Vendor Management Solutions PtyLtd T/A)	2349.11474-01	10/09/2019	KIOSK SUPPLIES		\$151.07
	00025272	09/09/2019	KIOSK SUPPLIES	\$151.07	
Bow Steel Pty Ltd	2349.11568-01	10/09/2019	STEEL FABRICATION		\$5,610.00
	535	09/09/2019	STEEL FABRICATION - SHADE POST BRACKETS FOR BILGOMAN AQUATIC CENTRE	\$2,882.00	
	534	09/09/2019	STEEL FABRICATION - DIVE BOARD LADDER AT BILGOMAN AQUATIC CENTRE	\$2,728.00	
Castledex Pty Ltd	2349.1194-01	10/09/2019	STATIONERY		\$109.71
	INV32838	15/08/2019	STATIONERY ITEMS	\$109.71	
Cleanflow Environmental Solutions	2349.11986-01	10/09/2019	JETTING & EDUCTING OF STORMWATER SYSTEMS		\$1,997.82
	00035864	09/09/2019	JETTING & EDUCTING OF STORMWATER SYSTEMS	\$1,997.82	
Department of Human Services - Child Support	2349.12-01	10/09/2019	CHILD SUPPORT PAYMENT		\$147.20
	PY02-05-CHLD SU	01/09/2019	CHLD SUPPORT PAYMENT	\$147.20	

Biobean Coffee Pty Ltd	2349.12185-01	10/09/2019	PROVISIONS FOR REFLECTIONS CAFE		\$283.00
	00009579	20/08/2019	PROVISIONS FOR REFLECTIONS CAFE	\$19.00	
	00009561	20/08/2019	PROVISIONS FOR REFLECTIONS CAFE	\$264.00	
Highway Motor Trimmers (R & A Cox Family Trust T/A)	2349.12206-01	10/09/2019	REPAIRS		\$1,980.00
	2601	09/09/2019	REPAIR SHADE SAILS AT BILGOMAN AQUATIC	\$1,980.00	
Cleverpatch Pty Ltd	2349.12278-01	10/09/2019	CRAFT MATERIALS		\$206.76
	338598	09/09/2019	CRAFT MATERIALS	\$206.76	
Quilts By Robyn	2349.12304-01	10/09/2019	STOCK PURCHASES		\$180.00
	188	22/08/2019	MUNDARING VISITOR CENTRE STOCK	\$180.00	
The Artisan Mundaring	2349.12363-01	10/09/2019	CATERING		\$31.25
	15	29/08/2019	CATERING - STAFF FAREWELL MORNING TEA	\$31.25	
Mint Civil T/A Kalamunda Sweeping	2349.12388-01	10/09/2019	STREET SWEEPING SERVICES		\$4,410.00
	M 2295	14/08/2019	SUPPLY OF STREET SWEEPING SERVICES	\$877.50	
	M 2301	14/08/2019	SUPPLY OF STREET SWEEPING SERVICES	\$3,532.50	
Mad Dog Promotions	2349.12394-01	10/09/2019	PROMOTIONAL MATERIAL		\$910.80
	INV-1081	09/09/2019	PROMOTIONAL NOTE PADS	\$910.80	
Electra Service	2349.12435-01	10/09/2019	ELECTRICAL WORKS		\$412.50
	08/34	23/08/2019	INVESTIGATE ELECTRIC OVEN NOT HEATING - BOYA COMMUNITY CENTRE	\$104.50	
	08/35	27/08/2019	INVESTIGATE OVEN NOT HEATING - SWAN VIEW YOUTH CENTRE	\$308.00	
ID Warehouse Pty Ltd	2349.12488-01	10/09/2019	STATIONERY ITEMS		\$311.33
	9340864074	22/08/2019	RIBBON FOR CARD PRINTER & DTC RANGE CLEANING KIT	\$311.33	
Mr V Crowe	2349.12579-01	10/09/2019	LANDSCAPE SERVICES		\$840.00
	1299	09/09/2019	LANDSCAPE SERVICES	\$210.00	
	1298	09/09/2019	LANDSCAPE SERVICES	\$210.00	
	1298	09/09/2019	LANDSCAPE SERVICES	\$210.00	
	1297	09/09/2019	CLEANING SERVICES	\$210.00	
Ms C Nelson	2349.12585-01	10/09/2019	WELCOME TO COUNTRY CITIZENSHIP CEREMONY		\$500.00
	21	09/09/2019	WELCOME TO COUNTRY CITIZENSHIP CEREMONY ON 29/08/19	\$500.00	
Volich Waste Contractors Pty Ltd	2349.127-01	10/09/2019	REFUSE CONTRACT		\$132,203.00
	00005408	09/09/2019	REFUSE CONTRACT	\$979.00	
	00005410	09/09/2019	REFUSE CONTRACT	\$358.16	
	00005413	09/09/2019	REFUSE CONTRACT	\$3,824.78	
	00005407	09/09/2019	REFUSE CONTRACT	\$10,406.92	
	00005406	09/09/2019	REFUSE CONTRACT	\$5,804.81	
	00005409	09/09/2019	REFUSE CONTRACT	\$115.94	
	00005412	09/09/2019	REFUSE CONTRACT	\$620.62	
	00005403	09/09/2019	REFUSE CONTRACT	\$220.00	
	00005414	09/09/2019	REFUSE CONTRACT	\$2,815.27	
	00005411	09/09/2019	REFUSE CONTRACT	\$454.08	
	00005404	09/09/2019	REFUSE CONTRACT	\$103,950.44	
	00005405	09/09/2019	REFUSE CONTRACT	\$2,652.98	
From Scratch Small Event Catering	2349.12866-01	10/09/2019	CATERING		\$370.00
	630	09/09/2019	CATERING SERVICES - SPECIAL COUNCIL MEETING ON 27/08/2019	\$370.00	
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2349.12899-01	10/09/2019	PARTS		\$135.85
	1320018801	15/08/2019	SUPPLY LED BEACON FOR 017MDG	\$88.00	
	1320019267	23/08/2019	SUPPLY REVERSING ALARM FOR 045MDG	\$47.85	
Aussie Broadband Pty Ltd	2349.12938-01	10/09/2019	SIP TRUNK CHARGES		\$35.79
	6081799	18/08/2019	SIP TRUNK CHARGES	\$35.79	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2349.12944-01	10/09/2019	STREET TREE MAINTENANCE		\$15,468.20
	37	29/08/2019	STREET TREE MAINTENANCE	\$2,545.40	
	38	29/08/2019	STREET TREE MAINTENANCE	\$2,545.40	

	42	09/09/2019	STREET TREE MAINTENANCE	\$2,741.20	
	43	09/09/2019	STREET TREE MAINTENANCE	\$2,545.40	
	44	09/09/2019	STREET TREE MAINTENANCE	\$2,741.20	
Mr S Tweedie	2349.12989-01	10/09/2019	ELECTION PRESENTATION		\$385.00
	1 - 2019/2020	29/08/2019	ELECTION PRESENTATION - COUNCIL MEMBERS	\$385.00	
TMO Pest and Weed Management	2349.12996-01	10/09/2019	WEED MANAGEMENT		\$6,600.00
	INV-1238	09/09/2019	BROADLEAF WEED MANAGEMENT - SHIRE OF MUNDARING OVALS	\$6,600.00	
Shire of Mundaring	2349.13-01	10/09/2019	PAYROLL DEDUCTION		\$8,680.15
	PY01-05-Private	01/09/2019	PAYROLL DEDUCTION	\$600.00	
	PY01-05-Child Ca	01/09/2019	PAYROLL DEDUCTION	\$1,608.47	
	PY01-05-Buy Addi	01/09/2019	PAYROLL DEDUCTION	\$854.42	
	PY01-05-Novated	01/09/2019	PAYROLL DEDUCTION	\$2,752.68	
	PY01-05-Novated	01/09/2019	PAYROLL DEDUCTION	\$1,819.75	
	PY01-05-LSL Adju	01/09/2019	PAYROLL DEDUCTION	\$345.67	
	PY02-05-Private	01/09/2019	PAYROLL DEDUCTION	\$150.00	
	PY02-05-Buy Addi	01/09/2019	PAYROLL DEDUCTION	\$549.16	
Mega Vision Sound & Lighting	2349.13021-01	10/09/2019	EQUIPMENT HIRE		\$2,444.40
	00022343	30/08/2019	EQUIPMENT HIRE - COUNCIL MEETING ON 27/08/2019	\$2,444.40	
Sonic HealthPlus Pty Ltd	2349.138-01	10/09/2019	MEDICAL EXAMINATION		\$693.00
	1863880	09/09/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1861604	09/09/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
	1861605	09/09/2019	PRE-EMPLOYMENT MEDICAL EXAMINATION	\$231.00	
Eastern Hills Saws & Mowers Pty Ltd	2349.146-01	10/09/2019	PARTS		\$107.10
	43543 # 4	09/09/2019	SUPPLY OF STHL PROFESSIONAL HELMET KITS FOR MOWING CREW	\$107.10	
Vodafone	2349.166-01	10/09/2019	FEES		\$7,930.23
	11237549	09/09/2019	PAGERS & MESSAGING - ALL BRIGADES	\$1,866.63	
	11235020	09/09/2019	PAGERS & MESSAGING - ALL BRIGADES	\$1,863.50	
	11232477	09/09/2019	PAGERS & MESSAGING - ALL BRIGADES	\$4,170.10	
Compsys Pty Ltd T/A Harmony Software	2349.1689-01	10/09/2019	SUBSCRIPTIONS		\$646.80
	3-339	09/09/2019	SOFTWARE SUBSCRIPTIONS	\$646.80	
Environmental Health Australia (Western Australia) Incorporated	2349.1907-01	10/09/2019	CONFERENCE REGISTRATION		\$150.00
	5402	30/08/2019	CONFERENCE REGISTRATION	\$150.00	
Eastern Region Security	2349.191-01	10/09/2019	SECURITY SERVICES		\$3,758.44
	00018511	09/09/2019	SECURITY SERVICES	\$858.00	
	00018464	09/09/2019	SECURITY SERVICES	\$440.98	
	00018465	09/09/2019	SECURITY SERVICES	\$545.73	
	00018466	09/09/2019	SECURITY SERVICES	\$440.98	
	00018467	09/09/2019	SECURITY SERVICES	\$303.92	
	00018468	09/09/2019	SECURITY SERVICES	\$447.21	
	00018469	09/09/2019	SECURITY SERVICES	\$639.12	
	00018492	09/09/2019	SECURITY SERVICES	\$82.50	
Eastern Metropolitan Regional Council	2349.21-01	10/09/2019	TRANSFER STATION FEES		\$166,924.77
	EMRC31018	09/09/2019	COPPIN RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$25,927.04	
	EMRC31017	09/09/2019	MATHIESON RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$25,822.29	
	018 056	09/09/2019	TRANSFER STATION FEES	\$115,175.44	
Deputy Commissioner of Taxation	2349.215-01	10/09/2019	TAXATION		\$151,900.00
	PY01-05-Deputy C	01/09/2019	PAYROLL DEDUCTION	\$125,152.00	
	PY02-05-Deputy C	01/09/2019	PAYROLL DEDUCTION	\$26,748.00	
Country Womens Association of WA Inc - Mundaring Branch	2349.2165-01	10/09/2019	CATERING		\$855.00
	107	27/08/2019	CATERING SERVICES - MUNDARING FIRE SCHOOL	\$855.00	
Stewart & Heaton Clothing Co	2349.2625-01	10/09/2019	UNIFORMS		\$494.63
	CSL305A194	14/08/2019	UNIFORMS - PARKVIEW LEISURE	\$494.63	

	SIN-3085940	15/08/2019	UNIFORMS - SAWYERS VALLEY VBFB	\$12.03	
	SIN-3086121	15/08/2019	UNIFORMS - PARKERVILLE VBFB	\$282.45	
St John Ambulance Western Australia Ltd	2349.2641-01	10/09/2019	FIRST AID SERVICES		\$246.40
	EHSINV00091090	09/09/2019	PROVISION OF 2 HEALTH OFFICERS AT SPECIAL COUNCIL MEETING ON 27/8/2019	\$246.40	
Swan Hills Design & Print	2349.272-01	10/09/2019	PHOTOCOPIER PRINTING		\$1,590.00
	3818	29/08/2019	PRINT & DELIVER TIMESHEET & VEHICLE SERVICE BOOKS	\$1,590.00	
Du Clene Pty Ltd	2349.2737-01	10/09/2019	CLEANING		\$64,711.82
	00009569	09/09/2019	CLEANING SERVICES	\$64,711.82	
Hills Seafood Supplies	2349.2741-01	10/09/2019	KIOSK SUPPLIES		\$424.73
	68496	09/09/2019	KIOSK SUPPLIES	\$424.73	
Winc Australia Pty Limited	2349.280-01	10/09/2019	STATIONERY		\$129.36
	9028112313	15/08/2019	STATIONERY ITEMS	\$129.36	
McLeods Barristers and Solicitors	2349.307-01	10/09/2019	PROFESSIONAL LEGAL SERVICES		\$3,056.90
	110030	09/09/2019	PROFESSIONAL LEGAL SERVICES - FENCING MATTER	\$1,247.02	
	110029	09/09/2019	PROFESSIONAL LEGAL SERVICES - WASTE DISPOSAL ISSUE	\$1,809.88	
State Library of Western Australia	2349.358-01	10/09/2019	ANNUAL FEE		\$5,170.00
	R024139	22/08/2019	ANNUAL FEE FOR LOST & DAMAGED MATERIALS	\$5,170.00	
Eastern Hills Veterinary Centre	2349.360-01	10/09/2019	VETERINARY SERVICES		\$165.00
	2153486	09/09/2019	MICROCHIPPING	\$40.00	
	2166801	09/09/2019	VET TREATMENT	\$26.00	
	2166752	09/09/2019	VET TREATMENT	\$99.00	
Western Australian Local Government Association	2349.393-01	10/09/2019	FEES		\$55.29
	3077738	20/08/2019	DELIVERY OF 2 CRATES CONTAINING SPEED DISPLAY SIGNS	\$55.29	
J. Blackwood & Son Pty Ltd	2349.397-01	10/09/2019	DEPOT CONSUMABLES		\$40.00
	PE2503TU	29/08/2019	SUPPLY & DELIVERY OF RAINJACKETS FOR OUTSIDE CREW	\$40.00	
Health Insurance Fund of WA	2349.4-01	10/09/2019	PAYROLL DEDUCTION		\$1,076.05
	PY01-05-HF	01/09/2019	PAYROLL DEDUCTION	\$1,076.05	
Perry Environmental Contracting	2349.4386-01	10/09/2019	MAINTENANCE		\$1,804.00
	2861	09/09/2019	WEED CONTROL - HELENA VALLEY RD	\$1,804.00	
Aardvark Bobcat & Truck Hire	2349.4407-01	10/09/2019	HIRE OF PLANT		\$2,317.77
	#712	09/09/2019	HIRE OF PLANT	\$2,317.77	
Mahogany Building & Design	2349.452-01	10/09/2019	MAINTENANCE		\$1,683.01
	INV0144	09/09/2019	MAINTENANCE - PARKERVILLE FIRE STATION	\$1,683.01	
Total Nissan	2349.4701-01	10/09/2019	VEHICLES		\$15,594.65
	F3911	09/09/2019	SUPPLY & DELIVER NEW NISSAN X-TRAIL 1GVY161	\$15,594.65	
Eastern Hills Senior High School	2349.550-01	10/09/2019	CONTRIBUTION TOWARDS WATER & POWER CONSUMPTION		\$2,710.64
	6741	09/09/2019	CONTRIBUTION TOWARDS WATER & POWER CONSUMPTION - MT HELENA AQUATIC	\$2,710.64	
Cardno WA Pty Ltd	2349.5587-01	10/09/2019	CONSULTANCY SERVICES		\$4,004.00
	ICW201084	23/08/2019	TRAFFIC ANALYSIS - MUNDARING TOWN CENTRE	\$4,004.00	
Shire of Mundaring - Lotto Club	2349.5719-01	10/09/2019	PAYROLL DEDUCTION		\$271.60
	PY01-05-STAFF LO	01/09/2019	PAYROLL DEDUCTION	\$258.02	
	PY02-05-STAFF LO	01/09/2019	PAYROLL DEDUCTION	\$13.58	
West Coast Spring Water Pty Ltd	2349.5945-01	10/09/2019	DEPOT CONSUMABLES		\$6.70
	1485049	09/09/2019	WATER BOTTLES FOR DEPOT WATER COOLERS	\$6.70	
Shire of Mundaring - Social Club	2349.6-01	10/09/2019	PAYROLL DEDUCTION		\$8,162.00

Fuel Distributors of Western Australia Pty Ltd	2349.6050-01	10/09/2019	FUEL & OILS		\$204.16
	FDL15664	09/09/2019	GREASE CARTRIDGES		
Eastern Hills Liquid Waste	2349.6553-01	10/09/2019	RUBBISH FEES		\$340.00
	5662	09/09/2019	GREASE TRAP PUMPING		\$340.00
Country Womens Association of WA Inc - Mt Helena/Parkerville	2349.6635-01	10/09/2019	CATERING		\$150.00
	31	09/09/2019	CATERING SERVICES - TENNIS COURT REP MEETING		\$150.00
Western Power	2349.6657-01	10/09/2019	ELECTRICAL SERVICES		\$8,650.00
	CORPB0464430	20/08/2019	RELOCATION OF WESTERN POWER ASSET		\$8,650.00
The Watershed Water Systems	2349.68-01	10/09/2019	RETICULATION PARTS		\$86.49
	10179275	22/08/2019	RETICULATION PARTS		\$86.49
Australian Services Union	2349.7-01	10/09/2019	PAYROLL DEDUCTION		\$155.40
	PY01-05-AUSTRALI	01/09/2019	PAYROLL DEDUCTION		\$25.90
	PY02-05-AUSTRALI	01/09/2019	PAYROLL DEDUCTION		\$129.50
Darlington Review	2349.7053-01	10/09/2019	ADVERTISING		\$450.00
	1315	09/09/2019	ADVERTISING		\$450.00
Scoob's Dingo Service	2349.7426-01	10/09/2019	FOOTPATH SWEEPING / MAINTENANCE		\$2,805.00
	2250	09/09/2019	FOOTPATH SWEEPING / MAINTENANCE		\$2,805.00
Connect Call Centre Services	2349.7541-01	10/09/2019	CALL CENTRE COSTS		\$4,370.80
	00097965	09/09/2019	CALL CENTRE COSTS - JULY 2019		\$1,559.42
	00097578	09/09/2019	CALL CENTRE COSTS - JUNE 2019		\$1,507.22
	00096891	09/09/2019	CALL CENTRE COSTS - MAY 2019		\$1,304.16
PFD Food Services Pty Ltd	2349.7590-01	10/09/2019	KIOSK SUPPLIES		\$1,054.20
	KQ666251	29/08/2019	KIOSK SUPPLIES		\$40.20
	KQ664338	29/08/2019	KIOSK SUPPLIES		\$15.00
	KQ664333	29/08/2019	KIOSK SUPPLIES		\$819.75
	KQ740651	09/09/2019	KIOSK SUPPLIES		\$179.25
Compass Earthworks	2349.7840-01	10/09/2019	EARTHWORKS		\$5,115.00
	00000783	29/08/2019	REMOVE BROKEN FOOTPATH PANELS - VIVEASH RD SWAN VIEW		\$1,045.00
	00000782	29/08/2019	REMOVE BROKEN FOOTPATH PANELS - VIVEASH RD SWAN VIEW		\$3,025.00
	00000787	09/09/2019	INSTALL DRAINAGE STRUCTURES - SUNSET HILL SWAN VIEW		\$1,045.00
Bunnings Group Limited	2349.80-01	10/09/2019	HARDWARE		\$713.46
	2180/01648347	15/08/2019	HARDWARE ITEMS		\$154.51
	2180/00291713	15/08/2019	HARDWARE ITEMS		\$258.36
	2180/00169194	16/08/2019	HARDWARE ITEMS		\$147.87
	2180/01910908	22/08/2019	HARDWARE ITEMS		\$152.72
LGRCEU	2349.8-01	10/09/2019	PAYROLL DEDUCTION		\$41.00
	PY02-05-LGRCEU	01/09/2019	PAYROLL DEDUCTION		\$41.00
East End Electrical	2349.8149-01	10/09/2019	ELECTRICAL SERVICES		\$715.00
	EEE1000-914	09/09/2019	ELECTRICAL SERVICES - ADMIN BUILDING		\$517.00
	EEE1000-913	09/09/2019	ELECTRICAL SERVICES - CHDLOW OVAL		\$198.00
Natural Area Holdings P/L T/A Natural Area Consulting Management	2349.8374-01	10/09/2019	ASSORTED TUBE STOCK		\$430.21
	00011817	22/08/2019	ASSORTED TUBE STOCK		\$430.21
Kool Line Electrical & Refrigeration	2349.8976-01	10/09/2019	ELECTRICAL SERVICES		\$640.00
	00126280	09/09/2019	ELECTRICAL SERVICES - DARLINGTON TENNIS COURTS		\$640.00
The Cookie Barrel	2349.9463-01	10/09/2019	KIOSK SUPPLIES		\$319.81
	00384382	08/08/2019	KIOSK SUPPLIES		\$319.81
Toyota Material Handling Australia Pty Ltd	2349.9498-01	10/09/2019	PARTS		\$235.57
	205007627	14/08/2019	SUPPLY 1 X AIR CON FAN & MOTOR		\$235.57

Chris Mitchell Earthworks	2349.9601-01	10/09/2019	ROAD BASE		\$330.00
	00008817	09/09/2019	SUPPLY 7 TONNES OF ROAD BASE	\$330.00	
John Hughes Group	2349.9853-01	10/09/2019	VEHICLES		\$39,778.45
	2350092	09/09/2019	SUPPLY & DELIVERY OF NEW KIA SORENTO 1GVW793	\$39,778.45	
Department of Mines, Industry Regulation and Safety (Building Commiss)	2350.12599-01	10/09/2019	BUILDING SERVICES LEVY		\$10,393.54
	AUGUST 2019	10/09/2019	MUNDARING BSL AUGUST 2019	\$10,393.54	
Building and Construction Industry Training Board	2350.12665-01	10/09/2019	BCITF LEVY		\$9,033.40
	INV-20203-K2V4C8	10/09/2019	BCITF LEVY AUGUST 2019	\$9,033.40	
Dementia Australia	2350.13032-01	10/09/2019	BOND REFUND		\$110.00
	REFUND	10/09/2019	REFUND BOND - ORIGINAL CHEQUE #400895 CANCELLED	\$110.00	
Mr O Dowley	2350.13033-01	10/09/2019	GRANT		\$300.00
	GRANT	10/09/2019	YOUTH GRANT PROGRAM	\$300.00	
Miss H Babb	2350.13034-01	10/09/2019	GRANT		\$200.00
	GRANT	10/09/2019	YOUTH GRANT PROGRAM	\$200.00	
Mr D Boros	2350.13035-01	10/09/2019	GRANT		\$300.00
	GRANT	10/09/2019	YOUTH GRANT PROGRAM	\$300.00	
Mr G L Bird	2350.13036-01	10/09/2019	REIMBURSEMENT		\$54.30
	REIMBURSEMENT	10/09/2019	REIMBURSEMENT POLICE CLEARANCE EXPENSES	\$54.30	
Mr F McRobbie	2350.13037-01	10/09/2019	GRANT		\$200.00
	GRANT	10/09/2019	YOUTH GRANT PROGRAM	\$200.00	
Zeneth Wellness	2350.13038-01	10/09/2019	REFUND		\$222.00
	REFUND	10/09/2019	REFUND - DEVELOPMENT APPLICATION HOME OCCUPATION	\$222.00	
MTS Automation	2350.13039-01	10/09/2019	REFUND		\$48.00
	REFUND	10/09/2019	REFUND - HALL HIRE CHARGES	\$48.00	
Synergy	2350.174-01	10/09/2019	ELECTRICITY		\$33,397.82
	8446589925	30/08/2019	ELECTRICITY	\$207.08	
	8764232325	30/08/2019	ELECTRICITY	\$106.45	
	5069324411	30/08/2019	ELECTRICITY	\$548.20	
	2298437127	30/08/2019	ELECTRICITY	\$100.95	
	3011349923	30/08/2019	ELECTRICITY	\$100.70	
	7484541121	30/08/2019	ELECTRICITY	\$103.07	
	3509628321	30/08/2019	ELECTRICITY	\$172.80	
	1808368323	30/08/2019	ELECTRICITY	\$2,231.84	
	3671966720	30/08/2019	ELECTRICITY	\$12,002.80	
	3310777127	30/08/2019	ELECTRICITY	\$104.19	
	5603941927	30/08/2019	ELECTRICITY	\$1,407.84	
	5035029810	30/08/2019	ELECTRICITY	\$1,567.75	
	5035029115	30/08/2019	ELECTRICITY	\$127.30	
	5145475816	30/08/2019	ELECTRICITY	\$5,392.88	
	3625641925	30/08/2019	ELECTRICITY	\$409.51	
	9816910820	30/08/2019	ELECTRICITY	\$844.00	
	8809985121	30/08/2019	ELECTRICITY	\$1,049.20	
	6704891520	30/08/2019	ELECTRICITY	\$174.55	
	5100198416	30/08/2019	ELECTRICITY	\$554.11	
	5056988325	30/08/2019	ELECTRICITY	\$1,909.74	
	5155752515	02/09/2019	ELECTRICITY	\$48.44	
	5735349122	02/09/2019	ELECTRICITY	\$1,000.65	
	1583279527	02/09/2019	ELECTRICITY	\$474.00	
	5183606212	02/09/2019	ELECTRICITY	\$374.63	
	5185501927	02/09/2019	ELECTRICITY	\$1,495.73	
	2686554727	02/09/2019	ELECTRICITY	\$812.71	
	5214128214	10/09/2019	ELECTRICITY	\$75.80	
Mount Helen Volunteer Bushfire Brigade	2350.164-01	10/09/2019	HAZARD REDUCTION BURN		\$529.00

Shire of Mundaring	2350.589-01	10/09/2019	BCITF AND BSL LEVIES		\$493.50
	AUGUST 2019	10/09/2019	BCITF LEVY AUGUST 2019	\$148.50	
	AUGUST 2019	10/09/2019	BUILDING SERVICES LEVY AUGUST 2019	\$335.00	
Water Corporation	2351.34-01	12/09/2019	WATER RATES & FEES		\$8,258.29
	9004631716	12/09/2019	WATER RATES & FEES	\$846.19	
	9004638478	12/09/2019	WATER RATES & FEES	\$19.88	
	9010381397	12/09/2019	WATER RATES & FEES	\$115.48	
	9004637480	12/09/2019	WATER RATES & FEES	\$1,420.15	
	9004631732	12/09/2019	WATER RATES & FEES	\$742.01	
	9004645034	12/09/2019	WATER RATES & FEES	\$245.70	
	9004646782	12/09/2019	WATER RATES & FEES	\$140.05	
	9004650204	12/09/2019	WATER RATES & FEES	\$14.74	
	9013091934	12/09/2019	WATER RATES & FEES	\$4,858.32	
	9004631724	12/09/2019	WATER RATES & FEES	\$257.99	
Care Giver Subsidies	2352.3462-01	12/09/2019	CARE GIVER SUBSIDIES		\$60,307.94
	120919	12/09/2019	CARE GIVER SUBSIDIES	\$60,307.94	
Michael Page International (Australia) Pty Ltd	2353.10416-01	16/09/2019	TEMP STAFF		\$4,640.90
	335554	13/09/2019	TEMP STAFF - FINANCE	\$2,111.42	
	335555	13/09/2019	TEMP STAFF - FINANCE	\$2,529.48	
JLR Pumps	2353.10615-01	16/09/2019	PLUMBING		\$550.00
	580	29/08/2019	CHDLOW OVAL - PIPE & PUMP WORKS FOR TANK REMOVAL	\$550.00	
Total Green Recycling Pty Ltd	2353.10807-01	16/09/2019	RECYCLING SERVICES		\$1,535.93
	INV8194	13/09/2019	E-WASTE RECYCLING	\$1,535.93	
Ellenby Tree Farm Pty Ltd	2353.10880-01	16/09/2019	TREES		\$209.00
	23791	29/08/2019	TREES	\$209.00	
AlSCO Pty Ltd	2353.10881-01	16/09/2019	FIRST AID REPLENISHMENT		\$471.24
	CPER1967941	12/09/2019	FIRST AID REPLENISHMENT	\$30.14	
	CPER1967921	12/09/2019	FIRST AID REPLENISHMENT	\$105.49	
	CPER1967871	12/09/2019	FIRST AID REPLENISHMENT	\$335.61	
Amgrow Australia Pty Ltd T/As Nuturf	2353.10931-01	16/09/2019	LAWN FERTILISER		\$603.90
	167972	29/08/2019	LAWN FERTILISER	\$603.90	
Nosh Catering	2353.11020-01	16/09/2019	CATERING		\$935.00
	119308	23/08/2019	CATERING SERVICES - COUNCIL MEETING ON 19/08/2019	\$935.00	
Frontline Fire & Rescue Equipment	2353.11135-01	16/09/2019	EQUIPMENT PURCHASES		\$78.82
	64983	22/08/2019	EQUIPMENT PURCHASES - CHIDLOW VBFB	\$78.82	
AXIIS Contracting Pty Ltd	2353.11161-01	16/09/2019	EARTHWORKS		\$4,349.90
	4766	12/09/2019	SUPPLY & INSTALL CONCRETE FOOTPATH REPAIRS V/NEASH RD SWAN VIEW	\$4,349.90	
Learning Seat Pty Ltd	2353.11326-01	16/09/2019	SUBSCRIPTIONS		\$5,452.96
	6477001572	29/08/2019	SUBSCRIPTION FEE FOR JULY 2019	\$3,851.98	
	6477001571	29/08/2019	SUBSCRIPTION FEE FOR JUNE 2019	\$1,800.98	
S and I Services (Sneska Ilikj T/A)	2353.11452-01	16/09/2019	CLEANING		\$280.00
	160	13/09/2019	CLEANING SERVICES	\$280.00	
Swan Valley Fresh (Vendor Management Solutions Pty Ltd T/A)	2353.11474-01	16/09/2019	KIOSK SUPPLIES		\$264.23
	00025379	12/09/2019	KIOSK SUPPLIES	\$264.23	
Local Government Professionals Australia NSW	2353.11561-01	16/09/2019	PERFORMANCE EXCELLENCE PROGRAM		\$8,464.50
	48258PE2020	13/09/2019	PERFORMANCE EXCELLENCE PROGRAM FY 2019	\$8,464.50	
Bow Steel Pty Ltd	2353.11568-01	16/09/2019	STEEL FABRICATION		\$1,573.00
	540	13/09/2019	STEEL FABRICATION - MODIFY HOCKEY SIDEBORDS	\$1,573.00	

AM Stonework (The Muia Family Trust T/A)	2353.11725-01	16/09/2019	STONWORK		\$4,400.00
	00200527	13/09/2019	INSTALL SUPPLIED STONE - MUNDARING CEMETERY	\$4,400.00	
The Stationery Co (C Willis & D J Willis T/A)	2353.11953-01	16/09/2019	STATIONERY		\$327.28
	157942	22/08/2019	STATIONERY ITEMS	\$29.52	
	157936	22/08/2019	STATIONERY ITEMS	\$200.06	
	157571	12/09/2019	STATIONERY ITEMS	\$97.70	
North Metropolitan Tafe	2353.11977-01	16/09/2019	TRAINING		\$178.30
	0012752	23/08/2019	CERTIFICATE II IN GENERAL EDUCATION FOR ADULTS	\$178.30	
Cleanflow Environmental Solutions	2353.11986-01	16/09/2019	JETTING & EDUCTING OF STORMWATER SYSTEMS		\$3,995.64
	00035873	12/09/2019	JETTING & EDUCTING OF STORMWATER SYSTEMS	\$1,997.82	
	00035872	12/09/2019	JETTING & EDUCTING OF STORMWATER SYSTEMS	\$1,997.82	
AFGR1 Equipment Australia Pty Ltd	2353.12027-01	16/09/2019	PARTS		\$660.62
	1859458	22/08/2019	SUPPLY OF SERVICE FILTERS FOR 012MDG	\$660.62	
W.A. Library Supplies	2353.12134-01	16/09/2019	STATIONERY		\$298.00
	00120067	29/08/2019	BOOK COVERING FOR AFM LIBRARY	\$298.00	
Mr D P Hayes	2353.12136-01	16/09/2019	DESIGN SERVICES		\$100.00
	1041	16/09/2019	DESIGN FULL PAGE COMMUNITY NEWS SEPTEMBER ISSUE	\$100.00	
Paul and David Auto Accessories	2353.12165-01	16/09/2019	MAPS		\$907.50
	382885	13/09/2019	2020 PERTH UBD - VOLUNTEER BRIGADE DISTRIBUTION	\$907.50	
Biobean Coffee Pty Ltd	2353.12185-01	16/09/2019	PROVISIONS FOR REFLECTIONS CAFE		\$165.00
	00009599	29/08/2019	PROVISIONS FOR REFLECTIONS CAFE	\$165.00	
Eastern Hills Bakery	2353.12312-01	16/09/2019	CATERING		\$89.00
	32	12/09/2019	CATERING SERVICES - STAFF FAREWELL	\$89.00	
The Artisan Mundaring	2353.12363-01	16/09/2019	CATERING		\$31.25
	11	29/08/2019	CATERING SERVICES - STAFF FAREWELL	\$31.25	
Electra Service	2353.12435-01	16/09/2019	ELECTRICAL SERVICES		\$198.00
	08/42	09/09/2019	ELECTRICAL SERVICES - BRUCE DOUGLAS PAVILION	\$198.00	
Mr V Crowe	2353.12579-01	16/09/2019	LANDSCAPE, MAINTENANCE & CLEANING SERVICES		\$1,085.00
	1301	12/09/2019	LANDSCAPE SERVICES	\$210.00	
	1302	12/09/2019	CLEANING SERVICES	\$210.00	
	1303	12/09/2019	LANDSCAPE SERVICES	\$315.00	
	1304	12/09/2019	MAINTENANCE & LANDSCAPE SERVICES	\$350.00	
Officeworks Ltd	2353.12640-01	16/09/2019	STATIONERY		\$338.41
	44345465	22/08/2019	STATIONERY ITEMS	\$338.41	
B Social Perth	2353.12736-01	16/09/2019	SOCIAL MEDIA SERVICES		\$390.00
	#043	12/09/2019	SOCIAL MEDIA SERVICES	\$390.00	
Dynamic Audio Visual Solutions Pty Ltd	2353.12760-01	16/09/2019	EQUIPMENT HIRE		\$5,274.51
	6400	22/08/2019	FUNCTION ROOM COUNCIL MEETING ENABLEMENT	\$5,274.51	
Mundaring Little Loads (The Trustee for Nimingarra Unit Trust)	2353.12804-01	16/09/2019	LANDSCAPE SUPPLIES		\$364.00
	0828	12/09/2019	SUPPLY LANDSCAPE MIX FOR HELENA VALLEY RD	\$364.00	
From Scratch Small Event Catering	2353.12866-01	16/09/2019	CATERING		\$587.50
	622	13/09/2019	CATERING SERVICES - SCP WORKSHOP BOYA LIBRARY	\$587.50	
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2353.12899-01	16/09/2019	WORKSHOP CONSUMABLES		\$215.05
	1320019723	23/08/2019	SUPPLY OF WORKSHOP CONSUMABLES	\$117.70	
	1320020364	29/08/2019	FUEL FILTER FOR 022MDG & 087MDG	\$97.35	
SETS Enterprises	2353.12934-01	16/09/2019	DRIVER TRAINING		\$2,190.00

	00015376	12/09/2019	DRIVER TRAINING - OPERATIONAL CONDITIONS	\$730.00	
	00015371	12/09/2019	DRIVER TRAINING - OPERATIONAL CONDITIONS	\$730.00	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2353.12944-01	16/09/2019	MITIGATION WORKS		\$10,795.40
	40	09/09/2019	MITIGATION WORKS - FIREBREAK & TREE REMOVAL	\$6,964.10	
	45	12/09/2019	MITIGATION WORKS - PRUNING & REMOVALS ON FIREBREAK	\$3,831.30	
Board Connexions (Liandi Consultants Pty Ltd T/As:)	2353.12980-01	16/09/2019	CEO PERFORMANCE REVIEW		\$4,803.33
	Mund0919	12/09/2019	CEO PERFORMANCE REVIEW	\$4,803.33	
GM Property Consulting Pty Ltd	2353.13028-01	16/09/2019	PROFESSIONAL SERVICES		\$18,562.50
	00000189	12/09/2019	PRELIMINARY & DETAILED SITE INVESTIGATION - BALFOUR RD SWAN VIEW	\$18,562.50	
BOC Ltd	2353.135-01	16/09/2019	CYLINDER RENTAL		\$153.03
	4023478443	30/08/2019	CYLINDER RENTAL CHARGES	\$153.03	
Midland Camera House	2353.1465-01	16/09/2019	EQUIPMENT PURCHASES		\$1,838.00
	10855	22/08/2019	EQUIPMENT PURCHASES	\$1,838.00	
Fulton Hogan Industries Pty Ltd	2353.150-01	16/09/2019	ASPHALT		\$154.00
	13104909	15/08/2019	ASPHALT	\$154.00	
Australia Post	2353.15-01	16/09/2019	POSTAGE		\$9,801.93
	1008870140	09/09/2019	DAILY OUTGOING MAIL	\$2,530.71	
	1008848452	12/09/2019	RATES COLLECTION FEES - 2019/2020	\$7,051.05	
	1008869667	12/09/2019	POSTAGE CHARGES - LIBRARIES	\$220.17	
Konica Minolta Business Solutions Aust Pty Ltd	2353.197-01	16/09/2019	PHOTOCOPIER PRINTING		\$2,690.14
	0400001153320719	12/09/2019	PHOTOCOPIER PRINTING	\$2,690.14	
BGC (Australia) Pty Ltd	2353.209-01	16/09/2019	ASPHALT		\$115.28
	IA6124	12/09/2019	SUPPLY ASPHALT	\$115.28	
Du Clene Pty Ltd	2353.2737-01	16/09/2019	CLEANING		\$535.84
	000009573	23/08/2019	CLEANING SERVICES	\$387.46	
	000009572	23/08/2019	CLEANING SERVICES	\$148.38	
Winc Australia Pty Limited	2353.280-01	16/09/2019	STATIONERY		\$102.82
	9028239198	29/08/2019	STATIONERY ITEMS	\$102.82	
WA Hino Sales & Service	2353.2982-01	16/09/2019	PARTS		\$389.52
	253099	12/09/2019	SUPPLY ONE BATTERY COVER FOR 044MDG	\$389.52	
Civica Pty Ltd	2353.300-01	16/09/2019	FEES		\$18,950.25
	CALG015630	13/09/2019	PROVISION OF 7.1 UPGRADE MILESTONE 2 TEST INSTALL	\$18,950.25	
Local Government Professionals Australia WA	2353.3088-01	16/09/2019	SUBSCRIPTIONS		\$531.00
	11795	12/09/2019	MEMBERSHIP SUBSCRIPTION 2019/2020	\$531.00	
Landgate	2353.314-01	16/09/2019	TITLE SEARCHES		\$1,195.39
	350653-10000974	27/08/2019	GROSS RENTAL VALUATIONS CHARGEABLE	\$385.10	
	350117-10000974	13/09/2019	GROSS RENTAL VALUATIONS CHARGEABLE	\$164.13	
	349579-10000974	13/09/2019	GROSS RENTAL VALUATIONS CHARGEABLE	\$315.70	
	348718-10000974	13/09/2019	CONSOLIDATED MINING TENEMENT ROLL	\$186.35	
	349739-10000974	13/09/2019	GROSS RENTAL VALUATIONS CHARGEABLE	\$144.11	
Department of Fire & Emergency Services	2353.320-01	16/09/2019	ESL CONTRIBUTION		\$1,080,611.67
	148473	12/09/2019	2019/2020 ESL QUARTER 1 CONTRIBUTION	\$1,080,611.67	
Turfworks WA Pty Ltd	2353.3232-01	16/09/2019	MOWING		\$6,552.31
	4671	12/09/2019	MOWING SERVICES	\$1,888.82	
	4673	12/09/2019	MOWING SERVICES	\$1,839.81	
	4672	13/09/2019	MOWING SERVICES	\$3,223.48	
Quick Corporate Australia	2353.3445-01	16/09/2019	STATIONERY		\$236.60
	000000000	00/00/0000	STATIONERY	\$236.60	

Mundaring Electrical Contracting Service	2353.381-01	16/09/2019	ELECTRICAL SERVICES		\$1,602.70
	6928	13/09/2019	ELECTRICAL SERVICES - SWAN VIEW YOUTH CENTRE	\$904.20	
	6938	13/09/2019	ELECTRICAL SERVICES - MUNDARING SCULPTURE PARK	\$128.70	
	6942	13/09/2019	ELECTRICAL SERVICES - HUB OF THE HILLS	\$107.80	
	6940	13/09/2019	ELECTRICAL SERVICES - BOYA COMMUNITY CENTRE	\$383.00	
	6943	13/09/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$69.00	
Western Australian Local Government Association	2353.393-01	16/09/2019	REGISTRATION FEES		\$139.00
	3077910	22/08/2019	REGISTRATION - BREAKFAST WITH MINISTER TEMPLEMAN	\$40.00	
	3078052	29/08/2019	REGISTRATION - PEST ANIMAL BIOSECURITY MANAGEMENT	\$99.00	
J. Blackwood & Son Pty Ltd	2353.397-01	16/09/2019	CONSUMABLES		\$109.96
	PE2949TW	12/09/2019	SUPPLY ABSORBENT SUPASCORB 20 KG BAG	\$109.96	
Boya Equipment Pty Ltd	2353.4252-01	16/09/2019	EQUIPMENT PURCHASES		\$309.22
	78522/01	29/08/2019	SUPPLY PARTS FOR 017MDG	\$309.22	
Aardvark Bobcat & Truck Hire	2353.4407-01	16/09/2019	HIRE OF PLANT		\$4,602.15
	#714	13/09/2019	HIRE OF PLANT	\$4,602.15	
Technifire 2000	2353.4453-01	16/09/2019	PARTS		\$120.00
	23571	22/08/2019	PARTS FOR 081MDG	\$120.00	
Flexi Staff Pty Ltd	2353.4560-01	16/09/2019	TEMP STAFF		\$1,888.50
	211078	12/09/2019	TEMP STAFF - DEPOT	\$1,888.50	
West Sure Group Pty Ltd	2353.4811-01	16/09/2019	SECURITY EXPENSES		\$182.50
	00021384	09/09/2019	SECURITY EXPENSES	\$30.75	
	00021383	12/09/2019	SECURITY EXPENSES	\$151.75	
Kennards Hire	2353.4888-01	16/09/2019	HIRE		\$214.00
	20740878	29/08/2019	HIRE OF LAWN CORER	\$142.00	
	20743762	29/08/2019	HIRE OF HAND HELD POWER BROOM	\$72.00	
Western Educting Service	2353.52-01	16/09/2019	HIRE OF PLANT		\$3,249.22
	00000187	12/09/2019	DRAIN EDUCTING / JETTING AT VARIOUS LOCATIONS	\$1,624.61	
	00000188	12/09/2019	DRAIN EDUCTING / JETTING AT VARIOUS LOCATIONS	\$1,624.61	
Fuel Distributors of Western Australia Pty Ltd	2353.6050-01	16/09/2019	FUEL & OILS		\$19,607.42
	13101030	29/08/2019	FUEL & OILS	\$19,607.42	
Country Womens Association of WA Inc - Mt Helena/Parkerville	2353.6635-01	16/09/2019	CATERING		\$180.00
	32	12/09/2019	CATERING SERVICES - PRINCIPAL'S NETWORKING FORUM	\$180.00	
Relationships Australia Western Australia Incorporated	2353.6732-01	16/09/2019	EMPLOYEE ASSISTANCE PROGRAM		\$198.00
	00334188	12/09/2019	EMPLOYEE ASSISTANCE PROGRAM	\$198.00	
The Watershed Water Systems	2353.68-01	16/09/2019	RETICULATION PARTS		\$352.84
	10179339	22/08/2019	RETICULATION PARTS	\$140.42	
	10179387	29/08/2019	RETICULATION PARTS	\$122.42	
	10179415	29/08/2019	RETICULATION PARTS	\$90.00	
Scoob's Dingo Service	2353.7426-01	16/09/2019	EARTHWORKS		\$3,910.50
	2254	12/09/2019	FOOTPATH SWEEPING / MAINTENANCE	\$2,557.50	
	2253	12/09/2019	EASEMENT WORKS - ORCHARD RD WOOROLOO	\$280.50	
	2251	12/09/2019	SWEEPING & CLEANING - BROWN PARK SKATE PARK	\$495.00	
	2252	12/09/2019	CLEANING & REMOVAL OF WASTE - MUNDARING CEMETERY	\$577.50	
PFD Food Services Pty Ltd	2353.7590-01	16/09/2019	KIOSK SUPPLIES		\$482.20
	K0819311	12/09/2019	KIOSK SUPPLIES	\$72.50	
	K0819304	12/09/2019	KIOSK SUPPLIES	\$309.55	
	K0819303	12/09/2019	KIOSK SUPPLIES	\$100.15	
Chidlow Quality Affordable Meat	2353.7644-01	16/09/2019	PROVISIONS FOR REFLECTIONS CAFE		\$439.09
	10408	13/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$439.09	

West Force Plumbing & Gas	2353.7735-01	16/09/2019	PLUMBING		\$720.50
	00024140	29/08/2019	PLUMBING - CHIDLOW FIRE BRIGADE	\$324.50	
	00024120	29/08/2019	PLUMBING - PARKERVILLE HALL	\$247.50	
	00024131	29/08/2019	PLUMBING - DARLINGTON HALL PUBLIC TOILET	\$148.50	
Weston Road Systems	2353.7806-01	16/09/2019	PAVEMENT MARKING		\$1,171.50
	Mund 105	13/09/2019	TEMPORARY PAVEMENT MARKING - GRENVILLE RD STONEVILLE	\$1,171.50	
Shredding Services Pty Ltd	2353.7854-01	16/09/2019	GREENWASTE PROCESSING SERVICES		\$8,593.31
	00001600	12/09/2019	GREENWASTE PROCESSING SERVICES	\$8,593.31	
On Hold On Line	2353.7960-01	16/09/2019	MESSAGES ON HOLD		\$69.00
	INV1030	12/09/2019	MESSAGES ON HOLD SEPTEMBER 2019	\$69.00	
Bunnings Group Limited	2353.80-01	16/09/2019	HARDWARE		\$804.01
	2180/01650707	20/08/2019	HARDWARE ITEMS	\$63.05	
	2180/01574389	22/08/2019	HARDWARE ITEMS	\$20.85	
	2180/01919980	22/08/2019	HARDWARE ITEMS	\$57.53	
	2180/01575773	29/08/2019	HARDWARE ITEMS	\$22.78	
	2180/01652005	29/08/2019	HARDWARE ITEMS	\$939.22	
Electritech Industries	2353.8037-01	16/09/2019	ELECTRICAL SERVICES		\$694.00
	12833	23/08/2019	ELECTRICAL SERVICES - MIDVALE CHILDCARE & PARENT CENTRE	\$694.00	
Conquest Earthworks	2353.8051-01	16/09/2019	MACHINERY HIRE		\$2,860.00
	1029	12/09/2019	HIRE OF MACHINERY FOR HELENA VALLEY RD	\$1,540.00	
	1030	12/09/2019	HIRE OF MACHINERY FOR HELENA VALLEY RD & PARKERVILLE RD	\$1,320.00	
Mr D J Jones	2353.8066-01	16/09/2019	COUNCILLOR ALLOWANCE		\$1,377.60
	TRAVEL	16/09/2019	TRAVEL REIMBURSEMENT 1,488KM 22/1/2019 TO 10/9/2019	\$1,377.60	
Austswim Ltd	2353.8154-01	16/09/2019	TRAINING		\$75.00
	INV-1462	12/09/2019	STROKE FAULTS & CORRECTIONS MASTERCLASS TRAINING	\$75.00	
Sankey Plumbing Service	2353.8545-01	16/09/2019	PLUMBING		\$1,617.00
	4483	13/09/2019	PLUMBING - MUNDARING HALL TOILETS	\$495.00	
	4475	13/09/2019	PLUMBING - MUNDARING HARDCOURTS PAVILION	\$110.00	
	4474	13/09/2019	PLUMBING - CHIDLOW REC PAVILION	\$1,012.00	
Localise	2353.8810-01	16/09/2019	CONSULTATION FOR PLANNING PROCESS		\$19,321.41
	1517	12/09/2019	CONSULTATION STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN	\$19,321.41	
P & J Herrington	2353.889-01	16/09/2019	CLEANING SUPPLIES		\$211.20
	ZJ1754750	12/09/2019	SUPPLY 6 BAGS OF RAGS	\$211.20	
Tyres For Trucks	2353.8944-01	16/09/2019	TYRES		\$1,520.00
	00014996	12/09/2019	SUPPLY, TRAVEL & FIT 4 NEW TYRES TO 028MDG	\$1,520.00	
Kool Line Electrical & Refrigeration	2353.8976-01	16/09/2019	ELECTRICAL SERVICES		\$12,880.00
	00126286	12/09/2019	ELECTRICAL SERVICES - HARRY RISEBOROUGH OVAL	\$12,880.00	
Sign Supermarket	2353.904-01	16/09/2019	SIGNS		\$93.50
	18713	12/09/2019	SIGNS	\$93.50	
Brice Pest Management	2353.9596-01	16/09/2019	PEST CONTROL		\$132.00
	03247	12/09/2019	PEST CONTROL - HARDY RD GLEN FORREST	\$132.00	
Managed System Services Pty Ltd	2353.9698-01	16/09/2019	IT HARDWARE		\$2,576.97
	00004981	13/09/2019	IT HARDWARE	\$2,576.97	
All Fence U Rent Pty Ltd	2353.9935-01	16/09/2019	TEMPORARY FENCE HIRE		\$779.63
	00028841	12/09/2019	HIRE OF TEMPORARY FENCING - MUNDARING CEMETERY	\$82.50	
	00028810	12/09/2019	HIRE OF TEMPORARY FENCING - CHIDLOW OVAL FOR TANK UPGRADE	\$697.13	
Telstra	2354.119-01	16/09/2019	TELEPHONE		\$9,912.02

Ms M M Thomas	2354.13042-01	16/09/2019	REIMBURSEMENT		\$230.00
	REIMBURSEMENT	13/09/2019	REIMBURSEMENT CATERING EXPENSES ON 23/08/2019	\$230.00	
Mr T D Evans	2354.13043-01	16/09/2019	RATES INCENTIVE PROGRAM		\$2,500.00
	RATES PROGR 2019	13/09/2019	1ST PRIZE EARLY RATES INCENTIVE PROGRAM 2019	\$2,500.00	
Synergy	2354.174-01	16/09/2019	ELECTRICITY		\$97.77
	4743483524	16/09/2019	ELECTRICITY	\$97.77	
Darling Range Volunteer Bushfire Brigade	2354.217-01	16/09/2019	HAZARD REDUCTION BURN AND REIMBURSEMENT		\$2,005.39
	#4006	18/09/2019	REIMBURSEMENT OF ESL EXPENSES	\$1,725.39	
	0163	18/09/2019	HAZARD REDUCTION BURN - R23165	\$280.00	
Chidlow Volunteer Bushfire Brigade	2354.343-01	16/09/2019	HAZARD REDUCTION BURN		\$840.00
	0163	18/09/2019	HAZARD REDUCTION BURN - R23165	\$840.00	
Mount Helena Volunteer Bushfire Brigade	2354.361-01	16/09/2019	HAZARD REDUCTION BURN		\$760.00
	0099	18/09/2019	HAZARD REDUCTION BURN - R29269	\$760.00	
Wooroloo Volunteer Bushfire Brigade	2354.362-01	16/09/2019	HAZARD REDUCTION BURN		\$560.00
	0106	18/09/2019	HAZARD REDUCTION BURN - R45897	\$560.00	
Parkerville Volunteer Bushfire Brigade	2354.363-01	16/09/2019	HAZARD REDUCTION BURN		\$2,140.00
	0023	18/09/2019	HAZARD REDUCTION BURN	\$1,300.00	
	0105	16/09/2019	HAZARD REDUCTION BURN - R40921	\$840.00	
Shire of Mundaring	2354.589-01	16/09/2019	FDC PARENT LEVY		\$22,700.60
	120919	12/09/2019	FDC PARENT LEVY	\$22,700.60	
Water Corporation	2355.34-01	19/09/2019	WATER RATES & FEES		\$2,349.32
	9009882418	19/09/2019	WATER RATES & FEES	\$24.57	
	9023483616	19/09/2019	REPAIR WORKS AT 315 FYFE ST HELENA VALLEY	\$1,884.58	
	9004566568	19/09/2019	WATER RATES & FEES	\$840.17	
Ms B M Player	2356.13046-01	20/09/2019	RATES REFUND		\$675.44
	REFUND	19/09/2019	RATES REFUND	\$675.44	
Ms D J Russell	2356.13047-01	20/09/2019	RATES REFUND		\$493.92
	REFUND	19/09/2019	RATES REFUND	\$493.92	
Mr G E Munyard	2356.13048-01	20/09/2019	RATES REFUND		\$1,958.29
	REFUND	19/09/2019	RATES REFUND	\$1,958.29	
Mr M R Smith	2356.13049-01	20/09/2019	RATES REFUND		\$218.52
	REFUND	19/09/2019	RATES REFUND	\$218.52	
Mrs M F Lawson	2356.13050-01	20/09/2019	RATES REFUND		\$72.23
	REFUND	19/09/2019	RATES REFUND	\$72.23	
Mr R R Canosa	2356.13051-01	20/09/2019	RATES REFUND		\$1,066.95
	REFUND	19/09/2019	RATES REFUND	\$1,066.95	
Mr D A King	2356.13052-01	20/09/2019	RATES REFUND		\$2,692.87
	REFUND	19/09/2019	RATES REFUND	\$2,692.87	
Rudd Industrial & Farm Supplies	2357.1020-01	23/09/2019	SAFETY EQUIPMENT		\$124.15
	918191	12/09/2019	SAFETY EQUIPMENT	\$124.15	
Michael Page International (Australia) Pty Ltd	2357.10416-01	23/09/2019	TEMP STAFF		\$4,012.75
	338919	19/09/2019	TEMP STAFF - FINANCE	\$2,188.50	
	338918	19/09/2019	TEMP STAFF - FINANCE	\$1,824.25	
Asphalt in a Bag	2357.10746-01	23/09/2019	ASPHALT		\$1,718.75
	60001040	17/09/2019	COLD MIX ASPHALT BAGS	\$1,718.75	

Mammoth Equipment & Exhausts	2357.10803-01	23/09/2019	EQUIPMENT PURCHASES		\$319.00
	61836	17/09/2019	SUPPLY 2 X 210L ECOBLUE	\$319.00	
Alco Pty Ltd	2357.10881-01	23/09/2019	FIRST AID REPLENISHMENT		\$277.59
	CPER1071712	19/09/2019	FIRST AID REPLENISHMENT	\$29.73	
	CPER1071713	19/09/2019	FIRST AID REPLENISHMENT	\$112.64	
	CPER1071714	19/09/2019	FIRST AID REPLENISHMENT	\$29.73	
	CPER1071715	19/09/2019	FIRST AID REPLENISHMENT	\$105.49	
Aqua Sports Marine	2357.10988-01	23/09/2019	EQUIPMENT PURCHASE		\$783.00
	10572	20/09/2019	PURCHASE YAMAHA 6HP 4 STROKE ENGINE LAKE LESCHENAULTA	\$783.00	
Sapio Pty Ltd	2357.11017-01	23/09/2019	ALARM MONITORING		\$1,102.81
	SP129901	17/09/2019	UPGRADE SECURITY SYSTEM AT AFM LIBRARY	\$316.27	
	SP129883	17/09/2019	UPGRADE SECURITY SYSTEM AT MIDVALE CHILDCARE	\$489.54	
	SP124779	19/09/2019	INSTALL PERMACONN MONITORING UNIT - ADMIN BUILDING	\$297.00	
CTI Couriers Pty Ltd	2357.11085-01	23/09/2019	COURIER SERVICES		\$600.60
	CISC4280517	19/09/2019	COURIER SERVICES	\$600.60	
Frontline Fire & Rescue Equipment	2357.11135-01	23/09/2019	EQUIPMENT PURCHASES		\$240.57
	65062	13/09/2019	EQUIPMENT PURCHASES - DARLINGTON VBFB	\$240.57	
AXIS Contracting Pty Ltd	2357.11161-01	23/09/2019	EARTHWORKS		\$8,228.00
	4736	19/09/2019	SUPPLY & INSTALL CONCRETE AT MUNDARING WEIR RD ROUNDABOUT	\$8,228.00	
All Access Australasia (KL Media Pty Ltd T/A)	2357.11387-01	23/09/2019	LIBRARY STOCK		\$741.39
	1139763	15/08/2019	DVD STOCK FOR BOYA LIBRARY	\$364.11	
	1140117	17/09/2019	DVD STOCK FOR KSP LIBRARY	\$347.28	
S and I Services (Sneska Ilikj T/A)	2357.11452-01	23/09/2019	CLEANING		\$280.00
	161	20/09/2019	CLEANING SERVICES	\$280.00	
Swan Valley Fresh (Vendor Management Solutions Pty Ltd T/A)	2357.11474-01	23/09/2019	KIOSK SUPPLIES		\$204.17
	00025476	19/09/2019	KIOSK SUPPLIES	\$204.17	
Bow Steel Pty Ltd	2357.11568-01	23/09/2019	STEEL FABRICATION		\$2,068.00
	543	17/09/2019	REPAIR LIFTING GANTRY & GRANDSTAND - BILGOMAN AQUATIC CENTRE	\$2,068.00	
Corsign WA Pty Ltd	2357.11578-01	23/09/2019	SIGNS		\$128.70
	00040513	19/09/2019	SUPPLY & DELIVER STREET SIGNS	\$128.70	
Quiremed Pty Ltd	2357.11772-01	23/09/2019	SERVICE EQUIPMENT		\$363.08
	QIN15530	17/09/2019	SERVICE OXYGEN EQUIPMENT	\$363.08	
Ohura Consulting (Trustee for Ohura Trust T/A)	2357.11797-01	23/09/2019	CONSULTANCY SERVICES		\$170.50
	544	17/09/2019	INDUSTRIAL RELATIONS CONSULTANCY SERVICES	\$170.50	
Mug Shots	2357.11900-01	23/09/2019	NAME BADGES		\$44.00
	00000896	20/09/2019	NAME BADGES	\$44.00	
The Stationery Co (C Willis & D J Willis T/A)	2357.11953-01	23/09/2019	STATIONERY		\$99.00
	157988	29/08/2019	STATIONERY ITEMS	\$99.00	
Department of Human Services - Child Support	2357.12-01	23/09/2019	CHILD SUPPORT PAYMENT		\$146.42
	PY02-06-CHILD SU	15/09/2019	CHILD SUPPORT PAYMENT	\$146.42	
JEK Pty Ltd T/A Has Earthmoving	2357.12068-01	23/09/2019	HIRE OF PLANT		\$14,977.06
	00000517	08/08/2019	WET HIRE OF PLANT FOR OPEN DRAIN MAINTENANCE	\$3,407.95	
	00000520	14/08/2019	WET HIRE OF PLANT FOR OPEN DRAIN MAINTENANCE	\$3,587.32	
	00000522	29/08/2019	WET HIRE OF PLANT FOR OPEN DRAIN MAINTENANCE	\$3,497.64	
	00000523	29/08/2019	WET HIRE OF PLANT FOR OPEN DRAIN MAINTENANCE	\$4,484.15	
Recruitwest Pty Ltd	2357.12078-01	23/09/2019	TEMP STAFF		\$28,634.80
	C INV 527368	19/09/2019	TEMP STAFF - DEPOT	\$13,399.91	

Midland Tools Pty Ltd T/A Total Tools Midland	2357.12080-01	23/09/2019	EQUIPMENT PURCHASES		\$385.75
	143244	20/08/2019	GENERAL MAINTENANCE SUPPLIES FOR LAKE LESCHENAULTIA	\$385.75	
Biobean Coffee Pty Ltd	2357.12185-01	23/09/2019	PROVISIONS FOR REFLECTIONS CAFE		\$330.00
	00009636	09/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$330.00	
Grace Information & Records Management	2357.12402-01	23/09/2019	OFF-SITE RECORDS STORAGE		\$2,064.17
	RP00915164	09/09/2019	OFF-SITE RECORDS STORAGE	\$2,064.17	
Rainchaser Pumps and Reticulation	2357.12451-01	23/09/2019	PARTS		\$31.50
	INV-0750	20/09/2019	SUPPLY CAMLOCK FOR 028MDG	\$31.50	
Mr G Wood	2357.12470-01	23/09/2019	MAINTENANCE		\$823.90
	2449	17/09/2019	SUPPLY & INSTALL CONCRETE SLAB PARK BENCH - HERITAGE TRAIL NEAR MOFFLIN AVE	\$823.90	
All Round Construction Services Pty Ltd	2357.12474-01	23/09/2019	OFFICE REFURBISHMENT		\$5,370.75
	INV-1240	23/09/2019	OFFICE REFURBISHMENT - BROWN PARK COMMUNITY CENTRE	\$3,366.55	
	INV-1239	23/09/2019	OFFICE REFURBISHMENT - BROWN PARK COMMUNITY CENTRE	\$2,004.20	
Mr V Crowe	2357.12579-01	23/09/2019	LANDSCAPE, MAINTENANCE & CLEANING SERVICES		\$910.00
	1305	17/09/2019	LANDSCAPE SERVICES	\$210.00	
	1306	17/09/2019	CLEANING SERVICES	\$210.00	
	1307	17/09/2019	LANDSCAPE SERVICES	\$210.00	
	1308	17/09/2019	MAINTENANCE & LANDSCAPE SERVICES	\$280.00	
West Coast Sporting Surfaces Pty Ltd T/A West Coast Synthetic Surfaces	2357.12653-01	23/09/2019	SPORTING SURFACE INSTALLATION		\$92,400.00
	INV-0121	12/09/2019	SUPPLY & INSTALL BASKETBALL BACKBOARDS - MUNDARING HARDCOURT	\$54,450.00	
	INV-0120	12/09/2019	LINE MARK, REPAIR & RESURFACE - MUNDARING HARDCOURTS	\$37,950.00	
Volich Waste Contractors Pty Ltd	2357.127-01	23/09/2019	REFUSE CONTRACT		\$88.66
	00005415	13/09/2019	WASTE COLLECTION SERVICES - LAKE LESCHENAULTIA	\$88.66	
Barnyard Buddies	2357.12727-01	23/09/2019	INCURSION		\$375.00
	2019024	19/09/2019	INCURSION FOR MECPC - BARNYARD BUDDIES FARM VISIT	\$375.00	
B Social Perth	2357.12736-01	23/09/2019	SOCIAL MEDIA SERVICES		\$390.00
	#047	17/09/2019	SOCIAL MEDIA SERVICES	\$390.00	
Dynamic Audio Visual Solutions Pty Ltd	2357.12760-01	23/09/2019	SYSTEM INSTALLATION SERVICES		\$721.88
	6427	13/09/2019	AUDIO VISUAL SYSTEM INSTALLATION SERVICES - COUNCIL MEETING	\$721.88	
From Scratch Small Event Catering	2357.12866-01	23/09/2019	PROVISIONS FOR REFLECTIONS CAFE		\$140.00
	652	19/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$140.00	
Kott Gunning	2357.12892-01	23/09/2019	PROFESSIONAL LEGAL SERVICES		\$4,575.23
	242862	12/09/2019	PROFESSIONAL LEGAL SERVICES	\$4,575.23	
Aussie Broadband Pty Ltd	2357.12938-01	23/09/2019	NBN & VOIP SERVICE CHARGES		\$643.20
	6155048	19/09/2019	NBN & VOIP SERVICE CHARGES	\$643.20	
Domus Nursery (Heritage Way Pty Ltd T/As:)	2357.12948-01	23/09/2019	PLANTS		\$2,135.38
	135614	09/09/2019	ASSORTED PLANTS FOR HELENA VALLEY RD	\$2,135.38	
Traffic Force	2357.12951-01	23/09/2019	TRAFFIC MANAGEMENT SERVICES		\$77,875.20
	00018928	09/08/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAIN MAINTENANCE	\$2,184.34	
	00018930	09/08/2019	TRAFFIC MANAGEMENT SERVICES FOR WORKS CREW	\$2,373.79	
	00018927	09/08/2019	TRAFFIC MANAGEMENT SERVICES FOR TREE MAINTENANCE	\$2,442.68	
	00018993	14/08/2019	TRAFFIC MANAGEMENT SERVICES FOR TREE MAINTENANCE	\$3,543.46	
	00018708	14/08/2019	TRAFFIC CONTROL, ROAD CLOSURES & TMP KATHERNE ST	\$4,885.33	
	00018706	15/08/2019	TRAFFIC MANAGEMENT SERVICES FOR WORKS CREW	\$6,500.00	
	00018703	15/08/2019	TRAFFIC MANAGEMENT SERVICES FOR KERB MAINTENANCE	\$12,238.24	
	00018905	22/08/2019	TRAFFIC MANAGEMENT SERVICES FOR WORKS CREW	\$4,448.94	
	00018904	22/08/2019	TRAFFIC MANAGEMENT SERVICES FOR KERB MAINTENANCE	\$6,480.06	
	00018885	30/08/2019	TRAFFIC MANAGEMENT SERVICES FOR KERB MAINTENANCE	\$3,439.26	
	00018887	30/08/2019	TRAFFIC MANAGEMENT SERVICES FOR FOOTPATH MAINTENANCE	\$3,012.01	

	00016690	30/08/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAINAGE STRUCTURES	\$269.89	
	00016683	30/08/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAINAGE WORKS	\$8,295.83	
	00016962	13/09/2019	TRAFFIC MANAGEMENT SERVICES FOR WORKS CREWS	\$4,403.53	
	00016884	17/09/2019	TRAFFIC MANAGEMENT SERVICES FOR WORKS CREWS	\$5,676.42	
	00016961	17/09/2019	TRAFFIC MANAGEMENT SERVICES FOR DRAINAGE MAINTENANCE	\$5,065.79	
Tradesales (Atrada Group Pty Ltd T/As:)	2357.12966-01	23/09/2019	TRAINING		\$395.97
	26097	09/08/2019	SUPPLY & DELIVER PANELS & BIN STORAGE SYSTEM WORKSHOP	\$395.97	
Shire of Mundaring	2357.13-01	23/09/2019	PAYROLL DEDUCTION		\$8,142.36
	PY01-06-Private	15/09/2019	PAYROLL DEDUCTION	\$600.00	
	PY01-06-Child Ca	15/09/2019	PAYROLL DEDUCTION	\$1,238.46	
	PY01-06-Buy Addi	15/09/2019	PAYROLL DEDUCTION	\$791.85	
	PY01-06-Novated	15/09/2019	PAYROLL DEDUCTION	\$2,752.68	
	PY01-06-Novated	15/09/2019	PAYROLL DEDUCTION	\$1,819.75	
	PY01-06-LSL Adju	15/09/2019	PAYROLL DEDUCTION	\$240.46	
	PY02-06-Private	15/09/2019	PAYROLL DEDUCTION	\$150.00	
	PY02-06-Buy Addi	15/09/2019	PAYROLL DEDUCTION	\$549.16	
Rogers Willex	2357.13011-01	23/09/2019	PARTS		\$597.30
	INV000370	29/08/2019	SUPPLY & DELIVER COMBINATION PINTLE HOOKS FOR 033MDG & 047MDG	\$597.30	
NNT - Division of Pacific Brands Workwear Group P/L	2357.1328-01	23/09/2019	UNIFORMS		\$278.68
	11625962	17/09/2019	UNIFORMS - KSP LIBRARY	\$278.68	
Eastern Hills Saws & Mowers Pty Ltd	2357.146-01	23/09/2019	PARTS		\$476.50
	43704 # 4	19/09/2019	LANDSCAPE SUPPLIES & SERVICES LAKE LESCHENAUTIA	\$419.50	
	43647 # 11	20/09/2019	SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$57.00	
Vodafone	2357.166-01	23/09/2019	FEES		\$1,871.47
	11240084	19/09/2019	PAGERS & MESSAGING - ALL BRIGADES	\$1,871.47	
Agparts Warehouse Pty Ltd	2357.1884-01	23/09/2019	PARTS		\$49.34
	245899	19/09/2019	SUPPLY ASSORTED PINS & AG CLIPS FOR VEHICLE REPAIRS	\$49.34	
Konica Minolta Business Solutions Aust Pty Ltd	2357.197-01	23/09/2019	PHOTOCOPIER PRINTING		\$2,927.94
	0400001153320819	12/09/2019	PHOTOCOPIER PRINTING	\$2,927.94	
Eastern Metropolitan Regional Council	2357.21-01	23/09/2019	TRANSFER STATION FEES		\$85,404.60
	018.112	17/09/2019	TRANSFER STATION FEES	\$85,404.60	
Deputy Commissioner of Taxation	2357.215-01	23/09/2019	TAXATION		\$151,864.00
	PY01-06-Deputy C	15/09/2019	PAYROLL DEDUCTION	\$124,425.00	
	PY02-06-Deputy C	15/09/2019	PAYROLL DEDUCTION	\$27,439.00	
Asphaltech Pty Ltd	2357.2163-01	23/09/2019	ASPHALT		\$341,656.56
	10006363	12/09/2019	ASPHALT WORKS - LLANGIWAY STONEVILLE	\$57,265.68	
	10006362	12/09/2019	ASPHALT WORKS - JOHNSTON ST MT HELENA	\$63,969.71	
	10006359	12/09/2019	ASPHALT WORKS - HEFRON ST MT HELENA	\$59,590.53	
	10006335	12/09/2019	ASPHALT WORKS - LACEY ST SAWYERS VALLEY	\$7,424.57	
	10006336	12/09/2019	ASPHALT WORKS - LEE RD SAWYERS VALLEY	\$30,483.85	
	10006338	17/09/2019	ASPHALT WORKS - MUNDARING ARENA CARPARK	\$16,912.17	
	10006373	17/09/2019	ASPHALT WORKS - HAWDON ST STONEVILLE	\$44,429.95	
	10006383	17/09/2019	ASPHALT WORKS - GEARY ST MUNDARING	\$20,398.83	
	10006422R	19/09/2019	ASPHALT WORKS - MATTHEWS WAY STONEVILLE	\$41,181.27	
Country Womens Association of WA Inc - Mundaring Branch	2357.2165-01	23/09/2019	CATERING		\$345.00
	108	19/09/2019	CATERING SERVICES - MUNDARING FIRE SCHOOL	\$345.00	
Forpark Australia	2357.2259-01	23/09/2019	PLAYGROUND EQUIPMENT		\$3,298.90
	44291	19/09/2019	REPLACEMENT PARTS FOR PLAYGROUND AT GRUNDY PARK	\$3,298.90	
Revival Signs	2357.26-01	23/09/2019	SIGNS		\$138.72
	0082	17/09/2019	SUPPLY & INSTALL OFFICE & WALL POOL OPENING SIGNS	\$138.72	
St John Ambulance Western Australia Ltd	2357.2644-01	23/09/2019	EQUIPMENT PURCHASE		\$3,465.00

Grasstrees Australia	2357.2689-01	23/09/2019	PLANTS		\$3,250.50
	00008478	29/08/2019	PLANTS	\$3,250.50	
Du Clene Pty Ltd	2357.2737-01	23/09/2019	CLEANING		\$71,734.98
	00009609	17/09/2019	CLEANING SERVICES	\$2,467.20	
	00009570	19/09/2019	CLEANING SERVICES	\$337.05	
	00009574	19/09/2019	CLEANING SERVICES	\$68,940.73	
Hills Seafood Supplies	2357.2741-01	23/09/2019	KIOSK SUPPLIES		\$448.58
	68970	19/09/2019	KIOSK SUPPLIES	\$448.58	
Winc Australia Pty Limited	2357.280-01	23/09/2019	STATIONERY		\$481.74
	9028317864	12/09/2019	STATIONERY ITEMS	\$29.81	
	9028337911	12/09/2019	STATIONERY ITEMS	\$378.77	
	9028328876	19/09/2019	STATIONERY ITEMS	\$75.16	
Total Packaging (WA) Pty Ltd	2357.2815-01	23/09/2019	DOG WASTE BAGS		\$1,716.00
	00034149	19/09/2019	DOG WASTE BAGS	\$1,716.00	
WA Hino Sales & Service	2357.2982-01	23/09/2019	PARTS		\$495.83
	253679	20/09/2019	SUPPLY DOOR CHECK STRAP FOR 036MDG	\$137.83	
	253621	20/09/2019	SUPPLY MIRROR COVER, OIL FILTER & LUBE KITS	\$358.00	
McLeods Barristers and Solicitors	2357.307-01	23/09/2019	PROFESSIONAL LEGAL SERVICES		\$1,117.16
	109748	13/09/2019	PROFESSIONAL LEGAL SERVICES - PLANNING MATTER	\$1,117.16	
Landgate	2357.314-01	23/09/2019	TITLE SEARCHES		\$244.00
	952170	12/09/2019	TITLE SEARCHES	\$244.00	
Battery World Midland	2357.3180-01	23/09/2019	BATTERIES		\$209.00
	IN6031759464	23/09/2019	BATTERIES FOR 000MDG	\$209.00	
Boral Construction Materials Group Ltd	2357.33-01	23/09/2019	ASPHALT		\$2,651.00
	WA14649493	06/08/2019	ASPHALT	\$154.00	
	WA14652782	14/08/2019	ASPHALT	\$154.00	
	WA14652783	14/08/2019	ASPHALT	\$154.00	
	WA14674910	22/08/2019	ASPHALT	\$154.00	
	WA14674911	22/08/2019	ASPHALT	\$154.00	
	WA14688199	23/08/2019	ASPHALT	\$154.00	
	WA14688200	23/08/2019	ASPHALT	\$154.00	
	WA14688201	23/08/2019	ASPHALT	\$154.00	
	WA14694508	29/08/2019	ASPHALT	\$264.00	
	WA14697811	29/08/2019	ASPHALT	\$154.00	
	WA14697812	29/08/2019	ASPHALT	\$154.00	
	WA14697813	29/08/2019	ASPHALT	\$154.00	
	WA14715933	13/09/2019	ASPHALT	\$154.00	
	WA14706512	13/09/2019	ASPHALT	\$154.00	
	WA14710268	13/09/2019	ASPHALT	\$154.00	
	WA14715932	13/09/2019	ASPHALT	\$231.00	
RSEA Pty Ltd	2357.3338-01	23/09/2019	SAFETY EQUIPMENT		\$110.97
	9309743	09/08/2019	SAFETY EQUIPMENT	\$63.25	
	9309783	09/08/2019	SAFETY EQUIPMENT	\$47.72	
Fasta Courier Service	2357.336-01	23/09/2019	COURIER SERVICES		\$184.12
	216944	20/09/2019	COURIER SERVICES	\$184.12	
Quick Corporate Australia	2357.3445-01	23/09/2019	STATIONERY		\$188.95
	SN-01121180	09/09/2019	STATIONERY ITEMS	\$188.95	
Landmark Operations Ltd	2357.35-01	23/09/2019	EQUIPMENT		\$770.31
	902072178	09/09/2019	WEED CONTROL CHEMICALS	\$339.99	
	902078694	17/09/2019	SUPPLY 60 STEEL STAR PICKETS	\$430.32	
Mundaring Electrical Contracting Service	2357.381-01	23/09/2019	ELECTRICAL SERVICES		\$1,003.00
	90000	10/09/2019	ELECTRICAL SERVICES - ADMIN BUILDING	\$903.00	

	6949	19/09/2019	ELECTRICAL SERVICES - CHIDLOW PUBLIC TOILETS	\$211.00	
	6935	19/09/2019	ELECTRICAL SERVICES - MUNDARING HARDCOURTS	\$225.50	
	6934	20/09/2019	ELECTRICAL SERVICES - BOYA LIBRARY KITCHEN	\$269.50	
	6933	20/09/2019	ELECTRICAL SERVICES - MUNDARING HARDCOURTS SEWERAGE PUMP	\$198.00	
Cemeteries & Crematoria Assoc Of WA	2357.3852-01	23/09/2019	MEMBERSHIP FEES		\$125.00
	1051	12/09/2019	MEMBERSHIP FEES 2019/2020	\$125.00	
Bucher Municipal Pty Ltd	2357.3868-01	23/09/2019	EQUIPMENT PURCHASES		\$3,244.41
	939844	14/08/2019	PARTS FOR SWEEPER TRUCK 043MDG	\$1,094.95	
	942146	17/09/2019	PARTS FOR SWEEPER TRUCK 043MDG	\$1,563.05	
	940912	17/09/2019	SUPPLY POLY CENTRE BROOM PART	\$586.41	
Bunzl Ltd	2357.388-01	23/09/2019	CLEANING SUPPLIES		\$4,113.96
	V007565	14/08/2019	PAPER PRODUCTS	\$2,788.55	
	V019700	20/08/2019	CLEANING SUPPLIES FOR LAKE LESCHENAU	\$1,325.41	
Western Australian Local Government Association	2357.393-01	23/09/2019	REGISTRATION FEES		\$2,031.00
	3078672	19/09/2019	ELECTED MEMBER REGISTRATION - 2019 WA LOCAL GOVERNMENT CONVENTION	\$1,615.00	
	3078409	19/09/2019	PARKING CHARGES - 2019 WA LOCAL GOVERNMENT CONVENTION	\$39.00	
	3078275	19/09/2019	PARKING CHARGES - 2019 WA LOCAL GOVERNMENT CONVENTION	\$39.00	
	3078286	20/09/2019	ELECTED MEMBER REGISTRATION - 2019 WA LOCAL GOVERNMENT CONVENTION	\$338.00	
Health Insurance Fund of WA	2357.4-01	23/09/2019	PAYROLL DEDUCTION		\$1,076.05
	PY01-06-HF	15/09/2019	PAYROLL DEDUCTION	\$1,076.05	
Tutt Bryant Equipment	2357.411-01	23/09/2019	PARTS		\$345.68
	008457144	23/08/2019	SUPPLY L/H DOOR GLASS FOR 005MDG	\$345.68	
Institute of Public Works Engineering Australasia	2357.4282-01	23/09/2019	REGISTRATION FEES		\$85.00
	N3BNXMMWKPK	19/09/2019	FORUM - CONTAMINATED LAND MANAGEMENT	\$85.00	
Perry Environmental Contracting	2357.4386-01	23/09/2019	MAINTENANCE		\$5,973.00
	2862	12/09/2019	WEED CONTROL - MUNDARING TRANSFER STATION	\$4,950.00	
	2863	12/09/2019	WEED CONTROL - CHIDLOW ST MT HELENA	\$1,023.00	
Aardvark Bobcat & Truck Hire	2357.4407-01	23/09/2019	HIRE OF PLANT		\$3,135.81
	#715	17/09/2019	HIRE OF PLANT	\$3,135.81	
Marketforce Pty Ltd	2357.4433-01	23/09/2019	ADVERTISING		\$793.08
	26299	17/09/2019	ADVERTISING	\$432.41	
	26297	17/09/2019	ADVERTISING	\$360.67	
Technifire 2000	2357.4453-01	23/09/2019	REPAIRS		\$2,156.67
	23574	29/08/2019	REPAIR WORKS TO 087MDG	\$467.28	
	23576	17/09/2019	REPAIR WORKS TO 079MDG	\$1,689.39	
Flexi Staff Pty Ltd	2357.4560-01	23/09/2019	TEMP STAFF		\$943.25
	211208	19/09/2019	TEMP STAFF - DEPOT	\$943.25	
Pure Air Filters	2357.4749-01	23/09/2019	PARTS		\$194.70
	00011718	29/08/2019	AIR FILTER CLEANERS FOR 034MDG, 035MDG, 036MDG & 037MDG	\$194.70	
Echo Newspaper	2357.480-01	23/09/2019	ADVERTISING		\$2,558.38
	00005323	15/08/2019	ADVERTISING	\$1,303.50	
	00005496	20/08/2019	ADVERTISING	\$510.84	
	00005775	27/08/2019	ADVERTISING	\$489.04	
	00005847	13/09/2019	ADVERTISING	\$275.00	
Western Educting Service	2357.52-01	23/09/2019	HIRE OF PLANT		\$3,249.22
	00000211	19/09/2019	DRAIN EDUCTING / JETTING AT VARIOUS LOCATIONS	\$1,624.61	
	00000212	19/09/2019	DRAIN EDUCTING / JETTING AT VARIOUS LOCATIONS	\$1,624.61	
Global Workwear Investments Pty Ltd T/A Totally Workwear	2357.5558-01	23/09/2019	WORK CLOTHES		\$50.07
	MD11857.D1	22/08/2019	WORK CLOTHES	\$50.07	

Mundaring Tyre Centre	2357.5669-01	23/09/2019	TYRES & REPAIRS		\$410.00	\$410.00
	2354	20/09/2019	TYRES & REPAIRS FOR 081MDG, 070MDG, 821MDG & 820MDG		\$410.00	
Shire of Mundaring - Lotto Club	2357.5719-01	23/09/2019	PAYROLL DEDUCTION			\$271.60
	PY01-08-STAFF LO	15/09/2019	PAYROLL DEDUCTION		\$258.02	
	PY02-08-STAFF LO	15/09/2019	PAYROLL DEDUCTION		\$13.58	
West Coast Spring Water Pty Ltd	2357.5945-01	23/09/2019	DEPOT CONSUMABLES			\$6.70
	1477538	17/09/2019	WATER BOTTLES FOR DEPOT WATER COOLERS		\$6.70	
Shire of Mundaring - Social Club	2357.6-01	23/09/2019	PAYROLL DEDUCTION			\$164.00
	PY01-08-MUNDARIN	15/09/2019	PAYROLL DEDUCTION		\$164.00	
Baileys Fertilisers	2357.61-01	23/09/2019	TURF FERTILISER			\$2,722.50
	8565	06/08/2019	SUPPLY BEST TURF GOLD FERTILISER 20KG BAGS		\$2,722.50	
Australian Institute of Building Surveyors	2357.6340-01	23/09/2019	SUBSCRIPTIONS			\$560.00
	18620	17/09/2019	MEMBER RENEWAL - MANAGER BUILDING & HEALTH		\$560.00	
Glenview Machine Kerbing	2357.6363-01	23/09/2019	KERBING			\$670.50
	00005609	06/08/2019	SUPPLY & LAY KERBING - MUNDARING ARENA		\$670.50	
Hills Fresh (WA) Pty Ltd	2357.6419-01	23/09/2019	MILK			\$273.82
	ADMIN AUGUST2019	20/09/2019	MILK		\$273.82	
Country Womens Association of WA Inc - Mt Helena/Parkerville	2357.6635-01	23/09/2019	CATERING			\$540.00
	33	20/09/2019	CATERING - RESIDENT & RATEPAYER FORUM		\$300.00	
	34	20/09/2019	CATERING - TAFE COMMUNITY DEVELOPMENT WORKSHOP		\$240.00	
Relationships Australia Western Australia Incorporated	2357.6732-01	23/09/2019	EMPLOYEE ASSISTANCE PROGRAM			\$330.00
	00334612	13/09/2019	EMPLOYEE ASSISTANCE PROGRAM		\$165.00	
	00335044	19/09/2019	EMPLOYEE ASSISTANCE PROGRAM		\$165.00	
Host Corporation Pty Ltd T/A Host Direct	2357.6792-01	23/09/2019	EQUIPMENT FOR REFLECTIONS CAFE			\$842.49
	218861	13/09/2019	EQUIPMENT FOR REFLECTIONS CAFE		\$842.49	
Australian Services Union	2357.7-01	23/09/2019	PAYROLL DEDUCTION			\$155.40
	PY01-08-AUSTRALI	15/09/2019	PAYROLL DEDUCTION		\$25.90	
	PY02-08-AUSTRALI	15/09/2019	PAYROLL DEDUCTION		\$129.50	
Any Envelopes	2357.7048-01	23/09/2019	ENVELOPES			\$800.80
	00017305	08/08/2019	ENVELOPES		\$598.40	
	00017304	08/08/2019	ENVELOPES		\$202.40	
Boss Bobcat & Truck Service	2357.7230-01	23/09/2019	EARTHWORKS			\$22,847.50
	6919	12/09/2019	REMOVE DUMPED SOL & RUBBLE FROM 174 KYARRA CRES HELENA VALLEY		\$600.00	
	7119	17/09/2019	EARTHWORKS LIGHTING UPGRADE - MUNDARING OVAL & HARD COURTS		\$3,272.50	
	7219	17/09/2019	DEMOLITION & REMOVAL OF OLD WATER TANKS - CHIDLOW OVAL		\$14,135.00	
	7319	17/09/2019	EXCAVATE & ROCK BREAK TRENCHES - CHIDLOW OVAL		\$3,476.00	
	7519	19/09/2019	CLEAN UP SITE AT CHIDLOW VILLAGE GREEN		\$374.00	
	7619	19/09/2019	INSTALL DRAINAGE GRATES - HARRY RISEBOROUGH OVAL		\$960.00	
Pirtek Midland	2357.7318-01	23/09/2019	PARTS			\$653.95
	MD-T00025825	13/09/2019	SUPPLY ASSORTED HYDRAULIC HOSE FITTINGS		\$16.50	
	MD-T00025874	17/09/2019	TRAVEL TO SITE - REPAIR HYDRAULIC LEAK ON 018MDG		\$637.45	
Plantrite (Plant Force Investments Pty Ltd T/A)	2357.7332-01	23/09/2019	PLANTS			\$1,276.00
	00027716	09/08/2019	SUPPLY ASSORTED TUBE STOCK		\$1,276.00	
Scoob's Dingo Service	2357.7426-01	23/09/2019	EARTHWORKS			\$3,135.00
	2258	18/09/2019	FOOTPATH SWEEPING / MAINTENANCE		\$2,567.50	
	2259	20/09/2019	BACKFILL KERB AT GOODCHILD PL & KATHERNE ST BELLEVUE		\$577.50	
Sparks Refrigeration & Airconditioning	2357.7489-01	23/09/2019	MAINTENANCE			\$2,208.80
	INV-1738	13/09/2019	INSTALL AIRCONDITIONERS MT HELENA & BILGOMAN AQUATIC CENTRE		\$2,208.80	

PFD Food Services Pty Ltd	2357.7590-01	23/09/2019	KIOSK SUPPLIES		\$505.40	\$505.40
	KQ895248	19/09/2019	KIOSK SUPPLIES		\$505.40	
West Force Plumbing & Gas	2357.7735-01	23/09/2019	PLUMBING			\$319.00
	00024147	13/09/2019	PLUMBING - DARLINGTON TRAIN STATION		\$319.00	
ABM Landscaping	2357.7820-01	23/09/2019	LANDSCAPE MAINTENANCE			\$21,884.80
	INV-4480	09/09/2019	VERGE MAINTENANCE - LOMANDRA DR HELENA VALLEY		\$274.08	
	INV-4501	13/09/2019	LANDSCAPE MAINTENANCE - GREAT EASTERN HWY MUNDARING		\$2,235.89	
	INV-4502	13/09/2019	LANDSCAPE MAINTENANCE - MORRISON RD STREETSAPES		\$3,881.07	
	INV-4503	13/09/2019	LANDSCAPE MAINTENANCE - COMMUNITY CENTRES		\$2,055.68	
	INV-4500	13/09/2019	LANDSCAPE MAINTENANCE - HELENA VALLEY ESTATE		\$10,158.30	
	INV-4494	19/09/2019	LANDSCAPE MAINTENANCE - SCULPTURE PARK & MORGAN JOHN MORGAN PARK		\$3,299.78	
Compass Earthworks	2357.7840-01	23/09/2019	EARTHWORKS			\$3,135.00
	00000788	20/09/2019	INSTALL DRAINAGE PIT LID ON VIVEASH RD, SWAN VIEW		\$1,045.00	
	00000789	20/09/2019	REPLACE GULLY GRATE BLANCHARD RD & QUINN ST SWAN VIEW		\$1,045.00	
	00000790	20/09/2019	REPLACE COVER IN FOOTPATH BLANCHARD RD SWAN VIEW		\$1,045.00	
Ricoh Finance	2357.7857-01	23/09/2019	RENTAL CHARGES			\$210.10
	202817	30/08/2019	RENTAL CHARGES		\$210.10	
Bunnings Group Limited	2357.80-01	23/09/2019	HARDWARE			\$603.07
	2180/01578216	12/09/2019	HARDWARE ITEMS		\$603.07	
LGRCEU	2357.8-01	23/09/2019	PAYROLL DEDUCTION			\$41.00
	PY02-06-LGRCEU	15/09/2019	PAYROLL DEDUCTION		\$41.00	
Keston Australia Pty Ltd	2357.8053-01	23/09/2019	LIBRARY STOCK			\$1,114.85
	IN171087	22/08/2019	DVD SECURITY CASES FOR BOYA LIBRARY		\$1,114.85	
East End Electrical	2357.8149-01	23/09/2019	ELECTRICAL SERVICES			\$198.00
	EEE1000-920	19/09/2019	ELECTRICAL SERVICES - LAKE LESCHENAULTIA		\$198.00	
Position Partners Pty Ltd	2357.8246-01	23/09/2019	MAINTENANCE			\$826.10
	PSI-281917	14/08/2019	SUPPLY SMART TOOL DIGITAL LEVEL & CARRY BAG		\$275.00	
	PSI-284734	17/09/2019	SERVICE & CALIBRATION - TOPCON OPTICAL LEVEL		\$154.00	
	PSI-284772	17/09/2019	SERVICE & CALIBRATION - H4C LASER LEVEL		\$171.60	
	PSI-284774	17/09/2019	SERVICE & CALIBRATION - TRIMBLE PIPE LASER		\$225.50	
E Fire & Safety	2357.8275-01	23/09/2019	EQUIPMENT PURCHASES			\$115.50
	507557	19/09/2019	SUPPLY 3 VINYL FIRE HOSE REEL COVERS LAKE LESCHENAULTIA		\$115.50	
Institute of Surveying and Civil Design Training Pty Ltd	2357.8373-01	23/09/2019	TRAINING			\$2,684.00
	200053	27/08/2019	TRAINING - 12D MODEL CIVIL DESIGN BASICS COURSE		\$1,342.00	
	200052	27/08/2019	TRAINING - 12D MODEL CIVIL DESIGN BASICS COURSE		\$1,342.00	
Natural Area Holdings P/L T/A Natural Area Consulting Management	2357.8374-01	23/09/2019	WEED CONTROL			\$4,650.14
	00011869	17/09/2019	WEED CONTROL - MATHIESON RD TRANSFER STATION		\$2,354.22	
	00011533	20/09/2019	CLEAN DRAIN AT CHARTWELL PARK & APPLY HERBICIDE		\$2,295.92	
Great Sand Supplies Trust	2357.8584-01	23/09/2019	GRAVEL AND SAND SUPPLIES			\$27,715.22
	00005155	09/09/2019	SCREENED SUB BASE GRAVEL		\$14,716.68	
	00005156	09/09/2019	SCREENED SUB BASE GRAVEL		\$7,089.08	
	00005157	12/09/2019	FILL SAND		\$1,064.22	
	00005154	12/09/2019	GRAVEL STOCK		\$4,845.26	
Airlite Cleaning	2357.8677-01	23/09/2019	MONTHLY SERVICE SANITARY BINS			\$2,354.87
	344768	12/09/2019	MONTHLY SERVICE SANITARY BINS		\$2,354.87	
Tyres For Trucks	2357.8944-01	23/09/2019	TYRES			\$715.00
	00016008	19/09/2019	LOADER TYRE REPAIRS ON SITE AT MATHIESON RD TRANSFER STATION		\$715.00	
Major Motors Pty Ltd	2357.90-01	23/09/2019	PARTS			\$95.19
	813284	19/09/2019	SUPPLY ONE PLATE STEP FOR 073MDG		\$95.19	

Insight Ornithology	2357.9342-01	23/09/2019	PRESENTATION		\$350.00	\$350.00
	#020919	19/09/2019	PRESENTATION & TALK AT BOYA COMMUNITY CENTRE		\$350.00	
Australian Grown	2357.9512-01	23/09/2019	STAFF UNIFORMS			\$255.42
	S25942	29/08/2019	STAFF UNIFORMS		\$255.42	
Calibre Coatings	2357.9573-01	23/09/2019	MAINTENANCE			\$935.00
	INV-0020	17/09/2019	ADDITIONAL PAINTING - BRUCE DOUGLAS PAVILION		\$935.00	
Managed System Services Pty Ltd	2357.9698-01	23/09/2019	IT HARDWARE			\$394.68
	00004907	20/09/2019	IT HARDWARE		\$394.68	
Steann Pty Ltd	2357.9922-01	23/09/2019	WASTE COLLECTION			\$156,443.33
	9919	20/09/2019	ANNUAL BULK VERGE WASTE COLLECTION 2/9/19-8/9/19		\$36,853.58	
	9819	20/09/2019	ANNUAL BULK VERGE WASTE COLLECTION 28/8/19-30/8/19		\$80,084.97	
	10119	20/09/2019	ANNUAL BULK VERGE WASTE COLLECTION 9/9/19-14/9/19		\$59,504.78	
Hills Rangers Football Club Inc	2358.10348-01	23/09/2019	GRANT			\$300.00
	GRANT	23/09/2019	RECOGNITION EVENT GRANT		\$300.00	
Synergy	2358.174-01	23/09/2019	ELECTRICITY			\$61,742.54
	6146423529	10/09/2019	ELECTRICITY		\$125.48	
	7071549128	10/09/2019	ELECTRICITY		\$103.18	
	5162819914	23/09/2019	ELECTRICITY		\$4,318.94	
	3021847529	23/09/2019	ELECTRICITY		\$56,078.88	
	0941380327	23/09/2019	ELECTRICITY		\$269.71	
	6172559523	23/09/2019	ELECTRICITY		\$553.45	
	5018318610	23/09/2019	ELECTRICITY		\$294.90	
Darling Range Volunteer Bushfire Brigade	2358.217-01	23/09/2019	HAZARD REDUCTION BURN			\$120.00
	0154	23/09/2019	HAZARD REDUCTION BURN - R23165		\$120.00	
Darlington Volunteer Bushfire Brigade	2358.306-01	23/09/2019	HAZARD REDUCTION BURN			\$1,060.00
	0284	23/09/2019	HAZARD REDUCTION BURN - 40 GLEBE RD DARLINGTON		\$200.00	
	HR BURNS	23/09/2019	HAZARD REDUCTION BURN - BEELARA HEIGHTS STONEVILLE		\$860.00	
Stoneville Volunteer Bushfire Brigade	2358.326-01	23/09/2019	HAZARD REDUCTION BURN			\$913.00
	0402	23/09/2019	HAZARD REDUCTION BURN - 220 BLUE WREN PLACE STONEVILLE		\$913.00	
Chidlow Volunteer Bushfire Brigade	2358.343-01	23/09/2019	HAZARD REDUCTION BURN			\$240.00
	0154	23/09/2019	HAZARD REDUCTION BURN - R23165		\$240.00	
Wesfarmers Kleenheat Gas Pty Ltd	2358.355-01	23/09/2019	GAS			\$357.16
	21482211	30/08/2019	GAS		\$63.20	
	21483778	10/09/2019	GAS		\$205.26	
	21427847	23/09/2019	GAS SERVICES - LAKE LESCHENAUTIA		\$88.70	
Darlington Family Playgroup Inc	2358.4693-01	23/09/2019	COMMUNITY EVENT GRANT			\$500.00
	GRANT	23/09/2019	COMMUNITY EVENT GRANT		\$500.00	
Ms MR Ponnann	2358.8036-01	23/09/2019	REIMBURSEMENT			\$2,702.52
	REIMBURSEMENT	23/09/2019	REIMBURSEMENT FOR CONFERENCE EXPENSES		\$2,702.52	
Care Giver Subsidies	2359.3462-01	26/09/2019	CARE GIVER SUBSIDIES			\$59,038.28
	260919	26/09/2019	CARE GIVER SUBSIDIES		\$59,038.28	
Sapio Pty Ltd	2360.11017-01	26/09/2019	ALARM MAINTENANCE			\$1,446.72
	SP130375	19/09/2019	UPGRADE SECURITY SYSTEM - ADMIN BUILDING		\$1,446.72	
Armada Concrete Tank Co	2360.11072-01	26/09/2019	CONCRETE WATER TANK			\$66,820.00
	3888	25/09/2019	SUPPLY & INSTALL CONCRETE WATER TANK - CHIDLOW OVAL		\$66,820.00	
Frontline Fire & Rescue Equipment	2360.11135-01	26/09/2019	EQUIPMENT PURCHASES			\$1,671.12
	65077	17/09/2019	EQUIPMENT PURCHASES - BRIGADE DISTRIBUTION		\$1,430.56	
	65078	17/09/2019	EQUIPMENT PURCHASES - STONEVILLE VBFB		\$240.57	

Mr A Brennan	2360.11202-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,082.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Ms L Fisher	2360.11203-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,999.58
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,082.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$758.71	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Mr J S Martin	2360.11205-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,082.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Mr D A Jeans	2360.11210-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,082.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Swan Valley Fresh (Vendor Management Solutions Pty Ltd T/A)	2360.11474-01	26/09/2019	KIOSK SUPPLIES		\$169.12
	00025583	24/09/2019	KIOSK SUPPLIES	\$169.12	
Mundaring Smash Repairs (WA Panel Works Pty Ltd T/A)	2360.11921-01	26/09/2019	VEHICLE REPAIRS		\$1,202.80
	65828	12/09/2019	TOWING SERVICES	\$178.00	
	65810	19/09/2019	REPAIR WORKS TO 040MDG	\$1,028.80	
The Stationery Co (C Willis & D J Willis T/A)	2360.11953-01	26/09/2019	STATIONERY		\$527.53
	158070	19/09/2019	STATIONERY ITEMS	\$298.72	
	158081	19/09/2019	STATIONERY ITEMS	\$230.81	
Skyworks WA Pty Ltd	2360.11991-01	26/09/2019	PHOTOGRAPHY		\$2,145.00
	00228	12/09/2019	AERIAL & GROUND FOOTAGE OF BIKE TRAIL OPENING	\$2,145.00	
Recruitwest Pty Ltd	2360.12078-01	26/09/2019	TEMP STAFF		\$12,443.01
	C INV 527498	24/09/2019	TEMP STAFF - DEPOT	\$12,443.01	
Mr D P Hayes	2360.12136-01	26/09/2019	DESIGN WORKS		\$800.00
	1040	25/09/2019	DESIGN MOUNTAIN BIKE TRAIL & MUNDARING ARENA STYLE GUIDE	\$800.00	
True Plumbing and Gas	2360.12148-01	26/09/2019	PLUMBING		\$1,650.00
	INV-1189	19/09/2019	SUPPLY & INSTALL HOT WATER UNIT - DARLINGTON FIRE SHED	\$1,650.00	
Biobean Coffee Pty Ltd	2360.12185-01	26/09/2019	PROVISIONS FOR REFLECTIONS CAFE		\$296.00
	00009665	13/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$296.00	
Miss K Driver	2360.12267-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,888.27
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,082.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
	TRAVEL	24/09/2019	TRAVEL REIMBURSEMENT 956KM 04/05/19 - 10/09/19	\$647.40	
Mr I R Green	2360.12268-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,082.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Mr J Russell	2360.12269-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,082.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
The Artisan Mundaring	2360.12363-01	26/09/2019	PROVISIONS FOR REFLECTIONS CAFE		\$377.12
	5	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$18.16	
	6	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$27.52	
	7	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$10.08	
	8	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$32.32	
	9	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$28.96	
	10	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$87.36	
	12	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$73.92	
	13	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$10.08	
	14	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$10.08	

	16	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$45.60	
	17	25/09/2019	PROVISIONS FOR REFLECTIONS CAFE	\$55.04	
MDM Plumbing and Gas	2360.12422-01	26/09/2019	PLUMBING		\$2,122.78
	869	25/09/2019	PLUMBING - LAKE LESCHENAULTA TOILETS	\$2,122.78	
Rainchaser Pumps and Reticulation	2360.12451-01	26/09/2019	PARTS		\$17.95
	INV-0773	25/09/2019	PARTS FOR P278	\$17.95	
Mr G Wood	2360.12470-01	26/09/2019	FENCING		\$4,293.30
	2457	25/09/2019	REMOVE & REPLACE FENCING AT GOODCHILD PLACE	\$3,297.80	
	2465	25/09/2019	REMOVE & REPLACE FENCING AT DALRY RD DARLINGTON	\$995.50	
Officeworks Ltd	2360.12640-01	26/09/2019	STATIONERY		\$52.98
	44518282	19/09/2019	STATIONERY ITEMS	\$52.98	
AMPAC Debt Recovery (WA) Pty Ltd	2360.12771-01	26/09/2019	DEBT RECOVERY SERVICES		\$16.34
	57328	28/09/2019	DEBT RECOVERY SERVICES	\$16.34	
Mount Helena Hardware	2360.12794-01	26/09/2019	HARDWARE		\$51.94
	128109	25/09/2019	SUPPLY DEWALT 8M MEASURING TAPE	\$42.95	
	128221	25/09/2019	HARDWARE ITEMS	\$8.99	
NAPA (A Division of GPC Asia Pacific Pty Ltd)	2360.12899-01	26/09/2019	PARTS		\$201.30
	1320023096	17/09/2019	SUPPLY AIR FILTER FOR P2489	\$29.15	
	1320023028	17/09/2019	SUPPLY AIR & OIL FILTERS FOR P2489, P2482, P2481 & P2485	\$172.15	
Allan Davies & Trevor Chudleigh Architects (Chudleigh Family Trust T/A)	2360.12921-01	26/09/2019	DESIGN SERVICES		\$1,144.00
	5081	20/09/2019	PREPARATION OF SUSTAINABLE BUILDING/SOLAR ADVICE BROCHURE	\$1,144.00	
Avon Tree Management (Kajanni Pty Ltd for Wegner Pedrotti Trust T/As:)	2360.12944-01	26/09/2019	STREET TREE MAINTENANCE		\$7,033.40
	53	25/09/2019	STREET TREE MAINTENANCE	\$3,172.40	
	54	25/09/2019	STREET TREE MAINTENANCE	\$2,719.20	
	57	25/09/2019	STREET TREE MAINTENANCE	\$1,141.80	
Across Planning (Larry Guise Planning Pty Ltd T/As:)	2360.12995-01	26/09/2019	PROFESSIONAL SERVICES		\$6,358.00
	00052	19/09/2019	MUNDARING MULTI-PURPOSE COMMUNITY FACILITY & TOWN CENTRE LAND ASSEMBLY PLAN	\$6,358.00	
TMO Pest and Weed Management	2360.12996-01	26/09/2019	WEED CONTROL		\$450.00
	INV-1262	20/09/2019	BROAD LEAF TREATMENT MT HELENA OVAL LONG JUMP	\$450.00	
MDM Entertainment Pty Ltd	2360.13013-01	26/09/2019	STOCK FOR BOYA LIBRARY		\$148.95
	80790	17/09/2019	STOCK FOR BOYA LIBRARY	\$148.95	
Brad Hutchinson Hearing	2360.13025-01	26/09/2019	AUDIO ASSESSMENT		\$209.00
	00338523	24/09/2019	WORKCOVER EMPLOYEE FULL AUDIO ASSESSMENT	\$209.00	
JBA Surveys (Bushtrek Pty Ltd T/As:)	2360.13031-01	26/09/2019	SURVEYING SERVICES		\$1,991.00
	00015888	25/09/2019	SUPPLY & SURVEY MUNDARING OVAL FOR LIGHTING UPGRADE	\$1,991.00	
Schweppes Australia Pty Ltd	2360.145-01	26/09/2019	KIOSK SUPPLIES		\$428.72
	0809007317	12/09/2019	KIOSK SUPPLIES	\$428.72	
Eastern Hills Saws & Mowers Pty Ltd	2360.146-01	26/09/2019	PARTS		\$242.50
	43676 # 4	24/09/2019	SUPPLY 2 X 5LTR 2 STROKE OIL	\$158.00	
	43727 # 11	25/09/2019	SUPPLY PARTS FOR P1003	\$84.50	
CJD Equipment Pty Ltd	2360.147-01	26/09/2019	PARTS		\$816.00
	1916186	12/09/2019	SUPPLY 2ND HAND CYLINDER & PARTS FOR 020MDG	\$816.00	
Dial A Nappy & Busiclean	2360.1521-01	26/09/2019	GOODS		\$1,293.00
	INV-10595	09/09/2019	CLEANING CHEMICALS FOR MECPC	\$238.00	
	INV-10602	19/09/2019	CLEANING CHEMICALS FOR MECPC	\$43.00	
	INV-10660	20/09/2019	CLEANING CHEMICALS FOR CPC SWAN	\$193.00	
	INV-10658	20/09/2019	CLEANING CHEMICALS FOR MECPC	\$819.00	

Eastern Metropolitan Regional Council	2360.21-01	26/09/2019	TRANSFER STATION FEES		\$78,668.29
	018 166	24/09/2019	TRANSFER STATION FEES	\$78,668.29	
Country Womens Association of WA Inc - Mundaring Branch	2360.2165-01	26/09/2019	CATERING		\$536.00
	109	24/09/2019	CATERING SERVICES - MUNDARING FIRE SCHOOL	\$536.00	
Forpark Australia	2360.2259-01	26/09/2019	PLAYGROUND EQUIPMENT		\$2,975.50
	44324	25/09/2019	SUPPLY REPLACEMENT PARTS FOR PLAYGROUND AT MUNDARNG OVAL	\$2,975.50	
Stewart & Heaton Clothing Co	2360.2625-01	26/09/2019	UNIFORMS		\$407.48
	SN-3096663	19/09/2019	PPE EQUIPMENT - SAWYERS VALLEY VBFB	\$12.03	
	SN-3095533	19/09/2019	PPE EQUIPMENT - SAWYERS VALLEY VBFB	\$234.88	
	SN-3097226	19/09/2019	PPE EQUIPMENT - PARKERVILLE VBFB	\$94.15	
	SN-3097230	19/09/2019	PPE EQUIPMENT - PARKERVILLE VBFB	\$66.72	
Winc Australia Pty Limited	2360.280-01	26/09/2019	STATIONERY		\$26.84
	9028368068	12/09/2019	STATIONERY ITEMS	\$26.84	
WA Hino Sales & Service	2360.2982-01	26/09/2019	VEHICLE REPAIRS		\$3,363.45
	HTFS125093	24/09/2019	REPAIR SENSOR FAULT ON 029MDG	\$3,363.45	
McLeods Barristers and Solicitors	2360.307-01	26/09/2019	PROFESSIONAL LEGAL SERVICES		\$1,821.51
	109872	17/09/2019	ANNUAL AUDIT SERVICES 2019	\$178.00	
	109940	24/09/2019	PROFESSIONAL LEGAL SERVICES - RATES MATTER	\$1,643.51	
Local Government Professionals Australia WA	2360.3088-01	26/09/2019	FORUM REGISTRATION		\$830.00
	12204	19/09/2019	FORUM REGISTRATION	\$480.00	
	12203	19/09/2019	FORUM REGISTRATION	\$350.00	
Mr D A Lavell	2360.3229-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,062.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Turfworks WA Pty Ltd	2360.3232-01	26/09/2019	MOWING		\$1,817.70
	4677	24/09/2019	MOWING SERVICES	\$1,817.70	
Fasta Courier Service	2360.336-01	26/09/2019	COURIER SERVICES		\$162.64
	216232	24/09/2019	COURIER SERVICES	\$162.64	
Mundaring Florist by Design	2360.364-01	26/09/2019	FLOWERS		\$78.00
	1193	24/09/2019	BEREAVEMENT FLOWERS	\$78.00	
Mundaring News & Lotto	2360.385-01	26/09/2019	SUBSCRIPTIONS		\$675.17
	6034	25/09/2019	MAGAZINE SUBSCRIPTIONS	\$675.17	
J. Blackwood & Son Pty Ltd	2360.397-01	26/09/2019	DEPOT CONSUMABLES		\$344.77
	PE4963TZ	19/09/2019	SUPPLY UVEX U-CHEM GLOVES	\$235.18	
	PE1757TZ	19/09/2019	SUPPLY ASSORTED GENERAL PURPOSE WORK GLOVES	\$63.36	
	PE1132UA	19/09/2019	SUPPLY ASSORTED GENERAL PURPOSE WORK GLOVES	\$66.23	
Down Under Stump Grinding Pty Ltd	2360.3998-01	26/09/2019	STREET TREE MAINTENANCE		\$223.85
	40889	25/09/2019	STREET TREE MAINTENANCE - INNAMNCKA RD GREENMOUNT	\$223.85	
Perry Environmental Contracting	2360.4386-01	26/09/2019	WEED CONTROL		\$6,490.00
	2871	25/09/2019	WEED CONTROL - PRETTY LANE TO HOWE COURT	\$3,520.00	
	2870	25/09/2019	WEED CONTROL - PRETTY LANE TO HOWE COURT	\$2,970.00	
Aardvark Bobcat & Truck Hire	2360.4407-01	26/09/2019	HIRE OF PLANT		\$3,862.95
	#717	25/09/2019	HIRE OF PLANT	\$3,862.95	
Mahogany Building & Design	2360.452-01	26/09/2019	MAINTENANCE		\$9,627.20
	INV0156	25/09/2019	MAINTENANCE - GLEN FORREST HALL	\$318.80	
	INV0156	25/09/2019	MAINTENANCE - ADMIN BUILDING	\$198.00	
	INV0155	25/09/2019	MAINTENANCE - SAWYERS VALLEY & GLEN FORREST PUBLIC TOILET	\$288.00	
	INV 0168	25/09/2019	MAINTENANCE - BRUCE DOUGLAS PAVILION	\$451.00	

	INV0154	26/09/2019	MAINTENANCE - LAKE LESCHENAUTIA OFFICE WALLS	\$3,025.00	
	INV0153	26/09/2019	MAINTENANCE - LAKE LESCHENAUTIA OFFICE CEILING	\$5,170.00	
Mr J S Daw	2360.4526-01	26/09/2019	COUNCILLOR ALLOWANCE		\$4,349.11
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,424.59	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$2,745.76	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Flexi Staff Pty Ltd	2360.4560-01	26/09/2019	TEMP STAFF		\$1,886.50
	211485	24/09/2019	TEMP STAFF - DEPOT	\$1,886.50	
Mr S H Fox	2360.5600-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,062.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Askwith Safe Company	2360.5767-01	26/09/2019	EQUIPMENT PURCHASES		\$1,111.00
	33857	26/09/2019	SUPPLY & INSTALL CHUBB SAFE	\$1,111.00	
Mrs T Burbidge	2360.6185-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,062.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
Hills Fresh (WA) Pty Ltd	2360.6419-01	26/09/2019	MILK & NEWSPAPERS		\$145.89
	LIBRARY AUGUST19	25/09/2019	MILK & NEWSPAPERS	\$145.89	
Vermeer Equipment of WA & NT	2360.6421-01	26/09/2019	PARTS		\$375.68
	110433	24/09/2019	SHARPENING OF 3 SETS OF CHIPPER KNIVES - 866 MDG	\$198.00	
	110476	25/09/2019	SUPPLY OF PARTS FOR CHIPPER - 876MDG	\$177.68	
Eastern Hills Liquid Waste	2360.6553-01	26/09/2019	RUBBISH FEES		\$1,300.00
	5675	26/09/2019	SEPTIC TANKS/LEACH DRAIN PUMPED MILLPERRA HOUSE	\$1,300.00	
Relationships Australia Western Australia Incorporated	2360.6732-01	26/09/2019	EMPLOYEE ASSISTANCE PROGRAM		\$330.00
	00335069	19/09/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	
	00335269	24/09/2019	EMPLOYEE ASSISTANCE PROGRAM	\$165.00	
The Watershed Water Systems	2360.68-01	26/09/2019	RETICULATION PARTS		\$44.86
	10170629	20/09/2019	RETICULATION PARTS	\$44.86	
Boss Bobcat & Truck Service	2360.7230-01	26/09/2019	EARTHWORKS		\$3,564.00
	7719	24/09/2019	EARTHWORKS FOR MUNDARING OVAL UPGRADE	\$3,564.00	
Scoob's Dingo Service	2360.7426-01	26/09/2019	FOOTPATH SWEEPING / MAINTENANCE		\$2,970.00
	2260	24/09/2019	FOOTPATH SWEEPING / MAINTENANCE	\$2,970.00	
West Force Plumbing & Gas	2360.7735-01	26/09/2019	PLUMBING		\$3,492.50
	00024163	13/09/2019	PLUMBING - MT HELENA FIRE BRIGADE	\$368.50	
	00024178	13/09/2019	PLUMBING - MORGAN JOHN MORGAN WATER LINE REPLACEMENT	\$2,810.50	
	00024157	17/09/2019	PLUMBING - DARLINGTON HALL PUBLIC TOILETS	\$148.50	
	00024161	17/09/2019	PLUMBING - WOOROLOO PUBLIC TOILETS	\$165.00	
ABM Landscaping	2360.7820-01	26/09/2019	LANDSCAPE MAINTENANCE		\$11,747.36
	INV-4499	24/09/2019	LANDSCAPE MAINTENANCE - MUNDARING TOWN CENTRE	\$11,642.88	
	INV-4532	25/09/2019	LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$104.50	
Mr D J Jones	2360.8066-01	26/09/2019	COUNCILLOR ALLOWANCE		\$1,240.87
	MEETING FEE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$1,062.11	
	ALLOWANCE	24/09/2019	ENTITLEMENTS FOR OCTOBER 2019	\$178.76	
E Fire & Safety	2360.8275-01	26/09/2019	MAINTENANCE		\$154.00
	505934	25/09/2019	ROUTINE MAINTENANCE SERVICES - ADMIN BUILDING	\$154.00	
Sankey Plumbing Service	2360.8545-01	26/09/2019	PLUMBING		\$506.00
	4484	24/09/2019	PLUMBING - BRUCE DOUGLAS PAVILION	\$154.00	
	4488	24/09/2019	PLUMBING - MUNDARING LIBRARY	\$352.00	

Poolegrave Signs & Engraving	2360.8843-01	26/09/2019	SIGNS		\$110.00
	00013443	19/09/2019	SIGNS FOR REFLECTIONS CAFE		
Insight Ornithology	2360.9342-01	26/09/2019	CONSULTANT SERVICES		\$700.00
	#010919	24/09/2019	CONSULTANT REPORT ON PEST BIRDS IN MUNDARING SHIRE		\$700.00
Avon Hills Environmental	2360.9584-01	26/09/2019	FIREBREAKS		\$1,100.00
	438	25/09/2019	FIREBREAKS - MULTIPLE RESERVES		\$1,100.00
Chris Mitchell Earthworks	2360.9601-01	26/09/2019	EARTHWORKS		\$4,180.00
	00008841	24/09/2019	TEMPORARY FENCING & REPLACE LEACH DRAIN AT MILPERRA HOUSE		\$4,180.00
Daimler Trucks Perth	2360.9643-01	26/09/2019	PARTS		\$138.41
	8171943D	12/09/2019	SUPPLY FUSO FILTER KIT FOR 040MDG P2473		
Synergy	2361.174-01	26/09/2019	ELECTRICITY		\$2,505.65
	9099008524	23/09/2019	ELECTRICITY		\$100.17
	4079099529	23/09/2019	ELECTRICITY		\$105.23
	1244788225	23/09/2019	ELECTRICITY		\$249.66
	9370588529	23/09/2019	ELECTRICITY		\$188.27
	5188165229	23/09/2019	ELECTRICITY		\$221.14
	1877395520	23/09/2019	ELECTRICITY		\$523.18
	6775786728	23/09/2019	ELECTRICITY		\$655.58
	5039289513	23/09/2019	ELECTRICITY		\$482.46
Glen Forrest Volunteer Bushfire Brigade	2361.196-01	26/09/2019	HAZARD REDUCTION BURN		\$1,495.00
	0104	26/09/2019	HAZARD REDUCTION BURN - R32727		\$720.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$400.00
	SOM-UCL-12	26/09/2019	HAZARD REDUCTION BURN - COPPIN RD MUNDARING UCL-12		\$375.00
Darling Range Volunteer Bushfire Brigade	2361.217-01	26/09/2019	HAZARD REDUCTION BURN		\$725.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$400.00
	SOM-UCL-12	26/09/2019	HAZARD REDUCTION BURN - COPPIN RD MUNDARING UCL-12		\$325.00
Darlington Volunteer Bushfire Brigade	2361.306-01	26/09/2019	HAZARD REDUCTION BURN		\$1,550.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$900.00
	SOM-UCL-12	26/09/2019	HAZARD REDUCTION BURN - COPPIN RD MUNDARING UCL-12		\$650.00
Mundaring Volunteer Fire & Rescue Service	2361.313-01	26/09/2019	HAZARD REDUCTION BURN		\$200.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$200.00
Sawyers Valley Volunteer Bushfire Brigade	2361.318-01	26/09/2019	HAZARD REDUCTION BURN		\$725.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$400.00
	SOM-UCL-12	26/09/2019	HAZARD REDUCTION BURN - COPPIN RD MUNDARING UCL-12		\$325.00
Stoneville Volunteer Bushfire Brigade	2361.326-01	26/09/2019	HAZARD REDUCTION BURN		\$998.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - 2050 STONELEIGH RD STONEVILLE		\$273.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$400.00
	SOM-UCL-12	26/09/2019	HAZARD REDUCTION BURN - COPPIN RD MUNDARING UCL-12		\$325.00
Chidlow Volunteer Bushfire Brigade	2361.343-01	26/09/2019	HAZARD REDUCTION BURN		\$2,200.00
	0194	26/09/2019	HAZARD REDUCTION BURN - 905 PROGRESS DRIVE CHIDLOW		\$450.00
	0191	26/09/2019	HAZARD REDUCTION BURN - 445 PROGRESS DRIVE CHIDLOW		\$300.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$800.00
	SOM-UCL-12	26/09/2019	HAZARD REDUCTION BURN - COPPIN RD MUNDARING UCL-12		\$650.00
Mount Helena Volunteer Bushfire Brigade	2361.361-01	26/09/2019	HAZARD REDUCTION BURN		\$725.00
	HR BURNS	26/09/2019	HAZARD REDUCTION BURN - BAMBROOK ST RESERVE UCL-15		\$400.00
	SOM-UCL-12	26/09/2019	HAZARD REDUCTION BURN - COPPIN RD MUNDARING UCL-12		\$325.00
Wooroloo Volunteer Bushfire Brigade	2361.362-01	26/09/2019	HAZARD REDUCTION BURN		\$800.00
	0918	26/09/2019	HAZARD REDUCTION BURN - WOOROLOO PRISON		\$800.00
Shire of Mundaring	2361.589-01	26/09/2019	FDC PARENT LEVY		\$22,849.68
	260919	26/09/2019	FDC PARENT LEVY		\$22,849.68

Shire of Mundaring - Trust Fund	Account : 633-000 158416396			
Cheque CHQ				
Chidlow Junior Football Club	00400748	06/09/2019	HALL BOND REFUND	\$330.00
	1154380	06/09/2019	HALL BOND REFUND	\$330.00
Silver Tree Steiner School Parents	00400749	06/09/2019	HALL BOND REFUND	\$500.00
	1148277	06/09/2019	HALL BOND REFUND	\$500.00
Mrs K L Turtu	00400750	06/09/2019	HALL BOND REFUND	\$110.00
	1167161	06/09/2019	HALL BOND REFUND	\$110.00
Mrs N I Walder	00400751	06/09/2019	KEY BOND REFUND	\$55.00
	830495	06/09/2019	KEY BOND REFUND	\$55.00
Tuesday Badminton Club	00400752	06/09/2019	KEY BOND REFUND	\$99.00
	827449	06/09/2019	KEY BOND REFUND	\$99.00
MTS Automation	00400753	06/09/2019	HALL BOND REFUND	\$110.00
	1163058	06/09/2019	HALL BOND REFUND	\$110.00
Ms S King	00400754	06/09/2019	HALL BOND REFUND	\$110.00
	1166448	06/09/2019	HALL BOND REFUND	\$110.00
Mrs L Taverniti	00400755	13/09/2019	HALL BOND REFUND	\$500.00
	1157586	13/09/2019	HALL BOND REFUND	\$500.00
Ms L Beagley	00400756	13/09/2019	HALL BOND REFUND	\$110.00
	1166419	13/09/2019	HALL BOND REFUND	\$110.00
Ms K Gaitskell	00400757	13/09/2019	HALL BOND REFUND	\$1,000.00
	1168511	13/09/2019	HALL BOND REFUND	\$1,000.00
Ms J L Murray	00400758	13/09/2019	KEY BOND REFUND	\$55.00
	1109056	13/09/2019	KEY BOND REFUND	\$55.00
Mundaring Sharing Centre	00400759	13/09/2019	KEY BOND REFUND	\$55.00
	1133854	13/09/2019	KEY BOND REFUND	\$55.00
Shire of Mundaring	00400760	13/09/2019	KEY BOND REFUND	\$55.00
	1022087	13/09/2019	KEY BOND REFUND	\$55.00
Eastern Hills Netball Association	00400761	13/09/2019	KEY BOND REFUND	\$55.00
	1158059	13/09/2019	KEY BOND REFUND	\$55.00
Perth Airport	00400762	20/09/2019	FUNCTION BOND REFUND	\$1,000.00
	1167707	20/09/2019	FUNCTION BOND REFUND	\$1,000.00
Mrs S E Churchman	00400763	20/09/2019	HALL BOND REFUND	\$110.00
	1169811	20/09/2019	HALL BOND REFUND	\$110.00
Mrs C A Biesse	00400764	20/09/2019	HALL BOND REFUND	\$110.00
	1167207	20/09/2019	HALL BOND REFUND	\$110.00
Ms E Hassner	00400765	20/09/2019	HALL BOND REFUND	\$110.00
	1155614	20/09/2019	HALL BOND REFUND	\$110.00
Mundaring Christian College Junior School	00400766	20/09/2019	KEY BOND REFUND	\$55.00
	1128540	20/09/2019	KEY BOND REFUND	\$55.00
Western Walking Club Inc	00400767	20/09/2019	HALL BOND REFUND	\$110.00
	1129106	20/09/2019	HALL BOND REFUND	\$110.00
Darlington Arts Festival Association	00400768	20/09/2019	HALL BOND REFUND	\$330.00
	1151941	20/09/2019	HALL BOND REFUND	\$330.00

Mr T Cuccaro	00400769	20/09/2019	HALL BOND REFUND		\$110.00
	1158065	20/09/2019	HALL BOND REFUND	\$110.00	
Diabetes WA	00400770	20/09/2019	HALL BOND REFUND		\$500.00
	1046301	20/09/2019	HALL BOND REFUND	\$500.00	
			Total Confirmation Cheques		\$5,579.00
PAYMENTS BY ELECTRONIC FUNDS TRANSFER (Payroll)					
Pay Summary	PP05/20 cycle 1	04/09/2019			\$380,842.70
Pay Summary	PP05/20 cycle 2	04/09/2019			\$81,871.11
Pay Summary	PP06/20 cycle 1	18/09/2019			\$385,666.55
Pay Summary	PP06/20 cycle 2	18/09/2019			\$92,909.96
			Total Payroll Payments Direct From Municipal Account		\$951,290.32
PAYMENTS BY DIRECT DEBIT FROM MUNICIPAL ACCOUNT					
Bendigo - Merch Bank Fees					\$13,148.43
Bendigo - Direct Debit Fees					\$470.04
Commonwealth Bank - Bpoint Fees					\$14,650.57
NAB - Purchase Cards					\$27,952.12
Debit Success & Quikkids					\$282.81
Fleetcare - Fuel Payments					\$3,433.00
HP Financial Services - Equipment Lease					\$40,329.30
Konica Minolta - Printer Lease					\$3,267.00
Puma Fuel					\$92.87
WA Treasury Corporation					\$91,888.81
RMS - Lakes Monthly License Fee					\$163.90
FER Lodgement Fees					\$0.00
General Procedure Claims Fees					
			Total Electronic Fund Payments Direct From Municipal Account		\$195,678.85

NAB Credit Card				
Date	Supplier	Description	Amount	Card User
28-Aug-19	Subway Mundaring	Catering - fire control	\$196.00	Mrs J R Banks
28-Aug-19	Freechoice Stores	Flowers for the Speech Pathologist - C&PCS - M/S	\$28.95	Ms M D Bill
28-Aug-19	Dropbox	Annual subscription	\$184.67	Ms A Martyn
28-Aug-19	The Good Guys	Cafe press sandwich maker	\$139.90	Ms S Harlow
28-Aug-19	The Reject Shop 6637	MCCC glass jars	\$44.00	Ms S Harlow
28-Aug-19	Red Dot Stores	Catering supplies - SCP Summit	\$12.00	Ms M M Thomas
29-Aug-19	Event And Conference Co Pty Ltd	Waste Conference MOS & CWFS	\$1,621.97	Mrs J N Dutton
29-Aug-19	Woolworths 4312	Craft materials for AFM children's activity	\$74.00	Ms M A Yasbincek
29-Aug-19	Campaign Monitor	What's On This Month - September 2019	\$22.64	Mrs P Heath
29-Aug-19	Ace Accommodation Albany	Accommodation Bushfire Planning Seminar	\$221.40	Mrs E M Pinnock
29-Aug-19	Ace Accommodation Albany	Accommodation Bushfire Planning Seminar CREDIT	-\$110.70	Mrs E M Pinnock
29-Aug-19	Tonys Meats	Meat for children - MECPC	\$243.76	Mrs S E Broad
29-Aug-19	Red Dot Stores	Citizenship catering supplies	\$29.00	Ms M M Thomas
30-Aug-19	Red Dot Stores	Document trolley	\$24.99	Ms A M Italiano
30-Aug-19	Books And Gifts Midland	Pegs for children	\$20.00	Mrs S E Broad
30-Aug-19	Angus & Robertson Book World	Library new stock - AV & adult books	\$490.55	Ms K L Martin
1-Sep-19	Coles 0337	Food & consumables for children - MECPC	\$467.90	Mrs S E Broad
1-Sep-19	Woolworths 4384	Consumables - SCFC Clayton View	\$118.82	Ms J Elkins
1-Sep-19	Woolworths 4384	Food items SCFC Clayton View	\$52.29	Ms J Elkins
1-Sep-19	Facebook	Advertisement - Strategic Community Workshops	\$28.60	Ms A Martyn
2-Sep-19	JB HiFi Pty Ltd	DVD's for AFM Library stock	\$164.86	Ms H McKissock
2-Sep-19	Woolworths	Catering - welcome Director Corporate Services	\$60.53	Ms A E Douglas
2-Sep-19	Local Government Planners Association	Legal Update 2019	\$170.00	Mrs E M Pinnock
2-Sep-19	Coles 0278	Milk for staff - ERFDC	\$7.17	Mrs S E Broad
2-Sep-19	Angus & Robertson Book World	Books for AFM Library stock	\$368.90	Ms H McKissock
2-Sep-19	Event And Conference Co Pty Ltd	Waste & Recycle Conference registration - Director Infrastructure Services	\$507.50	Ms M Beley
2-Sep-19	Planning Institute Of Western Australia	WA Conference late registration fee - Planning Officer	\$550.00	Mrs E M Pinnock
2-Sep-19	Planning Institute Of Western Australia	WA Conference late registration fee - Manager Planning & Environment	\$380.00	Mrs E M Pinnock
2-Sep-19	Transperth	Train ticket - SAT attendance - EHO	\$4.90	Mr M J Shurlock
2-Sep-19	Transperth	Train ticket - SAT attendance - SEHO	\$4.90	Mr M J Shurlock
2-Sep-19	Transperth	Train ticket - SAT attendance - EHO	\$4.90	Mr M J Shurlock
2-Sep-19	Transperth	Train ticket - SAT attendance - SEHO	\$4.90	Mr M J Shurlock
2-Sep-19	Swanview IGA	Consumable items for the centre - C&PCS - M/S	\$284.54	Ms M D Bill
3-Sep-19	Officeworks 0611	Stationery - Fire Controllers	\$37.94	Mrs J R Banks
3-Sep-19	Lucky Charm Midland	Stationery - Fire Controllers	\$17.98	Mrs J R Banks
3-Sep-19	The Reject Shop 6637	Consumable items for the centre - C&PCS - M/S	\$33.00	Ms M D Bill
3-Sep-19	The Reject Shop 6637	Trolley case Midvale Parenting Hub	\$58.00	Mrs J A Pearce
3-Sep-19	Gilbert's Fresh Market	Consumables for parenting program	\$14.99	Mrs J A Pearce
3-Sep-19	Revive Emergency Medical Training	In-house First Aid training for MECPC staff	\$1,341.00	Ms S Harlow
4-Sep-19	Down To Earth Garden Supplies	White sand for sandpits for MECPC	\$129.60	Mrs L D Caporn
4-Sep-19	JB HiFi Pty Ltd	HP wireless desktop	\$29.00	Ms A E Douglas
4-Sep-19	Town Of Cambridge	Parking fee - Town of Cambridge	\$4.35	Mr S M Purdy
4-Sep-19	Flag Poles	Building permit - flag poles for Bilgoman Aquatic Centre	\$61.65	Mr C F Blankley
4-Sep-19	Transperth	Train ticket - MEHMG Meeting - SEHO	\$4.90	Mr M J Shurlock
4-Sep-19	Transperth	Train ticket - MEHMG meeting - SEHO	\$4.90	Mr M J Shurlock
4-Sep-19	Campaign Monitor	Open Day Mundaring Library Events	\$122.42	Ms K L Martin

5-Sep-19 City Farmers	Pea hay for MCCC children	\$24.99	Mrs L D Caporn
5-Sep-19 Campaign Monitor	Mundaring Library Events	\$8.55	Ms K L Martin
5-Sep-19 Stratton Supa IGA	Food for the centre - C&PCS - Middle Swan	\$15.47	Ms M D Bill
5-Sep-19 Vistaprint	Business cards - Director Corporate Services	\$38.96	Ms A E Douglas
5-Sep-19 Swanview IGA	Food for MECPC	\$26.75	Ms R B McAllister
5-Sep-19 PB West	Training for ERFDC staff	\$1,430.00	Mrs S E Broad
6-Sep-19 LG Professionals WA	Registration (EA To CEO) Local Government Professionals Forum on 13/09/19	\$400.00	Ms A M Italiano
6-Sep-19 Gilbert's Fresh Market	Morning tea for families for Child Protection Week	\$53.35	Mrs L D Caporn
6-Sep-19 Black Swan Bakehouse	Morning tea for families for Child Protection Week	\$46.00	Mrs L D Caporn
6-Sep-19 Booktopia Pty Ltd	Refund for non-supply of junior stock AFM Library	CREDIT -13.45	Ms M A Yasbincek
6-Sep-19 Spotlight 058	Craft items for Vac Care	\$154.65	Ms J Elkins
7-Sep-19 Wilson Parking	Parking Fee - 06/09/19	\$10.20	Ms R B McAllister
7-Sep-19 Kmart 1052	Resources for Vac Care	\$82.00	Ms J Elkins
7-Sep-19 Best Price Variety Store	Dress up items for Vac Care	\$35.42	Ms J Elkins
7-Sep-19 Woolworths 4384	Resources for Vac Care	\$30.00	Ms J Elkins
7-Sep-19 Pharmacy Plus Alftone	Replacement first aid items	\$25.34	Ms J Elkins
8-Sep-19 Coles 0337	Food and consumables for children at MECPC	\$377.46	Mrs S E Broad
9-Sep-19 Campaign Monitor	Volunteer Bulletin September 2019	\$26.95	Mrs P Heath
9-Sep-19 Unicare Health	Handi-grip long reacher for depot	\$202.40	Mrs J N Dutton
9-Sep-19 Stratton Supa IGA	Food for the centre - C&PCS - Middle Swan	\$70.83	Ms M D Bill
10-Sep-19 Midland Supa IGA	Food items - SCFC Clayton View	\$13.83	Ms J Elkins
10-Sep-19 Department of Mines, Industry Regulation and Safety	Registration for Director Statutory Services - Building Surveying Prac	\$974.00	Ms A M Italiano
10-Sep-19 Secure Parking - 164 -1	Parking fee -WALGA Emergency Management meeting	\$9.23	Mr A J Dyson
10-Sep-19 GoDaddy	SSL Certificate for mundaringtourism.com.au	\$193.49	Mr A M Currell
10-Sep-19 Tonys Meats	Meat for children at MECPC	\$209.59	Mrs S E Broad
11-Sep-19 Woolworths 4312	Refreshments - Community Engagement Workshop 11/9/19	\$14.15	Ms A M Italiano
11-Sep-19 Midland Trophies	LEMC recognition award 1	\$34.00	Mr A J Dyson
11-Sep-19 Mt Helena Deli & Takeaway	Catering - HR burn Lake Leschenaultia	\$96.50	Mrs J R Banks
11-Sep-19 Coles 0398	Consumables for staff and visitors to Children's Services	\$28.00	Mrs A Tomizzi
11-Sep-19 Department of Mines, Industry Regulation and Safety	Building registration - MGR Building and Health	\$974.00	Mr M J Shurlock
11-Sep-19 The Reject Shop 6637	Items for Vac Care SCFC Clayton View	\$40.50	Ms J Elkins
11-Sep-19 NTK WA Pty Ltd	Summit catering on 28.08.19 Eastern Hills Bakery	\$211.00	Ms M M Thomas
12-Sep-19 The Shoe Kings Group	LEMC recognition award 2	\$90.00	Mr A J Dyson
12-Sep-19 Transperth	Train ticket for EHA Conference - SEHO	\$4.90	Mr M J Shurlock
12-Sep-19 JB HiFi Pty Ltd	Adult and junior stock for AFM Library	\$217.40	Ms M A Yasbincek
12-Sep-19 Zanthorrea Pty Ltd	Plants for Sculpture Park display	\$52.75	Mr D L O'Brien
12-Sep-19 Transperth	Train travel to an Aboriginal Workshop for 2 Shire of Mundaring staff	\$9.80	Mrs K D White
12-Sep-19 Transperth	Train travel to an Aboriginal Workshop for 2 Shire of Mundaring staff	\$9.80	Mrs K D White
12-Sep-19 Bunnings 318000	Door bumpers for Darlington Hall	\$33.74	Mr J M Neale
12-Sep-19 Angus & Robertson Book World	Junior book stock for AFM Library	\$642.92	Ms M A Yasbincek
13-Sep-19 Mt Helena Deli & Takeaway	Refreshments - hazard reduction burn	\$19.00	Mrs J R Banks
15-Sep-19 Coles 0337	Food and consumables - MECPC	\$509.41	Mrs S E Broad
15-Sep-19 Coles 0334	Food items - SCFC Clayton View	\$41.85	Ms J Elkins
16-Sep-19 Woolworths 4312	Refreshments - Age Friendly Informing workshops	\$66.48	Mrs P Heath
16-Sep-19 Mundaring Pharmacy	Certificate frame - recognition of continued employment	\$29.95	Ms A M Italiano
16-Sep-19 Officeworks 0611	Stationery items for KSP	\$50.87	Ms K L Martin
16-Sep-19 Coles 0330	Excellence Awards - gift cards	\$111.90	Ms M M Thomas
16-Sep-19 Australia Post Mundaring	Recognition of continued employment - Coordinator Gift/Memo (40x60)	\$4,644.00	Ms A M Italiano

16-Sep-19	GRC Solutions	Fraud Awareness Course	\$52.00	Ms A E Douglas
16-Sep-19	Angus & Robertson Book World	Books for KSP Library stock	\$450.90	Ms K L Martin
16-Sep-19	The Reject Shop 6637	Self care items for Parenting with Depression Group	\$17.00	Mrs J A Pearce
16-Sep-19	Bunnings 318000	Door bumpers & babolt for Darlington Hall	\$37.88	Mr J M Neale
17-Sep-19	Stratton Supa IGA	Food & drinks - MCCC	\$50.19	Ms R B McAllister
17-Sep-19	Stratton Supa IGA	Consumables for the centre - C&PCS - M/S	\$106.40	Ms M D Bill
17-Sep-19	Big W 0443	Chocolate for bubbaccino	\$36.55	Ms M D Bill
17-Sep-19	Ngala Community Service	Staff training - Growing Strong Brains	\$879.00	Mrs J A Pearce
17-Sep-19	Campaign Monitor	Email circulation - Age Friendly Community Consultation	\$87.10	Mrs K D White
17-Sep-19	St John Ambulance Australia	AED metal 90 degree signs X 10	\$330.00	Ms M M Thomas
17-Sep-19	Optimal Pharmacy	Digital thermometer for Midvale Child Care Centre	\$35.97	Ms S Harlow
18-Sep-19	Officeworks 0611	Consumables for ERFDC play session	\$56.94	Mrs A Tomizzi
18-Sep-19	Vistaprint	Business cards - Rangers	\$36.96	Ms A E Douglas
18-Sep-19	Bubbles And Bites	Lunch for the Men's Group & Clontarf students	\$250.00	Ms M D Bill
18-Sep-19	Big Bubble	Craft items for children	\$24.50	Mrs J A Pearce
18-Sep-19	Mundaring Mobile Phone & IT Services	iPhone screen & battery replacement	\$139.00	Mr A M Currell
18-Sep-19	Tonys Meats	Meat for children - MECPC	\$272.85	Mrs S E Broad
18-Sep-19	MSY Technology Pty Ltd	Noctua 80mm CPU fan	\$38.19	Mr A M Currell
19-Sep-19	Novotel Langley Fd Int	Parking fee - Novotel Langley	\$15.00	Ms R B McAllister
19-Sep-19	Transperth	Train ticket - GSP information session - SEHO	\$4.90	Mr M J Shurlock
19-Sep-19	Transperth	Train ticket - GSP information session - SEHO	\$4.90	Mr M J Shurlock
19-Sep-19	Lock & Load Guns	Supplies for fire arms	\$142.00	Mr C M Cuthbert
20-Sep-19	Koda Nutrition (www.kodanutrition.com)	Energy bars for VBFB distribution	\$403.20	Mrs J R Banks
20-Sep-19	Officeworks 0611	Stationery items - KSP	\$10.97	Ms K L Martin
20-Sep-19	Event And Conference Co Pty Ltd	Environmental Officer State NRM Conference	\$426.30	Mr M R Luzi
20-Sep-19	Jiang & Wong IT Pty Ltd	Repair iPhone screen & supply new case	\$99.00	Mr J M Neale
20-Sep-19	Jiang & Wong IT Pty Ltd	Screen protector for phone	\$10.00	Mr J M Neale
20-Sep-19	Angus & Robertson Book World	Junior stock for AFM Library	\$517.84	Ms M A Yasbincek
20-Sep-19	Flowerpack	Consumables for the craft group - CPC Swan	\$125.84	Ms M D Bill
21-Sep-19	Best Price Variety Store	Craft items - SCFC Clayton View	\$64.33	Ms J Elkins
21-Sep-19	Big W 0443	Stationery items - SCFC Clayton View	\$44.50	Ms J Elkins
21-Sep-19	AG Midland Gate	Story Cubes - SCFC Clayton View	\$12.68	Ms J Elkins
22-Sep-19	Coles 0337	Food & consumables - MECPC	\$517.76	Mrs S E Broad
22-Sep-19	Woolworths 4384	Cleaning consumables - SCFC Clayton View	\$9.00	Ms J Elkins
23-Sep-19	Butler Creative Childcare Resources	Program Reflection Diaries for 2020 - MEC CV MS	\$514.40	Mrs L D Caporn
23-Sep-19	Chemist Warehouse	MECPC - First aid supplies and Epi Pen Jnr	\$141.30	Ms S Harlow
23-Sep-19	Chemist Warehouse	MECPC - first aid kits	\$47.98	Ms S Harlow
23-Sep-19	Coles 0278	MECPC - fresh fruit	\$13.81	Ms S Harlow
23-Sep-19	Coles 0278	MECPC - emergency water resupply	\$6.00	Ms S Harlow
23-Sep-19	Mt Helena Deli & Takeaway	MAF catering Strettle Road	\$103.00	Mrs J R Banks
23-Sep-19	Midland Gate	Gift cards - volunteers for crèche	\$103.00	Ms R B McAllister
23-Sep-19	Gilbert's Fresh Market	Food - parenting session	\$21.18	Ms R B McAllister
23-Sep-19	Black Swan Bakehouse	Food for CPC parents	\$19.00	Ms R B McAllister
23-Sep-19	Magpies Magazine P/L	Magazine subscription	\$51.00	Ms M A Yasbincek
23-Sep-19	Campaign Monitor	Event marketing - Technology for the Terrified	\$122.35	Ms K L Martin
24-Sep-19	Woolworths 4312	Refreshments - Age Friendly Informing workshop	\$32.10	Mrs P Heath
24-Sep-19	Spotlight 058	Craft items Children's Week - Midvale Hub Parenting	\$40.00	Mrs A Tomizzi
24-Sep-19	Officeworks 0611	Stationery items - KSP	\$24.00	Ms K L Martin

24-Sep-19	Telstra	Telstra prepaid recharge for temporary site backup	\$40.00	Mr A M Currell
24-Sep-19	Subway Mundaring	Refreshments - pool training session	\$130.00	Mrs P Heath
24-Sep-19	Vistaprint	Business cards - Rangers	\$34.96	Ms A E Douglas
24-Sep-19	JB HiFi Midland Central	DVD stock for KSP Library	\$59.94	Ms K L Martin
24-Sep-19	JB HiFi Midland Central	DVD stock for KSP Library	\$39.96	Ms K L Martin
24-Sep-19	Harvey Norman Av/It	D-Link Gigabit Desktop Switch - SCFC Clayton View	\$39.00	Mr A M Currell
25-Sep-19	Local Government Managers Australia	Registration WA Annual State Conference - CEO	\$1,800.00	Ms A M Italiano
25-Sep-19	Mt Helena Deli & Takeaway	Catering - HR Burn	\$19.50	Mrs J R Banks
25-Sep-19	Wilson Parking	Parking fee - Murray Street Perth on 24/09/19	\$16.20	Ms R B McAllister
25-Sep-19	Campaign Monitor	Email circulation - school holiday events	\$122.09	Ms M A Yasbincek
25-Sep-19	Local Government Managers Australia	Day Registration EA to CEO - WA Annual State Conference on 8/11/19	\$280.00	Ms A M Italiano
25-Sep-19	Angus & Robertson Book World	Local stock book purchase - KSP Library	\$216.10	Ms K L Martin
26-Sep-19	Coles 0330	Refreshments - Perth Hills Tourism Alliance meeting	\$11.50	Mrs P Heath
26-Sep-19	JB HiFi Pty Ltd	Junior stock for AFM Library	\$181.81	Ms M A Yasbincek
26-Sep-19	JB HiFi Pty Ltd	DVDs and CDs for AFM Library	\$482.64	Ms H McKissock
26-Sep-19	Mt Helena Deli & Takeaway	Catering - HR Burn Strettle Road (MAF Expenditure)	\$201.50	Mrs J R Banks
26-Sep-19	Coles 0337	Food & consumables - SCFC Clayton View	\$223.10	Mrs S E Broad
26-Sep-19	Angus & Robertson Book World	Junior stock for AFM Library	\$147.45	Ms M A Yasbincek
26-Sep-19	Mundaring Chamber of Commerce	Perth Hills Tourism Workshop	\$90.00	Ms B M Beale
		Account Fees Cc Fp User Fee	\$180.00	
			\$27,952.12	

10.8 Statement of Financial Activity for period ended 30 September 2019

File Code	FI.RPT 2
Author	Stan Kocian, Manager Finance and Governance
Senior Employee	Garry Bird, Director Corporate Services
Disclosure of Any Interest	Nil
Attachments	1. Statement of Financial Activity for period ended 30 September 2019 ↓

SUMMARY

The monthly Statement of Financial Activity discloses the Shire's financial position as at 30 September 2019.

The closing budget position as at 30 September 2019 is a surplus of \$35,546,834 compared to the year to date budgeted surplus of \$31,355,789.

BACKGROUND

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

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

The Statement of Financial Activity Report summarises the Shire's operating activities and non-operating activities.

STATUTORY / LEGAL IMPLICATIONS

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications are in accordance with the approved reporting material variances (C14.06.19) of:

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

within the monthly Statement of Financial Activity during the 2019/20 financial year.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 1 - Governance

Objective 1.1 – A fiscally responsible Shire that prioritises spending appropriately

Strategy 1.1.4 – Practice effective governance and financial risk management

SUSTAINABILITY IMPLICATIONS

Nil

RISK IMPLICATIONS

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

EXTERNAL CONSULTATION

Nil

COMMENT

The reports that accompany this item are as follows:

- A graphical representation of the year to date comparison to budget for operating revenue, operating expenses and capital expenses;
- Statement of Financial Activity (based on the Rate Setting Statement adopted in the annual budget) for the period ending 30 September 2019;
- An explanation of the material variances in the Statement of Financial Activity
- The closing budget position for the period ending 30 September 2019 and comparison to the year to date budget and same period last year;
- An explanation of the key terms and definitions used in the Statement of Financial Activity;
- The closing budget position for the period ending 30 September 2019 and comparison to the year to date budget and same period last year;
- A statement of year to date operating expenses by each area of budget responsibility and a graphical comparison of year to date operating expense to the year to date budget; and
- Summary of Cash Investments with financial institutions as at 30 September 2019.

In relation to the material variances, "timing" differences are due to the monthly spread of the budget not matching the actual spread of revenue or expenditure. Timing differences

will not result in a forecast adjustment. Where the material variance is flagged as “permanent” this indicates that a forecast adjustment to the annual budget is required or has been made.

The Shire’s closing surplus as at 30 September 2019 was \$35,546,834 compared to a year to date budgeted surplus of \$31,355,789. The difference is primarily due to:

1. The Shire’s forecast opening budget surplus in the adopted budget was \$5,274,142 compared to an actual opening surplus position of \$7,338,184;
2. The Shire’s year to date actual operating expenses being \$1,287,776 less than the year to date budget (see explanation of variances); and
3. The Shire’s year to date actual operating revenue being \$590,205 greater than the year to date budget (see explanation of variances).

Outstanding rates and waste charges as at 30 September 2019 was \$19,643,927 compared to a figure of \$18,910,566 at the same time last year.

The Shire’s total cash as at 30 September 2019 was \$45,664,836 which was made up of \$21,551,281 in municipal funds (\$21,670,259 at the same time last year) and \$24,113,555 in cash backed reserves (\$19,297,770 at the same time last year).

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION	C12.11.19
RECOMMENDATION	

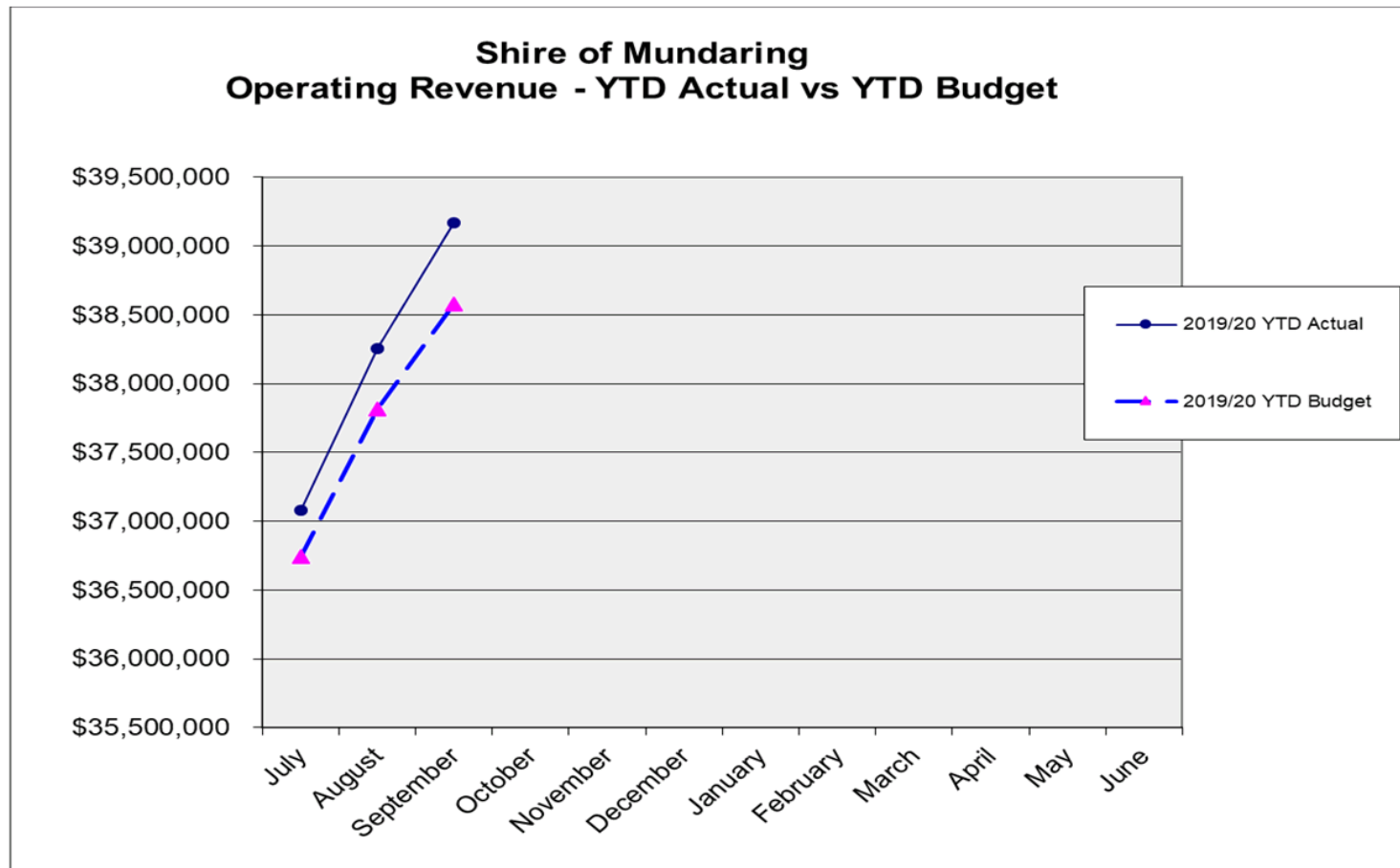
That Council notes:

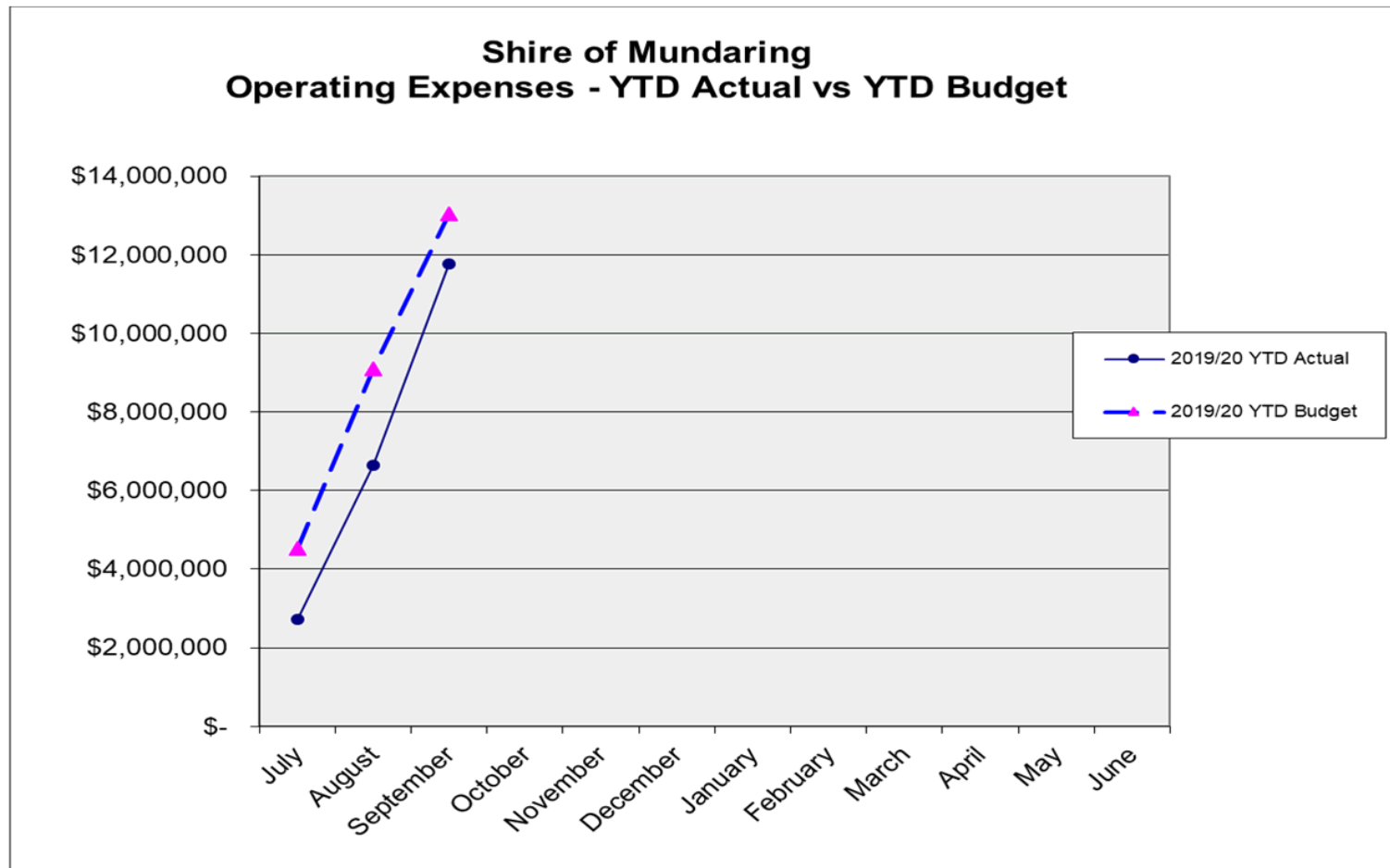
1. the closing position of the Shire for the period ending 30 September 2019 is a surplus of \$35,546,834 compared to the year to date budgeted surplus of \$31,355,789; and
2. the explanation of material variances in the Statement of Financial Activity contained in **Attachment 1..**

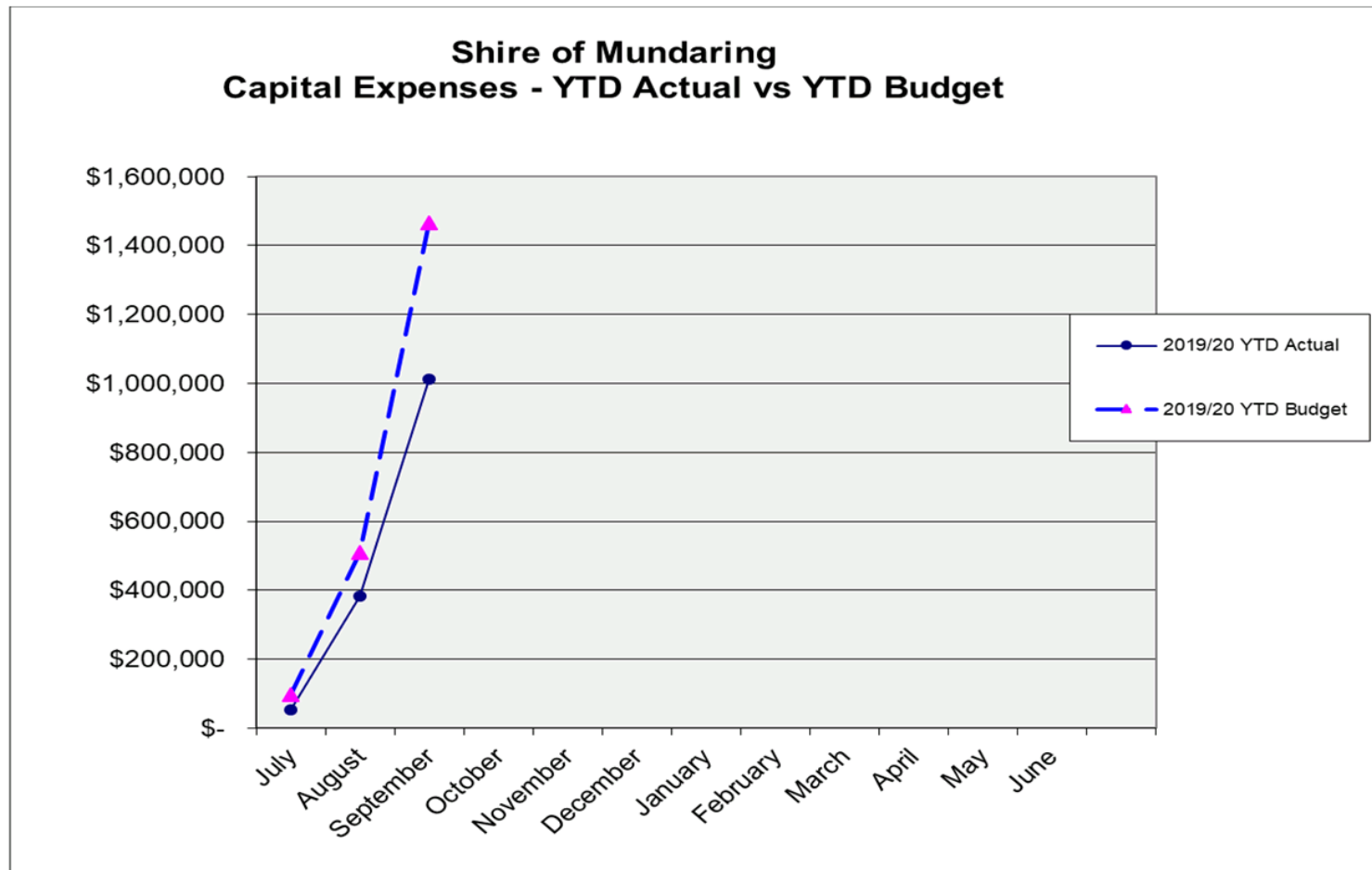
CARRIED BY EN-BLOC COUNCIL DECISION C.12.11.19

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

Against: Nil







Shire of Mundaring
Statement of Financial Activity
for period ending 30 September 2019

	2019/20 YTD Budget	2019/20 YTD Actuals	2019/20 BUDGET	YTD Variance	YTD Variance
	\$	\$	\$	\$	%
Opening Funding Surplus/(Deficit)	5,274,142	7,338,184	5,274,142	2,064,042	39.1%
Revenue from operating activities					
General Purpose Funding - Rates	28,983,746	29,014,740	29,092,301	30,994	0.1%
General Purpose Funding - Other	583,650	410,028	2,262,120	(173,622)	-29.7%
Governance	52,251	50,677	191,500	(1,574)	-3.0%
Law, Order & Public Safety	124,700	246,136	571,400	121,436	97.4%
Health	21,927	34,249	50,700	12,322	56.2%
Education & Welfare	1,427,796	1,753,803	5,722,200	326,007	22.8%
Community Amenities	7,013,314	7,051,665	7,358,836	38,351	0.5%
Recreation and Culture	177,649	255,988	1,869,385	78,339	44.1%
Transport	- 6,036	98,062	48,000	104,098	-1724.6%
Economic Services	69,444	137,796	277,780	68,352	98.4%
Other Property and Services	131,416	116,919	1,166,925	(14,497)	-11.0%
Total	38,579,857	39,170,062	48,611,147		
Expenditure from operating activities					
General Purpose Funding	(176,106)	(183,992)	(650,773)	7,886	-4.5%
Governance	(1,491,916)	(1,059,642)	(5,513,626)	(432,274)	29.0%
Law, Order & Public Safety	(665,447)	(627,368)	(2,464,182)	(38,079)	5.7%
Health	(202,434)	(172,152)	(738,090)	(30,282)	15.0%
Education & Welfare	(1,943,586)	(1,794,844)	(7,365,239)	(148,742)	7.7%
Community Amenities	(2,319,353)	(1,961,791)	(8,975,930)	(357,562)	15.4%
Recreation and Culture	(2,657,911)	(2,286,886)	(10,748,871)	(371,025)	14.0%
Transport	(2,826,250)	(2,918,442)	(11,499,452)	92,192	-3.3%
Economic Services	(201,385)	(184,071)	(759,663)	(17,314)	8.6%
Other Property and Services	(556,623)	(564,047)	(1,745,974)	7,424	-1.3%
Total	(13,041,011)	(11,753,235)	(50,461,800)		
Operating activities excluded from rate setting					
Depreciation on Assets	1,827,315	1,817,703	7,309,307	9,612	0.5%
(Profit)/Loss on Disposal of Assets	15,782	5,493	(1,095,625)	10,289	65.2%
Deferred Rates Adjustment	0	3,593	0	(3,593)	0.0%
Amount attributable to operating activities	27,381,943	29,243,617	4,363,029		
Investing Activities					
Proceeds from Disposal of Assets	0	13,636	3,032,211	13,636	0.0%
Grants and Contributions	410,752	5,027	1,874,323	(405,725)	-98.8%
Purchase Property, Plant & Equipment	(58,713)	(155,654)	(2,648,558)	96,941	-165.1%
Purchase Infrastructure	(1,407,498)	(855,473)	(6,489,000)	(552,025)	39.2%
Amount attributable to investing activities	(1,055,459)	(992,464)	(4,231,024)		
Financing Activities					
Repayment of Debentures	(155,935)	(103,747)	(635,200)	(52,188)	33.5%
Transfers from Reserves	42,501	0	2,336,098	(42,501)	-100.0%
Transfers to Reserves	(131,403)	61,245	(5,644,276)	(192,648)	146.6%
Amount attributable to financing activities	(244,837)	(42,503)	(3,943,378)		
Closing Funding Surplus/(Deficit)	31,355,789	35,546,834	1,462,769		

Explanation of Material Variances				
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.				
The material variance for revenue adopted by Council for the 2019/20 year is \$50,000 or 10% whichever is the greater.				
The material variance for expenses adopted by Council for the 2019/20 year is \$100,000 or 10% whichever is the greater.				
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities				
General Purpose Funding -Rates	30,994	0.1%		Within Variance threshold
General Purpose Funding - Other	(173,622)	(29.7%)	Timing	Impact of reversal of interest accruals for 30 June 2019 - \$132,007
Governance	(1,574)	(3.0%)		Within Variance threshold
Law, Order & Public Safety	121,436	97.4%	Permanent	Timing of ESL Grant - \$90,000 less than YTD Budget. Received \$197,500 in grant funding for Bushfire mitigation activity which was not included in the budget. Will be a forecast adjustment in the mid-year budget review.
Health	12,322	56.2%	Timing	Actual Food Inspection Fees and Charges greater than YTD Budget
Education & Welfare	326,007	22.8%	Timing	Children Services Grant Funding - Middle Swan and IAS - \$163,208 greater than YTD budget. Chare Care Benefits Subsidies \$113,261 greater than YTD budget.
Community Amenities	38,351	0.5%		Within Variance threshold
Recreation and Culture	78,339	44.1%	Timing	Sponsorship for Cinema under Starlight is \$20,000 greater than YTD budget. Camping and Kiosk revenue at Lake Leschenaultia is \$27,053 greater than YTD budget.
Transport	104,098	(1724.6%)	Permanent	\$100,000 Special Bridge Grant that was not budgeted for. Will be a mid-year adjustment in budget review.
Economic Services	68,352	98.4%	Timing	Income for swimming pool inspection fees was inadvertently budgeted to be received over a period of 12 months. Swimming Pool Inspection Fees were charged in July at the same time rates were levied. Impact \$68,555.
Other Property and Services	(14,497)	(11.0%)	Timing	Timing of lease income - impact \$10,000 less than YTD budget.

Expenditure from operating activities				
General Purpose Funding	7,886	(4.5%)		Within Variance threshold
Governance	(432,274)	29.0%	Timing	IT operating costs \$153,841 less than YTD budget. Timing of certain insurance premiums - \$64,793 less than YTD budget. Maintenance and operating costs for administration building \$50,295 less than YTD budget. Various other operating costs less than YTD budget.
Law, Order & Public Safety	(38,079)	5.7%		Within Variance threshold
Health	(30,282)	15.0%	Timing	Office expenses for environmental health services \$8453 less than YTD budget. Contaminated site investigations \$7500 less than YTD budget.
Education & Welfare	(148,742)	7.7%	Timing	Children Services Midvale Childcare Facility salaries \$135,433 less than YTD budget due to staff vacancies.
Community Amenities	(357,562)	15.4%	Timing	Waste management Operating costs \$343,581 less than YTD budget. Predominately due to the timing of contractor invoices.
Recreation and Culture	(371,025)	14.0%	Timing	Maintenance and operating costs for buildings \$156,544 less than YTD budget. Timing of certain insurance premiums - \$60,715 less than YTD budget. Maintenance of parks and gardens \$68,033 less than YTD budget. Operating costs Lake Leschenaultia \$61,215 less than YTD budget.
Transport	92,192	(3.3%)		Within Variance threshold
Economic Services	(17,314)	8.6%		Within Variance threshold
Other Property and Services	7,424	(1.3%)		Within Variance threshold

Operating activities excluded from rate setting				
Depreciation on Assets	9,612	0.5%		Within Variance threshold
(Profit)/Loss on Disposal of Assets	10,289	65.2%	Timing	Loss on disposal of assets less than YTD budget.
Investing Activities				
Proceeds from Disposal of Assets	13,636	0.0%		Within Variance threshold
Grants and Contributions	(405,725)	(98.8%)	Timing	Timing of road grants - \$390,751 less than YTD budget.
Purchase Property, Plant & Equipment	96,941	(165.1%)	Timing	Brown Park Community Centre Upgrade - impact \$50,718
Purchase Infrastructure	(552,025)	39.2%	Timing	Hardy Road resurface - YTD Budget \$150,000 compared to YTD actual of nil. Fire Access road improvements - YTD Budget \$78,750 compared to YTD actual of nil. Hudson Street reconstruction - YTD Budget \$71,500 compared to YTD actual of nil. Sealing of gravel roads - YTD Budget \$60,000 compared to YTD actual of nil. Upgrade of lighting at Mundaring Oval - YTD Budget \$97,500 compared to YTD actual of \$5050. Mundaring Tennis Courts Resurfacing - YTD Budget \$50,000 compared to YTD actual of \$1007. Morgan John Morgan carpark upgrade - YTD Budget \$50,001 compared to YTD actual of Nil.
Financing Activities				
Repayment of Debentures	(52,188)	33.5%	Timing	Timing of September invoice for loan repayments (invoiced in early October not end of September)
Transfers from Reserves	(42,501)	(100.0%)	Timing	No transfers required from reserves to the end of July
Transfers to Reserves	(192,648)	146.6%	Timing	Timing of transferring interest earned on reserve funds

KEY TERMS AND DEFINITIONS USED IN STATEMENT OF FINANCIAL ACTIVITY

OBJECTIVE GOVERNANCE

To provide a decision making process for the efficient allocation of resources.

ACTIVITIES

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.

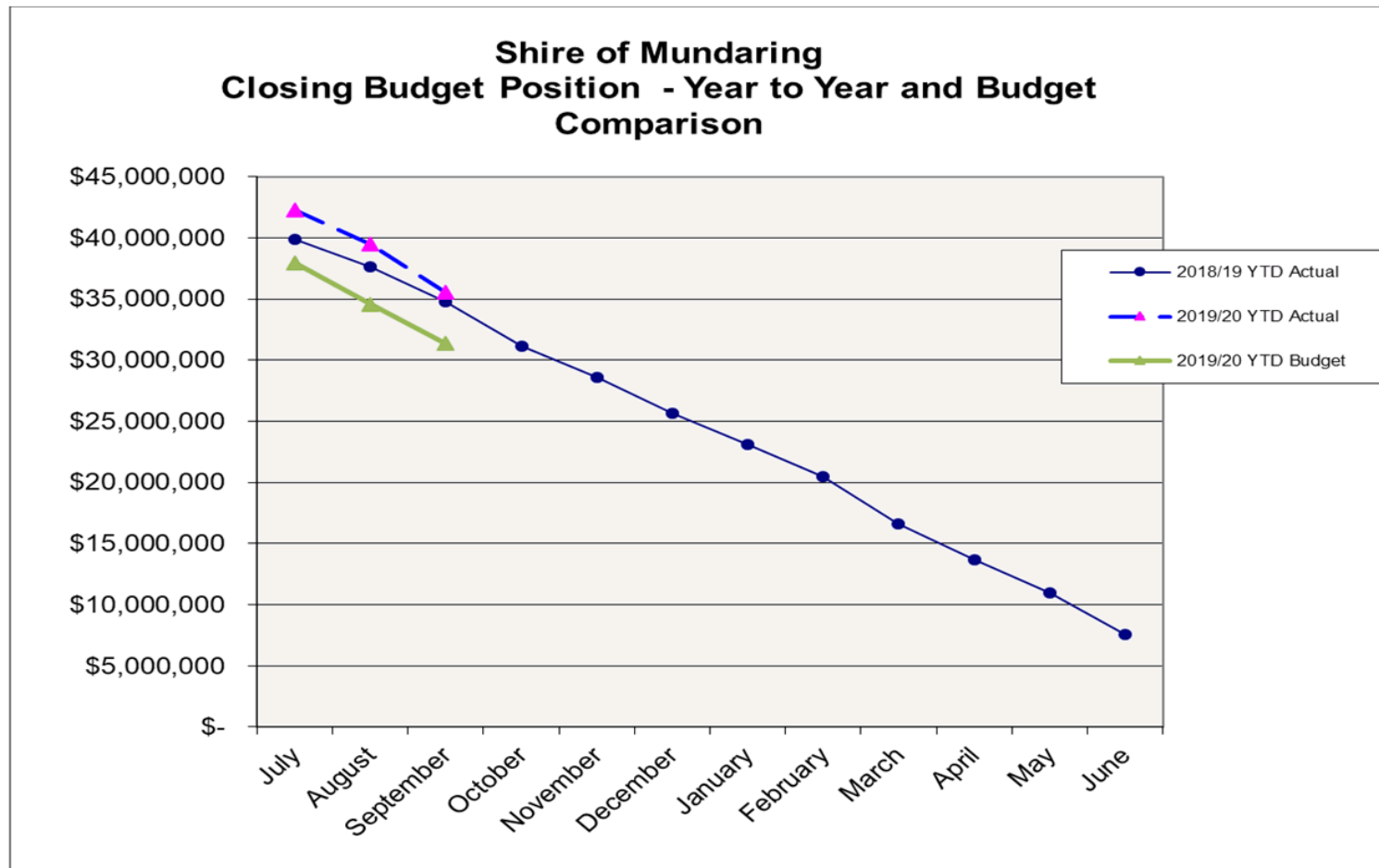
OTHER PROPERTY AND SERVICES

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.

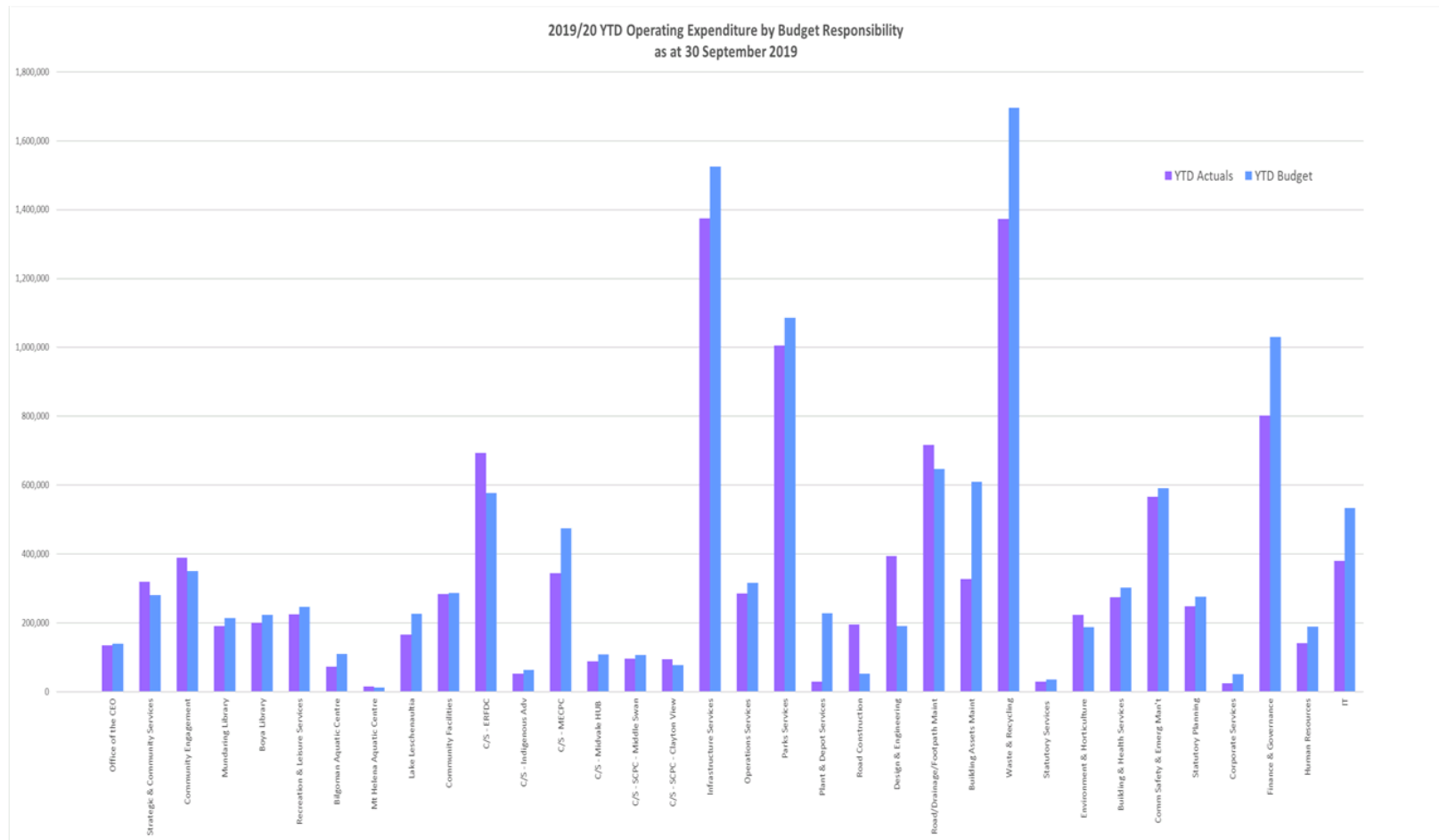
NET CURRENT ASSETS- BUDGET SURPLUS/(DEFICIT)

	Actual 30 September 2018	Actual 30 September 2019
CURRENT ASSETS		
Rates & Sanitation Debtors	18,910,566	19,643,927
Debtors	494,032	985,728
TOTAL RECEIVABLES - CURRENT	19,404,598	20,629,656
STOCK ON HAND	103,131	113,628
CASH ASSETS		
Municipal	21,670,259	21,551,281
Restricted Cash	19,297,770	24,113,555
Total Bank Accounts	40,968,030	45,664,836
TOTAL CURRENT ASSETS	60,475,759	66,408,120
CURRENT LIABILITIES		
Creditors	(3,154,571)	(5,650,383)
Borrowings - Current Portion	(605,330)	(635,200)
Provisions	(3,280,522)	(3,245,465)
	(7,040,423)	(9,531,047)
NET CURRENT ASSETS	53,435,337	56,877,072
Less Reserve Funds	(19,297,770)	(21,965,438)
Add Current Loan Liability	605,330	635,200
CLOSING BUDGET SURPLUS/(DEFICIT)	34,742,896	35,546,834



Shire of Mundaring
YTD Operating Expenditure by Budget Responsibility
for period ending 30 September 2019

	2019/20 YTD Actuals	2019/20 YTD Budget
Office of the CEO	134,805	138,966
Strategic & Community Services Directorate	319,528	280,221
Community Engagement	388,654	350,593
Mundaring Library	190,276	214,037
Boya Library	200,099	223,050
Recreation & Leisure Services	225,215	245,875
Bilgoman Aquatic Centre	73,161	110,375
Mt Helena Aquatic Centre	15,336	11,515
Lake Leschenaultia	165,017	226,232
Community Facilities	282,976	286,884
Children's Services - Eastern Region Family Day Care Scheme	692,992	576,471
Children's Services - Indigenous Advancement Strategy	52,042	62,923
Children's Services - Midvale Early Childhood & Parenting Centre	344,449	475,254
Children's Services - Midvale HUB Parenting Services	87,851	109,050
Children's Services - Swan Child and Parent Centre - Middle Swan	95,883	106,785
Children's Services - Swan Children and Family Centre - Clayton View	94,860	77,896
Infrastructure Services Directorate	1,374,743	1,525,510
Operations Services	285,398	316,323
Parks Services	1,005,030	1,085,231
Plant & Depot Services	29,217	227,464
Road Construction	195,147	51,750
Design & Engineering	393,126	190,161
Road/Drainage/Footpath Maintenance	717,377	646,490
Building Assets Maintenance	326,803	609,669
Waste & Recycling	1,373,506	1,696,032
Statutory Services Directorate	28,923	35,941
Environment & Horticulture	222,536	187,351
Statutory Building & Health Services	273,779	301,788
Community Safety & Emergency Management	566,645	591,218
Statutory Planning	248,572	275,714
Corporate Services Directorate	25,020	51,122
Finance & Governance (inc Elected Members Expenses)	802,456	1,030,302
Human Resources	141,570	188,733
Information Systems/Technology	380,244	534,085
Total	11,753,235	13,041,011



SHIRE OF MUNDARING
INVESTMENT SUMMARY as at 30 September 2019

		Amount Invested	Interest Rate	Period of Investment		Investment Date	Maturity Date
MUNICIPAL FUNDS							
<u>Unrestricted Use Funds</u>							
1	Bendigo Investment Account (on Call)	2,010,536	0.75%	N/A		N/A	N/A
129	NAB	2,676,983	2.30%	270	days	20-May-19	14-Feb-20
132	Suncorp Bank	5,206,953	2.50%	210	days	8-Apr-19	4-Nov-19
140	Bendigo	1,519,233	2.60%	273	days	26-Feb-19	26-Nov-19
142	NAB	3,000,000	1.65%	180	days	28-Aug-19	24-Feb-20
143	Bankwest	3,500,000	1.65%	150	days	28-Aug-19	25-Jan-20
144	Westpac	3,500,000	1.55%	122	days	28-Aug-19	28-Dec-19
Total		21,413,704					
RESTRICTED ASSET FUNDS							
<u>Restricted Use Funds</u>							
4	Bendigo Investment Account (on Call)	829,627	0.75%	N/A		N/A	N/A
99	BankWest	1,319,341	1.75%	181	days	31-Jul-19	28-Jan-20
Total		2,148,969					
TOTAL MUNI INVESTMENTS		23,562,673					
RESERVE FUNDS							
2	Bendigo Investment Account (on Call)	5,451,894	0.75%	N/A		N/A	N/A
60A	Bendigo	1,499,122	1.60%	182	days	25-Sep-19	25-Mar-20
107	ANZ	2,505,701	1.60%	184	days	31-Jul-19	31-Jan-20
108	ANZ	1,846,923	2.35%	365	days	17-Jan-19	17-Jan-20
127	NAB	3,744,144	2.75%	367	days	9-Nov-18	11-Nov-19
128	Westpac	4,876,668	1.95%	123	days	22-Jul-19	22-Nov-19
141	Bankwest	2,040,986	2.05%	120	days	4-Jun-19	2-Oct-19
TOTAL RESERVE INVESTMENTS		21,965,438					
TOTAL MUNI / RESERVE INVESTMENTS		45,528,111					
TRUST FUNDS							
<u>POS Funds</u>							
3	Bendigo Investment Account (on Call)	326,216	0.75%	N/A		N/A	N/A
58	BankWest	1,497,286	2.50%	270	days	25-Feb-19	22-Nov-19
98	BankWest	1,310,425	2.20%	180	days	1-May-19	28-Oct-19
TOTAL TRUST INVESTMENTS		3,133,927					

11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS (LATE REPORTS)

Nil

13.0 CONFIDENTIAL REPORTS

Nil

14.0 CLOSING PROCEDURES

14.1 Date, Time and Place of the Next Meeting

The next Ordinary Council meeting will be held on Tuesday, 10 December 2019 at 6.30pm in the Council Chamber.

14.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 9.18pm.