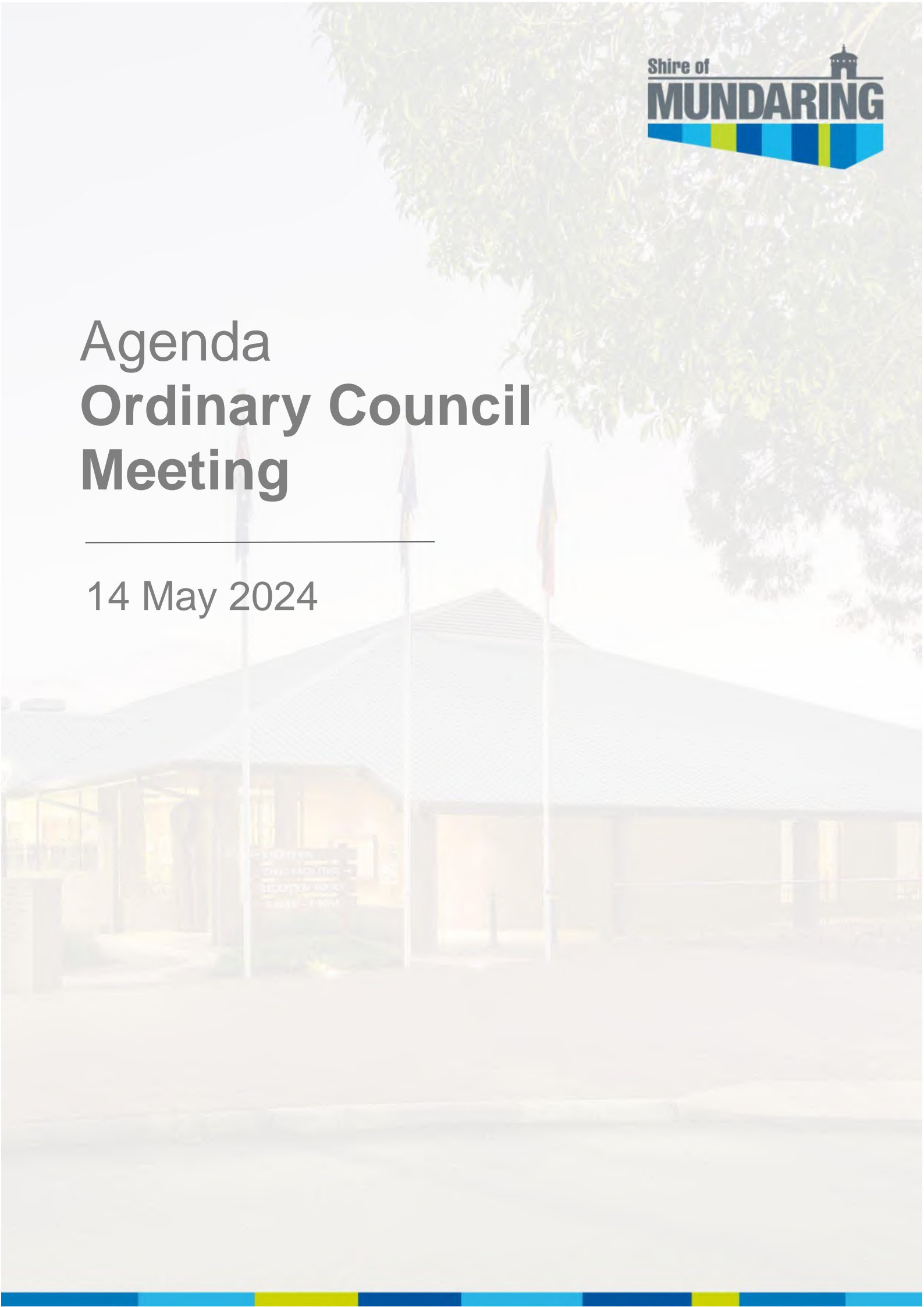


# Agenda Ordinary Council Meeting

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14 May 2024



## NOTICE OF MEETING

Dear Council Member,

The next Ordinary Meeting of Council will be held in the Council Chamber at 6.30pm on Tuesday, 14 May 2024.

The attached agenda is presented for your consideration.

Yours sincerely,

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**Jason Whiteaker**

**CHIEF EXECUTIVE OFFICER**

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### **Please Note**

If a council member has a query regarding a report item or requires additional information in relation to a report item, please contact the senior employee (noted in the report) prior to the meeting.

### **ATTENTION/DISCLAIMER**

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

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**ORDINARY COUNCIL MEETING  
COUNCIL CHAMBER – 6.30PM**

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**1.0 OPENING PROCEDURES**

Acknowledgement of Country

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

Recording of Meeting

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

**1.1 Record of Attendance**

<b>Council Members</b>	President Paige McNeil Cr Doug Jeans Cr Prapti Mehta Cr John Daw Cr Neridah Zlatnik Cr Trish Cook (Deputy President) Cr Luke Ellery Cr Jo Cicchini Cr Karen Beale	Presiding Member Central Ward Central Ward East Ward East Ward South Ward South Ward West Ward West Ward
<b>Apologies</b>	Nil	
<b>Leave of Absence</b>	Nil	
<b>Staff</b>	Jason Whiteaker Garry Bird Megan Griffiths Mark Luzi Shane Purdy Andrew Bratley Kirk Kitchin Ana Fernandez	Chief Executive Officer Director Corporate Services Director Strategic & Community Services Director Statutory Services Director Infrastructure Services Coordinator Strategic Planning Manager Recreation & Tourism Services Minute Secretary
<b>Guests</b>	Narelle Thredgold (President) Heidi Fisher (Secretary)	Mount Helena Junior Football Club Mount Helena Junior Football Club

## **2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

### **2.1 Milestone Event Grant – Mt Helena Junior Football Club – 60th Anniversary Celebration**

Shire of Mundaring 'Support for Community Based Volunteers Policy' outlines funding to volunteer organisations through the Giving Back Grant Program. An annual Milestone Event Grant to the value of \$2500 is awarded to assist a group to celebrate a significant milestone achievement and undertake activities and celebrations for the benefit of their members, with the purpose of recognising their contribution.

The 2024 Milestone Event Grant is awarded to the Mount Helena Junior Football Club to assist with an event to celebrate the 60 year anniversary of the group.

The event, to be held at Elsie Austin Pavilion in June, will recognise the significant effort and time commitments of volunteers who have contributed to the success of the Club. The event will be a celebration of the Club's history and ongoing success and will include children's activities in the afternoon and a cocktail style event for the evening, featuring a silent auction and historical display. Past and current district and state football players, coaches and umpires will be in attendance along with representatives of the Swan Districts Football Club, the Swan Districts Junior Umpire Association and the Mount Helena Residents & Ratepayers Association.

Shire of Mundaring congratulates the Mount Helena Junior Football Club on this anniversary and is delighted to award the 2024 Milestone Event Grant to the value of \$2500 towards this worthwhile recognition event.

### **2.2 2023/24 Community Grants Program**

Sixteen eligible applications were received in the second round of 2023-24 Community Event and Matching Grants. The Chief Executive Officer approved six Matching Grants to the value of \$5217.76. The Grants Selection Committee met on 16 April 2024 approving three Community Event and seven Matching Grants to the total value of \$22,871.84.

Grants were awarded to the following:

- Glen Forrest Sports Club to deliver the GlenFest event;
- GidgeHills Scout Group for the Eastern Hills Guide and Scout Group 60th anniversary community campfire;
- First Friends Playgroup for their Rebuilding the Village event;
- Mount Helena Junior Football Club for promotional material;
- The Hills Choir for a new keyboard;
- Eastern Hills Community Kindergarten and Playgroup for shed storage;
- Glen Forrest Community Kindergarten and Playgroup for fencing;
- Parkerville Playgroup for multicultural dolls and accessories;
- Mundaring Netball Club for equipment and coaching support;
- Mundaring Sporting Club for a disc golf course upgrade;
- Hills Rangers Football Club for the purchase of essential football equipment;
- Darlington Scout Group for hiking tents and outdoor cooking items;
- Swan Districts Junior Football Umpire Association for umpire intercoms;
- Hills Lions Basketball Club for new uniforms;
- Perth Hills Junior Cricket Club for a new website; and
- Mundaring Toy Library for book 'story bags'

In addition, the annual Milestone Event Grant has been awarded to Mount Helena Junior Football Club to celebrate their 60th anniversary in the amount of \$2500.

An InspireArts Community Creativity & Cultural Fund grant has been awarded to Wheels Inc for a community art project, in the amount of \$3000.

A Youth Engagement Partnership Fund Grant has been awarded to Roar Inc. for the Fast Fit Roar Program in the amount of \$23,051.10.

## **2.3 Appointment to the Local Government Grants Scheme Bush Fire Services Capital Grants Committee**

Congratulations to Cr Neridah Zlatnik on being appointed to the Local Government Grants Scheme Bush Fire Service (BFS) Capital Grants Committee (CGC) for the period 1 July 2024 to December 2026.

## **2.4 2024 Community Scorecard Results**

Thank you to all the residents who participated by providing feedback and ideas that will help shape the future of the Shire of Mundaring. 97% of participants agree that the Shire of Mundaring is an outstanding place to live.

Residents have highlighted the Shire's strong performance in areas such as libraries, emergency management, and sport/recreation facilities. The community's desire for continued investment in environmental management, youth/senior services, and showcasing arts, culture, and tourism opportunities has also been noted.

The next steps will be for Council to develop a Council Plan for the future, that reflects the community's priorities and expectations.

For the full results and the next steps, please refer to the [Shire's website](#).

## **2.5 Youth Week WA – Youth Fest**

As part of Youth Week WA, the Shire ran its Youth Fest, the final for the Summer of Entertainment event series.

Youth Fest was a free event held at Harry Riseborough Oval. With a focus on 12-17 years, it provided the community with a variety of youth-friendly entertainment. This included a live DJ, skate clinic, free BBQ, bungee trampoline and other youth-friendly amusements and service providers.

Attracting over 300 attendees, feedback from participants to Youth Fest has been extremely positive, with a desire for more council-run community events of a similar nature.

## **2.6 State Government Club Night Lights Program**

The Shire was successful in securing \$199,354 from the State Government Club Night Lights Program. The project assists in the funding for the upgrade of floodlighting at Brown Park Upper Oval to 300lux. This will be suitable for small ball sports such as cricket.

## **2.7 FOGO Seminars**

During the months of May and June, EMRC will be hosting FOGO seminars in the Shire, at the following locations:

- The Hub of the Hills
- Mundaring Village Shopping Centre outside Coles
- Mundaring Arena
- Swan View Shopping Centre

## **3.0 DECLARATION OF INTEREST**

### **3.1 Declaration of Financial Interest and Proximity Interests**

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

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

### **3.2 Declaration of Interest Affecting Impartiality**

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



## **4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

### **4.1 Question Taken on Notice - Ordinary Council meeting 9 April 2024 - Eric Smith**

At the Ordinary Council meeting held 9 April 2024, Mr Eric Smith of Glen Forrest asked a question which were taken on notice. A response was provided to Mr Smith by the Chief Executive Officer in writing. Below is a summary of the question and the response provided.

#### **Question 4**

Where are these LED signs currently located, what was the final total cost of the installation, maintenance removal and storage and are they going to be sold to another entity or is one sign going to be placed in front of the Shire administration building, as was the original intention of the motion which was presented at an annual electors' meeting some years ago?

#### **Response**

- The LED signs are stored at the Shire's Operations Centre.
- The procurement, erection and electrical commissioning of the signs was \$165,498.
- The cost to disconnect, reinstate ground, remove and safely store was \$11,474.
- The future parameters on location of the three LED signs will be discussed with Councillors at a future Council Forum meeting.
- There are no plans to place any of the signs in front of the Shire Administration building at this stage.

## **5.0 PUBLIC QUESTION TIME**

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

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

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

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

### **RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held 9 April 2024 be confirmed.

## **8.0 PRESENTATIONS**

### **8.1 Deputations**

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

### **8.2 Petitions**

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

### **8.3 Presentations**

Nil

## 9.0 REPORTS OF COMMITTEES

### 9.1 Reports of Audit and Risk Committee 23 April 2024

#### 9.1.1 Policy Review - Internal Audit

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<b>File Code</b>	GV.OPP 1
<b>Author</b>	Elizabeth Nicholls, Governance Co-ordinator
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Draft - Internal Audit Policy <a href="#">↓</a> 2. Draft - Internal Audit Policy - with track changes <a href="#">↓</a>

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#### SUMMARY

The Audit and Risk Committee is asked to consider and recommend that Council adopt the draft reviewed “Internal Audit Policy” (**Attachment 1**).

#### BACKGROUND

The current “Internal Audit Charter Policy” (OR-19) was last reviewed in September 2020.

The Governance Committee Work Plan was presented to the Governance Committee meeting held 18 December 2023 for endorsement (GC2.12.23) with the current “Internal Audit Charter Policy” listed for a minor review. Given the nature of the policy, it was included in the Work Plan that it be presented to the Audit and Risk Committee for consideration prior to being presented to Council.

The Audit and Risk Committee Terms of Reference were reviewed in July 2023 (C17.07.23) and provide the following in regards to internal audit (item 6.1):

*The committee’s functions in regards to internal audits is to:*

- a. *Review and approve the “Internal Audit Charter Policy” ensuring that internal audit activities are in accordance with the adopted “Internal Audit Charter Policy”.*
- b. *The internal audit function will report administratively to the CEO and functionally to Council through the committee.*
- c. *Ensure that internal audits are completed in accordance with the endorsed Internal Audit Plan which is to be reviewed each financial year.*
- d. *Monitor and review recommendations arising out of internal audit reports and their implementation.*
- e. *Review the effectiveness of the internal audit function, including compliance with relevant auditing standards.*
- f. *Ensure the endorsed Internal Audit Plan is informed by the Shire’s “Risk Management Policy”.*
- g. *If considered necessary, meet with the internal audit service provider to discuss any matters the committee or the internal auditor believes need to be discussed privately.*

## STATUTORY / LEGAL IMPLICATIONS

While the *Local Government Act 1995* and associated regulations are silent about internal audits, the *Local Government (Audit) Regulations 1996* should be considered as a guide for the conduct of internal audits.

## POLICY IMPLICATIONS

The reviewed policy will be adopted and current policy replaced if the recommendation is supported by Council.

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

<b>Risk:</b> Compliance: The Shire's internal audit function including purpose, authority and responsibilities is not clearly defined.		
Likelihood	Consequence	Rating
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
The reviewed "Internal Audit Policy" is adopted.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

Changes to the reviewed draft "Internal Audit Policy" include:

- updated purpose
- inclusion of the scope of the policy
- reference to a four year Internal Audit Plan to be presented to the Audit and Risk Committee for noting each financial year consistent with the current practice

Changes have been tracked from the previous "Internal Audit Charter Policy" to the proposed "Internal Audit Policy" (**Attachment 2**).

If adopted, the Audit and Risk Committee Terms of Reference to appropriately reference the updated "Internal Audit Policy".

## VOTING REQUIREMENT

Simple Majority

## Policy Review - Internal Audit

### OFFICER RECOMMENDATION

That Council adopts the reviewed “Internal Audit Policy” (**Attachment 1**), noting that the Audit and Risk Committee Terms of Reference will be updated to reference the “Internal Audit Policy”, replacing reference to the “Internal Audit Charter Policy”.

### COMMITTEE RECOMMENDATION

1. That Council adopts the reviewed “Internal Audit Policy” (**Attachment 1**), noting that the Audit and Risk Committee Terms of Reference will be updated to reference the “Internal Audit Policy”, replacing reference to the “Internal Audit Charter Policy” subject to the following amendments:
  - Amend the draft Policy, point 1. Purpose to read: “This policy establishes the internal audit function **and framework** of the Shire of Mundaring. It defines the purpose, independence, authority and responsibility of internal audit activities”.
  - Reference to “Purchasing Policy” will change to “Procurement Policy within the Policy when the Procurement Policy is adopted by Council.
2. That Council amends Point f of section of the Committee’s Terms of Reference referred to within the “Background” of the report to read “Ensure the endorsed Internal Audit Plan is informed by the Shire’s “Risk Management Policy”.



## 2.XX INTERNAL AUDIT

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Governance
<b>Resolution</b>	June 2024
<b>Delegation Ref</b>	COM-46 Annual Meeting with Auditor
<b>Procedure Ref</b>	N/A

### 1. PURPOSE

This policy establishes the internal audit function of the Shire of Mundaring. It defines the purpose, independence, authority and responsibility of internal audit activities.

### 2. SCOPE

This policy applies to all employees of the Shire, council members, independent committee members, volunteers and contractors.

### 3. POLICY

#### 3.1. Internal Audit Purpose

The internal audit provides an independent and objective review and advisory service to:

- Provide assurance to Council and the CEO that the Shire's financial and operational controls designed to manage the organisation's risks and achieve its objectives, are operating in an efficient, effective and ethical manner.
- Assist in improving and monitoring the Shire's risk management, internal control and legislative compliance functions.

#### 3.2. Internal Audit Scope

Internal audits may cover any programs and activities of the Shire and encompass the review of all financial and non-financial policies and operations.

The CEO will develop a four-year Internal Audit Plan each financial year, using a risk-based strategy and providing appropriate coverage of the Shire's programs and activities.

The Internal Audit Plan sets the objectives, broad scope, timing and resourcing of the internal audit activity. The Internal Audit Plan will be presented to the Audit and Risk Committee for noting each financial year.

In accordance with its Terms of Reference, the Audit and Risk Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility, does not have any

management functions and cannot involve itself in management processes or procedures without the approval of the CEO.

### **3.3. Internal Audit Independence**

Independence is essential to the effectiveness of the internal audit function.

The internal audit function must be, and must be seen to be, independent of the activities and processes it appraises, to ensure it can perform its duties in an objective manner and can provide impartial advice to Council and the CEO.

Internal audits will be performed by independent external contractors appointed consistent with the provisions of the Shire's "Purchasing Policy".

Internal auditors report to Council through the Audit and Risk Committee and are accountable to the CEO for the efficient and effective operation of the internal audit function.

### **3.4. Internal Auditors' Authority and Confidentiality**

Internal auditors:

- Will have full, free and unrestricted access to any and all of the Shire's records, documentation, premises, physical property and employees as may be required to fulfil their responsibilities.
- Will have the authority to seek any information they require to fulfil their responsibilities from any employee, consultant or contractor associated with the Shire.

Employees are expected to make themselves available and provide such information and explanations as are required for the conduct of internal audit work.

Internal auditors are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

### **3.5. Internal Auditors' Roles and Responsibilities**

The internal audit activity encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the Shire's governance, risk management and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the Shire's strategic objectives. This may include:

- Evaluating risk exposure relating to achievement of the Shire's strategic objectives.
- Evaluating the reliability and integrity of information and the means used to identify, measure, classify and report such information.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on the organisation.
- Evaluating the means of safeguarding assets and – as appropriate – verifying the existence of such assets.
- Evaluating the effectiveness and efficiency with which resources are employed.

- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are carried out as planned.
- Monitoring and evaluating governance processes.
- Monitoring and evaluating the effectiveness of the Shire's risk management processes.
- Evaluating the quality of performance of external auditors and the degree of coordination with internal audit.
- Providing advice related to governance, risk management and internal control as appropriate.
- Reporting significant risk exposures and internal control issues, including fraud risks and governance issues.
- Evaluating specific operations at the request of Council and the CEO.

### **3.6. Relationship with External Audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

## **4. RELATED LEGISLATION**

*Local Government (Audit) Regulations 1996, regulation 17*

*Local Government (Financial Management) Regulations 1996*

## **5. RELATED DOCUMENTS**

Risk Management Policy

Internal Audit Plan

Audit and Risk Committee Terms of Reference





## 2.XX INTERNAL AUDIT CHARTER

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Governance
<b>Resolution</b>	June 2024
<b>Delegation Ref</b>	<a href="#">COM-46 Annual Meeting with Auditor</a>
<b>Procedure Ref</b>	N/A

### 1. PURPOSE

This ~~policy~~ Internal Audit Charter provides the framework for the conduct of the ~~establishes the~~ internal audit function ~~in~~ of the Shire of Mundaring. It defines the purpose, independence, authority and responsibility of internal audit activities.

### 2. SCOPE

This policy applies to all employees of the Shire, council members, independent committee members, volunteers and contractors.

### 3. POLICY

#### 3.1. Internal Audit Purpose

The internal audit provides an independent and objective review and advisory service to:

- Provide assurance to Council and the CEO that the Shire's financial and operational controls designed to manage the organisation's risks and achieve its objectives, are operating in an efficient, effective and ethical manner.
- Assist ~~management~~ in improving and monitoring the Shire's risk management, internal control and legislative compliance functions.

#### 3.2. Internal Audit Scope

Internal audits may cover any programs and activities of the Shire and encompass the review of all financial and non-financial policies and operations.

The CEO will:

~~D~~ develop a ~~three~~four-year ~~i~~nternal ~~a~~udit ~~p~~lan each financial year, using a risk-based strategy and providing appropriate coverage of the Shire's programs and activities. ~~This plan sets the objectives, broad scope, timing and resourcing of the internal audit activity.~~

- ~~Present the internal audit plan to the Audit and Risk Committee for information.~~

The Internal Audit Plan ~~This plan sets the objectives, broad scope, timing and resourcing of the internal audit activity.~~ The Internal Audit Plan will be

~~presented to the~~ Audit and Risk Committee ~~will receive and for~~ noting the internal audit plan each financial year.

In accordance with its Terms of Reference, the Audit and Risk Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility, does not have any management functions and cannot involve itself in management processes or procedures without the approval of the CEO.

### 3.3. Internal Audit Independence

Independence is essential to the effectiveness of the internal audit function.

The internal audit function must be, and must be seen to be, independent of the activities and processes it appraises, to ensure it can perform its duties in an objective manner and can provide impartial advice to Council and the CEO.

Internal audits will be performed by independent external contractors appointed consistent with the provisions of the Shire's "Purchasing Policy" through a transparent Expressions of Interest process.

Internal auditors report ~~functionally~~ to Council through the Audit and Risk Committee and are accountable to the CEO for the efficient and effective operation of the internal audit function.

### 3.4. Internal Auditors' Authority and Confidentiality

Internal auditors:

- Will have full, free and unrestricted access to any and all of the Shire's records, documentation, premises, physical property and employees as may be required to fulfil their responsibilities.
- Will have the authority to seek any information they require to fulfil their responsibilities from any employee, consultant or contractor associated with the Shire.

Employees are expected to make themselves available and provide such information and explanations as are required for the conduct of internal audit work.

Internal auditors are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

### 3.5. Internal Auditors' Roles and Responsibilities

The internal audit activity encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the Shire's governance, risk management and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the Shire's strategic objectives. This may include:

- Evaluating risk exposure relating to achievement of the Shire's strategic objectives.
- Evaluating the reliability and integrity of information and the means used to identify, measure, classify and report such information.

- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on the organisation.
- Evaluating the means of safeguarding assets and – as appropriate – verifying the existence of such assets.
- Evaluating the effectiveness and efficiency with which resources are employed.
- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are carried out as planned.
- Monitoring and evaluating governance processes.
- Monitoring and evaluating the effectiveness of the Shire's risk management processes.
- Evaluating the quality of performance of external auditors and the degree of coordination with internal audit.
- Providing advice related to governance, risk management and internal control as appropriate.
- Reporting significant risk exposures and internal control issues, including fraud risks and governance issues.
- Evaluating specific operations at the request of Council and the CEO.

### **3.6. Relationship with External Audit**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

### **~~3.7. Review of the Charter~~**

~~This Charter will be reviewed when required but at least biennially to coincide with the review of the Terms of Reference of the Audit and Risk Committee.~~

## **4. RELATED LEGISLATION**

*Local Government (Audit) Regulations 1996, regulation 17*

[Local Government \(Financial Management\) Regulations 1996](#)

## **5. RELATED DOCUMENTS**

[Risk Management Policy](#)

[Internal Audit Plan](#)

Audit and Risk Committee Terms of Reference

## 9.2 Reports of Governance Committee 15 April 2024

### 9.2.1 New Policy - Disaster Relief Donations

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<b>File Code</b>	GV.OPP 1
<b>Author</b>	Pascaline Owers, Governance Officer
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Draft Disaster Relief Donations Policy <a href="#">↓</a>

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#### PURPOSE

A “Disaster Relief Donations Policy” has been drafted (**Attachment 1**) and is presented to the Committee for its consideration and recommendation to Council for adoption.

#### BACKGROUND

In August 2023, a Notice of Motion from Cr Cook was adopted by Council as follows:

*That:*

1. Council refers the item to the Governance Committee to develop a Disaster Relief Donations Policy, to be scheduled in the Governance Committee Work Plan during the 2023/24 financial year.
2. The purpose and scope of the proposed Disaster Relief Donations Policy includes, but is not limited to, as follows:

*Purpose:*

- a. To provide criteria for the equitable assessment for donations,
- b. Incorporates options and flexibility in the amount to be donated, based on the circumstances of the event conditions and processes,
- c. To ensure accountability for the funds expended.

*Scope:*

- a. The policy applies to all Council donations for disaster relief in respect of disasters affecting countries, regions or community groups, and excludes events covered by the Shire’s Emergency Management Plan.
- b. Provides options for CEO delegation on behalf of Council.

Council has previously resolved to provide donations as follows:

- Notice of Motion - Kimberley Floods - Donation to Lord Mayors Distress Relief Fund - Cr Trish Cook (C12.01.23)

*That Council, by absolute majority, approves a budget amendment of \$10,000 to the donations expenditure account in order to fund a donation to the City of Perth Lord Mayors Distress Relief Fund to assist individuals with recovery from the impacts of the recent Kimberley Flood.*

- Cyclone Seroja - Donation to Lord Mayors Distress Relief Fund (C19.05.21)

*That Council, by absolute majority, approves a budget amendment of \$5000 increase to the donations expenditure account in order to fund a donation to the Lord Mayor's Distress Relief Fund to assist with recovery from the impacts of Cyclone Seroja.*

## **STATUTORY / LEGAL IMPLICATIONS**

Section 2.7 of the *Local Government Act 1995* provides the role of council in relation to the determination of policies.

## **POLICY IMPLICATIONS**

A "Disaster Relief Donations Policy" will be created and adopted if the recommendation is adopted by Council.

## **FINANCIAL IMPLICATIONS**

There may be financial implications if a policy is to be created, depending on the amount and number of donations that may be made.

## **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

## **SUSTAINABILITY IMPLICATIONS**

The Shire is a high risk fire area and has been the beneficiary of a number of public appeals for donations by the Lord Mayor's Distress Relief fund in response to significant bushfire events.

## **RISK IMPLICATIONS**

**Risk:** The Shire may be viewed poorly for being a significant beneficiary of public generosity in response to disaster events in the past, including from other local governments, but is perceived as not supporting other communities who experience similar disaster events.

<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate

### **Action / Strategy**

Adopt a policy that provides criteria by which the Shire may make donations for disaster events.

## **EXTERNAL CONSULTATION**

Nil

## **COMMENT**

It is common for local governments to make donations to assist communities recover from emergencies and/or disaster events. The Shire has been the recipient of donations for disaster relief following the Parkerville Stoneville Bushfire in 2023, the Wooroloo Bushfire in 2021 and Parkerville Stoneville Mt Helena bushfire in 2014.

Council members appointed to the Governance Committee considered the above and other related issues at workshops on 29 January and 18 March 2024.

The draft “Disaster Relief Donations Policy” provides:

- a) A definition of a disaster event.
- b) Incorporates options and flexibility:
  - An item can be presented to Council if there was a wish to donate to an alternative fund.
  - Donation of non-cash assistance.  

This resource sharing already exists via a formal arrangement known as the North and East Metro Recovery Group Agreement. Similar assistance has previously been provided to other local governments experiencing a disaster or emergency.
- c) Ensures accountability for the funds expended:
  - Provision for donations is to be included in the annual budget.
  - Provision of donations in respect to disaster events within Western Australia.
  - Limited to being paid to the Lord Mayors Disaster Relief Fund, in keeping with State Emergency Management Framework guidelines.

**VOTING REQUIREMENT**

Simple Majority

**New Policy - Disaster Relief Donations**

<b>OFFICER RECOMMENDATION</b>
That Council adopts the “Disaster Relief Donations Policy” ( <b>Attachment 1</b> ).

<b>COMMITTEE RECOMMENDATION</b>
That Council do not adopt the “Disaster Relief Donations Policy” ( <b>Attachment 1</b> ) as drafted.

## Council Policy



## 2.XX DISASTER RELIEF DONATIONS

<b>Responsible Directorate</b>	Office of the CEO
<b>Resolution</b>	<month/ year>      <Council resolution
<b>Procedure Ref</b>	N/A

### 1. PURPOSE

To provide direction for the payment of donations in response to a disaster event that meets specified criteria and a process by which these funds can be distributed as soon as is practically possible after the event.

### 2. SCOPE

The policy applies to all Council donations in respect of disaster events within Western Australia and excludes events covered by the Shire's Local Emergency Management Arrangements (LEMA).

### 3. DEFINITIONS

**disaster event**

- a declared Emergency Situation or State of Emergency under the *Emergency Management Act 2005* that initiates the City of Perth Lord Mayor's Distress Relief Fund accepting donations; or
- any other disaster not subject to the above *Emergency Management Act 2005* declarations that initiates the City of Perth Lord Mayor's Distress Relief Fund accepting donations.

**City of Perth Lord Mayor's Distress Relief Fund (LMDRF)**

A charitable fund established by the City of Perth and the State Government to provide financial assistance to individuals for the alleviation and relief of duress, suffering and personal hardships, brought about by any disaster or emergency within Western Australia, declared by the Western Australia Government or which the LMDRF Board considers assistance is warranted.

### 4. POLICY

The Shire of Mundaring will allocate a budget provision providing for two monetary donations per year to the Lord Mayor's Disaster Relief Funds. Donations to the Lord Mayors Distress Relief Fund will be for a maximum value of \$5,000 for that specific disaster event.

Additionally, a contribution of in-kind officer assistance will be provided if requested by the impacted local government/s or volunteered by the Shire, if

considered appropriate by the CEO and not unduly impacting the Shire's operations.

Unspent budgeted funds will be allocated to the Shire Environment Reserve.

If additional donations are required under this policy, they shall be considered by Council at a Council Meeting.

The CEO is authorised to make donations in accordance with this policy without further referral to Council.

## **5. RELATED LEGISLATION**

*Local Government Act 1995*

*Emergency Management Act 2005*

## **6. RELATED DOCUMENTS**

Not Applicable



## 9.2.2 New Policy - Child Safety Awareness

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<b>File Code</b>	GV.OPP 1
<b>Author</b>	Jeannine Bryant, Manager People & Culture
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Draft Child Safety Awareness Policy <a href="#">↓</a>

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### **PURPOSE**

A “Child Safety Awareness Policy” has been drafted (**Attachment 1**) and is presented to the Committee for its consideration and recommendation to Council for adoption.

### **BACKGROUND**

This policy focuses on the external facing and public role of local governments in providing child safe awareness and information for their district and supporting their local communities.

The policy was developed in response to recommendation 6.12 the Commission identified the opportunity to integrate local government’s direct responsibilities to children and young people within their wider role in the community.

### **STATUTORY / LEGAL IMPLICATIONS**

Following an extensive consultation piece and co-design process led by the Department of Communities (DLGSCI) in partnership with the Department of Local Government, Sport and Cultural Industries each local government is strongly encouraged to have a child safety awareness policy. All local governments are encouraged to fully implement the policy and fulfil the policy functions to demonstrate their leadership and commitment to building child safe environments in their local community.

### **POLICY IMPLICATIONS**

The ‘Child Safe Awareness Policy’ will be adopted if the recommendation is adopted by Council.

### **FINANCIAL IMPLICATIONS**

NIL

### **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

### **SUSTAINABILITY IMPLICATIONS**

Nil

## RISK IMPLICATIONS

<b>Risk:</b> Reduced trust in the Shire and its operations due to a lack of information provided to the community.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Moderate	Moderate
<b>Action / Strategy</b>		
To endorse the new Child Safe Awareness Policy.		

## EXTERNAL CONSULTATION

NIL

## COMMENT

The DLGSCI developed a policy template and resources to support implementation of a Child Safe Awareness policy. A Shire employees' working group reviewed and adapted the policy template and content to ensure relevance with the Shire of Mundaring in its role and responsibilities across the community.

Shire of Mundaring supports and values all children and young people and makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy provides a framework for local governments to support community to create safe environments for children and young people by ensuring safe messages, information and resources are accessible to them.

## VOTING REQUIREMENT

Simple Majority

## New Policy - Child Safety Awareness

### COMMITTEE RECOMMENDATION

That Council adopts the "Child Safe Awareness Policy" (**Attachment 1**).

## Council Policy

**X.X CHILD SAFE AWARENESS POLICY**

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	People and Culture
<b>Adopted</b>	month/ year res #
<b>Procedure Ref</b>	N/A

**1. PURPOSE**

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Mundaring is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire will promote the safety and wellbeing of children across the community.

**2. SCOPE**

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness Policy applies to all workers and anyone else who undertakes work on behalf of the Shire, regardless of their work related to children or young people.

It applies to occupants of Shire facilities and venues, including visitors, contractors and suppliers. This includes but is not limited to:

- Kindergartens and playgroups,
- community leases
- sports fields and facilities
- aquatic centres
- community spaces
- libraries
- art galleries
- parks and gardens
- Shire events
- youth services
- regulatory services
- property facilities
- waste and environment facilities and services.

This policy will be reviewed every two years or upon the introduction of other relevant policy or legislation related to the safety and wellbeing of children and young people.

### 3. DEFINITIONS

<b>abuse</b>	abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.
<b>child/children</b>	a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.
<b>child safe organisation</b>	defined in the Royal Commission Final Report as one that: <ul style="list-style-type: none"><li>• creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions</li><li>• places emphasis on genuine engagement with and valuing of children and young people</li><li>• creates conditions that reduce the likelihood of harm to children and young people</li><li>• creates conditions that increase the likelihood of identifying any harm, and</li><li>• responds to any concerns, disclosures, allegations, or suspicions of harm.</li><li>• Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.</li></ul> Implementation of the National Principles for Child Organisations give effect to the above.
<b>child safe</b>	for the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.
<b>harm</b>	harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.
<b>wellbeing</b>	wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

**worker** all employees, including managers, full-time, part-time, casual, temporary, or permanent employees, student placements, apprentices, trainees, contractors, sub-contractors, and volunteers.

#### 4. POLICY

The Shire supports and values all children and young people and makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

Consistent with the [National Principles for Child Safe Organisations](#) and [Commonwealth Child Safe Framework](#), this policy provides a framework that outlines the role of the Shire in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

##### 4.1. Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights
- Children and young people have the fundamental right to be safe and cared for
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

##### 4.2. Policy Functions

The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation:

- developing a process to deliver child safe messages (for example at Shire venues, grounds and facilities or events)

- connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

#### **4.3. Responsibilities**

The Shire has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise Shire facilities to operate in alignment with the Child Safe Awareness Policy.

The Shire will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness Policy.

### **5. RELATED LEGISLATION**

*Child Care Services Act 2007*

*Children and Community Services Act 2004*

*Civil Liability Act 2002*

*Corruption, Crime and Misconduct Act 2003*

*Equal Opportunity Act 1984*

*Freedom of Information Act 1997*

*Local Government Act 1995*

National Principles for Child Safety Organisations

*Parliamentary Commissioner Act 1971*

*Public Interest Disclosure Act 2003*

*Public Sector Management Act 1994*

United Nations Convention on the Rights of the Child (CRC)

*Work Health and Safety Act 2020*

*Working with Children (Criminal Record Checking) Act 2004*

### **6. RELATED DOCUMENTS**

NIL

### 9.2.3 Policy Review - Purchasing

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<b>File Code</b>	GV.OPP1
<b>Author</b>	Pascaline Owers, Governance Officer
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Draft Procurement Policy <a href="#">↓</a></li><li>2. Purchasing Policy - with track changes <a href="#">↓</a></li><li>3. Draft Procurement Policy (Amended by Governance Committee 15 April 2025) <a href="#">↓</a></li></ol>

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#### **PURPOSE**

The draft “Procurement Policy” (**Attachment 1**) has been drafted based on a review of the current “Purchasing Policy” (AS-04) and is presented to the Committee for its consideration and recommendation to Council for adoption.

#### **BACKGROUND**

The current “Purchasing Policy” was last reviewed in January 2021 (C7.01.21).

#### **STATUTORY / LEGAL IMPLICATIONS**

Regulation 11 of the *Local Government (Functions and General) Regulations 1996* includes provisions for purchasing policies:

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*
- (2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) *A purchasing policy must make provision in respect of —*
  - (a) *the form of quotations acceptable; and*
  - (ba) *the minimum number of oral quotations and written quotations that must be obtained; and*
  - (b) *the recording and retention of written information, or documents, in respect of —*
    - (i) *all quotations received; and*
    - (ii) *all purchases made.*

For the purposes of the legislation, the draft “Procurement Policy” is the Shire’s purchasing policy.

#### **POLICY IMPLICATIONS**

The draft “Procurement Policy” will be adopted and the current “Purchasing Policy” replaced if the recommendation is adopted by Council.

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## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

## SUSTAINABILITY IMPLICATIONS

### Governance

- Deliver outcomes that are consistent with the strategic goals and objectives of the Shire
- Comply with relevant policy, legislation, regulation, criteria and guidelines

## RISK IMPLICATIONS

<b>Risk:</b> <u>Compliance</u> : Non-compliance with the <i>Local Government Act 1995</i> and <i>Local Government (Functions and General) Regulations 1996</i> .		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
<b>Action / Strategy</b>		
The “Procurement Policy” is adopted.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

At the Governance Workshops held 29 January 2024 and 18 March 2024, a policy review cover note was presented to the committee to seek feedback on the review of the current “Purchasing Policy”.

Subsequently, the “Purchasing Policy” was presented to the Executive Leadership Team for officer feedback.

Feedback from council members appointed to the Governance Committee and officers has been incorporated into the final draft for adoption and is shown as track changes (**Attachment 2**).

The draft “Procurement Policy” provides guidance to all officers conducting procurement on behalf of the Shire while achieving a balance between operational efficiency and robust compliance to mitigate fraud and misconduct risks. Consequently, the following changes have been included in the draft “Procurement Policy”:

- “Purchasing Policy” reframed as a “Procurement Policy”. Procurement encompasses the overarching function that describes the activities and processes to acquire goods and services. It establishes the fundamental requirements of purchasing activities required to order and receive goods.



- Inclusion of scope and definitions
- Inclusion of Guiding Principles (4.1) and Assessment Criteria (4.2)
- Updated Purchasing Thresholds (4.4)
- Clarification on Competitive Procurement Exemptions (4.5)
- Inclusion of (4.8) Contract Management (also presented for discussion at this meeting)
- Individual purchasing limits removed (Item 6) and criteria aligned to the “Execution of Documents and Use of the Common Seal Policy” (4.10)
- Deletion of item 7 - Corporate Credit Cards

**VOTING REQUIREMENT**

Simple Majority

**Policy Review - Purchasing**

<b>OFFICER RECOMMENDATION</b>
That Council adopts the “Procurement Policy” ( <b>Attachment 1</b> ).

a

## COMMITTEE RECOMMENDATION

That Council adopts the “Procurement Policy” (**Attachment 1**) subject to the following amendments:

1. Under 4.1 Guiding Principles, Social and Sustainable Procurement, the wording be amended to reflect a stronger commitment to environmental, social and local economic benefits. Additionally, the paragraphs are to be updated for consistency with inclusion of the title of relevant reference documents; Access and Inclusion Informing Strategy, Reconciliation Action Plan, Biodiversity Strategy;
2. Update 4.2 Assessment Criteria to state:  
“Procurement processes **will** be assessed on **a range of** criteria to determine the preferred supplier, **such as but not limited to**:
  - relevant experience
  - methodology
  - capability
  - timing
  - key personnel skills
  - organisation capabilities
  - contractor performance
  - reference checks
  - resources
  - pricing
  - work health and safety
  - other compliance criteria contained in the request (compliance with specifications, insurance, shire policies/industry standards, financial requirements etc.)

The assessment criteria considered to be the most appropriate based on the goods, services or works being procured **will be included in the RFQ or RFT document.**”;

3. Additional clarity to be included in paragraph four of 4.4 Purchasing Thresholds; and
4. Update 6. Related Documents to include “Economic Development and Tourism Strategy”.

**Please Note:** **Attachment 3** is the final draft Procurement Policy including Governance Committee recommendation above.

## Council Policy

**1.XX PROCUREMENT**

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Finance
<b>Resolution</b>	<b>Month Year</b> <b>res #</b>
<b>Delegation Ref</b>	CE-151
<b>Procedure Ref</b>	Procurement Procedure Contract Management Procedure

**1. PURPOSE**

The Shire of Mundaring (the Shire) is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity, good governance and comply with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996* (as amended).

The purpose of this policy is to provide guidance to all officers conducting procurement on behalf of the Shire and that procurement processes defined within the policy and corporate guidelines are understood and complied with.

**2. SCOPE**

This policy applies to all procurement and purchasing activities undertaken by or on behalf of the Shire.

This policy is the Shire's purchasing policy for the purposes of regulation 11 of the Regulations.

**3. DEFINITIONS**

<b>local supplier/contractor</b>	has had a permanent office and permanent staff in the Shire of Mundaring district for a period of six months prior to quotations being sought.
<b>Regulations</b>	the <i>Local Government (Functions and General) Regulations 1996</i> (as amended).
<b>Request for Quote (RFQ)</b>	a request to provide a quote for specific goods or services and refers to the document prepared by the Shire seeking formal submissions from invited parties.
<b>Request for Tender (RFT)</b>	a request for tender and refers to the document prepared by the Shire seeking formal submissions from interested parties for the provision of goods or services as required by the Regulations.

<b>WALGA</b>	Western Australian Local Government Association
<b>WALGA Preferred Supplier Panels (WALGA PSP)</b>	Preferred Supply Panels are specified groupings of suppliers that have been pre-qualified and appointed by WALGA to supply a category of goods or services to Local Governments.

#### 4. POLICY

##### 4.1. Guiding Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties.

**Full accountability** - all purchasing decisions are undertaken in an efficient and effective manner for the proper expenditure of public monies to achieve the best outcome for the Shire.

**Integrity** - any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

**Managing Safety and Risk** - effective management of risk and consideration for work health and safety in procuring goods, services and works from external contractors and suppliers is integral to achieving the best procurement outcome and to meet the Shire's strategic and operational objectives. Risk management shall be applied in accordance with the Shire's "Risk Management Policy" (2.16) and "Work Health and Safety Policy" (2.1).

**Open Competition** - procurement is to be undertaken on a competitive basis to ensure that all potential suppliers are treated impartially, honestly and consistently.

**Professionalism** - subject to legislative requirements and only to the extent required, any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and not be released unless authorised by the supplier or relevant legislation.

**Regulatory Compliance** - all procurement processes will comply with the Act, Regulations and requirements consistent with the Shire's policies.

**Social and Sustainable Procurement** - wherever possible our suppliers demonstrate outcomes that contribute to improved environmental, social and local economic outcomes. This includes:

- Local Economic Benefit  
Consistent with the Shire's Economic Development and Tourism Strategy 2023-2028 the Shire promotes economic development through maximising the opportunity for competitive participation in the delivery of goods and services by local suppliers.

- **Socially Sustainable Procurement**

Procurement may be sought from socially sustainable suppliers such as Australian Disability Enterprises and registered Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

The Shire will support the procurement of products and services that create a universally accessible community for people with disability, diverse backgrounds and cultures.

- **Environmentally Sustainable Procurement**

Recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

**Transparency** - all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.

**Value for Money** - The Shire seeks the best possible procurement outcome for the Shire. Value for money is based not only on the purchase price but also on qualitative measures including the efficiency and effectiveness of the purchase and determining an acceptable level of risk to the Shire; the lowest price may not always be the most advantageous.

#### **4.2. Assessment Criteria**

Procurement processes may be assessed on the following criteria to determine the preferred supplier:

- Relevant experience
- Methodology
- Capability
- Timing
- Key personnel skills
- Organisation capabilities
- Contractor performance
- Reference checks
- Resources
- Pricing
- Work Health and Safety
- Other compliance criteria contained in the request (compliance with specifications, insurance, Shire policies/industry standards, financial requirements etc.)

The assessment criteria will be included in the RFQ or RFT document considered to be the most appropriate based on the goods, services or works being procured.

#### **4.3. Anti-Avoidance**

The Shire will not conduct multiple procurement activities for the same goods or services with the intent (inadvertent or otherwise) of 'splitting' the

purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

**4.4. Purchasing Thresholds**

The following table prescribes the procurement methodology minimum requirements based on the purchasing value.

Determining the purchasing value is to be based on the following considerations:

- all values are to be calculated exclusive of Goods and Services Tax (GST)
- all values relate to the total actual or expected cost value of goods or services over the life of the contract, including any options to extend.
- if it is unclear what the total purchase value is, the higher threshold is to take precedence.
- the appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

All procurement evaluations, review and approvals and decisions must be documented using the Shire pro-forma templates and evidenced in accordance with the Shire’s Record Keeping Plan.

The responsible employee is expected to demonstrate due diligence in seeking quotations and may determine that the process outlined for higher transaction value may be appropriate to a purchase despite it being of a lower value. In addition, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

<b>Purchase value threshold (ex GST)</b>	<b>Method to be used</b>
Up to \$ 5,000	Obtain at least <b>one (1) verbal</b> quotation from a suitable supplier.
\$5,001 to \$10,000	Obtain at least <b>one (1) written</b> quotation containing price and specification or technical description of proposed purchase from a suitable supplier.
\$10,001 to \$50,000	Seek at least <b>two (2) written</b> quotations containing price and specification or technical description of proposed purchase from suitable suppliers.
\$50,001 to \$250,000	Conduct a <b>RFQ</b> process seeking formal submissions from at least <b>three (3)</b> suitable suppliers.



<p>\$250,000 and above</p>	<p>Conduct a <b>public, open market RFT</b> process in accordance with the provisions of the Act and the Regulations.</p> <p><b>OR</b></p> <p>If purchase meets provisions of a Public Tendering Exemption (see part 4.5.1) there is still a requirement to conduct a <b>RFQ</b> process seeking formal submissions from at least <b>three (3)</b> suitable suppliers.</p>
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**4.5. Competitive Procurement Exemptions**

- 4.5.1. Public Tendering Exemptions
 

Regulation 11(2) of the Regulations detail exemptions from publicly inviting tenders as detailed in part 4.4.
- 4.5.2. Other Procurement Exemptions
 

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Director may, at their discretion, waive the requirement to obtain quotes providing that written justifiable reasons for such waiver are provided by the responsible officer and documented through records.
- 4.5.3. Sole Source of Supply
 

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier, or agency) is only permitted without undertaking a competitive process (public RFT or RFQ processes) in circumstances where the Shire is satisfied that there is genuinely only one source of supply for those goods, services or works. Written confirmation to evidence sole source of supply status must be kept on file for audit purposes.

The CEO must approve any determination of sole source of supply.

Each quotation process, including the invitation to quote, communications with suppliers, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file is to be maintained for each quotation process that captures all communications between the Shire and suppliers.
- 4.5.4. LGIS Insurance Services
 

LGIS insurance services are not defined as a purchasing activity subject to this policy.

Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this policy is required.

4.5.5. Purchasing from WALGA Preferred Suppliers or State Government Common Use Arrangement (CUA)

A tender exemption may apply if a purchase is obtained through the WALGA Preferred Supplier Program or the State Government CUA. Both programs can also be accessed for purchases requiring quotations.

The intent of the exemption is not to bypass the purchasing or tender requirements, but to save time, money and effort in advertising purchasing intentions and evaluating quotations when this task has already been completed by WALGA or CUA.

In order to ensure accountability, regulatory compliance, open competition, integrity, transparency and value for money these requirements must be strictly observed for all purchases from WALGA Panels or CUA:

All quotations from WALGA preferred suppliers must be obtained through the WALGA e-quotes facility;

**4.6. Panels of Pre-Qualified Suppliers**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- a. there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- b. the Panel will streamline and will improve procurement processes; and
- c. the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

4.6.1. Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the Panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.



In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the Panel.

If a panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A panel contract arrangement needs to be managed to ensure that the performance of the panel contract and the panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A contract management plan should be established that outlines the requirements for the panel contract and how it will be managed.

#### 4.6.2. Distributing Work Amongst Panel Members

To satisfy regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- a. obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- b. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- c. develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among panel members, the detailed information will also prescribe whether:

- a. each panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; or
- b. work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under the Regulations (24AD(5)(f)) when establishing the Panel.
  - i. The Shire will invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

- ii. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a Contract.
- iii. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in part 4.4 of this Policy.
- iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, or includes options to extend the contract.

4.6.3. Purchasing from the Panel

All purchases made under the Panel must be made in accordance with the method prescribed in the Invitation to Join a panel of pre-qualified suppliers, and applied in a consistent fashion.

4.6.4. Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with panel members. Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file is to be maintained for each quotation process made under each panel that captures all communications between the Shire and panel members.

**4.7. Variations**

Under regulation 20 of the Regulations, a minor variation to the scope of a tender may be made prior to the Shire and the preferred tenderer formalising the contract.

For the avoidance of any doubt, a minor variation has been determined by the Shire to mean a variation which does not materially alter the specification or structure provided for by the initial tender.

Any other contract variations must be entered and executed in accordance with part 4.8.1 below.

**4.8. Contract Management**

Contracts are to be proactively managed during their lifecycle by the officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract as per the Shire's "Contract Management Procedure". The approach to managing risk for individual contracts will be consistent

with the Shire's "Risk Management Policy" (2.16) and the associated risk assessment and acceptance criteria.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this policy.

#### 4.8.1. Contract variations

In accordance with regulation 21A of the Regulations, a contract must not be varied unless:

- a. the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.
- b. the variation is a renewal or extension of the term of the contract where the extension or renewal options were included within the original contract.

For all contract variations, a formal variation agreement must be completed by the responsible officer. This agreement must be signed by a person with appropriate delegation and authorisation.

All goods and service contracts valued \$50,000 (ex GST) and above will be maintained in a comprehensive Contract Register including summarised information on approved contract variations and total value of approved variations to effectively track the cumulative value of variations, evaluate the impact on the scope of the original contract and initiate a separate process where appropriate.

#### 4.9. Records Management

Records relating to all procurement activities must be evidenced and retained in compliance with the *State Records Act 2000* (WA) and the Shire's Record Keeping Plan and associated procurement procedures.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

#### 4.10. Authority to Execute Contracts

Execution (or signing) of contracts must be in accordance with "Execution of Documents and Use of the Common Seal Policy" (2.11).

**5. RELATED LEGISLATION**

*Local Government Act 1995, Division 3, s3.57*

*Local Government (Functions and General) Regulations 1996, Part 4*

*State Records Act 2000*

*Work, Health and Safety Act 2020*

**6. RELATED DOCUMENTS**

Access and Inclusion Informing Strategy

Local Biodiversity Strategy 2009

Reconciliation Action Plan

Recordkeeping Plan

Execution of Documents and Use of the Common Seal Policy (2.11)

Fraud and Corruption Control (OR 25)

Risk Management Policy (2.16)

Work Health and Safety Policy (2.1)

Advertising - Statutory Requirements for Local and Statewide Public Notice Procedure

Ordering and Payment of Goods and Services Procedure (Admin-30)

Public Interest Disclosure Procedure (Admin-44)

Quotations for Purchase of Goods and Services Procedure (Admin-31)

Risk Management Procedure (Admin-36)

Delegations Register



## 12.XX PURCHASING PROCUREMENT (AS-04)

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Finance
<b>Resolution</b>	<b>Month Year</b> <b>res #</b>
<b>Adopted</b>	April 2007 C16.04.07
<b>Amended</b>	June 2012 C5.06.12
<b>Reviewed</b>	June 2017 (C8.06.17) December 2019 (C9.12.19) June 2023 (C5.06.20) January 2021 (C7.01.21)
<b>Delegation Ref</b>	CE-151
<b>CEO Policy Ref</b>	OR-12 Code of Conduct OP-58 Corporate Purchasing Card
<b>Procedure Ref</b>	<u>Procurement Procedure</u> <u>Contract Management Procedure</u> Admin-29 Admin-30 Admin-31

### 1. PURPOSE

~~This policy commits~~ The Shire of Mundaring (the Shire) is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity, good governance and comply with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996* (as amended).

~~The purpose of this policy is to provide guidance to all officers conducting procurement on behalf of the Shire and that procurement processes defined within the Policy and corporate guidelines are understood and complied with.~~

~~maintaining purchasing practices that:~~

- ~~• Provide the Shire with an effective and consistent way of purchasing goods and services;~~
- ~~• Ensure openness, transparency, fairness and equity throughout the purchasing process;~~
- ~~• Support the Shire's economic development by ensuring goods and services are sourced from local suppliers where possible;~~
- ~~• Achieve a balance between operational efficiency and robust compliance to mitigate fraud and misconduct risks; and~~
- ~~• Ensure compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.~~

### 2. SCOPE

[This policy applies to all procurement and purchasing activities undertaken by or on behalf of the Shire.](#)

[This policy is the Shire's purchasing policy for the purposes of regulation 11 of the Regulations.](#)

### 3. DEFINITIONS

**local supplier/contractor** has had a permanent office and permanent staff in the Shire of Mundaring district for a period of six months prior to quotations being sought.

**Regulations** [the Local Government \(Functions and General\) Regulations 1996 \(as amended\).](#)

**Request for Quote (RFQ)** [a request to provide a quote for specific goods or services and refers to the document prepared by the Shire seeking formal submissions from invited parties.](#)

**Request for Tender (RFT)** [a request for tender and refers to the document prepared by the Shire seeking formal submissions from interested parties for the provision of goods or services as required by the Regulations.](#)

**WALGA** [Western Australian Local Government Association](#)

**WALGA Preferred Supplier Panels (WALGA PSP)** [Preferred Supply Panels are specified groupings of suppliers that have been pre-qualified and appointed by WALGA to supply a category of goods or services to Local Governments.](#)

### 4. POLICY

#### 4.1. Purchasing Guiding Principles

##### Code of Conduct

All employees of the Shire are bound by the Shire's Code of Conduct when undertaking purchasing activities and will:

ensure that any actual or perceived conflicts of interest are identified, disclosed and appropriately managed;

observe the highest standards of ethics and integrity; and

act in an honest and professional manner at all times.

##### Purchasing principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

**Full Accountability** - ~~the responsible employee will be accountable for~~ all purchasing decisions ~~are undertaken in~~ and ~~the~~ efficient ~~and,~~ effective ~~and~~ ~~manner for the~~ proper expenditure of public monies to achieve the best outcome for the Shire ~~and value for money.~~;

**Integrity** - any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.;

**Managing Safety and Risk** - effective management of risk and consideration for work health and safety in procuring goods, services and works from external contractors and suppliers is integral to achieving the best procurement outcome and to meet the Shire's strategic and operational objectives. Risk management shall be applied in accordance with the Shire's Risk Management and Work Health and Safety policies.

**Open Competition** - procurement is to be undertaken on a competitive basis to ensure that all potential suppliers are treated impartially, honestly and consistently.;

**Professionalism** – subject to legislative requirements and only to the extent required, any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and not be released unless authorised by the supplier or relevant legislation.;

**Regulatory Compliance** - ~~all purchasing practices, procurement processes will comply with the Act, Regulations, relevant legislation, regulations and the and requirements consistent with the~~ Shire's policies, ~~procedures and Code of Conduct;~~

**Social and Sustainable Procurement** - wherever possible our suppliers demonstrate outcomes that contribute to improved environmental, social and local economic outcomes. This includes:

- Local Economic Benefit

Consistent with the Shire's Economic Development and Tourism Strategy 2023-2028 the Shire promotes economic development through ~~the encouragement~~ maximising the opportunity for ~~of~~ competitive participation in the delivery of goods and services by local suppliers.

- Socially Sustainable Procurement

Procurement may be sought from socially sustainable suppliers such as Australian Disability Enterprises and registered Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

The Shire will support the procurement of products and services that create a universally accessible community for people with disability, diverse backgrounds and cultures.

- Environmentally Sustainable Procurement

Recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

**Open Competition** – purchasing is to be undertaken on a competitive basis to ensure that all potential suppliers are treated impartially, honestly and consistently;

~~**Integrity** – any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;~~

**Transparency** - all processes, evaluations and decisions ~~will be~~ shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.;

~~**Professionalism** – subject to legislative requirements and only to the extent required, any information provided to the Shire by a supplier will be treated as commercial-in-confidence and will not be released unless authorised by the supplier or relevant legislation;~~

**Value for Money** - The Shire seeks the best possible procurement outcome for the Shire. Value for money is based not only on the purchase price but also on qualitative measures including the efficiency and effectiveness of the purchase and determining an acceptable level of risk to the Shire; the lowest price may not always be the most advantageous.

#### 4.2. Assessment Criteria

Procurement processes may be assessed on the following criteria to determine the preferred supplier:

- Relevant experience
- Methodology
- Capability
- Timing
- Key personnel skills
- Organisation capabilities
- Contractor performance
- Reference checks
- Resources
- Pricing
- Work Health and Safety
- Other compliance criteria contained in the request (compliance with specifications, insurance, Shire policies/industry standards, financial requirements etc.)

The assessment criteria will be included in the RFQ or RFT document considered to be the most appropriate based on the goods, services or works being procured.

#### 4.3. Anti-Avoidance

The Shire will not conduct multiple procurement activities for the same goods or services with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a public tender. This



includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Value for Money—the responsible employee will ensure procurement decisions achieve the best possible outcome for the amount of money spent; and

Support of Local Businesses—value for money assessment must recognise the role of Council in keeping jobs and profits in the Shire and keeping the local economy prosperous and competitive, thereby providing ongoing benefits to the local community;

Sustainability—energy and water efficiency are key considerations in purchasing decisions, and reusable, recycled content or recyclable products are preferred where available and practical.

#### 4.1.1.—Buy Local Policy

As much as practicable, employees must:

- 1.—where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- 2.—consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- 3.—ensure that procurement plans address local business capability and local content;
- 4.—explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- 5.—avoid bias in the design and specifications for Requests for Quotation and Tenders— all Requests must be structured to encourage local businesses to bid; and
- 6.—provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders to local suppliers/contractors or suppliers/contractors who clearly demonstrate a benefit or contribution to the local economy.

#### 4.1.2.—Value for money

Value for money is a key policy objective. It ensures that the Shire achieves the best possible outcome at competitive prices. This does not necessarily mean selecting the bid that offers the lowest initial price.

Purchasing decisions will be assessed on a value for money basis, giving full consideration to:

- 7.—The advantages of dealing with local businesses;
- 8.—Local content;
- 9.—The whole-of-life cost of the purchase or contract;
- 10.—Compliance with specifications, guidelines and requirements;
- 11.—Supplier capability to fulfil the specified requirements—legal, financial, experience etc;
- 12.—Net benefits to the Shire including the benefits of maintaining an ongoing, innovative and competitive local business environment;
- 13.—Environmental impacts and ethical standards; and
- 14.—Opportunities for local employment growth or retention.

#### 4.1.3. Sustainable procurement

~~Sustainable procurement is defined as those practices that bring together the consideration of sustainability outcomes in addition to the commercial value proposition in deciding the most appropriate supply action to select.~~

~~Sustainable procurement incorporates the quadruple bottom line objectives into its decision making, in considering the following impacts:~~

- ~~• The environmental impact (positive or negative) of the purchase;~~
- ~~• The economic cost of supply over the life of the purchase;~~
- ~~• The social and ethical implications of the purchase; and~~
- ~~• The application of good governance and leadership over its procurement decision making.~~

~~In accordance with its sustainability objectives, the Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise negative environmental and social impacts.~~

#### 4.2.4.4. Purchasing Thresholds

The following table prescribes the ~~purchasing procurement~~ methodology ~~minimum requirements to be selected~~ based on the purchasing value.

Determining the purchasing value is to be based on the following considerations:

- ~~• all values are to be calculated exclusive of Goods and Services Tax (GST)~~
- ~~• all values relate to the total actual or expected cost value of goods or services over the life of the contract, including any options to extend.~~
- ~~• if it is unclear what the total purchase value is, the higher threshold is to take precedence.~~
- ~~• the appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.~~

~~All procurement evaluations, review and approvals and decisions must be documented using the Shire pro-forma templates and evidenced in accordance with the Shire's Record Keeping Plan.~~

~~Exclusive of GST;~~

~~The actual or expected value of a contract over the full contract period, including all options to extend. Alternatively the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value could be reasonably expected to be purchased. Best practice obtained from the Department of Local Government is that if a purchasing threshold is reached within three years, then the purchasing requirement under the relevant higher threshold must apply, including for tenders; Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.~~

The responsible employee is expected to demonstrate due diligence in seeking quotations and may determine that the process outlined for higher

transaction value may be appropriate to a purchase despite it being of a lower value. ~~Commonly a sufficient number of quotes would be sought according to the type and nature of purchase, not purely its value. The value dictates the minimum requirements for the purchase.~~ In addition, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

<b>Purchasing Purchase value threshold (exclusive of GST)</b>	<b>Method to be used</b>	<b>Authority to accept the quotation or tender and sign-off on the purchase</b>
Up to <del>5,000</del> <b>\$3,000</b>	<p>Obtain <b>at least one (1) verbal quotation from a suitable supplier.</b>  <del>Written notes detailing the verbal quotation must be:</del></p> <ul style="list-style-type: none"> <li><del>1. recorded in the records system;</del></li> <li><del>and</del></li> <li><del>1. attached to the requisition order.</del></li> </ul> <p><del>Alternative suppliers are encouraged to be used to ensure best value for money and adequate market share.</del></p>	<ul style="list-style-type: none"> <li><del>1. Responsible employee initiates purchase order (PO) through OLR;</del></li> <li><del>1. Coordinator or Team Leader confirms policy requirements by approving PO.</del></li> </ul> <p><del>If no Coordinator or Team Leader, Manager signs off.</del></p>
<del>\$5,001</del> <b>\$35,001 to \$10,000</b>	<p><del>Obtain</del> <b>Seek</b> at least <b>two one (1) written quotations</b> containing price and specification or technical description of proposed purchase <b>from a suitable supplier.</b></p> <p><del>This applies to all purchases including purchases from a tender exempt, or Preferred Supplier contract (WALGA or WA State Government Common Usage Agreement – CUA) See Part 4 of this Policy.</del></p> <p><del>Records must be kept of:</del></p> <ul style="list-style-type: none"> <li><del>the invitation to quote sent to each supplier;</del></li> <li><del>the evaluation of each quotation;</del></li> <li><del>the decision to accept a quotation and the reason(s) why.</del></li> </ul> <p><del>Written quotes must be:</del></p> <ul style="list-style-type: none"> <li><del>Scanned and recorded in the records system; and</del></li> </ul>	<p><del>Responsible employee evaluates quotations and initiates purchase order (PO) through OLR;</del></p> <p><del>Manager confirms policy requirements by approving PO.</del></p>

	<del>attached to the requisition order.</del>	
\$10,001 to \$ <del>7550</del> ,000	<p><del>Obtain</del> Seek at least <del>three</del> <b>two (2) written quotations</b> containing price and specification or technical description of proposed purchase <del>from suitable suppliers.</del></p> <p><del>This applies to all purchases including purchases from a tender exempt or Preferred Supplier contract (WALGA or WA State Government Common Usage Agreement – CUA) See Part 4 of this Policy.</del></p> <p><del>Records must be kept of:</del>  the invitation to quote sent to each supplier;  the evaluation of each quotation;  the decision to accept a quotation and the reason(s) why.  Written quotes must be:  Scanned and recorded in the records system; and  attached to the requisition order.</p>	<p>Responsible employee evaluates each quotation;</p> <p>Manager reviews and signs evaluation report;</p> <p>Employee initiates PO through OLR;</p> <p>Manager confirms policy requirements by approving PO;</p> <p>Manager signs the contract, if applicable.</p>
\$ <del>7550</del> ,001 to \$ <del>149250</del> , <del>999000</del>	<p><del>Conduct</del> Undertake a formal public, open market <b>Request for Quotation (RFQ)</b> process seeking submissions from at least <del>three</del> <b>(3) suitable suppliers.</b> <del>through Tenderlink.</del></p> <p><del>This applies to all purchases including competitive procurement exempt purchases other than a sole supplier. exempt or Preferred Supplier contract (WALGA or WA State Government Common Usage Agreement – CUA) See Part 4 of this Policy.</del></p> <p><del>Records must be kept of:</del>  the invitation to quote sent to each supplier;  the evaluation of each quotation;  the decision to accept a quotation and the reason(s) why.  Written quotes must be:  Scanned and recorded in the records system; and  attached to the requisition order.</p>	<p>Evaluation panel to consist of minimum two employees;</p> <p>Manager reviews evaluation report and recommends it to Director;</p> <p>Director approves and signs off;</p> <p>Employee initiates PO through OLR;</p> <p>Director confirms policy requirements by approving PO;</p> <p>Director signs the contract, if applicable.</p>

<p>\$150,000 to \$249,999</p>	<p>Undertake a <b>formal public, open market Request for Quotations (RFQ) through Tenderlink.</b></p> <p>This applies to all purchases including purchases from a tender exempt or Preferred Supplier contract (WALGA or WA State Government Common Usage Agreement – CUA) See Part 4 of this Policy.</p> <p>Records must be kept of:</p> <ol style="list-style-type: none"> <li>the invitation to quote sent to each supplier;</li> <li>the evaluation of each quotation;</li> <li>the decision to accept a quotation and the reason(s) why.</li> </ol> <p>Written quotes must be: Scanned and recorded in the records system; and attached to the requisition order.</p>	<ol style="list-style-type: none"> <li>Evaluation panel to consist of minimum three employees including one Manager;</li> <li>Director reviews evaluation report and recommends it to CEO;</li> <li>CEO approves and signs off;</li> <li>Employee initiates PO through OLR;</li> <li>CEO confirms policy requirements by approving PO;</li> <li>CEO signs the contract, if applicable.</li> </ol>
<p>\$250,000 and above</p>	<p>Conduct a <b>public, open market Request for Tender (RFT)</b> process through Tenderlink in accordance with the provisions of <del>the Local Government Act 1995 (the Act), the Local Government (Functions and General) Regulations 1996 (and the Regulations.)</del> and the Code of Conduct;</p> <p><u>Note: Refer to the Shire of Mundaring Tender Guidelines for detailed guidelines and.</u></p> <p><u>State-wide advertising must include the local newspapers; requirements</u></p> <p><b>OR</b></p> <p><u>If purchase meets provisions of a Public Tendering Exemption from a tender exempt or Preferred Supplier contract (WALGA or WA State Government Common Usage Agreement – CUA). (See Part 4.5.1) of this Policy, there is still a requirement to undertake conduct a formal Request for Quotations (RFQ) process seeking formal submissions</u></p>	<p><del>Delegation CE-151:</del></p> <ol style="list-style-type: none"> <li><del>CEO can accept tender where the consideration under the resulting contract is \$250,000 (excluding GST) or less and the item is identified in the adopted budget</del></li> <li><del>CEO can accept regular supply tenders and tenders for plant and vehicles for items identified in the adopted budget</del></li> <li><del>Director Infrastructure Services (DIS) – as for CEO, but tender must be relevant to DIS area of responsibility.</del></li> </ol>

	<p><del>from at least a minimum of three (3) suitable suppliers. RFQ respondents containing price and specification or technical description of proposed purchase.</del></p>	<p>All other tenders must be accepted by Council, who can authorise the CEO as part of their decision to sign the contract.</p> <p>In line with the above delegation contracts resulting from a tender process and valued at \$250,000 (ex GST) or less over the term of the contract, can be signed off by the CEO.</p>
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**4.5. Competitive Procurement Exemptions EXEMPTIONS FROM PURCHASING THRESHOLDS AND QUOTATION REQUIREMENTS**

4.5.1. Public Tendering exemptions

Regulation 11(2) of the Regulations detail exemptions from publicly inviting tenders as detailed in part 4.4.

4.5.2. Other procurement Exemptions

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Director may, at their discretion, waive the requirement to obtain quotes providing that written justifiable reasons for such waiver are provided by the responsible Officer and documented through records.

4.5.3. Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier, or agency) is only permitted without undertaking a competitive process (public Tender or RFQ processes) in circumstances where the Shire is satisfied that there is genuinely only one source of supply for those goods, services or works. Written confirmation to evidence sole source of supply status must be kept on file for audit purposes.

The CEO must approve any determination of sole source of supply.

Each quotation process, including the invitation to quote, communications with suppliers, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file

is to be maintained for each quotation process that captures all communications between the Shire and suppliers.

4.5.4. [LGIS Insurance Services](#)

[LGIS insurance services are not defined as a purchasing activity subject to this Policy.](#)

[Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.](#)

4.5.5. [Purchasing from WALGA Preferred Suppliers or State Government Common Use Arrangement \(CUA\)](#)

[A tender exemption may apply if a purchase is obtained through the WALGA Preferred Supplier Program or the State Government CUA. Both programs can also be accessed for purchases requiring quotations.](#)

[The intent of the exemption is not to bypass the purchasing or tender requirements, but to save time, money and effort in advertising purchasing intentions and evaluating quotations when this task has already been completed by WALGA or CUA.](#)

[In order to ensure accountability, regulatory compliance, open competition, integrity, transparency and value for money these requirements must be strictly observed for all purchases from WALGA Panels or CUA:](#)

[All quotations from WALGA preferred suppliers must be obtained through the WALGA e-quotes facility:](#)

~~Only where the total value of the purchase does not exceed \$250,000 exclusive of GST, the following purchasing decisions are exempt from the purchasing thresholds and quotation requirements of this policy:~~

~~Purchases:~~

~~from specialised suppliers, such as state-wide advertising, postal services, memberships and subscriptions, taxis/ride share services, industry based training etc.;~~

~~for utilities (power, water, gas);~~

~~for emergency repairs;~~

~~for proprietary software support (InfoHub, InfoCouncil);~~

~~from original equipment manufacturers, where warranty provisions may be voided, such as spare parts and service of plant and equipment; and~~

~~for legal services from firms on the WALGA Preferred Supplier Panel in accordance with internal Procedure Admin-45 which prescribes the arrangements for engaging legal service providers; and~~

~~1. for specialist consultancy services or specialised equipment manufacturers, as determined by a Director or the CEO, provided their approval is in writing, prior to the purchase.~~

~~1. Purchases made from panels of pre-qualified suppliers (see below).~~

Engagement of specific artists for events, for a value of less than \$5,000. "Artist" includes writer, actor, musician, public performer, painter, sculptor, writer, film maker, welcome to country performer. This purchase has to be approved by a Director.

#### Tenders

For the procurement of goods or services where the value exceeds \$250,000, the shire is required under s. 3.57 of the Act and Regulation 11(1) of the Regulations to publicly invite tenders or purchase from a tender exempt contract.

Please refer to the Shire of Mundaring **Tender Guidelines** for guidance with tender processes.

#### ~~Purchasing from WALGA Preferred Suppliers or State Government Common Use Arrangement (CUA)~~

~~A tender exemption may apply if a purchase is obtained through the WALGA Preferred Supplier Program or the State Government CUA. Both programs can also be accessed for purchases requiring quotations.~~

~~The intent of the exemption is not to bypass the purchasing or tender requirements, but to save time, money and effort in advertising purchasing intentions and evaluating quotations when this task has already been completed by WALGA or CUA.~~

~~In order to ensure accountability, regulatory compliance, open competition, integrity, transparency and value for money these requirements must be strictly observed for all purchases from WALGA Panels or CUA.~~

- ~~• All quotations from WALGA preferred suppliers must be obtained through the WALGA e quote facility;~~
- ~~• Contracts resulting from quotations through WALGA preferred suppliers or CUA suppliers are limited to a maximum term of 12 months.~~
- ~~• All purchasing from WALGA preferred suppliers or CUA is subject to the same thresholds and approval authorities as above. Contracts valued at more than \$325,000 (excluding GST) over three years must be presented for approval to Council.~~

~~Conflict of interest and confidentiality declarations, as well as evaluation of submissions must be completed and recorded as per the Tender Guidelines.~~

#### **4.3.4.6. Panels of Pre-Qualified Suppliers**

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the Panel will streamline and will improve procurement processes; and



c. the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

4.6.1. Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the Panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the Panel.

If a panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel Members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

4.6.2. Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- a. obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- b. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

c. develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among panel members, the detailed information will also prescribe whether:

a. each panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; or

b. work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under the Regulations (24AD(5)(f)) when establishing the Panel.

i. The Shire will invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

ii. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a Contract.

iii. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in part 4.4 of this Policy.

iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, or includes options to extend the contract.

#### 4.6.3. Purchasing from the Panel

All purchases made under the Panel must be made in accordance with the method prescribed in the Invitation to Join a panel of pre-qualified suppliers, and applied in a consistent fashion.

#### 4.6.4. Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with panel members. Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file is to be maintained for each quotation process made under each panel that captures all communications between the Shire and panel members.

#### ~~4.4. Policy objectives~~

- ~~4.5. In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:~~
- ~~4.6. • a range of similar goods and services are required to be purchased on a continuing and regular basis;~~
  - ~~4.7. • there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';~~
  - ~~4.8. • the purchasing activity under the intended Panel is assessed as being of a low to medium risk;~~
  - ~~4.9. • the Panel will streamline and will improve procurement processes; and~~
  - ~~4.10. • the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.~~
  - ~~4.11. The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.~~
- ~~4.12. Establishing a panel~~
- ~~4.13. Should it be determined that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.~~
- ~~4.14. • Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.~~
  - ~~4.15. • Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.~~
  - ~~4.16. • Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.~~
  - ~~4.17. • Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.~~
  - ~~4.18. • In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a statewide notice), the Shire must state the expected number of suppliers it intends to put on the panel.~~
  - ~~4.19. • Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under reg. 24AD(5)(d) and (e) when establishing the Panel.~~
- ~~4.20. Distributing Work Amongst Panel members~~
- ~~4.21. To satisfy reg. 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:~~

- ~~4.22. i.— Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 5.3 a); or~~
- ~~4.23. ii.— Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or~~
- ~~4.24. iii.— Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 5.3 b).~~
- ~~4.25. In considering the distribution of work among Panel members, the detailed information must also prescribe whether:~~
- ~~4.26. a) — each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or~~
- ~~4.27. b) — work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of invited Panel members be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in Part 2 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.~~
- ~~4.28. In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.~~
- ~~4.29. Purchasing from a panel~~
- ~~4.30. The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.~~
- ~~4.31. Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.~~
- ~~4.32. Recordkeeping~~
- ~~4.33. Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.~~
- ~~4.34. For the creation of a Panel, this includes:~~

- ~~4.35. The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;~~
- ~~4.36. Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;~~
- ~~4.37. Request for Applications documentation;~~
- ~~4.38. Copy of public advertisement inviting applications;~~
- ~~4.39. Copies of applications received;~~
- ~~4.40. Evaluation documentation, including clarifications sought;~~
- ~~4.41. Negotiation documents such as negotiation plans and negotiation logs;~~
- ~~4.42. Approval of award documentation;~~
- ~~4.43. All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;~~
- ~~4.44. Contract Management Plan which describes how the contract will be managed; and~~
- ~~4.45. Copies of framework agreements entered into with pre-qualified suppliers.~~
- ~~4.46. The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.~~
- ~~4.47. Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.~~

#### **4.7. Variations**

Under the Regulations (r.20), a minor variation to the scope of a tender may be made prior to the Shire and the preferred tenderer formalising the contract.

For the avoidance of any doubt, a minor variation has been determined by the Shire to mean a variation which does not materially alter the specification or structure provided for by the initial tender.

Any other contract variations must be entered and executed in accordance with 4.8.1 below.

#### **4.8. Contract Management**

Contracts are to be proactively managed during their lifecycle by the officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract as per the Shire's Contract Management Procedures. The approach to managing risk for individual contracts will be consistent with the Shire Risk Management Policy and Risk Assessment and Acceptance Criteria.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is

required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

4.8.1. Contract variations

In accordance with regulation 21A of the Regulations, a contract must not be varied unless:

- a. the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.
- b. the variation is a renewal or extension of the term of the contract where the extension or renewal options were included within the original contract.

For all contract variations, a formal variation agreement must be completed by the responsible officer. This agreement must be signed by a person with appropriate delegation and authorisation.

All goods and service contracts valued \$50,000 (ex GST) and above will be maintained in a comprehensive Contract Register including summarised information on approved contract variations and total value of approved variations to effectively track the cumulative value of variations, evaluate the impact on the scope of the original contract and initiate a separate process where appropriate.

**4.9. Records Management**

Records relating to all procurement activities must be evidenced and retained in compliance with the *State Records Act 2000 (WA)* and the Shire’s Record Keeping Plan and associated procurement procedures.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor’s obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

**4.48.4.10. Authority to Execute Contracts**

Execution (or signing) of contracts must be in accordance with ~~approved individual purchasing limits.~~ Execution of Documents and Use of the Common Seal Policy (2.11).

	<u>Maximum value of contract over its term (excluding GST)</u>
<u>Managers</u>	<u>Up to \$75,000</u>
<u>Directors</u>	<u>Up to \$150,000</u>

Director Infrastructure Services	Up to \$250,000 in accordance with Delegated Authority
CEO	Up to \$250,000 in accordance with Delegated Authority

**a. Corporate credit cards**

The corporate credit card is to be used only for business related expenditure. The card must not be used for personal, non-work related expenditure or to obtain cash advances.

The CEO can authorise the issue of cards to employees as required. The CEO is to establish procedures for the use of cards to ensure adequate control is exercised over their use and that expenditure incurred on cards is included in the monthly schedule of accounts to be reviewed by Council. The CEO will also maintain a register of all credit cards.

All cardholders are designated employees under the *Local Government Act 1995* s. 5.74 and have therefore a statutory obligation to complete Primary and/or Annual Returns.

**5. RELATED LEGISLATION**

*Local Government Act 1995*, [Division 3, s3.57](#)

*Local Government (Functions and General) Regulations 1996*, [Part 4](#)

[State Records Act 2000](#)

[Work, Health and Safety 2020](#)

**6. RELATED DOCUMENTS**

[Access and Inclusion Informing Strategy](#)

[Local Biodiversity Strategy 2009](#)

[Reconciliation Action Plan](#)

[Shire of Mundaring Recordkeeping Plan](#)

[Code of Conduct for Council Members, Committee Members and Candidates \(1.1\)](#)

[Execution of documents Policy \(2.11\)](#)

[Code of Conduct for Employees Policy \(CEO 4.15\)](#)

[Fraud and Corruption Control \(OR 25\)](#)

[Advertising - Statutory Requirements for Local and Statewide Public Notice Procedure](#)

[Ordering and Payment of Goods and services \(Admin-30\)](#)

[Public Interest Disclosure \(Admin 44\)](#)

[Quotations for Purchase of Goods and Services \(Admin-31\)](#)

[Risk Management \(Admin 36\)](#)

[Delegations Register](#)

DRAFT



## Council Policy

**1.XX PROCUREMENT**

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Service Area</b>	Finance
<b>Resolution</b>	<b>Month Year</b> <b>res #</b>
<b>Delegation Ref</b>	CE-151
<b>Procedure Ref</b>	Procurement Procedure Contract Management Procedure

**1. PURPOSE**

The Shire of Mundaring (the Shire) is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity, good governance and comply with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996* (as amended).

The purpose of this policy is to provide guidance to all officers conducting procurement on behalf of the Shire and that procurement processes defined within the policy and corporate guidelines are understood and complied with.

**2. SCOPE**

This policy applies to all procurement and purchasing activities undertaken by or on behalf of the Shire.

This policy is the Shire's purchasing policy for the purposes of regulation 11 of the Regulations.

**3. DEFINITIONS**

**local supplier/contractor** has had a permanent office and permanent staff in the Shire of Mundaring district for a period of six months prior to quotations being sought.

**Regulations** the *Local Government (Functions and General) Regulations 1996* (as amended).

**Request for Quote (RFQ)** a request to provide a quote for specific goods or services and refers to the document prepared by the Shire seeking formal submissions from invited parties.

**Request for Tender (RFT)** a request for tender and refers to the document prepared by the Shire seeking formal submissions from interested parties for the provision of goods or services as required by the Regulations.

<b>WALGA</b>	Western Australian Local Government Association
<b>WALGA Preferred Supplier Panels (WALGA PSP)</b>	Preferred Supply Panels are specified groupings of suppliers that have been pre-qualified and appointed by WALGA to supply a category of goods or services to Local Governments.

#### 4. POLICY

##### 4.1. Guiding Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties.

**Full accountability** - all purchasing decisions are undertaken in an efficient and effective manner for the proper expenditure of public monies to achieve the best outcome for the Shire.

**Integrity** - any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

**Managing Safety and Risk** - effective management of risk and consideration for work health and safety in procuring goods, services and works from external contractors and suppliers is integral to achieving the best procurement outcome and to meet the Shire's strategic and operational objectives. Risk management shall be applied in accordance with the Shire's "Risk Management Policy" (2.16) and "Work Health and Safety Policy" (2.1).

**Open Competition** - procurement is to be undertaken on a competitive basis to ensure that all potential suppliers are treated impartially, honestly and consistently.

**Professionalism** - subject to legislative requirements and only to the extent required, any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and not be released unless authorised by the supplier or relevant legislation.

**Regulatory Compliance** - all procurement processes will comply with the Act, Regulations and requirements consistent with the Shire's policies.

**Social and Sustainable Procurement** - when undertaking procurement, Shire Officers will ensure suppliers who can deliver outcomes that contribute to improved social, environmental and local economic benefits are provided with an opportunity to submit a quotation or tender. This includes:

- Local Economic Benefit

In accordance with the Shire's Economic Development and Tourism Strategy, the Shire will maximise the opportunity for local goods and services to be procured wherever there is a demonstrated benefit towards achieving local economic benefit and value for money.

- **Socially Sustainable Procurement**

In accordance with the Shire's Access and Inclusion Strategy and Reconciliation Action Plan, the Shire will maximise the opportunity for socially sustainable suppliers goods and services to be procured wherever there is demonstrated benefit toward achieving social sustainability and value for money. This includes Australian Disability Enterprises and registered Aboriginal businesses

- **Environmentally Sustainable Procurement**

In accordance with the Shire's Local Biodiversity Strategy and Environmental Sustainability Policy, the Shire will maximise the opportunity for recycled and environmentally sustainable goods and services to be procured wherever there is a demonstrated benefit toward achieving environmental sustainability and value for money.

**Transparency** - all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.

**Value for Money** - The Shire seeks the best possible procurement outcome for the Shire. Value for money is based not only on the purchase price but also on qualitative measures including the efficiency and effectiveness of the purchase and determining an acceptable level of risk to the Shire; the lowest price may not always be the most advantageous.

#### 4.2. Assessment Criteria

Procurement processes will be assessed on a range of criteria to determine the preferred supplier, such as but not limited to:

- Relevant experience
- Methodology
- Capability
- Timing
- Key personnel skills
- Organisation capabilities
- Contractor performance
- Reference checks
- Resources
- Pricing
- Work Health and Safety
- Other compliance criteria contained in the request (compliance with specifications, insurance, Shire policies/industry standards, financial requirements etc.)

The assessment criteria considered to be the most appropriate based on the goods, services or works being procured will be included in the RFQ or RFT document.

#### 4.3. Anti-Avoidance

The Shire will not conduct multiple procurement activities for the same goods or services with the intent (inadvertent or otherwise) of 'splitting' the

purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

**4.4. Purchasing Thresholds**

The following table prescribes the procurement methodology minimum requirements based on the purchasing value.

Determining the purchasing value is to be based on the following considerations:

- all values are to be calculated exclusive of Goods and Services Tax (GST)
- all values relate to the total actual or expected cost value of goods or services over the life of the contract, including any options to extend.
- if it is unclear what the total purchase value is, the higher threshold is to take precedence.
- the appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

All procurement evaluations, review and approvals and decisions must be documented using the Shire pro-forma templates and evidenced in accordance with the Shire's Record Keeping Plan.

Notwithstanding these thresholds, officers may use professional discretion and undertake a RFQ process where it is considered that a lower price may be obtained, or to ensure fair and reasonable competition amongst suppliers, although the expected value of the purchase does not require it.

Purchase value threshold (ex GST)	Method to be used
Up to \$ 5,000	Obtain at least <b>one (1) verbal</b> quotation from a suitable supplier.
\$5,001 to \$10,000	Obtain at least <b>one (1) written</b> quotation containing price and specification or technical description of proposed purchase from a suitable supplier.
\$10,001 to \$50,000	Seek at least <b>two (2) written</b> quotations containing price and specification or technical description of proposed purchase from suitable suppliers.
\$50,001 to \$250,000	Conduct a <b>RFQ</b> process seeking formal submissions from at least <b>three (3)</b> suitable suppliers.

<p>\$250,000 and above</p>	<p>Conduct a <b>public, open market RFT</b> process in accordance with the provisions of the Act and the Regulations.</p> <p><b>OR</b></p> <p>If purchase meets provisions of a Public Tendering Exemption (see part 4.5.1) there is still a requirement to conduct a <b>RFQ</b> process seeking formal submissions from at least <b>three (3)</b> suitable suppliers.</p>
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**4.5. Competitive Procurement Exemptions**

4.5.1. Public Tendering Exemptions

Regulation 11(2) of the Regulations detail exemptions from publicly inviting tenders as detailed in part 4.4.

4.5.2. Other Procurement Exemptions

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Director may, at their discretion, waive the requirement to obtain quotes providing that written justifiable reasons for such waiver are provided by the responsible officer and documented through records.

4.5.3. Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier, or agency) is only permitted without undertaking a competitive process (public RFT or RFQ processes) in circumstances where the Shire is satisfied that there is genuinely only one source of supply for those goods, services or works. Written confirmation to evidence sole source of supply status must be kept on file for audit purposes.

The CEO must approve any determination of sole source of supply.

Each quotation process, including the invitation to quote, communications with suppliers, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file is to be maintained for each quotation process that captures all communications between the Shire and suppliers.

4.5.4. LGIS Insurance Services

LGIS insurance services are not defined as a purchasing activity subject to this policy.

Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this policy is required.

4.5.5. Purchasing from WALGA Preferred Suppliers or State Government Common Use Arrangement (CUA)

A tender exemption may apply if a purchase is obtained through the WALGA Preferred Supplier Program or the State Government CUA. Both programs can also be accessed for purchases requiring quotations.

The intent of the exemption is not to bypass the purchasing or tender requirements, but to save time, money and effort in advertising purchasing intentions and evaluating quotations when this task has already been completed by WALGA or CUA.

In order to ensure accountability, regulatory compliance, open competition, integrity, transparency and value for money these requirements must be strictly observed for all purchases from WALGA Panels or CUA:

All quotations from WALGA preferred suppliers must be obtained through the WALGA e-quotes facility.

#### 4.6. Panels of Pre-Qualified Suppliers

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- a. there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- b. the Panel will streamline and will improve procurement processes; and
- c. the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

##### 4.6.1. Establishing and Managing a Panel

If the Shire decides that a Panel is to be created, it will establish the Panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the Panel.

If a panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A panel contract arrangement needs to be managed to ensure that the performance of the panel contract and the panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A contract management plan should be established that outlines the requirements for the panel contract and how it will be managed.

#### 4.6.2. Distributing Work Amongst Panel Members

To satisfy regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- a. obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- b. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- c. develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among panel members, the detailed information will also prescribe whether:

- a. each panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; or
- b. work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under the Regulations (24AD(5)(f)) when establishing the Panel.
  - i. The Shire will invite the highest ranked panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
  - ii. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until a panel member accepts a Contract.
  - iii. Should the list of panel members invited be exhausted with no panel member accepting the offer to provide

goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in part 4.4 of this Policy.

- iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, or includes options to extend the contract.

#### 4.6.3. Purchasing from the Panel

All purchases made under the Panel must be made in accordance with the method prescribed in the Invitation to Join a panel of pre-qualified suppliers, and applied in a consistent fashion.

#### 4.6.4. Communications with Panel Members

The Shire will ensure clear, consistent and regular communication with panel members. Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file is to be maintained for each quotation process made under each panel that captures all communications between the Shire and panel members.

### 4.7. Variations

Under regulation 20 of the Regulations, a minor variation to the scope of a tender may be made prior to the Shire and the preferred tenderer formalising the contract.

For the avoidance of any doubt, a minor variation has been determined by the Shire to mean a variation which does not materially alter the specification or structure provided for by the initial tender.

Any other contract variations must be entered and executed in accordance with part 4.8.1 below.

### 4.8. Contract Management

Contracts are to be proactively managed during their lifecycle by the officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract as per the Shire's "Contract Management Procedure". The approach to managing risk for individual contracts will be consistent with the Shire's "Risk Management Policy" (2.16) and the associated risk assessment and acceptance criteria.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is



required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this policy.

**4.8.1. Contract variations**

In accordance with regulation 21A of the Regulations, a contract must not be varied unless:

- a. the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.
- b. the variation is a renewal or extension of the term of the contract where the extension or renewal options were included within the original contract.

For all contract variations, a formal variation agreement must be completed by the responsible officer. This agreement must be signed by a person with appropriate delegation and authorisation.

All goods and service contracts valued \$50,000 (ex GST) and above will be maintained in a comprehensive Contract Register including summarised information on approved contract variations and total value of approved variations to effectively track the cumulative value of variations, evaluate the impact on the scope of the original contract and initiate a separate process where appropriate.

**4.9. Records Management**

Records relating to all procurement activities must be evidenced and retained in compliance with the *State Records Act 2000 (WA)* and the Shire's Record Keeping Plan and associated procurement procedures.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

**4.10. Authority to Execute Contracts**

Execution (or signing) of contracts must be in accordance with "Execution of Documents and Use of the Common Seal Policy" (2.11).

**5. RELATED LEGISLATION**

*Local Government Act 1995*, Division 3, s3.57

*Local Government (Functions and General) Regulations 1996*, Part 4

*State Records Act 2000*

*Work, Health and Safety Act 2020*

**6. RELATED DOCUMENTS**

- Access and Inclusion Informing Strategy
- Economic Development and Tourism Strategy
- Local Biodiversity Strategy
- Reconciliation Action Plan
- Recordkeeping Plan
- Execution of Documents and Use of the Common Seal Policy (2.11)
- Fraud and Corruption Control (OR 25)
- Risk Management Policy (2.16)
- Work Health and Safety Policy (2.1)
- Advertising - Statutory Requirements for Local and Statewide Public Notice Procedure
- Ordering and Payment of Goods and Services Procedure (Admin-30)
- Public Interest Disclosure Procedure (Admin-44)
- Quotations for Purchase of Goods and Services Procedure (Admin-31)
- Risk Management Procedure (Admin-36)
- Delegations Register

## 9.2.4 Policy Review - Contract Management

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<b>File Code</b>	GV.OPP1
<b>Author</b>	Pascaline Owers, Governance Officer
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Contract Management Policy <a href="#">↓</a>

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### **PURPOSE**

The Committee is asked to consider and recommend that Council deletes the “Contract Management Policy” (OR-29) (**Attachment 1**).

### **BACKGROUND**

The “Contract Management Policy” was adopted in March 2021 to form part of the internal controls for procurement activities.

### **STATUTORY / LEGAL IMPLICATIONS**

*Local Government (Functions and General) Regulations 1996, Part 4* deals with the provision of goods and services and includes specific requirements relating to contract extensions and variations.

### **POLICY IMPLICATIONS**

The “Contract Management Policy” will be deleted if the recommendation is adopted by Council.

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.3 – Risks are well managed

### **SUSTAINABILITY IMPLICATIONS**

Governance

- Comply with relevant policy, legislation, regulation, criteria and guidelines.

## RISK IMPLICATIONS

<b>Risk: Compliance:</b> The policy provisions of the “Contract Management Policy” is not consistent with the Shire’s purchasing policy or the provisions of the <i>Local Government Act 1995</i> .		
Likelihood	Consequence	Rating
Possible	Minor	Moderate
Action / Strategy		
The “Contract Management Policy” be deleted.		

## EXTERNAL CONSULTATION

Nil

## COMMENT

At the Governance Workshop held 18 March 2024, a policy review cover note was presented to the committee to seek feedback. Feedback indicated there was interest in deleting the “Contract Management Policy”.

The “Contract Management Policy” is operational in nature and as such, officers are of the view that a policy is not required. Instead, inclusion of high level information for contract management has been integrated into the draft “Procurement Policy” (also presented for consideration at this meeting).

If the “Contract Management Policy” is deleted, comprehensive contract management processes supporting procurement will be further developed and more appropriately captured as a “Contract Management Procedure”.

## VOTING REQUIREMENT

Simple Majority

## Policy Review - Contract Management

## COMMITTEE RECOMMENDATION

That Council deletes the “Contract Management Policy” (OR-29) (**Attachment 1**).

## Shire of Mundaring

# POLICY

### CONTRACT MANAGEMENT

<b>Policy Ref:</b>	<b>OR-29</b>		
<b>Committee Rec:</b>	ARC3.02.21	<b>Date:</b>	16 February 2021
<b>Adopted:</b>	C5.03.21	<b>Date:</b>	09 March 2021
<b>Amended:</b>		<b>Date:</b>	
<b>Reviewed:</b>		<b>Date:</b>	
<b>Policy Ref:</b>	AS-04 Purchasing Policy OR-12 Code of Conduct		
<b>Guidelines Ref:</b>	Conflict of Interest Guidelines for Employees		
<b>Local Law Ref:</b>	N/A		

#### PURPOSE

The purpose of this policy is -

- to provide guidance to Shire employees responsible for creating and managing contracts;
- to provide consistency across the organisation when managing contracts; and
- to establish documented practices for managing contracts.

#### POLICY

##### Definition

**Contract management:** The process that ensures that both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the financial and operational objectives required from the contract.

##### Scope

This policy applies to all Shire employees involved in managing contracts. Employment contracts are excluded from this Policy.

##### Policy

In pursuit of effective contract management Shire employees tasked with contract management will address the following factors:

#### 1. Managing risks

The approach to managing risks for individual contracts will be consistent with the Shire's Risk Management Framework.

Risk exposure will be minimised by measures such as:

- Considering and allocating clear contract management responsibilities during the planning stages of any procurement activity;
- Using the most recent version of the Shire's templates for Requests for Tender (RFT), Requests for Quotations (RFQ), contracts and conditions;
- Requiring conflict of interest declarations from all employees having responsibility for managing the contract;
- Maintaining an up to date contracts register, including the following information:
  - Records file number;
  - Purpose of the contract;
  - Name of the contractor(s);
  - Commencement and expiry dates;
  - Possible extensions as specified in the contract;
  - Extensions exercised;
  - Expiry after extensions;
  - Variations accepted;
  - Estimated annual budget (ie contract value); and
  - Actual contract spend.
- Requiring a bank guarantee within seven days of contract execution, where appropriate (usually for major construction contracts);
- Requiring full contract execution prior to the commencement of work;
- Requiring the contractor to have appropriate public liability, professional indemnity, workers compensation insurance as detailed in the contract;
- Certifying accuracy of invoices prior to processing payment;
- Effectively managing the contract by monitoring, evaluating and following up the contractor's performance.

## **2. Managing relationships**

Communications between both parties to the contract will be open, constructive, non-adversarial and based on mutual understanding.

Should problems arise, they will be resolved in a timely manner. Employees responsible for managing contracts must protect the Shire's interests in all instances.

## **3. Managing resources**

All employees managing contracts will be provided with appropriate training to manage contracts and projects, including but not limited to:

- Intensive induction and familiarisation at the commencement of employment;
- Regular refresher training provided by experienced trainers or organisations.

#### 4. Specifying responsibilities

All decisions relating to the approval of contracts, contract extensions and contract variations, whether as a result of a public tender process or any other procurement processes, will be made in accordance with approved authorisation limits established in the Shire's Purchasing Policy AS-04.

##### 4.1 Contract variations

- Contract variations must not breach the *Local Government (Functions and General) Regulations 1996*, Purchasing Policy AS-04 including authorisation limits and will only be considered if -
  - ✓ they are necessary for the goods or services to be supplied and do not significantly alter the scope of the original contract. They must not be used to avoid undertaking a new procurement process; or
  - ✓ they are a renewal or extension of the term of the contract, were included in the original tender documentation (if the contract results from a tender) and have not yet been exercised.
- The cumulative value of contract variations must not exceed 10% of the original contract value. Should this occur, the contract must be reviewed and an assessment made of whether a separate procurement process should be undertaken.
- Should the cumulative value of variations to a contract formed other than through a public tender process cause the contract to exceed the tender threshold, a formal tender process must be undertaken.

##### 4.2 Contract extensions

- Contract extensions can only be approved before the expiration date of the original contract or previously extended term.
- Where a contract includes an option for extension(s), the performance of the contractor must be assessed and documented prior to approving each extension.
- Contract extensions must provide value for money and must be provided for in the Annual Budget.
- Extensions must be approved by the original contract decision-maker (i.e. Council or the employee with relevant delegated authority).

#### 5. Keeping records

Effective contract management relies on good record keeping. Following is a non-exhaustive list of essential documents to be retained during contract management:

- All tender documentation;
- Council minutes or delegate's decision of preferred contractor;
- The most current version of the contract, incorporating any variations;
- Evidence of insurances held by the contractor;

- Records of communications and meetings with contractors and stakeholders;
- Contractor performance review prior to extension of the contract;
- Agreement from Shire of Mundaring to extend the contract;
- Requests and Shire agreement to vary the contract, including approved variation invoices.

#### **6. Behaving ethically**

Employees responsible for managing contracts will at all times comply with the Shire's Code of Conduct and the provisions of the *Local Government Act 1995*.

At any stage during the contractual relationship conflicts of interest, whether real or perceived, must be notified to the Chief Executive Officer and managed in accordance with the Shire's Conflict of Interest Guidelines.



## 9.2.5 Policy Review - Civic Functions, Ceremonies, Receptions and Provision of Hospitality and the Use of the Council Civic Area

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<b>File Code</b>	GV.OPP 1
<b>Author</b>	Pascaline Owers, Governance Officer
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Civic Functions, Ceremonies, Receptions and Provision of Hospitality and the Use of the Council Civic Area Policy (OR-10) <a href="#">↓</a>

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### PURPOSE

The Committee is asked to consider and recommend that Council deletes the “Civic Functions, Ceremonies, Receptions and Provision of Hospitality and the Use of the Council Civic Area Policy” (OR-10) (**Attachment 1**).

### BACKGROUND

The “Civic Functions, Ceremonies, Receptions and Provision of Hospitality and the Use of the Council Civic Area Policy” (“Civic Functions Policy”) was adopted in October 2009 following the redevelopment of the Shire Administration complex when it was proposed that the civic area wing of the building be made available to the community for private meetings / functions during normal working hours.

The “Civic Functions Policy” was adopted to *“provide guidelines to staff when a request is received from a member of the community or a community group as to the availability and use of the facility”*. Furthermore, minutes from the Ordinary Council Meeting from October 2009 notes that *“because the facility is not designed for private hire, a number of issues needed to be addressed within the policy to ensure ease of access for external users and minimal use of internal staff resources to manage the area and ensure that the security of the building and its contents are covered”*. The “Civic Functions Policy” also identifies the Shire’s use of the facility for official Shire events or events supported by the Shire.

### STATUTORY / LEGAL IMPLICATIONS

Section 2.7 of the *Local Government Act 1995* provides the role of council in relation to the determination of policies.

### POLICY IMPLICATIONS

The “Civic Functions Policy” will be deleted if the recommendation is adopted by Council.

### FINANCIAL IMPLICATIONS

The use of the Civic Reception Area is no longer included as a facility in the Annual Fees and Charges Schedule as amended November 2023

### STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

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#### Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

#### **SUSTAINABILITY IMPLICATIONS**

Governance

- Comply with relevant policy, legislation, regulation, criteria and guidelines.

#### **RISK IMPLICATIONS**

<b>Risk: Reputation:</b> The use of the Civic Reception Area is not available for use by the community in accordance with the current “Civic Functions Policy”.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Insignificant	Low
<b>Action / Strategy</b>		
The “Civic Functions Policy” be deleted.		

#### **EXTERNAL CONSULTATION**

Nil

#### **COMMENT**

At the Governance Workshop held 18 March 2024, a policy review cover note was presented to the committee to seek feedback. Feedback indicated there was interest in deleting the “Civic Functions Policy”.

Officers are of the view that a policy is not required and it would be preferred that the “Functions in the Civic Area Procedure” (RL01) be reviewed to provide operational guidelines for the use of Civic Reception Area.

#### **VOTING REQUIREMENT**

Simple Majority

#### **Policy Review - Civic Functions, Ceremonies, Receptions and Provision of Hospitality and the Use of the Council Civic Area**

#### **COMMITTEE RECOMMENDATION**

That Council deletes the “Civic Functions, Ceremonies, Receptions and Provision of Hospitality and the Use of the Council Civic Area Policy” (OR-10) (**Attachment 1**).

## Shire of Mundaring

**POLICY****CIVIC FUNCTIONS, CEREMONIES, RECEPTIONS AND PROVISION OF HOSPITALITY AND THE USE OF THE COUNCIL CIVIC AREA**

<b>Policy Ref:</b>	<b>OR-10</b>
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<b>Committee Rec:</b>	N/A	<b>Date:</b>	
<b>Adopted by:</b>	C11.10.09	<b>Date:</b>	6 October 2009
<b>Amended by:</b>		<b>Date:</b>	
<b>Reviewed:</b>	Once per Electoral Cycle	<b>Date:</b>	22 June 2010
<b>Procedure Ref:</b>	Nil	<b>Delegation Ref:</b>	Nil
<b>Statute Ref:</b>	N/A		
<b>Local Law Ref:</b>	N/A		

**PURPOSE**

To provide guidance for the:

- approval of civic functions, ceremonies, receptions;
- use of the Civic Room for functions and ceremonies; and
- use of a committee room as a meeting room.

**POLICY**

To fulfill its civic objectives, the Shire of Mundaring conducts various civic functions, receptions, and ceremonies such as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

**1. Civic Functions and Receptions – General**

- i. The President, in conjunction with the Chief Executive Officer, shall have discretion to determine whether a civic reception is to be held.
- ii. The date, time and invitation list shall be determined by the President, in conjunction with the Chief Executive Officer.
- iii. At the discretion of the President and Chief Executive Officer, the President may host functions and receptions with light refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the Shire, exchange students and visitors from other local authorities from Australia and overseas. The invitation list shall be at their discretion.
- iv. The Chief Executive Officer is authorised to approve civic functions, ceremonies, receptions, provision of hospitality and the use of the Civic Room, subject to compliance with this Policy.

## 2. Specific Functions and Ceremonies

(i) Citizenship Ceremonies

Following each Citizenship Ceremony, a reception will be held for all participants and two of their nominated guests with further guests at the approval of the Chief Executive Officer. Other invitees shall include all current elected members, local Members of Parliament, the Chief Executive Officer and other employees of the Shire at the discretion of the Chief Executive Officer.

(ii) Australia Day Ceremony

Following the Australia Day Citizenship Ceremony, a reception will be held to which all Citizenship Ceremony participants and two of their nominated guests with further guests at the approval of the Chief Executive Officer. Other invitees shall include all current elected members, local Members of Parliament, the Chief Executive Officer, and other relevant employees of the Shire at the discretion of the Chief Executive Officer.

(iii) Volunteers Reception

Each year a function will be held to demonstrate the appreciation of the Shire to all volunteers as specified by the President and Chief Executive Officer. Other invitees shall include all current elected members, the Chief Executive Officer and other relevant employees of the Shire at the discretion of the Chief Executive Officer.

(iv) Official Openings of Council Facilities

At the discretion of the President and Chief Executive Officer, the President may host receptions with light refreshments to commemorate the official openings of Council facilities. The invitation list shall be at their discretion but is to include all current elected members, the Chief Executive Officer and other relevant employees of the Shire at the discretion of the Chief Executive Officer.

(v) Christmas Functions for Shire Employees

The Chief Executive Officer shall determine on an annual basis an appropriate format for an employee function to celebrate Christmas and recognise the efforts of employees throughout the preceding twelve (12) months with the cost of such functions being borne by the employees' Social Club.

(vi) Official Meetings

Appropriate catering and refreshments may be provided for official meetings (e.g. WALGA Zone meetings). Catering is at the discretion of the Chief Executive Officer.

(vii) Small/Private Meetings during Working Hours

Appropriate catering, such as tea, coffee, soft drinks, sandwiches, finger food, biscuits may be provided for small/private meetings involving employees or elected members and members of the community or other government/agency persons. Catering shall be at the discretion of the Chief Executive Officer.

### **3. Common Room**

A room is provided for the use by elected members for official or social purposes.

### **4. Meals**

- (i) Meals may be provided at Council meetings, forums and briefing sessions; and
- (ii) Meals for official Council business and functions are to be approved by the Chief Executive Officer.

### **5. Provision of Meals for Meetings of the Council**

- (i) The meal held prior to the commencement of meetings of Council is for elected members, employees and members of the public, by invitation;
- (ii) From time to time, elected members may wish to invite special guests, such as overseas visitors, to the meal. In such circumstances, elected members must obtain the prior approval of the Chief Executive Officer;
- (iii) From time to time, elected members may wish to invite occasional guests to the meal; this is subject to the Chief Executive Officer's prior approval. When considering an elected member's request, the Chief Executive Officer will take into account such factors as the frequency of guests attending the supper; and
- (iv) No other person shall be permitted to attend the meal.

### **6. Beverages**

- (i) The Civic Room bar to be used only for Council business and functions approved by the Chief Executive Officer;
- (ii) Alcoholic spirits will not normally be provided, unless approved by the President or the Chief Executive Officer; and
- (iii) Alcohol is not permitted to be consumed during meetings of Council.

### **7. Use of Council Chamber**

The use of the Council Chamber is for official meetings, forums and presentations. The Council Chamber is not to be used for hospitality or entertainment purposes unless approved by the Chief Executive Officer.

### **8. Use of Committee Room**

The Committee Room is to be used for official purposes such as meetings and presentations. It shall not be used for hospitality or entertainment purposes unless approved by the Chief Executive Officer.

### **9. Community Use**

Members of the community and community groups are to be encouraged to utilise the Civic Area and Meeting Room at a nominal charge in accordance with the Shire's Fees and Charges Schedule for meetings and forums during normal operating hours of the Administration Centre.

Community use is for community-based organisations that work to enhance the sense of community within the Shire of Mundaring and includes groups that

undertake activities that do not generate income or are registered or recognised as not for profit groups as well as government agencies.

Tea and coffee facilities may be provided by the Shire for such undertakings.

There will be no provision for use of the bar facilities or other rooms within the Civic Area.

**10. Applications Not Conforming with Policy**

An application which does not meet the provisions of this Policy may be referred to Council at the discretion of the Chief Executive Officer.

## 10.0 REPORTS OF EMPLOYEES

### 10.1 Proposed Outbuilding and Site Works - Lot 153 (No. 26) Stone Crescent, Darlington

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<b>File Code</b>	St 10.26
<b>Author</b>	Buena Tunac, Planning Officer
<b>Senior Employee</b>	Mark Luzi, Director Statutory Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Development Plans <a href="#">↓</a>

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<b>Landowner</b>	Dyan Yu Fern Atkinson Benjamin Leigh Atkinson
<b>Applicant</b>	JRT Drafting Services P/L
<b>Zoning</b>	Residential
<b>Area</b>	2,059sqm
<b>Use Class</b>	Existing land use to remain unchanged, being 'Single House'

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#### PURPOSE

Planning approval is sought for a proposed outbuilding and associated site works at 26 Stone Crescent, Darlington (refer to **Attachment 1**). The application is considered by the Shire Officers to be incompatible with the existing and future desired character of the area.

It is recommended that Council refuses the application.

#### BACKGROUND

##### Site Context

The subject property contains a single house and an outbuilding which is to remain. The site's topography falls approximately 13.5m from southwest to northeast.

Properties in the immediate locality contain single houses and structures incidental to residential development. The surrounding environment is subject to steep topography.

A previous outbuilding was removed by the landowner on the location of the proposal. While the Shire does not have any records of the outbuilding having been approved, based upon the aerial imagery available the outbuilding existed from 2000 onwards, this being prior to the current local planning framework.

The image below was taken in 2010 and shows the previous (smaller) outbuilding which was forward of the dwelling.



### Locality Plan



### **Description of Proposal**

An outbuilding with an area of 72.3sqm (5 metres x 14.46 metres) is proposed. It will be accessed from the existing driveway which will be extended, and from a proposed pathway which will be adjacent to the eastern side of the outbuilding.



Planning approval is required for the following reasons:

- The outbuilding is proposed to be located in front of the dwelling, within the property's street setback area, instead of being entirely behind the dwelling;
- A nil side lot boundary setback in lieu of 1.5m from the western boundary is proposed for the outbuilding;
- A wall height of up to 6m in lieu of 3.5m above natural ground level is proposed for the outbuilding;
- A roof height of up to 6.59m in lieu of 4.5m above natural ground level is proposed for the outbuilding; and
- Site works of up to 2.6m high with a nil setback in lieu of 3m from the western boundary are proposed.

The proposal complies with all other LPS4 and (where applicable) Residential Design Code requirements.

The landowner advised that the purpose of the outbuilding is to be used as a *“workshop for creative manual hobbies/pursuits”* and *“no part of the building is intended to be used as a habitable space.”*

Due to the topography and landscape features of this site, Shire Officers do not have specific concerns with respect to an outbuilding being forward of the dwelling, notwithstanding non-compliance with the local planning scheme requirements. The compounding factor of all the non-compliance combined is the predominant issue with respect to amenity and the impacts on the character of a locality.

The above is discussed further in the Comment section of this report.

## **STATUTORY / LEGAL IMPLICATIONS**

### **Legislation**

- *Planning and Development Act 2005* (the Act)
- *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations)
- Metropolitan Region Scheme
- Local Planning Scheme No.4 (LPS4)
- State Planning Policy 7.3 – Residential Design Codes Volume 1 2024 (R-Codes)

### **Statutory Implications**

In reference to the Clause 67 (2) of the Regulations, the local government is to have due regard to the following matters:

*“(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;”*

*“(e) any policy of the Commission;”*

*“(m) the compatibility of the development with its setting, including –*

- (i) the compatibility of the development with the desired future character of its setting; and*
- (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;”*

*“(n) the amenity of the locality including the following –*

- (i) environmental impacts of the development;*
- (ii) the character of the locality;*
- (iii) social impacts of the development;”*

*“(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;”*

*“(y) any submissions received on the application;”*

*“(zb) any other planning consideration the local government considers appropriate.”*

## **POLICY IMPLICATIONS**

With regard to clause 5.2.2 of LPS4, unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the R-Codes is to conform with the provisions of those Codes.

Clause 5.3.1 of the LPS4 states that the Scheme prevails over the R-Codes to the extent of any inconsistency between the two with respect to outbuildings.

On 10 April 2024, a new version of the R-Codes was Gazetted which this proposal has been assessed against.

Where the R-Codes apply, applicants are expected to comply with the deemed-to comply provisions of the R-Codes. If variations to these provisions are proposed, the design principles stipulated in the R-Codes are to be taken into consideration.

In this case, the following design principles apply to the proposal as the outbuilding is proposed to be located within the property’s street setback area:

*“Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.”*

The following design principles apply with regard to the proposed site works:

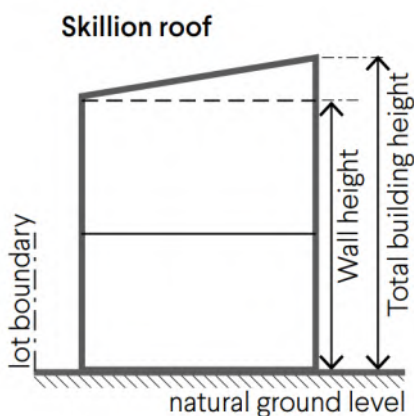
### *“Site Works*

*P7.1 Development that considers and responds to the natural features of the site and requires minimal excavation/fill.*

*P7.2 Where excavation/fill is necessary, all finished levels respecting the natural ground level at the lot boundary of the site and as viewed from the street.*

*P7.3 Retaining walls that result in land which can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped.”*

The R-Code requirements relating to outbuilding heights and side lot boundary setbacks do not apply as LPS4 prevails. As the outbuilding will have skillion roofs its wall and roof heights are to be measured as shown in the diagram which follows from the R-Codes.



### FINANCIAL IMPLICATIONS

The applicant and landowner may exercise their right of appeal to the State Administrative Tribunal which would incur legal costs and staff time.

### STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 3 - Built environment

Objective 3.3 – Regulated land use and building control to meet the current and future needs of the community

Strategy 3.3.1 – Incorporate appropriate planning controls for land use that meet current and future needs without compromising the highly valued character of the natural and built environment

### SUSTAINABILITY IMPLICATIONS

Nil

### RISK IMPLICATIONS

<b>Risk:</b> Reputational – If Council decides to make an alternative recommendation, it may appear to the community that staff and Council differ on the interpretation / application of planning matters associated with the proposal.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Insignificant	Low
<b>Action / Strategy</b>		
If Council decides to make an alternative recommendation, this should be accompanied with rationale to ensure the community and the applicant understand why a different position was taken.		

## CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder/s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
✓						

## EXTERNAL CONSULTATION

Consultation was undertaken by the applicant and landowner prior to the application being lodged, and then by the Shire having received amended plans, to the owner of the property directly adjacent to where the outbuilding is to be located. On both occasions, the adjacent landowner raised no concerns regarding the proposal.

Following the consultation, the Shire conducted a site visit to inspect the outbuilding's location and to discuss the proposal further with the applicant. Findings from the site visit are discussed in the following section.

## COMMENT

In accordance with the Regulations, regard is to be given to the R-Codes, LPS4, and the potential impact the proposal may have in terms of the area's amenity and character, and its relationship to development on adjoining land or on other land in the locality. These matters require exploration that will be discussed below.

### The area's character

The site is located within a predominately low density Residential zoned area, consisting of single houses and outbuildings.

The amenity of the locality is characterised as featuring relatively large lots, open space, and relatively large amounts of remnant vegetation. The buildings in the locality are not substantial in scale and are relatively well spread out on lots in a manner that does not detract from the open and residential feel of the locality.

In terms of future amenity, the Shire's local planning strategy does not indicate that the locality will change from being Residential R5 in the long term.

Moving the proposed works further back away from the street will potentially result in significant site works being required due to the steep topography of the site, and also the removal of native vegetation.

The finished ground level of the proposed outbuilding is approximately 1.5m lower than the street, and existing vegetation towards the front of the subject property shall remain. The building will be single storey in appearance when viewed from the street.

As shown in the image which follows, some of the nearby properties contain structures and portions of buildings within the street setback areas.

Buildings (or portions thereof) which encroach within street setback areas on nearby properties



There is no record of any buildings within the immediately surrounding area as having been approved under the current planning framework with a nil side setback, and with wall and/or roof heights similar to that being proposed. Therefore, the proposed development would be injurious to the existing character of the general locality.

**The relationship to development on adjoining properties**

On Residential R5 properties LPS4 allows outbuildings with a maximum wall height of up to 3.5m and a maximum roof height of up to 4.5m above natural ground level. These heights are generous considering that they are higher than what the WAPC's Residential Design Codes (R-Codes) typically allows for outbuilding's on Residential zoned properties (being a maximum wall height of 2.4m and a roof height of 4.2m).

The proposed outbuilding will have a wall height up to 2.5m and a roof height up to 2.09m higher than what is permitted under LPS4.

Also, site works are proposed to be adjacent to the western lot boundary, in some places up to 2.1m higher above natural ground level than what is permitted under the R-Codes. The diagrams which follow highlight the extent of the over height portions.



The finished ground level on the adjoining property to the west is approximately 3 to 4 metres lower than where the proposed outbuilding will be located.

The neighbouring dwelling will be approximately 9m from the outbuilding and site works, and the area in between does not contain any vegetation which will adequately screen the proposed works.

Considering the steep topography of the subject site and the location of native vegetation, and also that the affected neighbour raised no concerns during the consultation process, Shire Officers were willing to recommend a setback and a wall height variation in this circumstance but not to the extent to that currently being proposed.

The Shire Officer identified concerns with over height portions which the owners addressed through reducing the building height by 0.5 metres and incorporating a skillion roof (previously a gable roof was proposed). The amended plans (**Attachment 1**) still shows the proposed outbuilding and site works having a nil side setback.

Shire Officers are of the opinion that there is the opportunity to further reduce the overall height of the outbuilding by lowering the roof profile and finished floor level, and still have a gradient which will allow for safe pedestrian and vehicular access to the building.

There is also the opportunity to have the proposed works set back an adequate distance from the side lot boundary without impacting native vegetation and the effluent disposal system. This may result in the removal of Jarrah and Eucalyptus trees.

Having the increased side setback would allow for landscaping to be planted along the side and rear of the outbuilding, and possibly along the side of the proposed retaining wall which will minimise the building bulk when viewed from the adjoining property, and reduce the visual impact for the current and any future neighbours.

The photograph which follows show the proposed location of the works in relation to the neighbour's dwelling, and trees which may be impacted if the outbuilding is setback off the side lot boundary.

As mentioned previously in this report, there is no record of any buildings within the immediately surrounding area as having been approved under the current planning framework with a nil side setback, and with wall and/or roof heights similar to that being proposed.



**Conclusion**

The location of the proposed outbuilding is not considered to be ideal due to being forward of the dwelling. However on balance, considering the steep topography of the land, the existing character of the immediate area, and the location of the existing driveway, and native vegetation, if modified to meet the scheme requirements the proposal is unlikely to result in building bulk having a significant visual impact on the streetscape.

However, for the reasons given in this report, the current proposal will have a significant impact on the area’s existing and desired future character of the area. Its approval would set a perceived precedent that Council would allow similar development on other residential properties. Therefore, it is recommended that the application be refused by Council.

Should Council be of the view to approve the proposal, it is recommended that it be subject to conditions relating to the outbuilding’s use, external materials and colours, as well as stormwater having to be managed onsite, and all native vegetation onsite having to be retained unless exempt under LPS4.

**VOTING REQUIREMENT**

Simple Majority



## OFFICER RECOMMENDATION

That Council refuse the application.

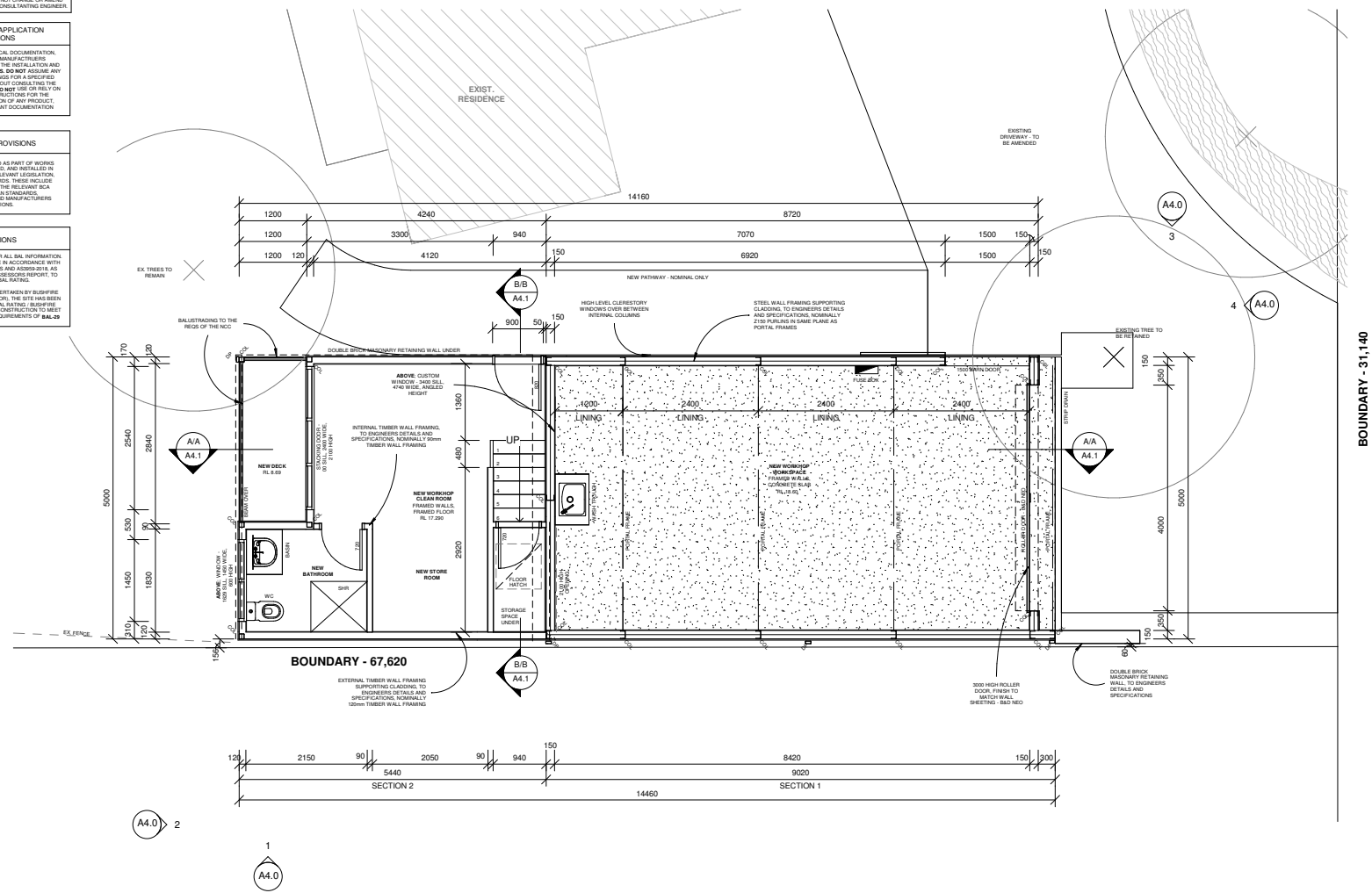
1. The proposal does not satisfy Clause 67(2)(m) and (n) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as cumulatively the proposed outbuilding wall height (being 2.5m in excess of what Local Planning Scheme No.4 allows) and roof height (being 2.09m in excess of what Local Planning Scheme No.4 allows), in addition to the proposed site works height and location, will have an adverse and undesirable impact on the area's established amenity and character.
2. The proposal does not satisfy the Local Planning Scheme No.4 objectives of the Residential zoning, as the proposed outbuilding and site works would not be compatible with, and complimentary to, existing residential development within the locality due to its height and nil side setback.
3. If an outbuilding and site works of this height with a nil side setback is approved it may set a perceived precedent for similar developments to occur within Residential R5 zoned areas, which would have an adverse impact on the existing and desired future character of the locality.
4. The site works do not adequately address the design principles under clause 5.4.3 P3 of the Residential Design Codes as the height and nil side setback of the retaining wall shall result in building bulk having a detrimental effect on the adjoining property and is not proposed to be landscaped.



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C	Roof / Window Change	12/04/2024
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**PROPOSED FLOOR PLAN**

1 : 50



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FLOOR PLAN	NEW WORKSHOP	PRINTED	12/04/2024 5:26:24 PM
	BEN ATKINSON	JOB	2622-0049
PLANNING APPROVAL	26 STONE CRESCENT DARLINGTON, WA	DRW	JRT
		SCALE	1 : 50
rev: C		drawing status:	FOR ASSESSMENT
		page:	A3.0

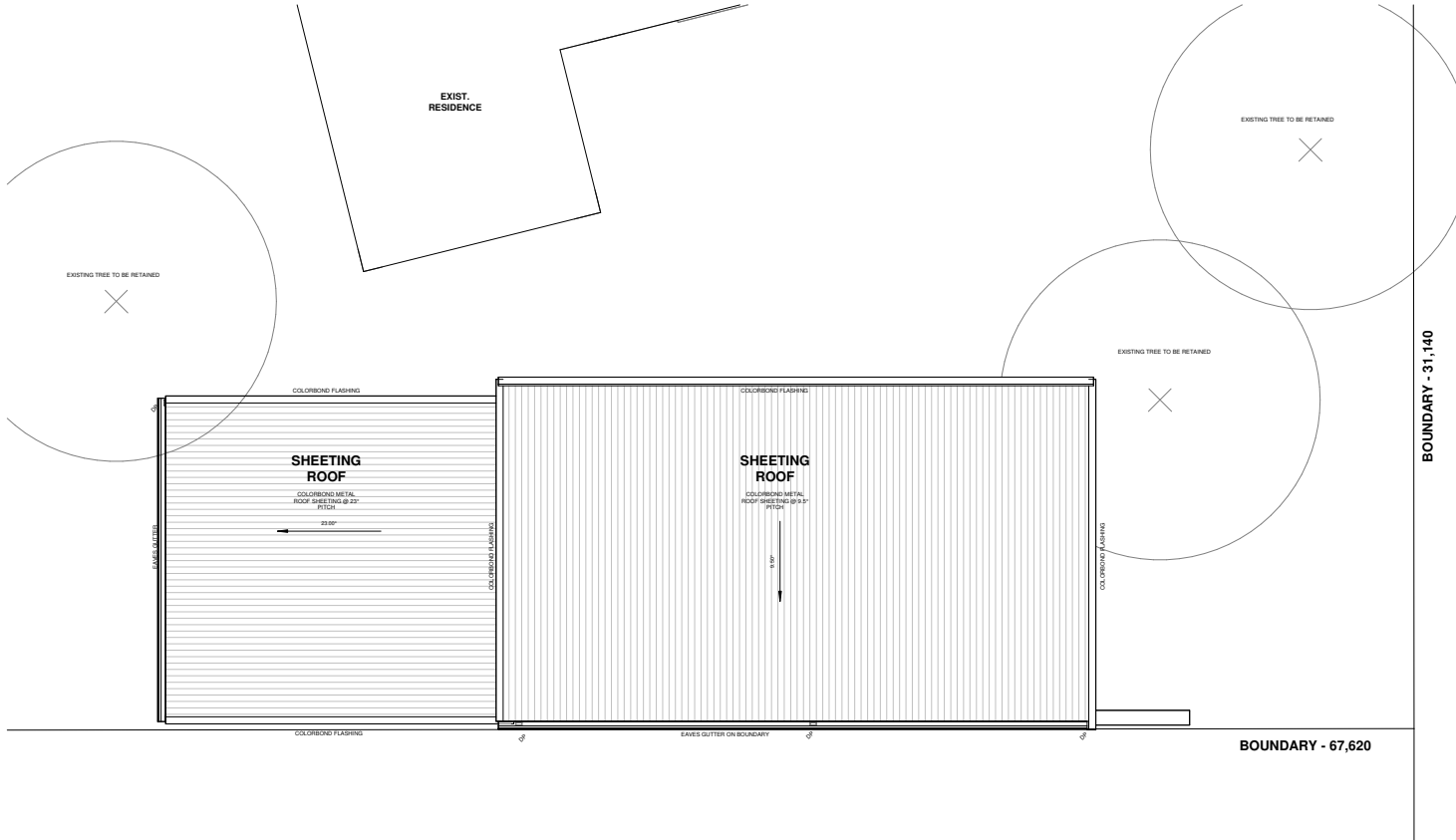


Attachment 1 to Report 10.1

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**PROPOSED ROOF PLAN**

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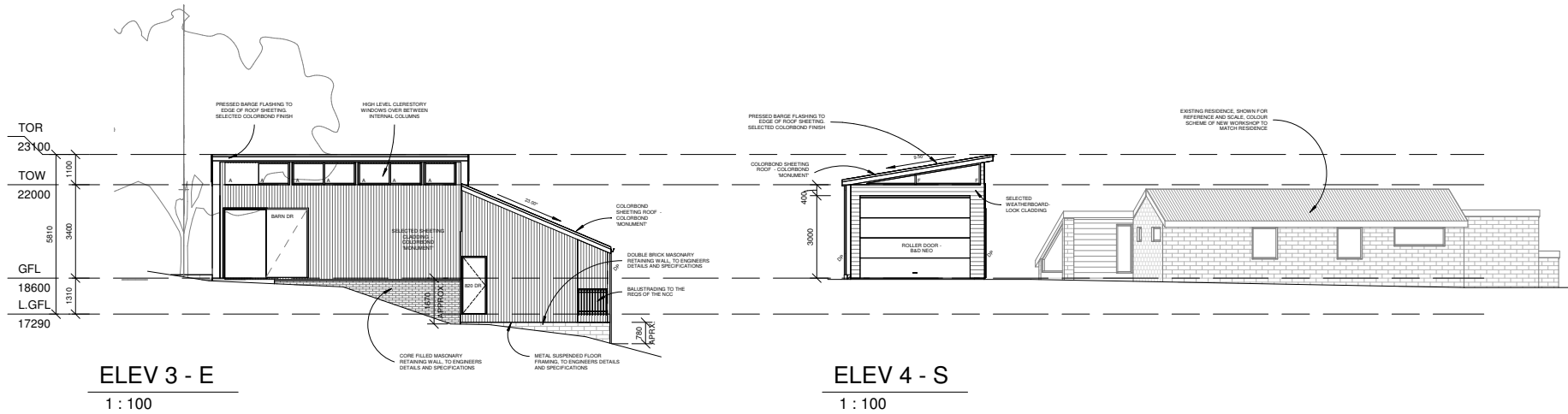
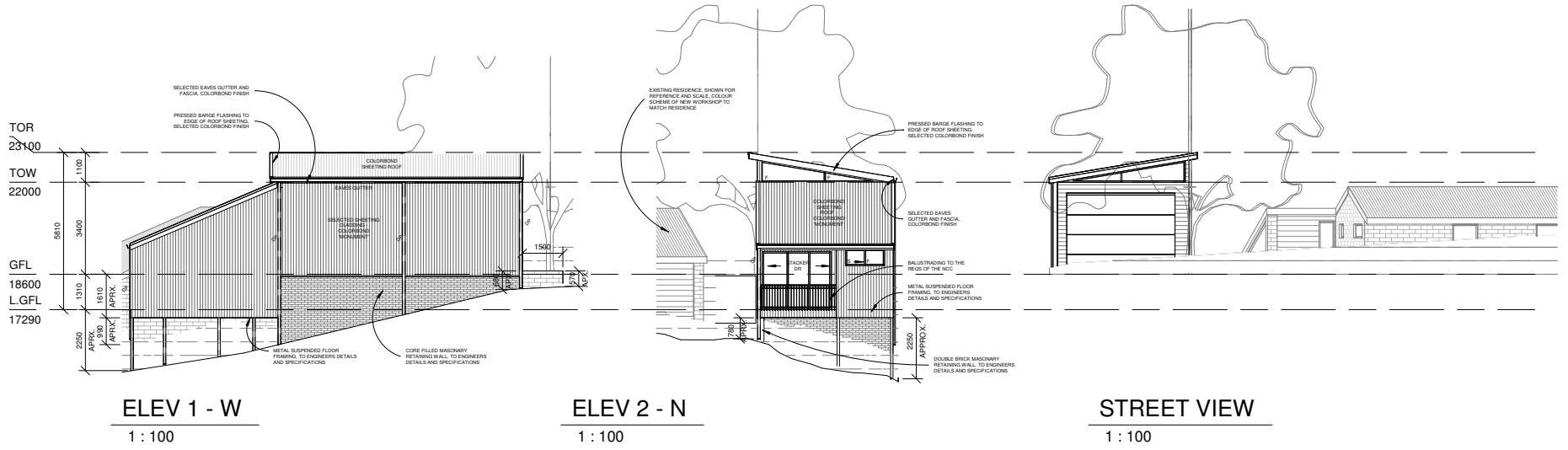


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				drawing status: FOR ASSESSMENT
				page: A4.0

## 10.2 Draft Heritage Strategy - Final Adoption

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<b>File Code</b>	PS.STG 09
<b>Author</b>	Andrew Bratley, Co-ordinator Strategic Planning
<b>Senior Employee</b>	Mark Luzi, Director Statutory Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Draft Heritage Strategy <a href="#">↓</a> 2. Schedule of Submissions <a href="#">↓</a>

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### PURPOSE

For Council to consider whether to adopt the draft Heritage Strategy (draft Strategy) as community consultation has been completed.

It is recommended that Council adopts the draft Strategy as shown in **Attachment 1**.

### BACKGROUND

The Shire has a rich and colourful history which has shaped our current landscape and settlement form. Local heritage should be understood, protected, sustained and celebrated. While significant individual buildings and places are recognised through local or state heritage listing, the Shire has not previously prepared a broader Heritage Strategy.

The Shire has committed to completing a Heritage Strategy, which provides for a holistic review of all the Shire's activities and actions in relation to local heritage.

The aims of the Heritage Strategy are to review our practices; set the future direction for heritage management and coordinate interpretation initiatives across the Shire (Understanding, Protecting, Sustaining, Celebrating); and embed a workable and sustainable Shire/community governance framework formalising recurrent funding and heritage interpretation initiatives.

At its September 2023 meeting, Council resolved to endorse the draft Strategy for the purpose of advertising (**C13.09.23**).

### STATUTORY / LEGAL IMPLICATIONS

The draft Heritage Strategy will assist the Shire with meeting the following two key statutory responsibilities:

- a) Part 8 of the *Heritage Act 2018* requires local government to prepare a survey of places in its district that are, or may become, of cultural heritage significance, this is called a Local Heritage Survey. New guidelines for such surveys were published in August 2022 by the Department of Planning, Lands and Heritage (DPLH).
- b) Schedule 2, Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* details criteria and procedures for local government to:
  - i. establish and maintain a heritage list;
  - ii. undertake heritage assessments; and
  - iii. vary local planning schemes for heritage purposes.

The draft Heritage Strategy provides a framework to guide the Shire's approach to these statutory requirements.

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## POLICY IMPLICATIONS

### Community Engagement Council Policy

Having had regard to the “Community Engagement Policy” (CD-04), the method of consultation undertaken (refer to the External Consultation section of this report) ensured that those potentially affected, and the community generally, had the opportunity to provide input which will influence the draft Strategy.

## FINANCIAL IMPLICATIONS

The Shire has already committed to completing a Heritage Strategy (\$30,000).

The staff resources required to deliver the recommended actions outlined in the draft Strategy are based on a continuance of the existing levels of service and FTE, with the addition of a new (proposed) Heritage Officer role within the organisation (recommended action S.4 in the draft Strategy). A business case for this position will be prepared in due course.

## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

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

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

### Strategic Community Plan 2020-2030

The Shire’s Strategic Community Plan 2020-2030 revealed that the community wanted to see the heritage of the Shire being preserved.

### Corporate Business Plan

A key objective of the Built Environment Strategic Theme in the Corporate Business Plan is: “*Preservation of local heritage buildings and places of interest.*”

Completing a Heritage Strategy is a committed project within Shire’s *Corporate Business Plan 2022/23 - 2025/26*.

The actions identified in the draft Strategy align with the Strategic Community Plan and the Corporate Business Plan.

## SUSTAINABILITY IMPLICATIONS

Preserving cultural heritage and advocating for the protection of important local history is critical to sustaining the broader social identity of the Shire.

## RISK IMPLICATIONS

<b>Risk:</b> Reputational – The draft Heritage Strategy not being adopted will result in the Shire not having a strategy which establishes the aims for a heritage framework for the management of heritage within the Shire.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Low
<b>Action / Strategy</b>		
If the draft Strategy is adopted, a framework to guide the Shire’s approach to the statutory		



requirements under the *Heritage Act 2018* and the *Planning and Development (Local Planning Schemes) Regulations 2015* will exist. It is therefore appropriate that the draft Strategy be adopted.

## CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
✓	✓	✓	✓			

## EXTERNAL CONSULTATION

Following Council's September 2023 decision to endorse the draft Strategy for advertising, the draft Strategy was advertised for 28 days, and included notification:

- in the local newspaper;
- on the Shire's website, social media page and Engage Mundaring website;
- at the Shire's libraries, Administration centre and The Hub of the Hills; and
- being sent to the Mundaring and Hills Historical Society, Darlington History Group, Lost Mundaring and Surroundings, Midland and Districts Historical Society, the Whadjuk Aboriginal Corporation, local Aboriginal Knowledge Holders, and the Department of Planning Lands and Heritage (Heritage Council of Western Australia).

During the advertising period three submissions were received which provided comment on the draft Strategy. Refer to **Attachment 2** for the schedule of submissions.

In addition, a workshop was held by the Shire which was attended by representatives from the Mundaring and Hills Historical Society, Darlington History Group, Lost Mundaring and Surroundings, Midland and Districts Historical Society, and Friends of the Chidlow WW2 Camps.

At the workshop the Shire appointed Heritage Consultant (Hocking Heritage and Architecture) gave a presentation about the purpose of the draft Strategy. As outlined in the comment section of this report, discussions were had about the actions being recommended and which should be prioritised by the Shire.

The version of the draft Strategy being presented to Council (refer to **Attachment 1**) reflects the matters discussed and the feedback received, which generally was positive.

## COMMENT

A Heritage Strategy would assist the Shire with meeting key statutory responsibilities under the *Heritage Act 2018* and the *Planning and Development (Local Planning Schemes) Regulations 2015*, and with meeting heritage related recommendations under its Local Planning Strategy.

The draft Strategy is a starting point from which future iterations may develop the ambition and capacity of the Shire to further improve in the heritage management space, this being based upon four themes (knowing, protecting, supporting and celebrating). For the short to medium term, the draft Strategy is focussed on responding to current challenges and opportunities, such as reviewing the Shire's Local Heritage Survey.

The Shire undertook both broad consultation in addition to more focused consultation with local heritage group representatives and local advocates of heritage matters. Attendees

were invited to discuss the preferred recommended actions. Based on the feedback received, it was recommended that the following should be prioritised by the Shire:

- The Shire's Local Heritage Survey being reviewed.
- A working group being established to assist with the Local Heritage Survey review.
- The Shire having a heritage related position established which will be the main point of contact (a 'one stop shop') for the community, local heritage groups and applicants should they have any heritage related queries.
- The establishment of a dedicated, permanent, heritage advisory group separate from the Shire's Cultural Advisory Group (CAG).

With regard to these matters, the following is advised:

- The Local Heritage Survey review has already commenced, and is being undertaken having regard to the Guidelines for Local Heritage Surveys prepared by the Heritage Council of Western Australia. The draft (revised) version of the Local Heritage Survey will be presented to Council later this year for its endorsement to advertise.
- A working group was established by the Shire's Executive Leadership Team in November 2023 to assist with the Local Heritage Survey review.
- An action is already included in the draft Strategy recommending the creation of a specialist heritage role within the Shire.
- The Shire does not receive a significant volume of heritage related enquiries and/or planning proposals. In addition, it is already a responsibility of the Shire's CAG to provide advice on matters relating to heritage. Considering this, a permanent heritage advisory group is not considered necessary at present.

The draft Strategy reflects the key interests and priorities raised by stakeholders during consultation. It encompasses recent changes to legislation and the overall direction of heritage management and community expectations in Western Australia. The document also presents a structured and manageable approach to delivering on a wide variety of heritage responsibilities and opportunities over the short to long term. It is therefore recommended that Council adopts the draft Strategy.

## VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION

That Council

1. Adopts the Heritage Strategy, as shown in **Attachment 1**;
2. Publishes notice of the adoption of the Heritage Strategy as shown in **Attachment 1**, as follows:
  - a. In the local newspaper circulating within the Shire; and
  - b. On the Shire's website, online social media page, and its Engage Mundaring website.

# DRAFT Heritage Strategy 2024 - 2029



## Acknowledgement of Country

***Mundadjalina-k ngala kaditj Noongar moort nidja Wadjak boodjar-ak kalyakool moondang-ak kaaradj-midi. Ngala Noongar Moort wer baalabang moorditj kaadidjiny koota-djinanginy. Ngala Noongar wer Torres Strait Moort-al dandjoo koorliny kwaba-djinanginy. Koora, yeyi wer kalyakool, ngalak Aboriginal wer Torres Strait birdiya wer moort koota-djinanginy.***

*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.*

Cover image Chidlow Hocking Heritage + Architecture, 2023





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Version	Author	Date	Reviewer	Date
DRAFT A	Gemma Dewar	01/07/2023	Shire of Mundaring	10 July 2023
	Prue Griffin			
DRAFT B	Gemma Dewar	31/07/2023	Shire of Mundaring and Members of the Mundaring community	21 November 2023
	Prue Griffin			
FINAL	Prue Griffin	13/12/2023		





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- 2.0 Brief history of the Shire of Mundaring ..... 7
- 3.0 What is Heritage ..... 9
- 4.0 Heritage Management .....10
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## 1.0 Introduction

The Heritage Strategy (the Strategy) establishes the aims for a heritage framework for the management of heritage within the Shire of Mundaring.

The Strategy recognises that heritage is more than buildings. Heritage encompasses both the tangible and intangible and also encompasses historic, cultural, natural environments and now encourages greater synergy with Aboriginal Heritage.

The Strategy will assist the Shire of Mundaring (the Shire), and the community, in identifying, protecting, supporting and celebrating heritage and assist staff, elected members and property owners in the management, conservation and appreciation of their heritage assets.

Heritage can contribute to the economy and sustainability of the shire. Whilst the built heritage in the shire is not the main reason visitors come to the area, it is something that is appreciated by the local community and contributes to the overall experience, of Mundaring.

The Strategy will align with the aspirations of the Shire's strategic plans in delivering the visions of Mundaring being a

*“welcoming, connected and lifestyle destination celebrated for its natural beauty, rich heritage, vibrant culture and prosperous economy.”<sup>1</sup>*

<sup>1</sup> Shire of Mundaring Economic Development and Tourism Strategy 2023-2028.

The Strategy highlights the success to date of the Shire in managing the heritage as well as highlighting the opportunities for further enhancement. The Action Plan part of the Strategy establishes a range of desired outcomes that are to be achieved over the next five years that will result in a better protected, supported and celebrated heritage of Mundaring.



FIGURE 1: A TRIP TO MUNDARING WEIR, THE SOURCE OF THE GOLDFIELDS WATER SUPPLY, 8 JULY 1917.

Courtesy SLWA\_b2990185\_6.





## 2.0 Brief history of the Shire of Mundaring

**The following brief history is courtesy of the Mundaring and Hills Historical Society**

Prior to European settlement of the area, the east of the Canning River was occupied for thousands of years by the Beeloo or Beelu people, part of the Whadjuk language group. The connection between the land and members of the Aboriginal community continues today. The name Mundaring is believed to originate with the word 'Mundar-ing', with the first syllable emphasised. This meant 'a high place on a high place'. Over time pronunciation has changed to emphasise the second syllable, 'air'.

Exploration of the range of hills to the east of the Swan River plain began shortly after the British Government established the Swan River Colony in 1829. This was largely because of the pressing need to find suitable land for flocks and crops. These explorations led to the settlers finding the broad valley of the Avon River where several towns were laid out. One of these was the town of York.

A road (today's Great Eastern Highway), connecting York with Guildford was soon surveyed and traffic was soon passing backwards and forwards between the two settlements. A wayside inn, The Prince of Wales, was established at Mahogany Creek in 1844, providing a welcome stopping point for travellers.



**FIGURE 2:** ITEM SWAN 138 - VICINITY OF HELENA RIVER & MUNDARING AREA  
AU WA S236-cons3869 Swan 138.  
Courtesy:



**FIGURE 3:** PRINCE OF WALES INN, MAHOGANY CREEK C.1902.  
Courtesy: Mundaring and Hills Historical Society.

The discovery of gold in the eastern district of Yilgarn in the late 1880s led to a large influx of prospectors hoping to strike it rich in this new area. It also provided Western Australia with some much needed capital to commence building infrastructure.

The construction of the Eastern Railway line, which ran between Guildford and eventually to Kalgoorlie passed directly through the district of Mundaring. The first section of this line was constructed in 1884 and small settlements began to spring up along this line.

This line had some steep curves and gradients in places, which often led to trains leaving the tracks. To solve this problem, an additional line was built to the north of this original line. This new track, which was opened in 1896, also boasted the state's first railway tunnel. As with the southern track, settlements were also established along this route which also served timber mills and claypits. The district received an important boost when the Goldfields Water Supply Scheme was completed in 1903. The dam that was constructed across the Helena River,

known today as Mundaring Weir, became the primary water supply to the dry eastern goldfields and later the eastern agricultural district.

Agriculture was the primary occupation in the district during the 19<sup>th</sup> and early 20<sup>th</sup> century with dairying, market gardens, vineyards, orchards and plant nurseries common pursuits. In time, the hills became a popular resort with holidaymakers, and some residents had cottages in the hills which were seasonally occupied. Train travel eventually made it feasible for commuters to live in the hills and work in Perth.

Alongside farming, several quarries were established in the district, serving the metropolitan area with gravel and clay until the mid-20<sup>th</sup> century.

In the mid-20<sup>th</sup> century, the railway lines were gradually closed as car travel became commonplace and new subdivisions were undertaken in the district to support the growth in the population of Perth.

Shire of Mundaring is now part of the greater metropolitan area of Perth but with the sparser settlement and extent of natural bushland it retains a character and setting that makes it different from the suburbs on the sandy plain at the base of the Darling Range.



FIGURE 4: HUMPHREYS STORE, MUNDARING WEIR CONSTRUCTION CAMP C. 1900.  
Courtesy: SLWA b2267271\_1.



### 3.0 What is Heritage

The International Council on Monuments and Sites (ICOMOS) International Cultural Tourism Charter (2002) defines heritage as follows:

*'Heritage is a broad concept and includes the natural as well as the cultural environment. It encompasses landscapes, historic places, sites and built environments, as well as bio-diversity, collections, past and continuing cultural practices, knowledge and living experiences. It records and expresses the long processes of historic development, forming the essence of diverse national, regional, indigenous and local identities and is an integral part of modern life. It is a social dynamic reference point and positive instrument for growth and change. The particular heritage and collective memory of each locality or community is irreplaceable and an important foundation for development, both now and into the future.'*

Heritage is that which is inherited from past and current generations, cared for in the present and handed on for the benefit of future generations, and includes:

- **Built heritage** - the legacy of man-made buildings, structures and objects and associated intangible attributes.
- **Natural heritage** - the legacy of natural places, objects and intangible attributes encompassing the rural and natural environment, including the district's biodiversity, flora and fauna.
- **Cultural heritage** - the objects and artefacts, as well as the language, stories, customs, protocols, knowledge and skills that communities, groups and individuals recognise as part of their cultural heritage.

## 4.0 Heritage Management

Heritage management is a complex process. There are different levels of heritage listings which require different controls and Acts to manage change.

Whilst heritage management is broadly a local government responsibility, the Shire must take account of the additional levels of heritage listing and their implications.

The provisions of the Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013 (the Burra Charter) establishes processes and policies for heritage management which are relevant to all the above levels of heritage listing and should form part of any heritage management framework adopted by the Shire.

Policy Context	Shire of Mundaring
<b>National Policy Context</b>	
<ul style="list-style-type: none"> <li>World Heritage List</li> <li>National Heritage List</li> <li>Commonwealth Heritage List</li> <li>Register of National Estate (fmr) (non-statutory)</li> </ul>	<ul style="list-style-type: none"> <li>World Heritage: No places</li> <li>National Heritage List: 1 place</li> <li>Commonwealth Heritage List: No places</li> <li>Register of National Estate: 19 places</li> </ul>
Places on the above lists are protected by the <i>Environment Protection and Biodiversity Act 1999</i> .	
<b>State Context Heritage</b>	
<p><b>Historic Heritage</b> Places entered on the State Register of Heritage Places are protected by the Heritage Act 2018</p>	There are 26 places entered on the State Register of Heritage Places within the Shire of Mundaring.
State Planning Policy 3.5: Historic Heritage Conservation sets out the principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage.	The Shire of Mundaring's Heritage Policy reflects the objectives of State Planning Policy 3.5.
<p><b>Aboriginal Heritage</b> The <i>Aboriginal Heritage Act 1972</i> is the act under which Aboriginal Cultural Heritage is assessed, recorded and protected. An amended Act came into effect on 15 November 2023.</p>	<p>The Shire does not have a register of Aboriginal heritage sites however according to the ACHIS website, Mundaring has the following Aboriginal sites:</p> <ul style="list-style-type: none"> <li>ACH Historic places 50 sites</li> <li>Aboriginal Cultural Heritage Directory 69 sites</li> <li>Aboriginal Cultural Heritage Pending 0</li> </ul>



Policy Context	Shire of Mundaring
<b>Local Heritage Context</b>	
<p>Under the provisions of the <i>Heritage Act 2018</i>, local governments must prepare a Local Heritage Survey of all places that do, and may in the future, demonstrate local heritage significance.</p>	<p>Shire of Mundaring prepared their Municipal Heritage Inventory (MHI) in 1997 which included 127 places with a further 153 places recommended for future assessment.</p>
	<p>A minor review of the Shire's Municipal Heritage Inventory was conducted in 2015 to identify and elevate key local heritage sites to a Heritage List.</p>
<p>The deemed provisions of <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> require that local governments establish and maintain a heritage list to identify places that are of cultural heritage significance and worthy of built heritage conservation (s.8(1)).</p>	<p>Shire of Mundaring adopted their Heritage List in March 2016 containing 59 places.</p>
<p>There is a further requirement for local governments to prepare and adopt local planning policy for heritage.</p>	<p>The Shire adopted Local Planning Policy PS-02 Heritage Planning in March 2016.</p>



## 5.0 Strategic Context

All local governments must prepare a Strategic Community Plan to set out the community’s visions and aspirations for their local area. The Strategic Community Plan 2020-2030 revealed that the community wanted to see the heritage of the shire being preserved.

This was identified in the vision of the Economic Development and Tourism Strategy which stated that the shire is “celebrated for both its European and First Nations history and heritage”.

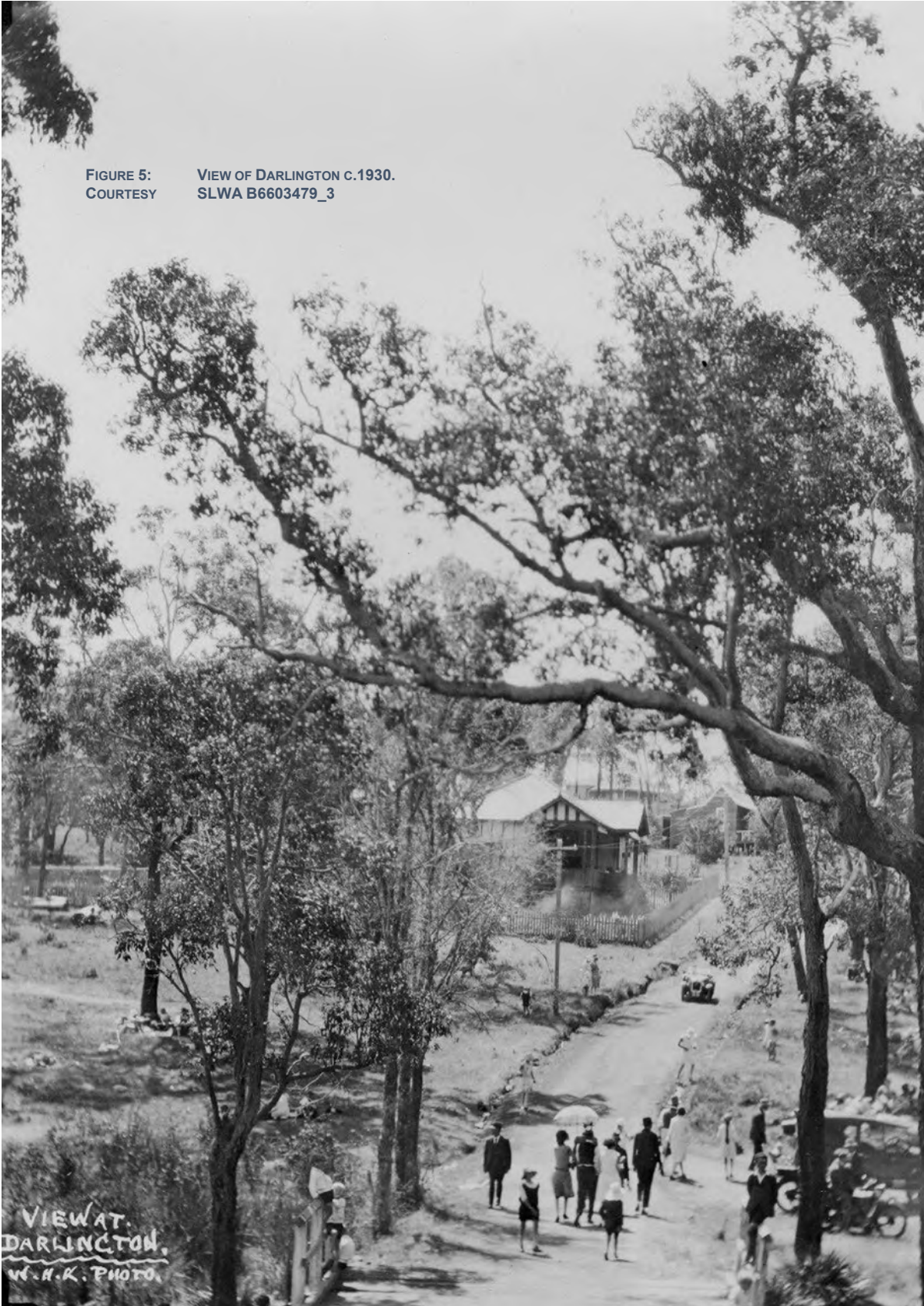
The Corporate Business Plan 2022/23-2025/26 establishes the priorities,

projects, services and actions required to be able to deliver the vision set out in the Strategic Community Plan. The objective of preserving the local heritage buildings and places of interest is included in the Corporate Business Plan. The Heritage Strategy was an identified project in the plan.

The actions identified in the Heritage Strategy need to align with the visions of the Strategic Community Plan and the Corporate Business Plan.



FIGURE 5: VIEW OF DARLINGTON C.1930.  
COURTESY SLWA B6603479\_3





## 6.0 Review of Shire of Mundaring’s Current Heritage Management Framework

The strategic direction for heritage management should be informed by strengths and weaknesses, opportunities and threats of the Shire’s current heritage management framework.

A desktop analysis of the Shire’s statutory and strategic framework has been undertaken which revealed the following outcomes.

Strengths	Opportunities
-----------	---------------

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>✔ The Shire has a rich Aboriginal and post settlement history.</li> <li>✔ The Shire has an adopted Heritage List.</li> <li>✔ PS-02 Heritage Policy provides some advice on protecting and developing heritage places.</li> <li>✔ Mundaring and Hills Historical Society - operate the Mundaring District Museum.</li> <li>✔ Recognition of heritage and culture in a number of Shire strategic plans.</li> <li>✔ Heritage walks that illustrate several of Mundaring’s heritage places (some of which are advertised on national websites).</li> <li>✔ An active community that is engaged and committed to the protection and promotion of Aboriginal and post settlement heritage places in the Shire.</li> <li>✔ Public Art Strategy.</li> <li>✔ Online community heritage platform which forms part of the Shire’s Engage Mundaring website.</li> <li>✔ Mundaring and Hills Historical Society receive funding from Shire of Mundaring through a four year service agreement.</li> <li>✔ Heritage overlay included in the Shire’s GIS online platform.</li> <li>✔ Building condition reports for all Shire owned heritage buildings.</li> </ul> | <ul style="list-style-type: none"> <li>✔ The MHI is out of date having been prepared in 1997, with only a minor review in 2015.</li> <li>✔ No conservation management plans for Shire owned heritage places.</li> <li>✔ No grant opportunities or other incentives for heritage places or projects.</li> <li>✔ Lack of knowledge of heritage and heritage related issues outside the key personnel within the planning department.</li> <li>✔ Lack of interpretation around the Shire and no interpretation strategy to inform future interpretation.</li> </ul> |
|--|--|



## Strengths

- ✔ Greater synergy between Aboriginal and Post Settlement interpretation, histories and cultures.
- ✔ New interpretative centre providing opportunity to develop provision of history and heritage services.
- ✔ Corporate Business Plan 2022/23-2025/26 demonstrates strong community support to maintain the heritage of the area.
- ✔ Strategic Community Plan 2020-2030 delivering on community's vision for the local area including the preservation of local heritage buildings and places of interest.
- ✔ Economic Development and Tourism Strategy 2023-2028 recognises the rich history of the area and how this could contribute to the visitor offering for the shire.
- ✔ Shire of Mundaring staff are keen to apply knowledge of heritage processes to achieve good outcomes.

## Threats

- ✔ Heritage not under threat so tends to fly under the radar however this can lead to a loss of heritage in the long run if processes are not in place to manage the finite resource.
- ✔ Limited financial resources for heritage and heritage related projects.





## 7.0 Heritage Process

Management of heritage is based on a process of four themes:



<b>KNOWING</b>	Identifying, assessing and documenting heritage places
<b>PROTECTING</b>	Statutory controls, heritage policy, guidelines
<b>SUPPORTING</b>	Managing heritage places and providing support
<b>CELEBRATING</b>	Raising awareness and appreciation of heritage in the local area




## 8.0 Strategy Action Plan


The following actions are based on the desktop review of existing documents and processes, interviews with key stakeholders, conversations with local heritage groups.


Actions must be realistic and capable of being delivered with achievable outcomes. All actions have resource and cost implications and are not all capable of being delivered at once. A number of the actions can be undertaken in-house whilst others will need outside resources to be delivered.

A priority system has been established allowing for a gradual programming of implementation.


<b>Priority</b>	
Immediate	Within 12 months
Short term	Within 24 months
Medium term	Two to four years
Long term	Beyond four years
Ongoing	A number of processes have already been implemented and require on-going implementation.

 <b>Knowing</b>			
	Action	Comment and Outcomes	Priority
K.1	Adopt best practice for the assessment for places with local heritage significance.	<p>HERCON criteria have now been adopted by Heritage Council bringing WA's assessment criteria in line with the national protocols. Whilst the existing values are still used, local governments are now moving to the new assessment criteria.</p> <p><b>Outcome</b> Achievement of consistency in terminology across Local Government Authorities enables meaningful comparisons and eases communication with DPLH in relation to heritage places.</p>	On-going


 <b>Knowing</b>			
	<b>Action</b>	<b>Comment and Outcomes</b>	<b>Priority</b>
K.2	Thematic History	<p>Update prior to the LHS review to develop framework for understanding significance.</p> <p><b>Outcome</b> An opportunity to integrate Aboriginal narratives as well as other less known histories.</p>	Short term
K.3	Local Heritage Survey	<p>Update existing LHS and call for new nominations. Existing MHI is out of date and does not reflect current standards for heritage surveys or assessment. Ensure all statements of significance accurately reflect the significance of the place.</p> <p><b>Outcome</b> Provides consistent and accurate information for all stakeholders.</p>	Immediate
K.4.	Identifying and capture potential places for future assessment in the Local Heritage Survey.	<p>Maintain a record of places that may have cultural heritage value that have been identified by the community or the Shire of Mundaring officers.</p> <p><b>Outcome</b> Captures information for future reviews of the Local Heritage Survey.</p>	On-going
K.5	Identifying Local Heritage Survey Gaps	<p>Ensure the LHS covers the entire shire and reflects later styles of architecture and uses that have previously been omitted.</p> <p>This action is best achieved through engagement and cooperation with the community.</p>	Short term

 <b>Knowing</b>			
	Action	Comment and Outcomes	Priority
		<b>Outcome</b> The LHS will more clearly reflect the full history of the Shire.	
K.6	InHerit	Update InHerit database once LHS review completed.	Medium term
		<b>Outcome</b> Ensures that all information gathered is widely accessible.	
K.7	Heritage List	Update Heritage List following completion of LHS.	Long term
		<b>Outcome</b> Demonstrates the Shire's commitment to the protection of the most significant places.	
K.8	Archives	Develop archive of heritage assessments, conservation plans, archival records, and photographs and information of places not currently included in any heritage database. Access to be provided to all staff members.	Long term
		<b>Outcome</b> Will increase knowledge within the staff.	
K.9	Council owned asset register for heritage places	Ensure assets/buildings department knows about Shire owned heritage places.	Immediate and on-going
		<b>Outcome</b> Provides consistency with the management and use of heritage places.	
K.10	Online details about Aboriginal Heritage Sites	Information regarding these sites can be obtained from the ACHIS website. It is	On-going




 <b>Knowing</b>			
	Action	Comment and Outcomes	Priority
		<p>recognised that this database is constantly revised and is edited for a general audience. All information should be confirmed with the local community.</p> <p><b>Outcome</b> Increase awareness of Aboriginal heritage sites across the shire.</p>	
K.11	Heritage on the Shire's website	<p>Continue the heritage portal and ensure information is available or provide links to outside heritage organisations.</p> <p><b>Outcome</b> Provides an educative purpose.</p>	On-going
K.12	Heritage layer to the GIS mapping system	<p>Ensure the heritage details on the Shire's mapping system are kept up to date.</p>	On-going




 <b>Protecting</b>			
	<b>Action</b>	<b>Comment and Outcomes</b>	<b>Priority</b>
P.1	Ensure that heritage forms part of the Shire's strategic planning and is included in relevant strategic plans and master planning	Heritage elements are often disregarded or not given appropriate consideration in strategic plans or master plans and can be lost as a result.  <b>Outcome</b> Retention and protection of more heritage places.	On-going
P.2	Heritage Policy	Update heritage policy to reflect <i>Heritage Act 2018</i> .  <b>Outcome</b> Provides clear direction for all stakeholders.	Short term
P.3	Conservation Management Plans for Shire owned heritage places	All Shire owned heritage places should have a conservation management plan to guide change and works to these places. All relevant departments within the Shire should be made aware of these documents and refer to the policy and statement of significance prior to undertaking any works.  <b>Outcome</b> Provides clear guidance for the Shire Officers.	Medium term
P.4	Design Guidelines	Provision of design guidance to inform owners of acceptable development outcomes and assist decision makers in considering development approvals.	Medium term






 <b>Protecting</b>		
Action	Comment and Outcomes	Priority
P.5 Disposal process for Shire owned heritage places	<p>Disposal of surplus Shire owned heritage places could include new owners entering into a heritage agreement to ensure on-going conservation of the place.</p> <p><b>Outcome</b> Provides clear guidance for the Shire Officers</p>	Medium term




 <b>Supporting</b>			
	Action	Comment	Priority
S.1	Heritage Working Group	<p>Establish a working group to assist with the review of the LHS and to access knowledge held within the community about the history and heritage places in the Shire.</p> <p><b>Outcome</b> A mutually beneficial process that educates the community and the Shire offices to build networks and engender trust across the shire.</p>	Immediate
S.2	Grants	<p>Consider introducing small grants which can assist owners in undertaking appropriate conservation works or contribute towards the cost of preparing a Conservation Management Strategy for their property.</p> <p><b>Outcome</b> Will lead to the ongoing protection of heritage places.</p>	Medium term
S.3	Incentives	<p>Consider waiving development application fees for works on heritage places that would normally be exempt from development approval.</p> <p><b>Outcome</b> Encourages the protection of heritage places.</p>	Medium term
S.4	Specialist Heritage role within the Shire	<p>Creation of a position within the Shire to assist with all queries related to Heritage Places.</p> <p><b>Outcome</b> Provides consistency and a streamlined process.</p>	Medium term





 <b>Supporting</b>			
	<b>Action</b>	<b>Comment</b>	<b>Priority</b>
S.5	Offer access to professional advice to owners of heritage places	<p>Consideration to be given for the Shire to pay for an hour of a Consultant's time to offer advice to owner's of heritage places that are considering works.</p> <p><b>Outcome</b> Encourages the protection of heritage places.</p>	Medium term
S.6	Support to local heritage groups	<p>Continue on-going support for local heritage groups. Specific projects could include:</p> <ul style="list-style-type: none"> <li>• Oral History projects</li> <li>• Digitisation of collection</li> <li>• Training of volunteers</li> </ul> <p><b>Outcome</b> Improves skills within the Local Heritage groups which will lead to better heritage outcomes.</p>	On-going
S.7	Council access to heritage advice	<p>A process should be introduced allowing planning officers access to heritage consultants to provide advice where necessary.</p> <p><b>Outcome</b> Improves skills for the shire officers.</p>	Medium term
S8	Develop technical advice and other resources that will assist owners of heritage places with conservation and maintenance of these places	<p>These resources are to be included on the Shire's website and heritage portal. Links to the DPLH website should also be included, providing access to a range of documents and information.</p> <p><b>Outcome</b> Will lead to better heritage outcomes through more informed decisions.</p>	Short term




 <b>Supporting</b>			
	<b>Action</b>	<b>Comment</b>	<b>Priority</b>
S.9	Provide training or information to elected members and staff regarding heritage	Provide advice on the types of heritage listing and the associated implications, as well as other matters relating to heritage to ensure heritage is correctly considered in all council operations.  <b>Outcome</b> Better heritage outcomes through informed decisions.	Immediate



 <b>Celebrating</b>			
	<b>Action</b>	<b>Comment and Outcomes</b>	<b>Priority</b>
C.1	Interpretation	<p>Creating an interpretation strategy for Shire owned heritage places.</p> <p><b>Outcome</b> Educates the wider community about the heritage places in the Shire.</p>	Long term
C.2	Integration of Aboriginal heritage and stories	<p>Work with Aboriginal groups to celebrate their history and culture.</p> <p><b>Outcome</b> Continues to build upon the actions in the Reconciliation Action Plan.</p>	Short term and on-going
C.3	Digital heritage	<p>Work with local heritage groups to produce a digital walking trail app providing information on heritage places on the walking trails.</p> <p><b>Outcome</b> Educates the wider community about the heritage places in the Shire.</p>	Medium term
C.4	Access to local history collections	<p>Collaborative approach to providing access to the public both online and in person.</p> <p><b>Outcome</b> Educates the wider community about the history and heritage places in the Shire.</p>	Long term and on-going
C.5	Public art	<p>A public art policy has been adopted by the Shire.</p> <p><b>Outcome</b> Public art can contribute to the interpretation and celebration of history and heritage.</p>	On-going

 <b>Celebrating</b>			
	<b>Action</b>	<b>Comment and Outcomes</b>	<b>Priority</b>
C.6	Heritage trails and Signage	<p>There are a number of heritage trails around the shire that include heritage places. Further interpretation and alternative formats of walk guides should be considered. Individual places can have standalone signs with relevant information to inform the community.</p> <p><b>Outcome</b> Educates the wider community about the history and heritage places in the Shire.</p>	Medium term
C.7	Heritage awards	<p>Introduce annual heritage awards which showcases heritage projects by the local community.</p> <p><b>Outcome</b> An opportunity to acknowledge and celebrate heritage places and the people who work with them.</p>	Long term
C.8	Maintain online community heritage platform	<p>Continue to update the heritage web portal with news items, requests for new nominations for heritage listings, sharing stories and photographs. Advertise DPLH heritage grants for state registered places.</p> <p><b>Outcome</b> Educates the wider community about the heritage places and resources in the Shire.</p>	On-going
C.9	Continue to promote adaptive reuse of Shire owned heritage places and encourage innovative ways of adapting	<p><b>Outcome</b> Adaptive reuse is a sustainable method of conserving heritage places and ensuring they</p>	Long term and on-going

 <b>Celebrating</b>			
	<b>Action</b>	<b>Comment and Outcomes</b>	<b>Priority</b>
	privately owned heritage places	remain relevant.	
C.10	Heritage Day	<p>Consider promoting the local heritage through heritage open days providing access to Shire owned places and working with the community to share their heritage places.</p> <p><b>Outcome</b> Educates the wider community about the heritage places and resources in the Shire.</p>	Medium term
C.11	Dual naming	<p>Geographical features and places were named by the Traditional Owners of the place prior to Post Settlement occupation.</p> <p><b>Outcome</b> These names are intrinsically connected to an Aboriginal group's heritage and connection to land. Dual naming allows a place or feature to be recognised by both names.</p>	Long term
C.12	Naming of parks and reserves	<p><b>Outcome</b> Local parks and reserves can be named after people who have made a long and valuable contribution to the Shire of Mundaring and have been held in high esteem for their achievements.</p>	Short term and on-going
C.13	Celebration of historical events	<p><b>Outcome</b> Celebration of historical events is a way of bringing the community together in a fun and engaging manner to celebrate the history and heritage of the area.</p>	Medium term and on-going


 <b>Celebrating</b>			
	Action	Comment and Outcomes	Priority
C.14	Heritage at night	<p><b>Outcome</b> Lighting up Shire owned heritage places at night to showcase buildings and also add elements of interest to the streetscape after hours.</p>	Medium term
C.15	Investigate opportunities to promote the history and heritage of the area with other local organisations.	<p><b>Outcome</b> Increases awareness of the local heritage</p>	Long term
C.16	Exhibitions	<p>Photograph and art exhibitions showcasing the local heritage can be held in Shire owned buildings.</p> <p>If undertaken on a collaborative basis, local groups and businesses can also take part.</p> <p><b>Outcome</b> Promotes and educates the heritage of the Shire of Mundaring.</p>	Long term



Figure 6: Heritage Trail Maps and Information Provided at the Visitor Centre and Museum



FIGURE 7: MUSEUM DISPLAY



## 9.0 Implementation, Review and Monitoring

The implementation of the recommended actions will require a commitment from the Shire in terms of staff resources and funding. Many of the actions are a continuation of existing processes which have opportunities for further enhancement and can be introduced relatively easily and with minimal cost/resource implications. Others will require future planning and possible outsourcing to external consultants and groups to be delivered.

It is recommended that implementation of the actions will be monitored with progress reports back to Council if requested. In this way the outcomes can be measured and where appropriate the actions can be revised.

It is further recommended that the Heritage Strategy be fully reviewed every five years to further determine how heritage should be managed and how it can continue to make a valuable contribution to the attraction of the area.

To be successful the Strategy requires:

- Endorsement by the Council to establish the heritage management framework within the Shire.
- Commitment by Shire staff to implement actions with a dedicated officer to monitor the success.
- Allocation of resources and funding to allow for the actions to be implemented within the recommended timeframes.

## Draft Heritage Strategy – Schedule of Submissions

Submission No.	Submitter's Comments	Shire's Comments
1	<p><i>No objections to the draft Heritage Strategy.</i></p> <p><i>We invite the Shire of Mundaring to work with our Society to ensure the local history within the suburbs of Bellevue, Greenmount, Helena Valley, Midvale and Swan View is acknowledged and recognised.</i></p>	<p>Noted. The Shire will continue to involve the submitter's organisation in heritage matters related to these areas and the Shire as a whole.</p>
2	<p><i>I congratulate the Shire of Mundaring for embarking on this journey to produce a Heritage Strategy.</i></p> <p><i>I have lobbied both in Council and Council members for the past 10 years to address the impact on our heritage buildings and places which without the relevant strategy, have been lost to the community or significantly altered so as to lose it's heritage significance.</i></p> <p><i>Comments on the Draft Heritage Strategy</i></p> <p><b>Review of Current Heritage Management</b></p> <p><i>Strengths</i> <i>Heritage overlay included in the Shire online platform</i></p> <p><i>Comment- reference to this platform has been overlooked by staff on a number of occasions when making decisions</i></p>	<p>Noted, and thank you.</p> <p>Noted.</p> <p>Noted. The Shire is proposing to improve the availability of heritage related information on its publicly available GIS online mapping platform.</p>

	<p><i>ie sale of Betty St Reserve (site of WW 2 Army Camps)- documents held by Shire since 2011</i></p> <p><i>Opportunities</i> <i>No conservation management plans for Shire owned heritage places</i></p> <p><i>Comment - This is incorrect as plans for some of these do exist</i></p> <p><i>Lack of knowledge of heritage and heritage related issues outside the key personnel within the planning department</i></p> <p><i>Comment - Do any staff members have heritage qualifications which enable them to make informed decisions ? MHHS are always available for qualified advice.</i></p>	<p>The Shire's Building Assets and Infrastructure departments have advised that currently no such conservation management plans exist for Shire owned heritage buildings and places. All Shire buildings however are included in a ten year preventative maintenance plan, regardless of heritage status or listing.</p> <p>Shire Planning Officers do not currently have heritage qualifications, however, the Shire's Planning department rarely receives development applications involving works at heritage significant places. When/if it does, such proposals are assessed in accordance with the applicable Planning and Heritage legislation, and if necessary obtain advice from the State Heritage Council of Western Australia and/or a Heritage Consultant.</p>
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<p><b>Strategy Action Plan</b></p> <p><i>Comment - If these basic actions had been acted on, a number of sites would not have been lost or altered. A number of these actions could be put in place immediately to halt further loses, i.e. K8- checking of heritage value before any works commence or assets approved for disposal.</i></p> <p><b>Supporting</b></p> <p><i>Establishing a working group</i></p> <p><i>Comment - This requires a long term group which would not only assist in reviewing the LHS but would provide qualified comment as required on matters concerning heritage. The group members to have credibility, need to have recognised heritage qualifications, longterm experience in the field and show extensive heritage research abilities.</i></p> <p><i>Specialist Heritage role within the Shire</i></p> <p><i>Comment - This position is not a short term position as in a shire such as ours, these queries will arise frequently and the position should be at least part time permanent, possibly sharing with a librarian position but of course with the relevant heritage qualifications.</i></p> <p><i>Offer access to professional advice to owners of heritage places.</i></p>	<p>Noted.</p> <p>The Shire does not currently receive a high volume of heritage related enquiries and planning proposals affecting heritage places which necessitates a permanent (long term) advisory/working group. Any such matters can be referred to the Shire’s Cultural Advisory Group for its advice as this is already one of its responsibilities. Shire Officers would have regard to this advice when determining the Planning proposal.</p> <p>It is proposed that a heritage related role be created within the organisation so that assistance can be provided when necessary.</p>
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	<p><i>Comment - MHHS can offer this professional service to the owners who can be referred by the shire.</i></p> <p><i>Council access to heritage advice</i></p> <p><i>Comment - MHHS can provide this professional advice</i></p> <p><i>Provide training or information to elected members and staff regarding heritage.</i></p> <p><i>Comment - MHHS can provide this professional service</i></p> <p><b>Celebrating</b></p> <p><i>Interpretation</i></p> <p><i>Comment - MHHS can provide this professional service</i></p> <p><i>MHHS is already providing these services but could greatly enhance these by increased funding.</i></p> <p><i>Heritage at night</i></p> <p><i>Comment - This may not prove to be popular with the local community as the peace and lack of night lighting is a reason many residents choose to live in the shire.</i></p> <p><i>Thank you for this opportunity to comment on this long awaited document.</i></p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. This is just one of many recommended actions currently being considered should the draft Heritage Strategy be adopted, in order to promote the area's heritage more. However, it is subject to the necessary resources being available.</p>
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		Where applicable, consideration could be given to include any such sites in the Shire's Local Heritage Survey and Heritage List when reviewed to ensure they are adequately protected.
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### 10.3 Selection of Preferred Lessee to Lease Cafe/Kiosk at Lake Leschenaultia, 2315 Rosedale Road Chidlow

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<b>File Code</b>	PR.EOI 01.2324
<b>Author</b>	Kirk Kitchin, Manager Recreation & Tourism Services
<b>Senior Employee</b>	Megan Griffiths, Director Strategic & Community Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Market Rent Valuation Report Lake Cafe (confidential) 2. EOI Lease Cafe - Kiosk -Evaluation Report (confidential)

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#### PURPOSE

For Council to select a preferred lessee to lease the café/kiosk premises at Lake Leschenaultia.

#### BACKGROUND

The present café/kiosk has been a feature of Lake Leschenaultia, 2315 Rosedale Road Chidlow, since its construction in 1961. The dining room was originally designed to cater for the service of afternoon teas with flexibility to provide space where more substantial meals could be catered. The building also has a kiosk counter outlet for takeaway options. These two public facilities are serviced by a common kitchen and storage space.

Private operators have provided catering services on and off from these premises until 2012, when the Shire took on the operations.

During the 2023/24 budget deliberations Council determined to not fund the catering operations at Lake Leschenaultia going forward. This resulted in the closure of this Shire operated service on 30 June 2023 providing an operational saving of \$120,000 per annum.

As an alternative to the Shire provision of this service, outsourcing options for the kiosk and café are now being considered. This may be achieved via leasing the café and kiosk premises to a suitable lessee.

#### STATUTORY / LEGAL IMPLICATIONS

Section 3.58 of the *Local Government Act 1995* includes provisions for the disposal of property.

(1) *In this section —*

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

**property** includes the whole or any part of the interest of a local government in property, but does not include money.

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

- (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include*  
—

- (a) the names of all other parties concerned; and*

- (b) the consideration to be received by the local government for the disposition; and*

- (c) the market value of the disposition —*

- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition;*

For the avoidance of doubt, the ‘Expression of Interest’ (EOI) advertised in December 2023 has been sought to receive submissions from interested parties to lease the premises, not as described in regulation 21 of the *Local Government (Functions and General) Regulations 1996* as a precursor to undertaking a tender.

As per Section 3.58 (4)(c) (i) of the *Local Government Act 1995*, a valuation for the facility was sought from a qualified and independent property valuer which was provided on 30 April 2024. A copy of this report can be found in **Confidential Attachment 1**.

### **POLICY IMPLICATIONS**

The “Community Leases Policy” (2.13) does not cover commercial leases with business entities, as these are negotiated on a case-by-case basis.

The “Management of Property Held for Investment Purposes Policy” (OR-20) provides an objective of the Investment Property Strategy is to pursue a prudent policy of investment property disposal, acquisition and management to generate low-risk investment wealth and income.

### **FINANCIAL IMPLICATIONS**

Additional financial income of \$10,400 per annum to the Shire via a lease fee. In addition, there will be cost savings to the Shire with general maintenance and outgoings for the catering area component being undertaken by the lessee instead of the Shire.

A qualified and independent licensed valuer has determined a market rent for the subject tenancy to be \$7500 per annum plus GST and outgoings. This places the proposed lease amount slightly above the rental valuation.

### **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.2 – Flourishing local businesses

Strategy 1.2.3 - Support tourism development and promote the distinctive character of the attractions of the district including arts, food, sustainability and natural environment

## SUSTAINABILITY IMPLICATIONS

The proposal will provide additional tourist attraction and catering services to residents of the Shire of Mundaring, in particular to Chidlow and surrounding areas.

## RISK IMPLICATIONS

<b>Risk:</b> Financial – by not finalising a lease in a timely manner may result in loss of interest by this and other interested parties.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Possible	Minor	Low
<b>Action / Strategy</b>		
Pursue a lease agreement in a timely yet thorough manner. Provide authorisation to the CEO to approve minor variations only to complete a lease.		

## CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
✓	✓	✓			✓	

## EXTERNAL CONSULTATION

An EOI was conducted between 18 December 2023 and 5 February 2024 with interested parties.

## COMMENT

The Shire of Mundaring issued an EOI for the lease of the Café / Kiosk at Lake Leschenaultia in December 2023. The purpose for this EOI was to develop a shortlist of respondents from experienced catering operators. Council can then consider if any respondent can best demonstrate alignment with Shire's Priorities and Objectives:

Priority 2 - Community

Objective 2.3 - A strong and localised community spirit

Strategy 2.3.1 – Provide community venues and facilities for different demographics

Objective 2.5 - Flourishing local business

Strategy 2.5.2 – Encourage the development of new and improved visitor attractions that are consistent with the nature and character of the area

The EOI was distributed to a list of businesses and individuals who expressed an interest in leasing the café / kiosk in months since the Shire ceased operating catering operations; in addition to listing on the WALGA TenderLink Portal.

Six applicants provided a submission for the EOI. Refer to EOI Evaluation Report, **Confidential Attachment 2**.

Four of the six applicants live and have business within the Shire of Mundaring, one applicant lives 15km from Lake Leschenaultia, just outside the Shire of Mundaring boundary, and the final applicant lives just over an hour's drive to Lake Leschenaultia.

<b>Applicants</b>	<b>Qualitative Scores</b>	<b>Ranking</b>	<b>Proposed Revenue</b>
Applicant A	63.0	5	\$0 - Yr 1 & 2 \$1000 - Yr 3 Yrs 4 to 8 – 2% of established turnover pa
Applicant B	79.3	2	\$6500 pa
Applicant C	83.6	1	\$10,400 pa
Applicant D	14.5	6	\$12 pa
Applicant E	66.0	4	\$2500 pa
Applicant F	70.8	3	No revenue offered at this stage

The evaluation panel recommended Applicant C as best suited to meet the Shire's Priorities and Objectives:

- Received the highest qualitative score of 83.6 out of 100 from the evaluation panel;
- Provided a unique business concept that would provide services to current patrons in addition to creating a new opportunity for Lake Leschenaultia to broaden its appeal with a new unique attraction to the region;
- Demonstrated they have the skills, experience and knowledge to deliver this business concept;
- Applicant C has the necessary resources to fund this commercial operation, take on the necessary responsibilities and costs associated with a lease of the premises; and
- Proposed the highest revenue to the Shire.

It is recommended to enter into a lease agreement with Applicant C for the Café / Kiosk at Lake Leschenaultia for a period of three years with two five-year extension options. The lease amount will be \$10,400 per annum including GST; with an annual CPI increase; and a market rent review is to be conducted at each five-year extension. The lessee will be responsible for all outgoings at the Café / Kiosk.

Should Council resolve to offer a lease for the Café / Kiosk at Lake Leschenaultia the Shire will then, as per *Local Government Act 1995*, advertise the proposed disposal of the property. Subject to no valid submissions on the above being received, it is recommended the CEO be authorised to enter into the draft lease with the preferred applicant.

## VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION

That Council:

1. Authorises the CEO to negotiate a lease agreement for the Cafe/Kiosk facility at Lake Leschenaultia located at 2315 Rosedale Road Chidlow with Applicant C as follows:
  - Lease to be for a period of three years with two five-year extension options;
  - Lease rental fee to be a sum of \$10,400 per annum including GST with an annual CPI increase and a market rent review to be conducted at each five-year extension;
  - Lessee to be responsible for all outgoings at the Café/kiosk;
2. Advertises its intention to lease the Cafe/Kiosk facility at Lake Leschenaultia in accordance with section 3.58 (3)(a) of the *Local Government Act 1995*; and
3. Subject to no valid objection being received in response to point 2, authorises the CEO sign and seal the lease agreement for the use of the Cafe/Kiosk facility at Lake Leschenaultia located at 2315 Rosedale Road Chidlow on behalf of the Shire of Mundaring.

## 10.4 Delegations Register 2024

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<b>File Code</b>	GV.DGA 1.1
<b>Author</b>	Elizabeth Nicholls, Governance Co-ordinator
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Draft 2024 Delegations Register <a href="#">↓</a> 2. Draft 2024 Delegations Register - with track changes <a href="#">↓</a>

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### PURPOSE

The Delegations Register has been reviewed for the 2023/24 financial year and is presented to Council for consideration and adoption (**Attachment 1**).

### BACKGROUND

Delegations provide an appropriate level of authority to the CEO and committees of Council to undertake effective and timely day to day statutory functions and to allow Council to focus on strategic planning and decision-making and community leadership. Effective delegations promote accountability and facilitate efficient service delivery to the community.

Sections 5.18 and 5.46 of the *Local Government Act 1995* (the Act) require that a register of delegations be maintained and reviewed at least once each financial year.

The Delegations Register was last reviewed by Council in April 2023 with the last major review undertaken in April 2021.

### STATUTORY / LEGAL IMPLICATIONS

#### Council may delegate

Section 5.42 of the Act enables Council to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, subject to the limitations prescribed in section 5.43. In accordance with section 5.46 of the Act delegations are to be reviewed by the delegator at least once every financial year.

Section 5.16 of the Act provides for the delegation of some powers and duties to certain committees of Council, subject to the limitations prescribed in section 5.17.

Other legislation, such as the *Bush Fires Act 1954*, the *Planning and Development Act 2005*, the *Food Act 2008*, the *Building Act 2011*, the *Dog Act 1976* and the *Cat Act 2011*, enables Council to delegate specific functions and duties to employees, usually through the CEO.

Sections 5.74 to 5.76 of the Act require an employee, to whom a duty or power has been delegated under the Act, to lodge an annual return by 31 August each year.

#### CEO may delegate/authorise

Section 5.44 provides that the CEO may delegate powers and duties to other employees (included where applicable under 'CEO's sub delegation to'). Section 9.10 provides for the appointment of authorised persons by the CEO.

In addition to covering delegations, section 5.45 states that nothing prevents a local government from performing any of its functions by “acting through” a person other than the CEO, or a CEO performing any of his/her functions by acting through another person. The meaning of “acting through” is not defined in the Act, but it is generally accepted that where a person has no discretion in carrying out a function, that function can be undertaken by “acting through”.

**POLICY IMPLICATIONS**

A number of delegations are subject to compliance with Council adopted policies. This is noted in the “compliance links” section of the delegation.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

**SUSTAINABILITY IMPLICATIONS**

Nil

**RISK IMPLICATIONS**

<b>Risk:</b> Compliance: If delegations are not reviewed annually in accordance with legislation, there is a risk that they no longer comply with legislation and policies, or no longer reflect the needs of the organisation.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
The annual review of delegations has been undertaken and is presented to Council for adoption.		

**CORPORATE COMMUNICATIONS**

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
						✓

**EXTERNAL CONSULTATION**

Nil

## COMMENT

A review of the Delegations Register has been completed by officers with the draft minor amendments included as track changes (**Attachment 2**).

Changes include:

- Updated policy titles and references to accurately reflect policies that have been reviewed (“Procurement Policy” is also presented for adoption at this meeting)
- Updated officer titles to accurately reflect the current titles.
- Increase from \$1000 to \$3000 to delegation CE-125 for the write off of debt.
- Inclusion of Director Statutory Services to delegation CE-154 for *Graffiti Vandalism Act 2016* as there is a provision to issue a notice to an owner if on private property and the local government considers it unsightly. This would be a planning consideration for the amenity of land which is the responsibility of Statutory Services.

Details of the sub delegations, where applicable, are for information only and do not form part of the delegation by Council as they are the responsibility of the CEO under section 5.44 of the Act.

## VOTING REQUIREMENT

Absolute Majority - *Local Government Act 1995* section 5.42

### OFFICER RECOMMENDATION

That Council adopts, by absolute majority, the reviewed Delegations Register for 2023/24 (**Attachment 1**).





# DELEGATIONS REGISTER 2024

Adopted **Month Year**

<b>Review</b>		
<b>Reviewed by</b>	<b>Date approved</b>	<b>Council decision number</b>
Council	26 February 2013	C16.02.13
Council	25 February 2014	C17.02.14
Council	10 February 2015	C5.02.15
Council	9 February 2016	C9.02.16
Council	11 April 2017	C9.04.17
Council	13 February 2018	C28.02.18
Council	12 February 2019	C24.02.19
Council	10 March 2020	C25.03.20
Council	13 April 2021	C9.04.21
Council	10 May 2022	C10.05.22
Council	11 April 2023	C11.04.23
<b>Council</b>	<b>date</b>	<b>resolution</b>



## Introduction

The Delegations of Authority contained in this manual are made to the Chief Executive Officer pursuant to section 5.42 of the *Local Government Act 1995* (the Act) and to Committees pursuant to section 5.16. Where listed some of these functions are delegated by the Chief Executive Officer to Shire of Mundaring employees pursuant to section 5.44 of the Act. All delegations made by Council must be by **absolute majority** decision.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer (s. 5.43):

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding the amount determined by the local government.
- Any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in section 9.5.
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or the Governor.
- Such other duties or powers as may be prescribed.

Furthermore the following regulations prescribe powers and duties which cannot be delegated to a CEO:

- Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
  - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
  - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. These powers cannot, however, be further sub-delegated (s. 5.44). The Act also allows the delegator to place conditions on any delegations if required.

A register of delegations, being this manual, is to be kept and reviewed at least once every financial year.



If a person is exercising a power or duty that they have been delegated, the Act requires them to keep records relating to the exercise of the power or discharge of the duty. The written record is to contain:

- How and when the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Each instrument of delegation in this register describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of Council, which may provide guidance in the exercise of the delegation.

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## Corporate Services

<b>CE-1 Payments from Trust and Municipal Fund</b>	
<b>Date of adoption</b>	22 July 1997
<b>Function delegated</b>	That Council delegates to the Chief Executive Officer the exercise of its power to make payments from the Trust Fund or Municipal Fund (this includes Reserves and Restricted Assets).
<b>Statutory power delegated</b>	<i>Local Government (Financial Management) Regulations 1996</i> r. 12(1)(a) Payments from municipal fund or trust fund
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government (Financial Management) Regulations 1996</i> r.5 Financial management duties of the CEO r.11 Payment of accounts r.13 Lists of accounts  CEO Policy: <ul style="list-style-type: none"> <li>• "Corporate Purchasing Card CEO Policy" (OP-58)</li> </ul> Procedure: <ul style="list-style-type: none"> <li>• "Issue and Use of Corporate Purchasing Cards Procedure" (Admin-29)</li> </ul>
<b>Conditions</b>	Nil



<b>CE-2 Investments</b>	
<b>Date of adoption</b>	23 July 1996
<b>Function delegated</b>	That the Chief Executive Officer be delegated authority to invest money held in the municipal or trust fund that is not for the time being required for any other purpose with financial institutions approved by Council.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r.19 Management of investments
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Corporate Services</li> <li>• Manager Finance and Governance</li> </ul>
<b>Compliance links</b>	<p><i>Local Government Act 1995</i> s.6.14(2)(a) Comply with regulations <i>Local Government (Financial Management) Regulations 1996</i> r.19C Investment of money <i>Trustees Act 1962</i> Part III Investments</p> <p>Policy:</p> <ul style="list-style-type: none"> <li>• "Investments Policy" (FI-02)</li> </ul> <p>Procedure:</p> <ul style="list-style-type: none"> <li>• "Investments Procedure" (Admin-28)</li> </ul>
<b>Conditions</b>	Nil



<b>CE-74 Appointment of Authorised Persons</b>	
<b>Date of adoption</b>	25 February 2014
<b>Function delegated</b>	Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within: <ol style="list-style-type: none"> <li>1. the <i>Local Government Act 1995</i>;</li> <li>2. the <i>Caravan Parks and Camping Grounds Act 1995</i>;</li> <li>3. the <i>Cat Act 2011</i>;</li> <li>4. the <i>Cemeteries Act 1986</i>;</li> <li>5. the <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</li> <li>6. the <i>Dog Act 1976</i>;</li> <li>7. subsidiary legislation made under the above Acts; and</li> <li>8. the Shire's Local Laws made under those Acts.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.24 Authorising persons under this subdivision s.9.10 Appointment of authorised persons
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> r.32A Excluded authorisations (Act s.9.2)
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The CEO may, at their discretion, refer any matter to Council for decision; and</li> <li>2. Details of any prosecutions under a Local Law must be provided to Council.</li> </ol>



<b>CE-117 Community Lease Agreements</b>	
<b>Date of adoption</b>	25 February 2014
<b>Function delegated</b>	Authority to 1. Renew existing lease agreements with charitable, benevolent, religious, cultural, educational, recreational, sporting, environmental or other similar groups or government agencies for properties that are owned or under the care, control and management of the Shire of Mundaring; and 2. Negotiate new lease agreements with existing lessees whose lease has expired. 3. Renegotiate minor variations* to clauses of existing lease agreements. * see definition below.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 3.58 Disposing of property
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government (Functions and General) Regulations 1996</i> r.30 Dispositions of property excluded from Act s.3.58
<b>Conditions</b>	Delegated decision making must take into consideration "Community Leases Policy" (2.13).
<b>Definition</b>	Minor variations includes but is not limited to: <ul style="list-style-type: none"> <li>• Change of group name</li> <li>• Change of control</li> <li>• Change to timeframes (excluding legislated requirements).</li> </ul>



<b>CE-119 Appointment of Acting CEO</b>	
<b>Date of adoption</b>	22 May 2007
<b>Function delegated</b>	Authority to appoint an Acting Chief Executive Officer in accordance with "Acting Chief Executive Officer Policy" (AS-03) and for a period not exceeding three months.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> 5.36(1)(a) Local government employees
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government (Administration) Regulations 1996</i> – r.18A(1)(b) – acting term not to exceed one year.  Policy: <ul style="list-style-type: none"> <li>• "Acting Chief Executive Officer Policy" (AS-03)</li> </ul>
<b>Conditions</b>	Appointment to be made in accordance with "Acting Chief Executive Officer Policy" (AS-03)



<b>CE-125 Write Off Debt</b>	
<b>Date of adoption</b>	22 July 2008
<b>Function delegated</b>	<p>Authority to defer, waive, grant concession and conditions or write off any amount of money under section 6.12 of the <i>Local Government Act 1995</i> to a maximum of one thousand dollars (\$3,000).</p> <p><i>Note that s. 6.12(2) of the Local Government Act 1995 does not allow money owed to the Shire in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.</i></p>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Corporate Services</li> <li>• Manager Finance and Governance</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Director Corporate Services and Manager Finance and Governance are sub-delegated only to write off individual rate balances, which relate to penalty interest only, up to \$10 for administrative purposes.
<b>Compliance links</b>	<i>Local Government Act 1995</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Conditions</b>	Nil



<b>CE-152 Commercial Lease Agreements</b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Extend existing lease agreements with commercial tenants in accordance with the extension options provided for in the lease;</li> <li>2. Renegotiate minor variations* to clauses of existing lease agreements;</li> <li>3. Enact potential landlord actions*;</li> <li>4. Negotiate a new lease with existing commercial tenants.</li> </ol> <p>* see definitions below.</p>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.58
<b>Statutory power of delegation</b>	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	<ol style="list-style-type: none"> <li>1. In accordance with s.5.43 of the Act the maximum value of disposal by commercial lease is \$5,000,000 over the full term of any lease.</li> <li>2. Any re-negotiated rent cannot be less than 90% of the previous rent.</li> <li>3. A new lease negotiated with an existing tenant is limited to a maximum of a 10 year term including options.</li> </ol>
<b>Statutory power to sub-delegate</b>	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<b>CEO's sub-delegation to</b>	Nil
<b>CEO's conditions on sub-delegation</b>	Nil
<b>Compliance links</b>	<p><i>Local Government Act 1995</i> s. 3.58.</p> <p>Strategy:</p> <ul style="list-style-type: none"> <li>• Investment Property Strategy</li> </ul> <p>Policy: Management of Property Held for Investment Purposes Policy" (OR-20)</p>
<b>Definition</b>	<p>Minor variations includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Change of business name</li> <li>• Change of control</li> <li>• Change to timeframes (excluding legislated requirements).</li> </ul> <p>Landlord actions includes but is not limited to:</p>



	<ul style="list-style-type: none"><li>• approve assignment</li><li>• issue notices</li><li>• approve dealings on the land and sub leases</li><li>• approve actions with lease financiers (when required)</li></ul>
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<b>CE-153 Powers of Entry</b>	
<b>Date of adoption</b>	14 October 2014
<b>Function delegated</b>	Authority to: <ol style="list-style-type: none"> <li>1. Enter on to land to perform any function of the local government under Schedules 3.1 and 3.2 of the Act;</li> <li>2. Give a notice of entry (s.3.32);</li> <li>3. Seek and execute an entry under warrant (s.3.33);</li> <li>4. Execute entry in an emergency (s.3.34)</li> <li>5. Give notice and effect entry by opening a fence (s.3.36).</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Directory Statutory Services</li> <li>• Director Infrastructure Services</li> <li>• Manager Planning &amp; Environment</li> <li>• Manager Building &amp; Health</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Manager Operations</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> Part 3 Division 3 Subdivision 3, and specifically s.3.31 General procedure for entering property
<b>Conditions</b>	Nil



## Infrastructure Services

<b>CE-150 Performing Particular Things on Land which is not Local Government Property</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	<p>The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> even though the land is not local government property and the local government does not have consent to do it, as follows:</p> <ol style="list-style-type: none"> <li>1. Carry out works for the <b>drainage of land</b>;</li> <li>2. Do <b>earthworks</b> or other works on land for preventing or reducing flooding;</li> <li>3. <b>Take from land</b> any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate;</li> <li>4. <b>Deposit and leave on land</b> adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require;</li> <li>5. Make a <b>temporary thoroughfare</b> through land for use by the public as a detour while work is being done on a public thoroughfare;</li> <li>6. Place on land <b>signs</b> to indicate the names of public thoroughfares;</li> <li>7. <b>Make safe a tree</b> that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.27 Particular things local governments can do on land that is not local government property
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Director Infrastructure Services</li> <li>• Manager Planning &amp; Environment</li> </ul>





	<ul style="list-style-type: none"> <li>• Manager Building &amp; Health</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Manager Operations</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> Schedule 3.2 Particular things local governments can do on land even though it is not local government property
<b>Conditions</b>	Nil

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<b>CE-151 Expressions of Interest and Tenders</b>	
<b>Date of adoption</b>	25 February 2014
<b>Function delegated</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. invite tenders though not required to do so [F&amp;G Reg. 13];</li> <li>2. determine the selection criteria for deciding which tender should be accepted [F&amp;G Reg. 14(2a)];</li> <li>3. determine the information to be disclosed to those interested in submitting a tender [F&amp;G Reg. 14(4)(a)];</li> <li>4. vary tender information after public notice of invitation to tender and before the close of tenders [F&amp;G Reg. 14(5)];</li> <li>5. accept or reject tenders [F&amp;G Reg. 18];</li> <li>6. accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract [F&amp;G Reg. 18 (6) and (7)];</li> <li>7. determine minor variations before entering into a contract [F&amp;G Reg. 20];</li> <li>8. vary a contract that has been entered into with a successful tenderer, provided the variation(s) do not change the scope of the original contract or increase the contract value beyond 10% [F&amp;G Reg. 21A(a)];</li> <li>9. exercise an extension option that was included in the original tender specification and contract in accordance with F&amp;G Reg. 11(2)(j) [F&amp;G Reg. 21A(b)];</li> <li>10. determine appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services [F&amp;G Reg. 21];</li> <li>11. consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G Reg. 23].</li> <li>12. Authority to establish a panel of pre-qualified suppliers to supply particular goods or services in accordance with Part 4 Division 3 of the F&amp;G Regulations.</li> </ol>
<b>Statutory power delegated</b>	<p><i>Local Government Act 1995</i> s. 3.57 Tenders for providing goods and services</p> <p><i>Local Government (Functions and General) Regulations 1996</i> r. 11 When tenders have to be publicly invited</p>



	<p>r. 13 Requirements when local government invites tenders though not required to do so</p> <p>r. 14(2a) and (5) Publicly inviting tenders, requirements for</p> <p>r. 18 Rejecting and accepting tenders</p> <p>r. 20 Variation of requirements before entry into contract</p> <p>r. 21A Varying a contract for the supply of goods and services</p> <p>r. 21 Limiting who can tender, procedure for</p> <p>r. 23 Rejecting and accepting expressions of interest to be acceptable tendered</p> <p>Division 3 Establish panels of pre-qualified suppliers</p>
<b>Statutory power of delegation</b>	<p><i>Local Government Act 1995</i></p> <p>s. 5.42 Delegation of some powers or duties to the CEO</p> <p>s. 5.43 Limitations on delegations to the CEO</p>
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	<p>Delegation to CEO:</p> <p><b>Selection Criteria</b> [F&amp;G Reg. 14(2a)];</p> <ol style="list-style-type: none"> <li>1. Selection criteria must be stated in the Request for Tender document and comply with the requirements of the regulations.</li> <li>2. Where the selection criteria has been determined by the CEO, Council is to accept or reject the tender.</li> </ol> <p><b>Accepting or Rejecting Tenders</b> [F&amp;G Reg. 18]</p> <ol style="list-style-type: none"> <li>3. Regular supply tenders* and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget;</li> <li>4. Other tenders: may only accept a tender where the consideration under the resulting contract is \$375,000 (excluding GST) or less and the item is identified in the adopted Annual Budget.</li> </ol> <p>* see definition below.</p>
<b>Statutory power to sub-delegate</b>	<p><i>Local Government Act 1995</i></p> <p>s. 5.44 CEO may delegate some powers and duties to other employees</p>
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Infrastructure Services (DIS)</li> <li>• Director Corporate Services (DCS)</li> <li>• Manager of Operations</li> <li>• Manager of Building Assets</li> <li>• Manager of Information Technology</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Sub-delegation to DIS and DCS includes all function delegated to the CEO.



	<p>Conditions include:</p> <ol style="list-style-type: none"> <li>1. Tender must be relevant to DIS’s or DCS’s area of responsibility.</li> </ol> <p><b>Selection Criteria</b> [F&amp;G Reg. 14(2a)];</p> <ol style="list-style-type: none"> <li>2. Selection criteria must be stated in the Request for Tender document and comply with the requirements of the regulations.</li> <li>3. Where the selection criteria has been determined by DIS or DCS, the CEO is to accept or reject the tender.</li> </ol> <p><b>Accepting or Rejecting Tenders</b> [F&amp;G Reg. 18]</p> <ol style="list-style-type: none"> <li>4. Regular supply tenders* and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget;</li> <li>5. Other tenders: may only accept a tender where the consideration under the resulting contract is \$250,000 (excluding GST) or less and the item is identified in the adopted Annual Budget.</li> <li>6. Selection criteria must be recorded in the appropriate record and comply with the requirements of the regulations. Where the selection criteria has been approved by DIS or DCS, the CEO is to accept or reject the tender.</li> </ol> <p>* see definition below.</p> <p>Sub-delegation to Manager of Operations, Manager of Building Assets or Manager of Information Technology limited to:</p> <p><b>Selection Criteria</b> [F&amp;G Reg. 14(2a)];</p> <ol style="list-style-type: none"> <li>1. Tender must be relevant to Manager of Operations, Manager of Building Assets or Manager of Information Technology area of responsibility.</li> <li>2. Selection criteria must be stated in the Request for Tender document and comply with the requirements of the regulations.</li> <li>3. Where the selection criteria has been approved by Manager of Operations, Manager of Building Assets or Manager of Information Technology, DIS, DCS or the CEO is to accept or reject the tender.</li> </ol>
<p><b>Compliance links</b></p>	<p><i>Local Government (Functions and General) Regulations 1996</i>                  Part 4 Division 2                  r.31 Anti-avoidance provision for Act s.3.58</p> <p>Policy:</p> <ul style="list-style-type: none"> <li>• “Procurement Policy” (XXX)</li> </ul> <p>Procedure:</p>



	<ul style="list-style-type: none"> <li>• “Ordering and Payment of Goods and Services Procedure” (Admin-30)</li> <li>• “Quotations for Purchase of Goods and Services Procedure” (Admin-31)</li> </ul>
<p><b>Definition</b></p>	<p>* Regular supply tenders means:</p> <ul style="list-style-type: none"> <li>• Waste and Recycling Services</li> <li>• Utilities – Energy, Gas and Water</li> <li>• Civil Engineering and Construction Services</li> <li>• Cleaning and Building Maintenance Services</li> <li>• Surveyor Services</li> <li>• Infrastructure Design and Investigation Services</li> <li>• Parks and Horticultural Services</li> <li>• Telecommunications</li> <li>• Information Technology Services</li> <li>• Recruitment Services</li> </ul>

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<b>CE-154    <i>Graffiti Vandalism Act 2016</i></b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	All powers, duties and functions of a local government under the <i>Graffiti Vandalism Act 2016</i> .
<b>Statutory power delegated</b>	All powers, duties and functions of a local government under the <i>Graffiti Vandalism Act 2016</i> .
<b>Statutory power of delegation</b>	<i>Graffiti Vandalism Act 2016</i> s.16 – delegation by local government
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Graffiti Vandalism Act 2016</i> s.17 – delegation by CEO of local government
<b>CEO's sub-delegation to</b>	Director Infrastructure Services Director Statutory Services
<b>Compliance links</b>	<i>Local Government Act 1995</i> Part 9 – Divisions 1 and 2
<b>Conditions</b>	Nil



## Statutory Services

<b>CE-14</b>	<b>Noise Control – Environmental Protection Notice [s. 65(1)]</b>
<b><i>ENVIRONMENTAL PROTECTION ACT 1986</i></b> <b>Section 20</b>	
DELEGATION No. 52	
Pursuant to section 20 of the <i>Environmental Protection Act 1986</i> , the Chief Executive Officer hereby delegates as follows—	
Powers and duties delegated—	
All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.	
Persons to whom delegation made—	
This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i> .	
Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i> , Delegation No. 32, dated 4 February 2000 is hereby revoked.	
Dated this 9 <sup>th</sup> day of January 2004. Approved—	
FERDINAND TROMP, A/Chief Executive Officer. Dr JUDY EDWARDS MLA, Minister for the Environment.	
Government Gazette 19 March 2004 – page 919.	



CE-15	Noise Control - Noise Management Plans [Reg. 13]
EV401*	<b>ENVIRONMENTAL PROTECTION ACT 1986</b>
DELEGATION NO. 119	
I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of —	
a) Chief Executive Officer under the <i>Local Government Act 1995</i> ; and b) to any employee of a local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,	
all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> other than this power of delegation.	
Under section 59(1)(e) of the <i>Interpretation Act 1984</i> , Delegation No. 111, gazetted 20 December 2013, is hereby revoked.	
Dated the 1st day of May 2014. JASON BANKS, Acting Chief Executive Officer. Approved by — Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.	





**CE-16 Noise Control - Noise Regulations**

***ENVIRONMENTAL PROTECTION ACT 1986***

DELEGATION NO. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to —

- a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;
- b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- c) community activities—noise control notices in respect of community noise under regulation 16;
- d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;
- e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;
- f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—
  - i. Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.  
JASON BANKS, Acting Chief Executive Officer.

Approved by —  
JOHN DAY, Acting Minister for Environment; Heritage.

Government Gazette 20 December 2013 - page 6282.

<b>CE-84 Local Planning Scheme No. 4</b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	Authority to exercise all powers and discharge all duties under: <ul style="list-style-type: none"> <li>a. the Deemed Provisions (Schedule 2) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> and Local Planning Scheme No. 4 (LPS4);</li> <li>b. Clause 30 and clause 31 of the Metropolitan Region Scheme (WAPC reference: DEL 2017/02);</li> <li>c. <i>State Administrative Tribunal Act 2004</i> section 31.</li> </ul>
<b>Statutory power delegated</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Schedule 2 Deemed Provisions for local planning schemes; and  Local Planning Scheme No. 4.
<b>Statutory power of delegation</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions for local planning schemes - regulation 82.</i>  Shire of Mundaring Local Planning Scheme No. 4 Clause 11.3.1.
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	Delegated employees - <ul style="list-style-type: none"> <li>1. cannot: <ul style="list-style-type: none"> <li>a. prepare, amend or revoke Local Planning Policies (cl. 3 – 6 Deemed Provisions and Part 2 of LPS4), unless the amendment is of an administrative nature only;</li> </ul> </li> <li>2. cannot determine applications involving: <ul style="list-style-type: none"> <li>a. the demolition of a building or structure listed on the <b>Shire's Heritage List</b> or on the <b>State Register of Heritage Places</b> (as amended);</li> <li>b. <b>Extractive Industry</b> uses;</li> <li>c. <b>telecommunications infrastructure</b> unless the proposal is a minor addition to an existing telecommunications installation;</li> <li>d. applications that propose an extension or expansion to <b>a non-conforming use</b>;</li> <li>e. <b>modifications to an existing approval issued by Council</b> that would be</li> </ul> </li> </ul>



	<p>inconsistent with the intent of Council's original decision;</p> <ol style="list-style-type: none"> <li>f. provide formal referral responses to the Western Australian Planning Commission for proposed <b>Structure Plans involving 35 or more lots</b>;</li> <li>g. a request from the State Administrative Tribunal for <b>reconsideration of a Council decision</b> under section 31 of the <i>State Administrative Tribunal Act 2004</i>;</li> <li>h. an application where an <b>objection/s</b> received during the advertising period, in the opinion of the Manager of Planning and Environment, remains relevant and may not be satisfactorily resolved by modifications or conditions.</li> </ol> <p>3. can refuse applications, where:</p> <ol style="list-style-type: none"> <li>a. an <b>'X' use</b> is proposed;</li> <li>b. a habitable building is proposed with an <b>unacceptable exposure to bushfire risk</b> (either Bushfire Attack Level 40 or Flamezone) where, in the opinion of the Manager of Planning and Environment, alternative and safer siting and design options exist;</li> <li>c. <b>clearing of Local Natural Area</b> identified as 'Protection' category is proposed and where, in the opinion of the Manager of Planning and Environment, it has not been sufficiently demonstrated that all alternative locations on the lot outside of any Local Natural Area are unviable, impractical or environmentally unsuitable;</li> <li>d. an <b>oversized outbuilding</b> where individual and/or total area is exceeded;</li> <li>e. <b>third party advertising</b> is proposed.</li> </ol> <p>Decisions under delegated authority cannot be made unless:</p> <ul style="list-style-type: none"> <li>• all councillors are notified of any proposals involving an 'A' use;</li> <li>• all councillors are informed of any 'Complex Development Applications' as defined within the <i>Shire's Advertising Planning Proposals Local Planning Policy PS-01</i>;</li> </ul> <p>Decisions made under delegated authority must be reported to elected members on a monthly basis.</p>
<p><b>Statutory power to sub-delegate</b></p>	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions for local planning schemes -</i></p>



	regulation 83. Shire of Mundaring Local Planning Scheme No. 4 Clause 11.3.2.
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Manager Planning &amp; Environment</li> <li>• Coordinator Statutory Planning</li> <li>• Coordinator Strategic Planning</li> <li>• Planning Officer</li> <li>• Planning Compliance Officer</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Council's conditions on delegation to the CEO, as above, apply.
<b>Compliance links</b>	All delegated planning decisions must be consistent with the intent of Council's adopted Local Planning Strategy and Local Planning Scheme and applicable Local Planning Policies.

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<b>CE-137      <i>Planning and Development Act 2005 – Illegal Development and Direction Notices</i></b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	<ol style="list-style-type: none"> <li>1. Give a written direction or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a) to remove, pull down, take up or alter the development; and</li> <li>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work, to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> </ol>
<b>Statutory power delegated</b>	<i>Planning and Development Act 2005</i> s.14(2), (3) and (5)
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers and duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	Any expenses incurred by the Shire in carrying out the works specified in a direction notice, shall be recovered from the person to whom the direction was given.
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 – CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Manager Planning and Environment</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Any expenses incurred by the Shire in carrying out the works specified in a direction notice, shall be recovered from the person to whom the direction was given.
<b>Compliance links</b>	Part 13 of the <i>Planning and Development Act 2005</i>



<b>CE-155</b>	<b>Delegation of certain powers and functions of the Western Australian Planning Commission (WAPC) relating to the Metropolitan Region Scheme (MRS)</b>
<b>DEL 2017/02</b>	
As gazetted on 30 May 2017 and as amended. Current as at January 2021.	
<b>PLANNING AND DEVELOPMENT ACT 2005</b> <b>INSTRUMENT OF DELEGATION</b> Del 2017/02 Powers of Local Governments and Department of Transport Metropolitan Region Scheme Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme	
<b>Preamble</b>	
<p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function to an officer of a public authority or to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.</p>	
<b>Resolution under section 16 of the Act (delegation)</b>	
On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved –	
<ol style="list-style-type: none"> <li>1. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B.</li> <li>2. To delegate to the Managing Director, Policy, Planning and Investment – Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.</li> <li>3. To revoke its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled “DEL 2015/02 Powers of local governments and Department of Transport (MRS)” published in the <i>Government Gazette</i> on 18 December 2015, to give effect to this delegation.</li> </ol>	
KERRINE BLENKINSOP, Secretary, Western Australian Planning Commission.	



**PLANNING AND DEVELOPMENT ACT 2005  
INSTRUMENT OF DELEGATION**

**SECTION A – Types of Development**

**1. Development on zoned land**

Applications for development on land zoned under the MRS except –

- a) where the land is subject to a resolution under clause 32 of the MRS; or
- b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest; or
- e) in respect of public works undertaken by public authorities.

**2. Development on regional road reservations**

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road.

**SECTION B – Conditions**

**1. Referral requirements for development on land within or abutting a regional road reservation**

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP) as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

<b>Type of regional road reservation in the MRS</b>	<b>Classification on plans SP 693 (PRR) and SP 694 (ORR)</b>	<b>Referral Agency</b>
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on –

- a) the permissible vehicular access arrangements to the subject land via the regional road frontage



- **Category 1 road** means that frontage access is not allowed (control of access);
  - **Category 2 road** means that frontage access may be allowed subject to approval; and
- b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
- **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to a review by the agency that is responsible for planning of the regional road.

**“Category 1 road”** applies where regional roads –

- a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- b) are constructed or planned to an access controlled arterial standard, i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

**“Category 2 road”** applies where regional roads –

- a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- b) have direct frontage access to abutting properties due to historic development of the road and properties.

**“Category 3 road”** applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding –

- a) PRR Category 1, 2 and 3 – call Main Roads WA on 138 138.
- b) ORR Category 1, 2 and 3 – call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies in accordance with this instrument of delegation.



**Table 1 – Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)**

<b>Respective referral agency (as per Section B)</b>	
<b>Referral is required in these instances</b>	<b>Referral is not required in these instances</b>
<p>1. Where a development application has one or more of the following characteristics –</p> <ul style="list-style-type: none"> <li>a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or</li> <li>c) Development, which involves direct vehicle access to and/or from the regional road reservation.</li> </ul>	<p>1. Where the local government first decided to refuse the application under the MRS; or</p> <p>2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.</p>

**Table 2 – Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)**

<b>Respective referral agency (as per Section B)</b>	
<b>Referral is required in these instances</b>	<b>Referral is not required in these instances</b>
<p>1. Where a development application has one or more of the following characteristics –</p> <ul style="list-style-type: none"> <li>a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or</li> <li>c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or</li> <li>d) Development, which proposed retention of an existing access between the subject land and the road reservation, where alternative access is or could be</li> </ul>	<p>1. Where the local government first decided to refuse the application under the MRS; or</p> <p>2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.</p>



<p>made available from side or rear streets or from rights of way at rear; or</p> <p>e) Development on a lot affected by the regional road reservation where –</p> <ul style="list-style-type: none"> <li>• all or part of the proposed development is within the regional road reservation; and</li> <li>• has a construction value greater than \$20 000; or</li> </ul> <p>f) Development on a lot affected by the regional road reservation where –</p> <ul style="list-style-type: none"> <li>• none of the proposed development is within the road reservation; and</li> <li>• has a construction value greater than \$150 000.</li> </ul>	
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**Table 3 – Referral process of development applications with respect to Category 3 (PRR or ORR reservation in the MRS)**

<b>Respective referral agency (as per Section B)</b>	
<b>Referral is required in these instances</b>	<b>Referral is not required in these instances</b>
<p>1. All development applications, other than those where local government first decides to refuse it.</p>	<p>1. Where the local government first decides to refuse the application under the MRS.</p>

Notes –

- 1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC’s website: “Resolutions and instruments of delegation – WAPC Powers of local governments (MRS)”. (<http://www.planning.wa.gov.au/1212.asp>)
- 2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission’s DC Policy – *5.1 Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.  
(<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- 3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC’s *Transport Impact Assessment Guidelines*. <http://www.planning.wa.gov.au/publications/1197.asp>.



- 4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of the Commission's *State Planning Policy – 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*.  
(<http://www.planning.wa.gov.au/publications/1182.asp>)
- 5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC *Policy 5.4 Advertising on Reserved Land*.  
(<http://www.planning.wa.gov.au/publications/825.asp>)
- a. Referral requirements for development on land abutting the Swan River Trust Development Control Area**
- Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.
- b. Referral requirements for development on land abutting other reservations**
- Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.
- In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.
- c. For the purpose of this Instrument of Delegation**
1. Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
  2. Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
  3. The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.



**Interpretation**

In this Instrument of Delegation, unless the context otherwise requires –

- A reference to a ‘position’ or ‘classification’ contemplates and includes a reference to its successor in title.
- “access” means both entry and exit from either a road or abutting development by a vehicle.
- “Commission” or “WAPC” means the “Western Australian Planning Commission”.
- “development” has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or “development means the development or use of any land including –
  - a. any demolition, erection, construction, alteration of or addition to any building or structure on the land;
  - b. the carrying out on the land of any excavation or other works;
  - c. in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that –
    - i. is likely to change the character of that place or the external appearance of any building; or
    - ii. would constitute an irreversible alteration of the fabric of any building”.
- “DoT” means the Department of Transport.
- “local road” means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- “not acceptable” means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia.
- “regional road” means any road under the region Scheme as follows –
  - land coloured red in the Scheme Map – Primary Regional Roads; and
  - land coloured dark blue in the Scheme Map – Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*.

<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>CEO’s sub-delegation to</b>	Director Statutory Services Manager Planning & Environment



<b>CE-156</b>	<b>Delegation of certain powers and functions of the Western Australian Planning Commission relating to the <i>Strata Titles Act 1985</i></b>
<b>DEL 2020/01</b>	<p>As gazetted on 29 January 2021 and as amended.</p> <p style="text-align: center;"><b>PLANNING AND DEVELOPMENT ACT 2005</b> INSTRUMENT OF DELEGATION Del 2020/01 Powers of Local Governments</p> <p>Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the <i>Strata Titles Act 1985</i>.</p> <p><b>Preamble</b></p> <p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.</p> <p><b>Resolution under section 16 of the Act (delegation)</b></p> <p>On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED –</p> <ul style="list-style-type: none"><li>A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of the Schedule, within their respective districts, subject to the conditions set out in clause 23 of Schedule 1;</li><li>B. TO DELEGATE to local governments and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</li><li>C. TO AMEND “Del 2020/01 – Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.</li></ul> <p style="text-align: right;">SAM FAGAN, Secretary, Western Australian Planning Commission.</p> <p style="text-align: center;">_____</p>



<b>Schedule 1</b>	
<p><b>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i></b></p> <p>Power to determine applications under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that –</p> <ul style="list-style-type: none"> <li>a) propose the creation of a vacant lot;</li> <li>b) propose vacant air stratas in multi-tiered strata scheme developments;</li> <li>c) propose the creation or postponement of a leasehold scheme;</li> <li>d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the <i>Strata Titles Act 1985</i>);</li> <li>e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to –                             <ul style="list-style-type: none"> <li>i. a type of development; and/or</li> <li>ii. land within an area,</li> </ul>                             which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.                         </li> </ul>	
<p><b>2. Applications under sections 21 and 22 of the <i>Strata Titles Act 1985</i></b></p> <p>Power to determine applications under –</p> <ul style="list-style-type: none"> <li>a) section 21 of the <i>Strata Titles Act 1985</i>;</li> <li>b) section 22 of the <i>Strata Titles Act 1985</i> where the amendment or repeal of scheme by-laws requires the approval of the WAPC.</li> </ul>	
<p><b>3. Reporting requirements</b></p> <p>A local government that exercises the power referred to in clause 1 and/or clause 2 is to provide WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.</p>	
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Manager Planning &amp; Environment</li> </ul>



<b>CE-138 <i>Bush Fires Act 1954</i> Appointments</b>	
<b>Date of adoption</b>	9 August 2011
<b>Function delegated</b>	<ol style="list-style-type: none"> <li>1. That pursuant to the provisions of Section 48 of the <i>Bush Fires Act 1954</i>, Council delegates to the Chief Executive Officer the performance of its functions under the Act as detailed in ATTACHMENT 3 entitled "Delegations to Chief Executive Officer under the <i>Bush Fires Act 1954</i>";</li> <li>2. That pursuant to Section 59(3) and 59A of the <i>Bushfires Act 1954</i> the Manager Community Safety and Emergency Management, Coordinator Community Safety and Emergency Management and any person appointed to the position of Community Safety Ranger, Fire Protection Officer and Fire Hazard Inspection Officer are appointed to consider allegations of offences alleged to have been committed against the Act in the Shire of Mundaring and if the delegate thinks fit to institute and carry on proceedings in the name of the Shire of Mundaring against any person alleged to have committed those offences; <ol style="list-style-type: none"> <li>a. That pursuant to Section 17(10) of the <i>Bush Fires Act 1954</i> the Shire President and Chief Bush Fire Control Officer jointly are delegated to: (A) Vary the prohibited burning times in the whole of, or part of the Shire of Mundaring by shortening, extending, suspending, reimposing a period of prohibited burning times or by imposing a further period of prohibited burning times.</li> <li>b. Rescind or modify the variation upon receipt of a notice by the Shire of Mundaring from the Minister directing the Shire to rescind or modify such variation.</li> </ol> </li> </ol>
<b>Statutory power delegated</b>	<i>Bush Fires Act 1954</i>
<b>Statutory power of delegation</b>	<i>Bush Fires Act 1954</i> s.48 Delegation by local governments s.17 Prohibited burning times may be declared by Minister s.18 Restricted burning times may be declared by FES Commissioner
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	As specified above: <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> </ul>



	<ul style="list-style-type: none"> <li>• Manager Community Safety and Emergency Management</li> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Community Safety Rangers</li> <li>• Fire Protection Officers</li> <li>• Fire Hazard Inspection Officers</li> <li>• Shire President &amp; Chief Bush Fire Control Officer jointly</li> </ul>
<b>Statutory power to sub-delegate</b>	No statutory power to sub-delegate is provided in the <i>Bush Fires Act 1954</i>
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringements) Regulations 1978</i>

**CE-138 Attachment 3**

<b>Delegations to the CEO under the <i>Bush Fires Act 1954</i> and the <i>Bush Fires Regulations 1954</i></b>	
<b>Section 13 (4)</b>	Authorise bush fire liaison officer or another person to take control of all operations in relation to a fire.
<b>Section 18 (5)</b>	Declare and vary restricted burning times and conditions.
<b>Section 18 (10A)</b>	Declare when and by whom bush may be burnt.
<b>Section 18 (10B)</b>	Determine date by which applications to set fire to bush are to be submitted and allocate day or days on which burning may take place.
<b>Section 18 (10C)</b>	Vary the notice required in relation to burning permitted under 10B.
<b>Section 22 (6)</b>	Arrange with the occupier of exempt land and the occupier of land adjoining exempt land to co-operate in burning firebreaks on the respective lands.
<b>Section 22 (7)</b>	Specify the dimensions of firebreaks required in association with burning to be conducted as per s. 22 (6).
<b>Section 23 (1) (b)</b>	During prohibited burning times permit the owner or occupier of land to burn bush on a road reserve adjoining his land or to burn bush on any of his land that is grass land, for the purpose of protecting pasture or crop growing on his land from damage by fire.





<b>Section 24F (2) (b) (ii)</b>	Give written permission during limited burning times to burn garden refuse in an incinerator where there is no inflammable material within 2 metres of the incinerator, a person is present until the fire is extinguished and when the fire is no longer required, it is completely extinguished by the application of water or earth.
<b>Section 24G (2)</b>	Prohibit or restrict the burning of garden refuse by notice published in the Gazette and a newspaper circulating in the district.
<b>Section 24G (5)</b>	Vary or cancel a notice issued under 24G (2).
<b>Section 25 (1) (a)</b>	Approve in writing the lighting of a fire for the purpose of camping or cooking at a time when the fire danger is catastrophic, extreme, severe or very high.
<b>Section 25 (1) (b)</b>	Approve the lighting of a fire in the restricted or prohibited burning times for the conversion of bush into charcoal or in or about a lime kiln.
<b>Section 25 (1a)</b>	Prohibit the lighting of fires in the open air for the purpose of camping or cooking during the prohibited burning times by notice published in the Government Gazette and in a newspaper circulating in the district.
<b>Section 25A (5)</b>	Notwithstanding any provision of this section issue a notice in writing on a person to whom a ministerial exemption has been granted prohibiting that person from lighting a fire to which the exemption relates.
<b>Section 27 (2)</b>	Permit the use of tractors the exhaust pipes of which are not vertical, so long as the other requirements specified in respect of a tractor in paragraph a) of subsection (1) and any notice under subsection (3) are complied with.
<b>Section 27 (3)</b>	Prohibit the operation of any tractor or self-propelled harvester that is not equipped with a fire extinguisher, by notice in a newspaper circulating in the district and by radio broadcast with coverage to the district and by display of such notice in prominent positions in the district.
<b>Section 27 (4)</b>	Vary or cancel a notice issued as per subsection (3).
<b>Section 28 (5)</b>	Recover the expenses of the local government incurred in extinguishing a fire where the occupier of the land on which the fire is situated has failed to take measures to extinguish it.

<b>Section 33 (1)</b>	Give notice to an owner or occupier of land by publishing a notice in the Government Gazette and in a newspaper circulating in the district requiring the installation and maintenance of fire breaks and to take other specified actions in relation to anything on the land which is conducive to the outbreak of a bush fire or the spread or extension of a bush fire.
<b>Section 33 (4)</b>	Direct a bush fire control officer, or any officer of the local government with required workmen or contractors to enter upon the land of an owner or occupier who fails or neglects to comply with the notice issued as per subsection (1) to carry out the works required.
<b>Section 33 (5)</b>	Ascertain and fix the amount of any costs incurred in carrying out works as per (4) and recover same in a court of competent jurisdiction as a debt due from the owner.
<b>Section 33 (6)</b>	At the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and recover the amount of the expense, if not paid on demand, from the owner or occupier in a court of competent jurisdiction.
<b>Section 38 (1) and (2A)</b>	Appoint such persons as considered necessary to be bush fire control officers including a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer and cause notice of such appointments to be published at least once in a newspaper circulating in the district.
<b>Section 38 (5A)</b>	Issue directions to a bush fire control officer or to an officer of a bush fire brigade to burn, subject to the provisions of the Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the Shire.
<b>Section 38 (8) and (9)</b>	Subject to DFES declaring the Shire an approved local government, appoint such numbers of senior bush fire control officers to the office of fire weather officer and define the part of the district in which each fire weather officer may exercise the powers conferred by the Act.
<b>Section 38 (10)</b>	Appoint one or more persons to be deputies of a fire weather officer appointed under (8) and (9).
<b>Section 46</b>	Prohibit or postpone the lighting of a fire where it is considered that the fire if lit would be or become a source of danger by escaping from the land on which it is proposed to be lit.
<b>Regulation 20</b>	Prohibit the issue of a permit to burn subterranean clover if such burning may be a source of danger to lands adjoining the land on which the proposed burning is to take place.



<b>CE-139 Building Act 2011 - Authorised Persons</b>	
<b>Date of adoption</b>	13 December 2011
<b>Function delegated</b>	Authority to 1. Designate an employee as an authorised person under s. 96(3) of the <i>Building Act 2011</i> ; and 2. Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice and at any time revoke or vary such condition or notice.
<b>Statutory power delegated</b>	<i>Building Act 2011</i> s.96(3) Authorised persons s.99 Limitation on powers of authorised person
<b>Statutory power of delegation</b>	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code
<b>Conditions</b>	CEO to be satisfied that authorised person is suitably qualified in accordance with s.5.36(3) of the <i>Local Government Act 1995</i> .



<b>CE-140</b>	<b><i>Building Act 2011 – Permits, Certificates, Orders and Records</i></b>
<b>Date of adoption</b>	13 December 2011
<b>Function delegated</b>	Authority for suitably qualified persons who, in the opinion of the Chief Executive Officer have the qualifications to undertake the roles and functions of a building surveyor, to administer <i>Building Act 2011</i> : s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27 Conditions imposed by permit authority s.55 Occupancy permits and building approval certificates, further information s.58 Grant of occupancy permit, building approval certificate s.62 Conditions imposed by permit authority s.65 Extension of period of duration s.110 Building orders s.117 Revocation of building order s.118 Permit authority may give effect to building order if non-compliance; and s.131 Inspection, copies of building records.
<b>Statutory power delegated</b>	<i>Building Act 2011</i> s. 20, 21, 22, 27, 55, 58, 62, 65, 110, 117, 118 and 131
<b>Statutory power of delegation</b>	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Manager Building and Health</li> <li>• Coordinator Building Service</li> <li>• Building Surveyor</li> </ul>
<b>Compliance links</b>	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code
<b>Conditions</b>	Nil



<b>CE-141</b>	<b>Appointment of Authorised Officers – <i>Public Health Act 2016</i></b>
<b>Date of adoption</b>	13 December 2016
<b>Function delegated</b>	Authority to designate a person or class of persons as Authorised Officers for the purpose of fulfilling prescribed functions of the <i>Public Health Act 2016</i> . Authority to issue Certificates of Authority to persons designated as Authorised Officers.
<b>Statutory power delegated</b>	<i>Public Health Act 2016</i> s.24 Designation of authorised officers s.30 Certificates of authority
<b>Statutory power of delegation</b>	<i>Public Health Act 2016</i> s.21 Enforcement agency may delegate
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	Nil
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	Nil
<b>Conditions</b>	1. The CEO may, at their discretion, refer any matter to Council for decision.



<b>CE-142     <i>Food Act 2008</i></b>	
<b>Date of adoption</b>	9 October 2012
<b>Function delegated</b>	That Council: 1. Delegates to the Chief Executive Officer the following powers: <ul style="list-style-type: none"> <li>• Appointment of authorised officers under s.122 of the Act;</li> <li>• Issue of certificates of authority under s.123 of the Act;</li> <li>• Appointment of designated officers under s.126(2), (6) and (7) of the Act to issue, extend time for payment or withdraw infringement notices.</li> </ul> 2. Delegates to the Director Statutory Services and the Manager Building and Health the following powers: <ul style="list-style-type: none"> <li>• Issue a prohibition order, issue a certificate of clearance; provide written notification not to issue a certificate of clearance approval under s. 65, 66 and 67 of the Act.</li> </ul> 3. Delegates to the Director Statutory Services, the Manager Building and Health and the <a href="#">Coordinator Health Service</a> the following powers: <ul style="list-style-type: none"> <li>• Grant, apply conditions, refuse, vary or cancel registration of a food business under s. 110 and 112 of the Act.</li> </ul>
<b>Statutory power delegated</b>	<i>Food Act 2008</i> s. 65, 66, 67, 110 and 112 s. 122, 123 and 126
<b>Statutory power of delegation</b>	<i>Food Act 2008</i> s.118
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	As specified above: <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Director Statutory Services</li> <li>• Manager Building and Health</li> <li>• <a href="#">Coordinator Health Service</a></li> </ul>
<b>Statutory power to sub-delegate</b>	Nil. The <i>Food Regulations 2009</i> do not provide the power to sub-delegate.
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Food Act 2008</i> and <i>Food Regulations 2009</i>



<b>CE-143     <i>Cat Act 2011</i></b>	
<b>Date of adoption</b>	12 November 2013
<b>Function delegated</b>	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Cat Act 2011</i> , except the power to deal with an objection (s.70).
<b>Statutory power delegated</b>	<i>Cat Act 2011</i> – refer to Schedule A
<b>Statutory power of delegation</b>	<i>Cat Act 2011</i> s.44 Delegation by local government
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Cat Act 2011</i> s.45 Delegation by CEO of local government
<b>CEO's sub-delegation to</b>	refer to Schedule A
<b>Compliance links</b>	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> Shire of Mundaring "Keeping of Cats" Local Law
<b>Conditions</b>	Nil

**CE-143: Schedule A**

<b>On-delegation reference</b>	<b>Function</b>	<b>Delegated to</b>	<b>On-delegated to</b>
<b>SS - 48</b>	<b><i>Cat Act 2011 – s.9</i></b> Refuse to grant or refuse to renew a cat registration.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 51</b>	<b><i>Cat Act 2011 – s.10(b)</i></b> Cancel the registration of a cat where the cat owner has been convicted of offences as prescribed.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 54</b>	<b><i>Cat Act 2011 – s.13</i></b> On refusal to grant or renew a registration of a cat or cancel a registration of a cat, notify the owner within seven (7) days of making the decision.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 55</b>	<b><i>Cat Act 2011 – s.26</i></b> Issue a cat control notice.	CEO	<ul style="list-style-type: none"> <li>• Community Safety Ranger</li> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>



<b>SS – 56</b>	<b>Cat Act 2011 – s.37(1) &amp; (2)</b> <b>Cat Regulations 2012 – r.22</b> Grant, refuse to grant, renew or refuse to renew an application to breed cats.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 57</b>	<b>Cat Act 2011 – s.37(3) &amp; (4)</b> Require an applicant to provide documents or information, within a specified time of not more than 21 days, required to determine a breeder application and require the applicant to verify the information by statutory declaration.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 58</b>	<b>Cat Act 2011 – s.38</b> Cancel an approval to breed.	CEO	<ul style="list-style-type: none"> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 59</b>	<b>Cat Act 2011 – s.39</b> Issue a certificate to an approved breeder.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 60</b>	<b>Cat Act 2011 – s.40</b> Notify the applicant of the decision to approve or decline the registration or approve or decline the breeder's application in writing within seven (7) days of making the decision.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 61</b>	<b>Cat Act 2011 – s.49(3)</b> Recover the costs associated with the destruction of a cat in a court of competent jurisdiction.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>



<b>CE-144 Appointment of Authorised and Approved Officers – Health (Asbestos) Regulations 1992</b>	
<b>Date of adoption</b>	14 February 2017
<b>Function delegated</b>	Authority to appoint persons or classes of persons as Authorised or Approved Officers for the purpose of issuing and managing infringement notices under the <i>Health (Asbestos) Regulations 1992</i> .
<b>Statutory power delegated</b>	<i>Health (Asbestos) Regulations 1992</i> r.15D(5) – Infringement notices
<b>Statutory power of delegation</b>	<i>Health (Asbestos) Regulations 1992</i> r.15D(7)
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	Nil
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	Nil
<b>Conditions</b>	Nil



<b>CE-147 Dog Act 1976</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Dog Act 1976</i> and authorises the Chief Executive Officer to further delegate the powers and duties.
<b>Statutory power delegated</b>	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
<b>Statutory power of delegation</b>	<i>Dog Act 1976</i> s.10AA Delegation of local government powers and duties
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Dog Act 1976</i> s. 10AA(3)
<b>CEO's sub-delegation to</b>	refer to Schedule A
<b>Compliance links</b>	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
<b>Conditions</b>	Nil

**CE-147: Schedule A**

<b>On-delegation reference</b>	<b>Function</b>	<b>Delegated to</b>	<b>On-delegated to</b>
<b>SS - 62</b>	<b><i>Dog Act 1976 – s.10A</i></b> Pay and direct a vet to sterilise a dog owned by an eligible person.	CEO	<ul style="list-style-type: none"> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety &amp; Emergency Management</li> <li>Director Statutory Services</li> </ul>
<b>SS – 63</b>	<b><i>Dog Act 1976 – s.11</i></b> Appoint person(s) to administer dog management facilities.	CEO	<ul style="list-style-type: none"> <li>Manager Community Safety &amp; Emergency Management</li> <li>Director Statutory Services</li> </ul>
<b>SS – 65</b>	<b><i>Dog Act 1976 – s.15</i></b> Discount or waive the registration fee for an individual dog or any class of dogs, except dangerous dogs.	CEO	No sub-delegation
<b>SS – 66</b>	<b><i>Dog Act 1976 – s.16</i></b> Refuse to effect, refuse to renew, cancel a dog registration in the prescribed circumstances and notify the applicant forthwith	CEO	<ul style="list-style-type: none"> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety &amp; Emergency Management</li> </ul>



	of the grounds upon which the decision was made. .		<ul style="list-style-type: none"> <li>• Director Statutory Services</li> </ul>
<b>SS – 68</b>	<b>Dog Act 1976 – s.17A</b> If no application for registration has been made, give written notice to the owner that a dog cannot be registered because of any of the prescribed reasons and inform the owner of right of review.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety &amp; Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 70</b>	<b>Dog Act 1976 – s.26(3)</b> Grant an exemption from the limit imposed on the number of dogs that can be kept.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety &amp; Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 71</b>	<b>Dog Act 1976 – s.27</b> Grant or cancel a kennel licence.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety &amp; Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 72</b>	<b>Dog Act 1976 – s.33H</b> Revoke a dangerous dog declaration or proposal to destroy a dangerous dog.	CEO	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> </ul>



<b>CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	<p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 of the <i>Local Government Act 1995</i> or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> <li>1. prevent <b>water</b> from dripping or running from a building;</li> <li>2. placing a <b>number</b> on a property to indicate an address;</li> <li>3. <b>repair</b> a public thoroughfare;</li> <li>4. ensure that land that adjoins a public thoroughfare is suitably <b>enclosed</b>;</li> <li>5. ensure unsightly land is enclosed;</li> <li>5A. ensure <b>overgrown vegetation, rubbish or disused material</b> is removed from land;</li> <li>6. take measures to prevent movement of <b>sand, rocks</b> etc;</li> <li>7. ensure that land adjoining a <b>public thoroughfare</b> is not overgrown;</li> <li>8. removing a <b>tree</b> or part that is obstructing a thoroughfare;</li> <li>9. ensuring that a tree that endangers any person is made safe (<b>dangerous tree</b>);</li> <li>10. taking specified measures to prevent damage to the public or property from <b>cyclonic activity</b>;</li> <li>11. remove <b>bees</b> that are a danger or a nuisance;</li> <li>12. ensure that <b>unsightly, dilapidated or dangerous fence</b> is modified or repaired;</li> <li>13. take measures to prevent <b>artificial light</b> or other light being omitted or reflected to remove a nuisance;</li> <li>14. make safe anything that is <b>obstructing a private thoroughfare</b>.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i>



	s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Infrastructure Services</li> <li>• Director Statutory Services</li> <li>• Director Corporate Services</li> <li>• Director Strategic and Community Services</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> Schedule 3.1 Powers under notices to owners or occupiers of land
<b>Conditions</b>	Nil

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<b>CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	The Chief Executive Officer is delegated the power to do anything considered necessary to achieve, so far as is practicable, the purpose for which a notice under section 3.25 of the <i>Local Government Act 1995</i> was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.26 Additional powers when notices given
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Infrastructure Services</li> <li>• Director Statutory Services</li> <li>• Director Corporate Services</li> <li>• Director Strategic and Community Services</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land Schedule 3.1 Powers under notices to owners or occupiers of land
<b>Conditions</b>	Nil



## Delegations to Committees of Council

<b>COM-46 Annual Meeting with Auditor</b>	
<b>Date of adoption</b>	26 September 2006
<b>Function delegated</b>	That Council delegates authority to the Audit and Risk Committee to meet with the auditor of the Shire of Mundaring at least once in every year to satisfy the requirement of s.7.12A(2) of the <i>Local Government Act 1995</i> .
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.7.12A(2) Duties of local government with respect to audits
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Audit and Risk Committee
<b>Statutory power to sub-delegate</b>	Nil
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	Department of Local Government and Communities Operational Guideline No. 9 – Audit in Local Government
<b>Conditions</b>	Nil. Sub-delegation is prohibited by s.7.1B





# DELEGATIONS REGISTER 2024

Adopted **Month Year**



<b>Review</b>		
<b>Reviewed by</b>	<b>Date approved</b>	<b>Council decision number</b>
Council	26 February 2013	C16.02.13
Council	25 February 2014	C17.02.14
Council	10 February 2015	C5.02.15
Council	9 February 2016	C9.02.16
Council	11 April 2017	C9.04.17
Council	13 February 2018	C28.02.18
Council	12 February 2019	C24.02.19
Council	10 March 2020	C25.03.20
Council	13 April 2021	C9.04.21
Council	10 May 2022	C10.05.22
Council	11 April 2023	C11.04.23
<b>Council</b>	<b>date</b>	<b>resolution</b>



## Introduction

The Delegations of Authority contained in this manual are made to the Chief Executive Officer pursuant to section 5.42 of the *Local Government Act 1995* (the Act) and to Committees pursuant to section 5.16. Where listed some of these functions are delegated by the Chief Executive Officer to Shire of Mundaring employees pursuant to section 5.44 of the Act. All delegations made by Council must be by **absolute majority** decision.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer (s. 5.43):

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount exceeding the amount determined by the local government.
- Any of the local government's powers under sections 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in section 9.5.
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or the Governor.
- Such other duties or powers as may be prescribed.

Furthermore the following regulations prescribe powers and duties which cannot be delegated to a CEO:

- Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
  - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
  - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

The Act allows for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. These powers cannot, however, be further sub-delegated (s. 5.44). The Act also allows the delegator to place conditions on any delegations if required.

A register of delegations, being this manual, is to be kept and reviewed at least once every financial year.



If a person is exercising a power or duty that they have been delegated, the Act requires them to keep records relating to the exercise of the power or discharge of the duty. The written record is to contain:

- How and when the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Each instrument of delegation in this register describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the function. Also included is a reference to related documents such as policies of Council, which may provide guidance in the exercise of the delegation.

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## Corporate Services

<b>CE-1 Payments from Trust and Municipal Fund</b>	
<b>Date of adoption</b>	22 July 1997
<b>Function delegated</b>	That Council delegates to the Chief Executive Officer the exercise of its power to make payments from the Trust Fund or Municipal Fund (this includes Reserves and Restricted Assets).
<b>Statutory power delegated</b>	<i>Local Government (Financial Management) Regulations 1996</i> r. 12(1)(a) Payments from municipal fund or trust fund
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government (Financial Management) Regulations 1996</i> r.5 Financial management duties of the CEO r.11 Payment of accounts r.13 Lists of accounts  CEO Policy: <ul style="list-style-type: none"> <li>• "Corporate Purchasing Card CEO Policy" (OP-58)</li> </ul> Procedure: <ul style="list-style-type: none"> <li>• "Issue and Use of Corporate Purchasing Cards Procedure" (Admin-29)</li> </ul>
<b>Conditions</b>	Nil



<b>CE-2 Investments</b>	
<b>Date of adoption</b>	23 July 1996
<b>Function delegated</b>	That the Chief Executive Officer be delegated authority to invest money held in the municipal or trust fund that is not for the time being required for any other purpose with financial institutions approved by Council.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> r.19 Management of investments
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Corporate Services</li> <li>• Manager Finance and Governance</li> </ul>
<b>Compliance links</b>	<p><i>Local Government Act 1995</i> s.6.14(2)(a) Comply with regulations <i>Local Government (Financial Management) Regulations 1996</i> r.19C Investment of money <i>Trustees Act 1962</i> Part III Investments</p> <p>Policy:</p> <ul style="list-style-type: none"> <li>• "Investments Policy" (FI-02)</li> </ul> <p>Procedure:</p> <ul style="list-style-type: none"> <li>• "Investments Procedure" (Admin-28)</li> </ul>
<b>Conditions</b>	Nil

<b>CE-74 Appointment of Authorised Persons</b>	
<b>Date of adoption</b>	25 February 2014
<b>Function delegated</b>	Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within: <ol style="list-style-type: none"> <li>1. the <i>Local Government Act 1995</i>;</li> <li>2. the <i>Caravan Parks and Camping Grounds Act 1995</i>;</li> <li>3. the <i>Cat Act 2011</i>;</li> <li>4. the <i>Cemeteries Act 1986</i>;</li> <li>5. the <i>Control of Vehicles (Off-road Areas) Act 1978</i>;</li> <li>6. the <i>Dog Act 1976</i>;</li> <li>7. subsidiary legislation made under the above Acts; and</li> <li>8. the Shire's Local Laws made under those Acts.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.24 Authorising persons under this subdivision s.9.10 Appointment of authorised persons
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> r.32A Excluded authorisations (Act s.9.2)
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The CEO may, at <del>his</del><u>their</u> discretion, refer any matter to Council for decision; and</li> <li>2. Details of any prosecutions under a Local Law must be provided to Council.</li> </ol>





<b>CE-117 Community Lease Agreements</b>	
<b>Date of adoption</b>	25 February 2014
<b>Function delegated</b>	<p>Authority to</p> <ol style="list-style-type: none"> <li>1. Renew existing lease agreements with charitable, benevolent, religious, cultural, educational, recreational, sporting, environmental or other similar groups or government agencies for properties that are owned or under the care, control and management of the Shire of Mundaring; and</li> <li>2. Negotiate new lease agreements with existing lessees whose lease has expired.</li> <li>3. Renegotiate minor variations* to clauses of existing lease agreements.</li> </ol> <p>* see definition below.</p>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s. 3.58 Disposing of property
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government (Functions and General) Regulations 1996</i> r.30 Dispositions of property excluded from Act s.3.58
<b>Conditions</b>	Delegated decision making must take into consideration <a href="#">Policy OR-24</a> "Community Leases Policy" (2.13).
<b>Definition</b>	<p>Minor variations includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Change of group name</li> <li>• Change of control</li> <li>• Change to timeframes (excluding legislated requirements).</li> </ul>



<b>CE-119 Appointment of Acting CEO</b>	
<b>Date of adoption</b>	22 May 2007
<b>Function delegated</b>	Authority to appoint an Acting Chief Executive Officer in accordance with "Acting Chief Executive Officer Policy" (AS-03) and for a period not exceeding three months.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> 5.36(1)(a) Local government employees
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Local Government (Administration) Regulations 1996</i> – r.18A(1)(b) – acting term not to exceed one year.  Policy: • "Acting Chief Executive Officer Policy" (AS-03)
<b>Conditions</b>	Appointment to be made in accordance with "Acting Chief Executive Officer Policy" (AS-03)



<b>CE-125 Write Off Debt</b>	
<b>Date of adoption</b>	22 July 2008
<b>Function delegated</b>	Authority to defer, waive, grant concession and conditions or write off any amount of money under section 6.12 of the <i>Local Government Act 1995</i> to a maximum of one thousand dollars (\$43,000).  <i>Note that s. 6.12(2) of the Local Government Act 1995 does not allow money owed to the Shire in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.</i>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Corporate Services</li> <li>• Manager Finance and Governance</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Director Corporate Services and Manager Finance and Governance are sub-delegated only to write off individual rate balances, which relate to penalty interest only, up to \$10 for administrative purposes.
<b>Compliance links</b>	<i>Local Government Act 1995</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Conditions</b>	Nil



<b>CE-152 Commercial Lease Agreements</b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Extend existing lease agreements with commercial tenants in accordance with the extension options provided for in the lease;</li> <li>2. Renegotiate minor variations* to clauses of existing lease agreements;</li> <li>3. Enact potential landlord actions*;</li> <li>4. Negotiate a new lease with existing commercial tenants.</li> </ol> <p>* see definitions below.</p>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.58
<b>Statutory power of delegation</b>	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	<ol style="list-style-type: none"> <li>1. In accordance with s.5.43 of the Act the maximum value of disposal by commercial lease is \$5,000,000 over the full term of any lease.</li> <li>2. Any re-negotiated rent cannot be less than 90% of the previous rent.</li> <li>3. A new lease negotiated with an existing tenant is limited to a maximum of a 10 year term including options.</li> </ol>
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<a href="#">n/aNil</a>
<b>CEO's conditions on sub-delegation</b>	<a href="#">n/aNil</a>
<b>Compliance links</b>	<p><i>Local Government Act 1995</i> s. 3.58.</p> <p>Strategy:</p> <ul style="list-style-type: none"> <li>• Investment Property Strategy</li> </ul> <p><a href="#">Policy: Management of Property Held for Investment Purposes Policy" (OR-20)</a></p>
<b>Definition</b>	<p>Minor variations includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Change of business name</li> <li>• Change of control</li> <li>• Change to timeframes (excluding legislated requirements).</li> </ul> <p>Landlord actions includes but is not limited to:</p>



	<ul style="list-style-type: none"><li>• approve assignment</li><li>• issue notices</li><li>• approve dealings on the land and sub leases</li><li>• approve actions with lease financiers (when required)</li></ul>
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<b>CE-153 Powers of Entry</b>	
<b>Date of adoption</b>	14 October 2014
<b>Function delegated</b>	Authority to: 1. Enter on to land to perform any function of the local government under Schedules 3.1 and 3.2 of the Act; 2. Give a notice of entry (s.3.32); 3. Seek and execute an entry under warrant (s.3.33); 4. Execute entry in an emergency (s.3.34) 5. Give notice and effect entry by opening a fence (s.3.36).
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Directory Statutory Services</li> <li>• Director Infrastructure Services</li> <li>• Manager Planning &amp; Environment</li> <li>• Manager Building &amp; Health</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Manager Operations</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> Part 3 Division 3 Subdivision 3, and specifically s.3.31 General procedure for entering property
<b>Conditions</b>	Nil



## Infrastructure Services

<b>CE-150 Performing Particular Things on Land which is not Local Government Property</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	<p>The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 of the <i>Local Government Act 1995</i> even though the land is not local government property and the local government does not have consent to do it, as follows:</p> <ol style="list-style-type: none"> <li>1. Carry out works for the <b>drainage of land</b>;</li> <li>2. Do <b>earthworks</b> or other works on land for preventing or reducing flooding;</li> <li>3. <b>Take from land</b> any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate;</li> <li>4. <b>Deposit and leave on land</b> adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require;</li> <li>5. Make a <b>temporary thoroughfare</b> through land for use by the public as a detour while work is being done on a public thoroughfare;</li> <li>6. Place on land <b>signs</b> to indicate the names of public thoroughfares;</li> <li>7. <b>Make safe a tree</b> that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.27 Particular things local governments can do on land that is not local government property
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Director Infrastructure Services</li> <li>• Manager Planning &amp; Environment</li> </ul>



	<ul style="list-style-type: none"> <li>• Manager Building &amp; Health</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Manager Operations</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> Schedule 3.2 Particular things local governments can do on land even though it is not local government property
<b>Conditions</b>	Nil

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<b>CE-151 Expressions of Interest and Tenders</b>	
<b>Date of adoption</b>	25 February 2014
<b>Function delegated</b>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. invite tenders though not required to do so [F&amp;G Reg. 13];</li> <li>2. determine the selection criteria for deciding which tender should be accepted [F&amp;G Reg. 14(2a)];</li> <li>3. determine the information to be disclosed to those interested in submitting a tender [F&amp;G Reg. 14(4)(a)];</li> <li>4. vary tender information after public notice of invitation to tender and before the close of tenders [F&amp;G Reg. 14(5)];</li> <li>5. accept or reject tenders [F&amp;G Reg. 18];</li> <li>6. accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract [F&amp;G Reg. 18 (6) and (7)];</li> <li>7. determine minor variations before entering into a contract [F&amp;G Reg. 20];</li> <li>8. vary a contract that has been entered into with a successful tenderer, provided the variation(s) do not change the scope of the original contract or increase the contract value beyond 10% [F&amp;G Reg. 21A(a)];</li> <li>9. exercise an extension option that was included in the original tender specification and contract in accordance with F&amp;G Reg. 11(2)(j) [F&amp;G Reg. 21A(b)];</li> <li>10. determine appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services [F&amp;G Reg. 21];</li> <li>11. consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G Reg. 23].</li> <li>12. Authority to establish a panel of pre-qualified suppliers to supply particular goods or services in accordance with Part 4 Division 3 of the F&amp;G Regulations.</li> </ol>
<b>Statutory power delegated</b>	<p><i>Local Government Act 1995</i> s. 3.57 Tenders for providing goods and services</p> <p><i>Local Government (Functions and General) Regulations 1996</i> r. 11 When tenders have to be publicly invited</p>



	<p>r. 13 Requirements when local government invites tenders though not required to do so</p> <p>r. 14(2a) and (5) Publicly inviting tenders, requirements for</p> <p>r. 18 Rejecting and accepting tenders</p> <p>r. 20 Variation of requirements before entry into contract</p> <p>r. 21A Varying a contract for the supply of goods and services</p> <p>r. 21 Limiting who can tender, procedure for</p> <p>r. 23 Rejecting and accepting expressions of interest to be acceptable tendered</p> <p>Division 3 Establish panels of pre-qualified suppliers</p>
<b>Statutory power of delegation</b>	<p><i>Local Government Act 1995</i></p> <p>s. 5.42 Delegation of some powers or duties to the CEO</p> <p>s. 5.43 Limitations on delegations to the CEO</p>
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	<p>Delegation to CEO:</p> <p><b>Selection Criteria</b> [F&amp;G Reg. 14(2a)];</p> <ol style="list-style-type: none"> <li>1. Selection criteria must be stated in the Request for Tender document and comply with the requirements of the regulations.</li> <li>2. Where the selection criteria has been determined by the CEO, Council is to accept or reject the tender.</li> </ol> <p><b>Accepting or Rejecting Tenders</b> [F&amp;G Reg. 18]</p> <ol style="list-style-type: none"> <li>3. Regular supply tenders* and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget;</li> <li>4. Other tenders: may only accept a tender where the consideration under the resulting contract is \$375,000 (excluding GST) or less and the item is identified in the adopted Annual Budget.</li> </ol> <p>* see definition below.</p>
<b>Statutory power to sub-delegate</b>	<p><i>Local Government Act 1995</i></p> <p>s. 5.44 CEO may delegate some powers and duties to other employees</p>
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Infrastructure Services (DIS)</li> <li>• Director Corporate Services (DCS)</li> <li>• Manager of Operations</li> <li>• Manager of Building Assets</li> <li>• Manager of Information Technology</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Sub-delegation to DIS and DCS includes all function delegated to the CEO.



	<p>Conditions include:</p> <ol style="list-style-type: none"> <li>1. Tender must be relevant to DIS's or DCS's area of responsibility.</li> </ol> <p><b>Selection Criteria</b> [F&amp;G Reg. 14(2a)];</p> <ol style="list-style-type: none"> <li>2. Selection criteria must be stated in the Request for Tender document and comply with the requirements of the regulations.</li> <li>3. Where the selection criteria has been determined by DIS or DCS, the CEO is to accept or reject the tender.</li> </ol> <p><b>Accepting or Rejecting Tenders</b> [F&amp;G Reg. 18]</p> <ol style="list-style-type: none"> <li>4. Regular supply tenders* and tenders for plant and vehicles: may accept the most advantageous tender for all items identified in the adopted Annual Budget;</li> <li>5. Other tenders: may only accept a tender where the consideration under the resulting contract is \$250,000 (excluding GST) or less and the item is identified in the adopted Annual Budget.</li> <li>6. Selection criteria must be recorded in the appropriate record and comply with the requirements of the regulations. Where the selection criteria has been approved by DIS or DCS, the CEO is to accept or reject the tender.</li> </ol> <p>* see definition below.</p> <p>Sub-delegation to Manager of Operations, Manager of Building Assets or Manager of Information Technology limited to:</p> <p><b>Selection Criteria</b> [F&amp;G Reg. 14(2a)];</p> <ol style="list-style-type: none"> <li>1. Tender must be relevant to Manager of Operations, Manager of Building Assets or Manager of Information Technology area of responsibility.</li> <li>2. Selection criteria must be stated in the Request for Tender document and comply with the requirements of the regulations.</li> <li>3. Where the selection criteria has been approved by Manager of Operations, Manager of Building Assets or Manager of Information Technology, DIS, DCS or the CEO is to accept or reject the tender.</li> </ol>
<p><b>Compliance links</b></p>	<p><i>Local Government (Functions and General) Regulations 1996</i>  Part 4 Division 2  r.31 Anti-avoidance provision for Act s.3.58</p> <p>Policy:</p> <ul style="list-style-type: none"> <li>• <a href="#">"Procurement Purchasing-Policy"</a> (XXXAS-04)</li> </ul> <p>Procedure:</p>



	<ul style="list-style-type: none"> <li>• “Ordering and Payment of Goods and Services Procedure” (Admin-30)</li> <li>• “Quotations for Purchase of Goods and Services Procedure” (Admin-31)</li> </ul>
<p><b>Definition</b></p>	<p>* Regular supply tenders means:</p> <ul style="list-style-type: none"> <li>• Waste and Recycling Services</li> <li>• Utilities – Energy, Gas and Water</li> <li>• Civil Engineering and Construction Services</li> <li>• Cleaning and Building Maintenance Services</li> <li>• Surveyor Services</li> <li>• Infrastructure Design and Investigation Services</li> <li>• Parks and Horticultural Services</li> <li>• Telecommunications</li> <li>• Information Technology Services</li> <li>• Recruitment Services</li> </ul>

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<b>CE-154 Graffiti Vandalism Act 2016</b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	All powers, duties and functions of a local government under the <i>Graffiti Vandalism Act 2016</i> .
<b>Statutory power delegated</b>	All powers, duties and functions of a local government under the <i>Graffiti Vandalism Act 2016</i> .
<b>Statutory power of delegation</b>	<i>Graffiti Vandalism Act 2016</i> s.16 – delegation by local government
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Graffiti Vandalism Act 2016</i> s.17 – delegation by CEO of local government
<b>CEO's sub-delegation to</b>	Director Infrastructure Services <a href="#">Director Statutory Services</a>
<b>Compliance links</b>	<i>Local Government Act 1995</i> Part 9 – Divisions 1 and 2
<b>Conditions</b>	Nil



## Statutory Services

<b>CE-14</b>	<b>Noise Control – Environmental Protection Notice [s. 65(1)]</b>
<b><i>ENVIRONMENTAL PROTECTION ACT 1986</i></b> <b>Section 20</b>	
DELEGATION No. 52	
Pursuant to section 20 of the <i>Environmental Protection Act 1986</i> , the Chief Executive Officer hereby delegates as follows—	
Powers and duties delegated—	
All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.	
Persons to whom delegation made—	
This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i> .	
Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i> , Delegation No. 32, dated 4 February 2000 is hereby revoked.	
Dated this 9 <sup>th</sup> day of January 2004.	
Approved—	
FERDINAND TROMP, A/Chief Executive Officer. Dr JUDY EDWARDS MLA, Minister for the Environment.	
Government Gazette 19 March 2004 – page 919.	



CE-15	Noise Control - Noise Management Plans [Reg. 13]
EV401*	<b>ENVIRONMENTAL PROTECTION ACT 1986</b>
	DELEGATION NO. 119
	I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of —
	a) Chief Executive Officer under the <i>Local Government Act 1995</i> ; and b) to any employee of a local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,
	all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> other than this power of delegation.
	Under section 59(1)(e) of the <i>Interpretation Act 1984</i> , Delegation No. 111, gazetted 20 December 2013, is hereby revoked.
	Dated the 1st day of May 2014. JASON BANKS, Acting Chief Executive Officer.
	Approved by — Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.



**CE-16 Noise Control - Noise Regulations**

***ENVIRONMENTAL PROTECTION ACT 1986***

DELEGATION NO. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to —

- a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;
- b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- c) community activities—noise control notices in respect of community noise under regulation 16;
- d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;
- e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;
- f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—
  - i. Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.  
JASON BANKS, Acting Chief Executive Officer.

Approved by —  
JOHN DAY, Acting Minister for Environment; Heritage.

Government Gazette 20 December 2013 - page 6282.





<b>CE-84 Local Planning Scheme No. 4</b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	Authority to exercise all powers and discharge all duties under: <ul style="list-style-type: none"> <li>a. the Deemed Provisions (Schedule 2) of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> and Local Planning Scheme No. 4 (LPS4);</li> <li>b. Clause 30 and clause 31 of the Metropolitan Region Scheme (WAPC reference: DEL 2017/02);</li> <li>c. <i>State Administrative Tribunal Act 2004</i> section 31.</li> </ul>
<b>Statutory power delegated</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Schedule 2 Deemed Provisions for local planning schemes; and  Local Planning Scheme No. 4.
<b>Statutory power of delegation</b>	<i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions for local planning schemes</i> - regulation 82.  Shire of Mundaring Local Planning Scheme No. 4 Clause 11.3.1.
<b>Delegator</b>	Council <a href="#">of the Shire of Mundaring</a>
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	Delegated employees - <ul style="list-style-type: none"> <li>1. cannot: <ul style="list-style-type: none"> <li>a. prepare, amend or revoke Local Planning Policies (cl. 3 – 6 Deemed Provisions and Part 2 of LPS4), unless the amendment is of an administrative nature only;</li> </ul> </li> <li>2. cannot determine applications involving: <ul style="list-style-type: none"> <li>a. the demolition of a building or structure listed on the <b>Shire's Heritage List</b> or on the <b>State Register of Heritage Places</b> (as amended);</li> <li>b. <b>Extractive Industry</b> uses;</li> <li>c. <b>telecommunications infrastructure</b> unless the proposal is a minor addition to an existing telecommunications installation;</li> <li>d. applications that propose an extension or expansion to <b>a non-conforming use</b>;</li> <li>e. <b>modifications to an existing approval issued by Council</b> that would be</li> </ul> </li> </ul>



	<p>inconsistent with the intent of Council's original decision;</p> <ol style="list-style-type: none"> <li>f. provide formal referral responses to the Western Australian Planning Commission for proposed <b>Structure Plans involving 35 or more lots</b>;</li> <li>g. a request from the State Administrative Tribunal for <b>reconsideration of a Council decision</b> under section 31 of the <i>State Administrative Tribunal Act 2004</i>;</li> <li>h. an application where an <b>objection/s</b> received during the advertising period, in the opinion of the Manager of Planning and Environment, remains relevant and may not be satisfactorily resolved by modifications or conditions.</li> </ol> <p>3. can refuse applications, where:</p> <ol style="list-style-type: none"> <li>a. an <b>'X' use</b> is proposed;</li> <li>b. a habitable building is proposed with an <b>unacceptable exposure to bushfire risk</b> (either Bushfire Attack Level 40 or Flamezone) where, in the opinion of the Manager of Planning and Environment, alternative and safer siting and design options exist;</li> <li>c. <b>clearing of Local Natural Area</b> identified as 'Protection' category is proposed and where, in the opinion of the Manager of Planning and Environment, it has not been sufficiently demonstrated that all alternative locations on the lot outside of any Local Natural Area are unviable, impractical or environmentally unsuitable;</li> <li>d. an <b>oversized outbuilding</b> where individual and/or total area is exceeded;</li> <li>e. <b>third party advertising</b> is proposed.</li> </ol> <p>Decisions under delegated authority cannot be made unless:</p> <ul style="list-style-type: none"> <li>• all councillors are notified of any proposals involving an 'A' use;</li> <li>• all councillors are informed of any 'Complex Development Applications' as defined within the <i>Shire's Advertising Planning Proposals Local Planning Policy PS-01</i>;</li> </ul> <p>Decisions made under delegated authority must be reported to elected members on a monthly basis.</p>
<p><b>Statutory power to sub-delegate</b></p>	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions for local planning schemes -</i></p>



	regulation 83. Shire of Mundaring Local Planning Scheme No. 4 Clause 11.3.2.
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Manager Planning &amp; Environment</li> <li>• Coordinator Statutory Planning</li> <li>• Coordinator Strategic Planning</li> <li>• Planning Officer</li> <li>• Planning Compliance Officer</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Council's conditions on delegation to the CEO, as above, apply.
<b>Compliance links</b>	All delegated planning decisions must be consistent with the intent of Council's adopted Local Planning Strategy and Local Planning Scheme and applicable Local Planning Policies.

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<b>CE-137      <i>Planning and Development Act 2005 – Illegal Development and Direction Notices</i></b>	
<b>Date of adoption</b>	13 April 2021
<b>Function delegated</b>	<ol style="list-style-type: none"> <li>1. Give a written direction or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a) to remove, pull down, take up or alter the development; and</li> <li>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work, to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> </ol>
<b>Statutory power delegated</b>	<i>Planning and Development Act 2005</i> s.14(2), (3) and (5)
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers and duties to the CEO
<b>Delegator</b>	Council <a href="#">of the Shire of Mundaring</a>
<b>Delegate</b>	Chief Executive Officer
<b>Council's conditions on delegation</b>	Any expenses incurred by the Shire in carrying out the works specified in a direction notice, shall be recovered from the person to whom the direction was given.
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 – CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Manager Planning and Environment</li> </ul>
<b>CEO's conditions on sub-delegation</b>	Any expenses incurred by the Shire in carrying out the works specified in a direction notice, shall be recovered from the person to whom the direction was given.
<b>Compliance links</b>	Part 13 of the <i>Planning and Development Act 2005</i>



<b>CE-155</b>	<b>Delegation of certain powers and functions of the Western Australian Planning Commission (WAPC) relating to the Metropolitan Region Scheme (MRS)</b>
<b>DEL 2017/02</b>	
As gazetted on 30 May 2017 and as amended. Current as at January 2021.	
<p><b>PLANNING AND DEVELOPMENT ACT 2005</b>  <b>INSTRUMENT OF DELEGATION</b>                  Del 2017/02 Powers of Local Governments and Department of Transport                  Metropolitan Region Scheme                  Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme</p>	
<b>Preamble</b>	
<p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function to an officer of a public authority or to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.</p>	
<b>Resolution under section 16 of the Act (delegation)</b>	
On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved –	
<ol style="list-style-type: none"> <li>1. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B.</li> <li>2. To delegate to the Managing Director, Policy, Planning and Investment – Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.</li> <li>3. To revoke its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled “DEL 2015/02 Powers of local governments and Department of Transport (MRS)” published in the <i>Government Gazette</i> on 18 December 2015, to give effect to this delegation.</li> </ol>	
<p>KERRINE BLENKINSOP, Secretary,                  Western Australian Planning Commission.</p>	



**PLANNING AND DEVELOPMENT ACT 2005  
INSTRUMENT OF DELEGATION**

**SECTION A – Types of Development**

**1. Development on zoned land**

Applications for development on land zoned under the MRS except –

- a) where the land is subject to a resolution under clause 32 of the MRS; or
- b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest; or
- e) in respect of public works undertaken by public authorities.

**2. Development on regional road reservations**

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road.

**SECTION B – Conditions**

**1. Referral requirements for development on land within or abutting a regional road reservation**

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP) as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

<b>Type of regional road reservation in the MRS</b>	<b>Classification on plans SP 693 (PRR) and SP 694 (ORR)</b>	<b>Referral Agency</b>
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on –

- a) the permissible vehicular access arrangements to the subject land via the regional road frontage



- **Category 1 road** means that frontage access is not allowed (control of access);
  - **Category 2 road** means that frontage access may be allowed subject to approval; and
- b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
- **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to a review by the agency that is responsible for planning of the regional road.

**“Category 1 road”** applies where regional roads –

- a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- b) are constructed or planned to an access controlled arterial standard, i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

**“Category 2 road”** applies where regional roads –

- a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- b) have direct frontage access to abutting properties due to historic development of the road and properties.

**“Category 3 road”** applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding –

- a) PRR Category 1, 2 and 3 – call Main Roads WA on 138 138.
- b) ORR Category 1, 2 and 3 – call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies in accordance with this instrument of delegation.

**Table 1 – Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)**

<b>Respective referral agency (as per Section B)</b>	
<b>Referral is required in these instances</b>	<b>Referral is not required in these instances</b>
1. Where a development application has one or more of the following characteristics – <ol style="list-style-type: none"> <li>Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or</li> <li>Development, which involves direct vehicle access to and/or from the regional road reservation.</li> </ol>	1. Where the local government first decided to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

**Table 2 – Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)**

<b>Respective referral agency (as per Section B)</b>	
<b>Referral is required in these instances</b>	<b>Referral is not required in these instances</b>
1. Where a development application has one or more of the following characteristics – <ol style="list-style-type: none"> <li>Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or</li> <li>Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or</li> <li>Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or</li> <li>Development, which proposed retention of an existing access between the subject land and the road reservation, where alternative access is or could be</li> </ol>	1. Where the local government first decided to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.





<p>made available from side or rear streets or from rights of way at rear; or</p> <p>e) Development on a lot affected by the regional road reservation where –</p> <ul style="list-style-type: none"> <li>• all or part of the proposed development is within the regional road reservation; and</li> <li>• has a construction value greater than \$20 000; or</li> </ul> <p>f) Development on a lot affected by the regional road reservation where –</p> <ul style="list-style-type: none"> <li>• none of the proposed development is within the road reservation; and</li> <li>• has a construction value greater than \$150 000.</li> </ul>	
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**Table 3 – Referral process of development applications with respect to Category 3 (PRR or ORR reservation in the MRS)**

<b>Respective referral agency (as per Section B)</b>	
<b>Referral is required in these instances</b>	<b>Referral is not required in these instances</b>
<p>1. All development applications, other than those where local government first decides to refuse it.</p>	<p>1. Where the local government first decides to refuse the application under the MRS.</p>

Notes –

- 1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC’s website: “Resolutions and instruments of delegation – WAPC Powers of local governments (MRS)”. (<http://www.planning.wa.gov.au/1212.asp>)
- 2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission’s DC Policy – *5.1 Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.  
(<http://www.planning.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- 3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC’s *Transport Impact Assessment Guidelines*. <http://www.planning.wa.gov.au/publications/1197.asp>.



- 4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of the Commission's *State Planning Policy – 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*.  
(<http://www.planning.wa.gov.au/publications/1182.asp>)
- 5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC *Policy 5.4 Advertising on Reserved Land*.  
(<http://www.planning.wa.gov.au/publications/825.asp>)
- a. Referral requirements for development on land abutting the Swan River Trust Development Control Area**
- Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.
- b. Referral requirements for development on land abutting other reservations**
- Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.
- In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.
- c. For the purpose of this Instrument of Delegation**
1. Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
  2. Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
  3. The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.



**Interpretation**

In this Instrument of Delegation, unless the context otherwise requires –

- A reference to a ‘position’ or ‘classification’ contemplates and includes a reference to its successor in title.
- “access” means both entry and exit from either a road or abutting development by a vehicle.
- “Commission” or “WAPC” means the “Western Australian Planning Commission”.
- “development” has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or “*development means the development or use of any land including –*
  - a. *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
  - b. *the carrying out on the land of any excavation or other works;*
  - c. *in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that –*
    - i. *is likely to change the character of that place or the external appearance of any building; or*
    - ii. *would constitute an irreversible alteration of the fabric of any building”.*
- “DoT” means the Department of Transport.
- “local road” means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- “not acceptable” means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia.
- “regional road” means any road under the region Scheme as follows –
  - land coloured red in the Scheme Map – Primary Regional Roads; and
  - land coloured dark blue in the Scheme Map – Other Regional Roads.
- “reserved land” means land reserved under Part II of the MRS.
- “road reservation” means land reserved for the purposes of a regional road in the MRS.
- “significant increase in traffic” means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission’s *Transport Impact Assessment Guidelines*.

<b>Delegator</b>	Council <a href="#">of the Shire of Mundaring</a>
<b>Delegate</b>	Chief Executive Officer
<b>CEO’s sub-delegation to</b>	Director Statutory Services Manager Planning & Environment



<b>CE-156</b>	<b>Delegation of certain powers and functions of the Western Australian Planning Commission relating to the <i>Strata Titles Act 1985</i></b>
<b>DEL 2020/01</b>	
As gazetted on 29 January 2021 and as amended.	
<b>PLANNING AND DEVELOPMENT ACT 2005</b> INSTRUMENT OF DELEGATION Del 2020/01 Powers of Local Governments	
Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the <i>Strata Titles Act 1985</i> .	
<b>Preamble</b>	
Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i> , delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.	
In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.	
<b>Resolution under section 16 of the Act (delegation)</b>	
On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED –	
A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of the Schedule, within their respective districts, subject to the conditions set out in clause 23 of Schedule 1;	
B. TO DELEGATE to local governments and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;	
C. TO AMEND “Del 2020/01 – Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.	
SAM FAGAN, Secretary, Western Australian Planning Commission.	
_____	



<b>Schedule 1</b>	
<p><b>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i></b>                      Power to determine applications under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that –</p> <ul style="list-style-type: none"> <li>a) propose the creation of a vacant lot;</li> <li>b) propose vacant air stratas in multi-tiered strata scheme developments;</li> <li>c) propose the creation or postponement of a leasehold scheme;</li> <li>d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the <i>Strata Titles Act 1985</i>);</li> <li>e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to –                             <ul style="list-style-type: none"> <li>i. a type of development; and/or</li> <li>ii. land within an area,</li> </ul>                             which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.                         </li> </ul>	
<p><b>2. Applications under sections 21 and 22 of the <i>Strata Titles Act 1985</i></b>                      Power to determine applications under –</p> <ul style="list-style-type: none"> <li>a) section 21 of the <i>Strata Titles Act 1985</i>;</li> <li>b) section 22 of the <i>Strata Titles Act 1985</i> where the amendment or repeal of scheme by-laws requires the approval of the WAPC.</li> </ul>	
<p><b>3. Reporting requirements</b>                      A local government that exercises the power referred to in clause 1 and/or clause 2 is to provide WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.</p>	
<b>Delegator</b>	Council <a href="#">of the Shire of Mundaring</a>
<b>Delegate</b>	Chief Executive Officer
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> <li>• Manager Planning &amp; Environment</li> </ul>



<b>CE-138    <i>Bush Fires Act 1954</i> Appointments</b>	
<b>Date of adoption</b>	9 August 2011
<b>Function delegated</b>	<ol style="list-style-type: none"> <li>1. That pursuant to the provisions of Section 48 of the <i>Bush Fires Act 1954</i>, Council delegates to the Chief Executive Officer the performance of its functions under the Act as detailed in ATTACHMENT 3 entitled "Delegations to Chief Executive Officer under the <i>Bush Fires Act 1954</i>";</li> <li>2. That pursuant to Section 59(3) and 59A of the <i>Bushfires Act 1954</i> the Manager Community Safety and Emergency Management, Coordinator Community Safety and Emergency Management and any person appointed to the position of Community Safety Ranger, Fire Protection Officer and Fire Hazard Inspection Officer are appointed to consider allegations of offences alleged to have been committed against the Act in the Shire of Mundaring and if the delegate thinks fit to institute and carry on proceedings in the name of the Shire of Mundaring against any person alleged to have committed those offences; <ol style="list-style-type: none"> <li>a. That pursuant to Section 17(10) of the <i>Bush Fires Act 1954</i> the Shire President and Chief Bush Fire Control Officer jointly are delegated to: (A) Vary the prohibited burning times in the whole of, or part of the Shire of Mundaring by shortening, extending, suspending, reimposing a period of prohibited burning times or by imposing a further period of prohibited burning times.</li> <li>b. Rescind or modify the variation upon receipt of a notice by the Shire of Mundaring from the Minister directing the Shire to rescind or modify such variation.</li> </ol> </li> </ol>
<b>Statutory power delegated</b>	<i>Bush Fires Act 1954</i>
<b>Statutory power of delegation</b>	<i>Bush Fires Act 1954</i> s.48, <a href="#">Delegation by local governments</a> s.17 <a href="#">Prohibited burning times may be declared by Minister</a> and s.18 <a href="#">Restricted burning times may be declared by FES Commissioner</a>
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	As specified above: <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> </ul>



	<ul style="list-style-type: none"> <li>• Manager Community Safety and Emergency Management</li> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Community Safety Rangers</li> <li>• Fire Protection Officers</li> <li>• Fire Hazard Inspection Officers</li> <li>• Shire President &amp; Chief Bush Fire Control Officer jointly</li> </ul>
<b>Statutory power to sub-delegate</b>	No statutory power to sub-delegate is provided in the <i>Bush Fires Act 1954</i>
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> <i>Bush Fires (Infringements) Regulations 1978</i>

**CE-138 Attachment 3**

<b>Delegations to the CEO under the <i>Bush Fires Act 1954</i> and the <i>Bush Fires Regulations 1954</i></b>	
<b>Section 13 (4)</b>	Authorise bush fire liaison officer or another person to take control of all operations in relation to a fire.
<b>Section 18 (5)</b>	Declare and vary restricted burning times and conditions.
<b>Section 18 (10A)</b>	Declare when and by whom bush may be burnt.
<b>Section 18 (10B)</b>	Determine date by which applications to set fire to bush are to be submitted and allocate day or days on which burning may take place.
<b>Section 18 (10C)</b>	Vary the notice required in relation to burning permitted under 10B.
<b>Section 22 (6)</b>	Arrange with the occupier of exempt land and the occupier of land adjoining exempt land to co-operate in burning firebreaks on the respective lands.
<b>Section 22 (7)</b>	Specify the dimensions of firebreaks required in association with burning to be conducted as per s. 22 (6).
<b>Section 23 (1) (b)</b>	During prohibited burning times permit the owner or occupier of land to burn bush on a road reserve adjoining his land or to burn bush on any of his land that is grass land, for the purpose of protecting pasture or crop growing on his land from damage by fire.



<b>Section 24F (2) (b) (ii)</b>	Give written permission during limited burning times to burn garden refuse in an incinerator where there is no inflammable material within 2 metres of the incinerator, a person is present until the fire is extinguished and when the fire is no longer required, it is completely extinguished by the application of water or earth.
<b>Section 24G (2)</b>	Prohibit or restrict the burning of garden refuse by notice published in the Gazette and a newspaper circulating in the district.
<b>Section 24G (5)</b>	Vary or cancel a notice issued under 24G (2).
<b>Section 25 (1) (a)</b>	Approve in writing the lighting of a fire for the purpose of camping or cooking at a time when the fire danger is catastrophic, extreme, severe or very high.
<b>Section 25 (1) (b)</b>	Approve the lighting of a fire in the restricted or prohibited burning times for the conversion of bush into charcoal or in or about a lime kiln.
<b>Section 25 (1a)</b>	Prohibit the lighting of fires in the open air for the purpose of camping or cooking during the prohibited burning times by notice published in the Government Gazette and in a newspaper circulating in the district.
<b>Section 25A (5)</b>	Notwithstanding any provision of this section issue a notice in writing on a person to whom a ministerial exemption has been granted prohibiting that person from lighting a fire to which the exemption relates.
<b>Section 27 (2)</b>	Permit the use of tractors the exhaust pipes of which are not vertical, so long as the other requirements specified in respect of a tractor in paragraph a) of subsection (1) and any notice under subsection (3) are complied with.
<b>Section 27 (3)</b>	Prohibit the operation of any tractor or self-propelled harvester that is not equipped with a fire extinguisher, by notice in a newspaper circulating in the district and by radio broadcast with coverage to the district and by display of such notice in prominent positions in the district.
<b>Section 27 (4)</b>	Vary or cancel a notice issued as per subsection (3).
<b>Section 28 (5)</b>	Recover the expenses of the local government incurred in extinguishing a fire where the occupier of the land on which the fire is situated has failed to take measures to extinguish it.



<b>Section 33 (1)</b>	Give notice to an owner or occupier of land by publishing a notice in the Government Gazette and in a newspaper circulating in the district requiring the installation and maintenance of fire breaks and to take other specified actions in relation to anything on the land which is conducive to the outbreak of a bush fire or the spread or extension of a bush fire.
<b>Section 33 (4)</b>	Direct a bush fire control officer, or any officer of the local government with required workmen or contractors to enter upon the land of an owner or occupier who fails or neglects to comply with the notice issued as per subsection (1) to carry out the works required.
<b>Section 33 (5)</b>	Ascertain and fix the amount of any costs incurred in carrying out works as per (4) and recover same in a court of competent jurisdiction as a debt due from the owner.
<b>Section 33 (6)</b>	At the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and recover the amount of the expense, if not paid on demand, from the owner or occupier in a court of competent jurisdiction.
<b>Section 38 (1) and (2A)</b>	Appoint such persons as considered necessary to be bush fire control officers including a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer and cause notice of such appointments to be published at least once in a newspaper circulating in the district.
<b>Section 38 (5A)</b>	Issue directions to a bush fire control officer or to an officer of a bush fire brigade to burn, subject to the provisions of the Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the Shire.
<b>Section 38 (8) and (9)</b>	Subject to DFES declaring the Shire an approved local government, appoint such numbers of senior bush fire control officers to the office of fire weather officer and define the part of the district in which each fire weather officer may exercise the powers conferred by the Act.
<b>Section 38 (10)</b>	Appoint one or more persons to be deputies of a fire weather officer appointed under (8) and (9).
<b>Section 46</b>	Prohibit or postpone the lighting of a fire where it is considered that the fire if lit would be or become a source of danger by escaping from the land on which it is proposed to be lit.
<b>Regulation 20</b>	Prohibit the issue of a permit to burn subterranean clover if such burning may be a source of danger to lands adjoining the land on which the proposed burning is to take place.



<b>CE-139 Building Act 2011 - Authorised Persons</b>	
<b>Date of adoption</b>	13 December 2011
<b>Function delegated</b>	Authority to 1. Designate an employee as an authorised person under s. 96(3) of the <i>Building Act 2011</i> ; and 2. Limit the powers of an authorised person by imposing conditions on a person's instrument of designation or by written notice and at any time revoke or vary such condition or notice.
<b>Statutory power delegated</b>	<i>Building Act 2011</i> s.96(3) Authorised persons s.99 Limitation on powers of authorised person
<b>Statutory power of delegation</b>	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
<b>CEO's sub-delegation to</b>	<a href="#">n/aNil</a>
<b>Compliance links</b>	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code
<b>Conditions</b>	CEO to be satisfied that authorised person is suitably qualified in accordance with s.5.36(3) of the <i>Local Government Act 1995</i> .



<b>CE-140</b>	<b><i>Building Act 2011 – Permits, Certificates, Orders and Records</i></b>
<b>Date of adoption</b>	13 December 2011
<b>Function delegated</b>	Authority for suitably qualified persons who, in the opinion of the Chief Executive Officer have the qualifications to undertake the roles and functions of a building surveyor, to administer <i>Building Act 2011</i> : s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27 Conditions imposed by permit authority s.55 Occupancy permits and building approval certificates, further information s.58 Grant of occupancy permit, building approval certificate s.62 Conditions imposed by permit authority s.65 Extension of period of duration s.110 Building orders s.117 Revocation of building order s.118 Permit authority may give effect to building order if non-compliance; and s.131 Inspection, copies of building records.
<b>Statutory power delegated</b>	<i>Building Act 2011</i> s. 20, 21, 22, 27, 55, 58, 62, 65, 110, 117, 118 and 131
<b>Statutory power of delegation</b>	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments – power to sub-delegate is limited to CEO's
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Manager Building and Health</li> <li>• <del>Senior Building Surveyor</del> <a href="#">Coordinator Building Service</a></li> <li>• Building Surveyor</li> </ul>
<b>Compliance links</b>	<i>Building Act 2011</i> <i>Building Regulations 2012</i> National Construction Code
<b>Conditions</b>	Nil



<b>CE-141</b>	<b>Appointment of Authorised Officers – <i>Public Health Act 2016</i></b>
<b>Date of adoption</b>	13 December 2016
<b>Function delegated</b>	Authority to designate a person or class of persons as Authorised Officers for the purpose of fulfilling prescribed functions of the <i>Public Health Act 2016</i> . Authority to issue Certificates of Authority to persons designated as Authorised Officers.
<b>Statutory power delegated</b>	<i>Public Health Act 2016</i> s.24 Designation of authorised officers s.30 Certificates of authority
<b>Statutory power of delegation</b>	<i>Public Health Act 2016</i> s.21 Enforcement agency may delegate
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	Nil/A
<b>CEO's sub-delegation to</b>	Nil/A
<b>Compliance links</b>	Nil/A
<b>Conditions</b>	1. The CEO may, at <del>his</del> <u>their</u> discretion, refer any matter to Council for decision.



<b>CE-142     <i>Food Act 2008</i></b>	
<b>Date of adoption</b>	9 October 2012
<b>Function delegated</b>	That Council: 1. Delegates to the Chief Executive Officer the following powers: <ul style="list-style-type: none"> <li>• Appointment of authorised officers under s.122 of the Act;</li> <li>• Issue of certificates of authority under s.123 of the Act;</li> <li>• Appointment of designated officers under s.126(2), (6) and (7) of the Act to issue, extend time for payment or withdraw infringement notices.</li> </ul> 2. Delegates to the Director Statutory Services and the Manager Building and Health the following powers: <ul style="list-style-type: none"> <li>• Issue a prohibition order, issue a certificate of clearance; provide written notification not to issue a certificate of clearance approval under s. 65, 66 and 67 of the Act.</li> </ul> 3. Delegates to the Director Statutory Services, the Manager Building and Health and the <a href="#">Coordinator Health Service Senior Environmental Health Officer</a> the following powers: <ul style="list-style-type: none"> <li>• Grant, apply conditions, refuse, vary or cancel registration of a food business under s. 110 and 112 of the Act.</li> </ul>
<b>Statutory power delegated</b>	<i>Food Act 2008</i> s. 65, 66, 67, 110 and 112 s. 122, 123 and 126
<b>Statutory power of delegation</b>	<i>Food Act 2008</i> s.118
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	As specified above: <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Director Statutory Services</li> <li>• Manager Building and Health</li> <li>• <a href="#">Coordinator Health Service Senior Environmental Health Officer</a></li> </ul>
<b>Statutory power to sub-delegate</b>	Nil. The <i>Food Regulations 2009</i> do not provide the power to sub-delegate.
<b>CEO's sub-delegation to</b>	<a href="#">n/a Nil</a>
<b>Compliance links</b>	<i>Food Act 2008</i> and <i>Food Regulations 2009</i>



<b>CE-143     <i>Cat Act 2011</i></b>	
<b>Date of adoption</b>	12 November 2013
<b>Function delegated</b>	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Cat Act 2011</i> , except the power to deal with an objection (s.70).
<b>Statutory power delegated</b>	<i>Cat Act 2011</i> – refer to Schedule A
<b>Statutory power of delegation</b>	<i>Cat Act 2011</i> s.44 Delegation by local government
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Cat Act 2011</i> s.45 Delegation by CEO of local government
<b>CEO's sub-delegation to</b>	refer to Schedule A
<b>Compliance links</b>	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> Shire of Mundaring "Keeping of Cats" Local Law
<b>Conditions</b>	Nil

**CE-143: Schedule A**

<b>On-delegation reference</b>	<b>Function</b>	<b>Delegated to</b>	<b>On-delegated to</b>
<b>SS - 48</b>	<b><i>Cat Act 2011 – s.9</i></b> Refuse to grant or refuse to renew a cat registration.	CEO	<ul style="list-style-type: none"> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety and Emergency Management</li> <li>Director Statutory Services</li> </ul>
<b>SS – 51</b>	<b><i>Cat Act 2011 – s.10(b)</i></b> Cancel the registration of a cat where the cat owner has been convicted of offences as prescribed.	CEO	<ul style="list-style-type: none"> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety and Emergency Management</li> <li>Director Statutory Services</li> </ul>
<b>SS – 54</b>	<b><i>Cat Act 2011 – s.13</i></b> On refusal to grant or renew a registration of a cat or cancel a registration of a cat, notify the owner within seven (7) days of making the decision.	CEO	<ul style="list-style-type: none"> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety and Emergency Management</li> <li>Director Statutory Services</li> </ul>
<b>SS – 55</b>	<b><i>Cat Act 2011 – s.26</i></b> Issue a cat control notice.	CEO	<ul style="list-style-type: none"> <li>Community Safety Ranger</li> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety and Emergency Management</li> <li>Director Statutory Services</li> </ul>



<b>SS – 56</b>	<b>Cat Act 2011 – s.37(1) &amp; (2)</b> <b>Cat Regulations 2012 – r.22</b> Grant, refuse to grant, renew or refuse to renew an application to breed cats.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 57</b>	<b>Cat Act 2011 – s.37(3) &amp; (4)</b> Require an applicant to provide documents or information, within a specified time of not more than 21 days, required to determine a breeder application and require the applicant to verify the information by statutory declaration.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 58</b>	<b>Cat Act 2011 – s.38</b> Cancel an approval to breed.	CEO	<ul style="list-style-type: none"> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 59</b>	<b>Cat Act 2011 – s.39</b> Issue a certificate to an approved breeder.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 60</b>	<b>Cat Act 2011 – s.40</b> Notify the applicant of the decision to approve or decline the registration or approve or decline the breeder's application in writing within seven (7) days of making the decision.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 61</b>	<b>Cat Act 2011 – s.49(3)</b> Recover the costs associated with the destruction of a cat in a court of competent jurisdiction.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety and Emergency Management</li> <li>• Director Statutory Services</li> </ul>

<b>CE-144 Appointment of Authorised and Approved Officers – Health (Asbestos) Regulations 1992</b>	
<b>Date of adoption</b>	14 February 2017
<b>Function delegated</b>	Authority to appoint persons or classes of persons as Authorised or Approved Officers for the purpose of issuing and managing infringement notices under the <i>Health (Asbestos) Regulations 1992</i> .
<b>Statutory power delegated</b>	<i>Health (Asbestos) Regulations 1992</i> r.15D(5) – Infringement notices
<b>Statutory power of delegation</b>	<i>Health (Asbestos) Regulations 1992</i> r.15D(7)
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	Nil/A
<b>CEO's sub-delegation to</b>	Nil/A
<b>Compliance links</b>	Nil/A
<b>Conditions</b>	Nil





<b>CE-147 Dog Act 1976</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	Council delegates to the Chief Executive Officer all the powers and duties of the local government under the <i>Dog Act 1976</i> and authorises the Chief Executive Officer to further delegate the powers and duties.
<b>Statutory power delegated</b>	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
<b>Statutory power of delegation</b>	<i>Dog Act 1976</i> s.10AA Delegation of local government powers and duties
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Dog Act 1976</i> s. 10AA(3)
<b>CEO's sub-delegation to</b>	refer to Schedule A
<b>Compliance links</b>	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
<b>Conditions</b>	Nil

### CE-147: Schedule A

On-delegation reference	Function	Delegated to	On-delegated to
SS - 62	<b><i>Dog Act 1976 – s.10A</i></b> Pay and direct a vet to sterilise a dog owned by an eligible person.	CEO	<ul style="list-style-type: none"> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety &amp; Emergency Management</li> <li>Director Statutory Services</li> </ul>
SS – 63	<b><i>Dog Act 1976 – s.11</i></b> Appoint person(s) to administer dog management facilities.	CEO	<ul style="list-style-type: none"> <li>Manager Community Safety &amp; Emergency Management</li> <li>Director Statutory Services</li> </ul>
SS – 65	<b><i>Dog Act 1976 – s.15</i></b> Discount or waive the registration fee for an individual dog or any class of dogs, except dangerous dogs.	CEO	No sub-delegation
SS – 66	<b><i>Dog Act 1976 – s.16</i></b> Refuse to effect, refuse to renew, cancel a dog registration in the prescribed circumstances and notify the applicant forthwith	CEO	<ul style="list-style-type: none"> <li>Coordinator Community Safety and Emergency Management</li> <li>Manager Community Safety &amp; Emergency Management</li> </ul>



	of the grounds upon which the decision was made. .		<ul style="list-style-type: none"> <li>• Director Statutory Services</li> </ul>
<b>SS – 68</b>	<b>Dog Act 1976 – s.17A</b> If no application for registration has been made, give written notice to the owner that a dog cannot be registered because of any of the prescribed reasons and inform the owner of right of review.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety &amp; Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 70</b>	<b>Dog Act 1976 – s.26(3)</b> Grant an exemption from the limit imposed on the number of dogs that can be kept.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety &amp; Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 71</b>	<b>Dog Act 1976 – s.27</b> Grant or cancel a kennel licence.	CEO	<ul style="list-style-type: none"> <li>• Coordinator Community Safety and Emergency Management</li> <li>• Manager Community Safety &amp; Emergency Management</li> <li>• Director Statutory Services</li> </ul>
<b>SS – 72</b>	<b>Dog Act 1976 – s.33H</b> Revoke a dangerous dog declaration or proposal to destroy a dangerous dog.	CEO	<ul style="list-style-type: none"> <li>• Director Statutory Services</li> </ul>



<b>CE-148 Serving Notices Requiring Certain Things to be Done by Owner or Occupier of Land</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	<p>The Chief Executive Officer is delegated the power to issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 of the <i>Local Government Act 1995</i> or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2 including the following:</p> <ol style="list-style-type: none"> <li>1. prevent <b>water</b> from dripping or running from a building;</li> <li>2. placing a <b>number</b> on a property to indicate an address;</li> <li>3. <b>repair</b> a public thoroughfare;</li> <li>4. ensure that land that adjoins a public thoroughfare is suitably <b>enclosed</b>;</li> <li>5. ensure unsightly land is enclosed;</li> <li>5A. ensure <b>overgrown vegetation, rubbish or disused material</b> is removed from land;</li> <li>6. take measures to prevent movement of <b>sand, rocks</b> etc;</li> <li>7. ensure that land adjoining a <b>public thoroughfare</b> is not overgrown;</li> <li>8. removing a <b>tree</b> or part that is obstructing a thoroughfare;</li> <li>9. ensuring that a tree that endangers any person is made safe (<b>dangerous tree</b>);</li> <li>10. taking specified measures to prevent damage to the public or property from <b>cyclonic activity</b>;</li> <li>11. remove <b>bees</b> that are a danger or a nuisance;</li> <li>12. ensure that <b>unsightly, dilapidated or dangerous fence</b> is modified or repaired;</li> <li>13. take measures to prevent <b>artificial light</b> or other light being omitted or reflected to remove a nuisance;</li> <li>14. make safe anything that is <b>obstructing a private thoroughfare</b>.</li> </ol>
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i>



	s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Infrastructure Services</li> <li>• Director Statutory Services</li> <li>• Director Corporate Services</li> <li>• Director Strategic and Community Services</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> Schedule 3.1 Powers under notices to owners or occupiers of land
<b>Conditions</b>	Nil

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<b>CE-149 Additional Powers When Notice is Given to the Owner or Occupier of Land Under Section 3.25</b>	
<b>Date of adoption</b>	28 January 2014
<b>Function delegated</b>	The Chief Executive Officer is delegated the power to do anything considered necessary to achieve, so far as is practicable, the purpose for which a notice under section 3.25 of the <i>Local Government Act 1995</i> was given, including recovering the cost of anything done as a debt due from the person who failed to comply with the notice.
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.3.26 Additional powers when notices given
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Chief Executive Officer
<b>Statutory power to sub-delegate</b>	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>CEO's sub-delegation to</b>	<ul style="list-style-type: none"> <li>• Director Infrastructure Services</li> <li>• Director Statutory Services</li> <li>• Director Corporate Services</li> <li>• Director Strategic and Community Services</li> </ul>
<b>Compliance links</b>	<i>Local Government Act 1995</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land Schedule 3.1 Powers under notices to owners or occupiers of land
<b>Conditions</b>	Nil



## Delegations to Committees of Council

<b>COM-46 Annual Meeting with Auditor</b>	
<b>Date of adoption</b>	26 September 2006
<b>Function delegated</b>	That Council delegates authority to the Audit and Risk Committee to meet with the auditor of the Shire of Mundaring at least once in every year to satisfy the requirement of s.7.12A(2) of the <i>Local Government Act 1995</i> .
<b>Statutory power delegated</b>	<i>Local Government Act 1995</i> s.7.12A(2) Duties of local government with respect to audits
<b>Statutory power of delegation</b>	<i>Local Government Act 1995</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
<b>Delegator</b>	Council of the Shire of Mundaring
<b>Delegate</b>	Audit and Risk Committee
<b>Statutory power to sub-delegate</b>	Nil
<b>CEO's sub-delegation to</b>	Nil
<b>Compliance links</b>	Department of Local Government and Communities Operational Guideline No. 9 – Audit in Local Government
<b>Conditions</b>	Nil. Sub-delegation is prohibited by s.7.1B



## 10.5 Sundry Debt Write Off

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<b>File Code</b>	FI.DRS
<b>Author</b>	Stan Kocian, Manager Finance and Governance
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	Nil

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### SUMMARY

It is requested that Council write off a sundry debt amount of \$2720, which relates to an invoice issued to sundry debtor 2387 in June 2021 for the cost of a Hazard Reduction burn undertaken by one of the brigades on behalf of the Shire at the debtor's address (was the property owner at the time).

### BACKGROUND

The timeline of events of this debt is as follows:

- November 2020 – The resident (and property owner at the time) was advised by written notice from the Shire that the property was non-compliant with the Shire's and requested action be taken.
- March 2021 – The resident (and property owner at the time) was advised by written notice from the Shire that a contractor had been engaged to complete works in order to address non-compliance. Later that month the resident was advised by written notice that contractor work had been undertaken and advised of incurred cost to be reimbursed to the Shire for works.
- June 2021 – An invoice was issued to the resident (and property owner at the time) for the cost of the works.
- September 2021 – The property was sold, however the outstanding debt was not listed as an outstanding charge against the land as part of the settlement process, which it should have been. Processes were subsequently put in place to ensure this type of charge is flagged against the property to ensure any amounts outstanding are recovered as part of the settlement process should the property be sold.
- December 2023 - The Shire engaged a debt collection agency for debt recovery services in relation to the matter. The agency attempted to contact the debtor with no success.
- January 2023 – The debt recovery agency attempted to contact the debtor again on two occasions with no success. The agency's services were discharged due to the lack of success in contacting debtor.

### STATUTORY / LEGAL IMPLICATIONS

Section 6.12(1) (c) of the *Local Government Act 1995* gives Council the power to write off any amount of money owed to the Shire of Mundaring.

The CEO has delegated authority to write off debts, excluding rates, up to \$1000 (delegation CE-125).

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## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The annual budget contains a nominal provision in the budget for the write off of sundry debts. As sundry debt write offs tend to be of a minor nature the annual provision is \$500. The proposed write off in this instance exceeds the annual budget allocation however this is not considered significant in the context of the Shire budget.

## STRATEGIC IMPLICATIONS

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

**Risk:** Financial. It is apparent that the Shire would have to expend further resources in pursuing this debt, which may not necessarily result in the Shire recovering the outstanding debt.

Likelihood	Consequence	Rating
Likely	Minor	Moderate
Action / Strategy		
Council approves writing off the outstanding debt.		

## CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
						✓

## EXTERNAL CONSULTATION

Nil

## COMMENT

It is apparent that the Shire would have to expend further resources in pursuing this debt, which may not necessarily result in the Shire recovering the outstanding debt. For this reason it is recommended that Council approves writing off \$2720 owed by sundry debtor 2387.



## **VOTING REQUIREMENT**

Simple Majority

### **OFFICER RECOMMENDATION**

That Council approves writing off \$2720 owed by sundry debtor 2387 as described in this report.

## 10.6 Monthly Financial Report for the period ended 31 March 2024

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<b>File Code</b>	FI.RPT2
<b>Author</b>	Stan Kocian, Manager Finance and Governance
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Monthly Financial Report for the period ended 31 March 2024 <a href="#">↓</a>

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### **PURPOSE**

The monthly financial report discloses the Shire's financial performance and financial position for the period ended 31 March 2024.

### **BACKGROUND**

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

The monthly financial report contains the statement of financial activity and the statement of financial position, which together with any accompanying documents are required 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.

### **STATUTORY / LEGAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Financial implications are in accordance with the approved reporting material variances (C19.08.23) 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 2023/24 financial year.

### **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

Strategy 4.4.6 – Sound financial and asset management

## SUSTAINABILITY IMPLICATIONS

Nil

## RISK IMPLICATIONS

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

## CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E- newsletter/ Community update	Advertisem ent	Nil
						✓

## EXTERNAL CONSULTATION

Nil

## COMMENT

The monthly financial report contains the following:

- Finance Dashboard with key financial indicators;
- Key financial information in graphical form;
- Statement of Financial Activity;
- Statement of Financial Position;
- Statement of Financial Activity Information, which includes a summary of the Shire’s net current asset position and closing budget position;
- Explanation of Material Variances;
- Cash and Financial Assets;
- Capital Acquisitions;
- Grants and Contributions; and
- Capital Revenue.

In relation to the material variances, “timing” differences are due to the monthly spread of the budget not matching the actual spread of revenue or expenditure. Timing differences will not result in a forecast adjustment. Where the material variance is flagged as “permanent” this indicates that a forecast adjustment to the annual budget is required or has been made.

The Shire's closing surplus as at 31 March 2024 was \$20,862,174 compared to a year to date budgeted surplus of \$15,049,758. The budgeted year end surplus is \$614,424 as per the original budget adopted by Council on 30 August 2023 (SC2.08.23). The mid-year budget review updated the forecast closing year end budget surplus to \$1,659,635 (C17.03.24).

## VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION

That Council notes:

1. the closing position of the Shire for the period ended 31 March 2024 is a surplus of \$20,862,174, compared to the year to date budgeted surplus of \$15,049,758; and
2. the explanation of material variances in the Statement of Financial Activity contained in Note 2 of **Attachment 1**.



**SHIRE OF MUNDARING**

**MONTHLY FINANCIAL REPORT**

**(Containing the required statement of financial activity and statement of financial position)  
For the period ended 31 March 2024**

**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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Note 6 Capital Revenue	14

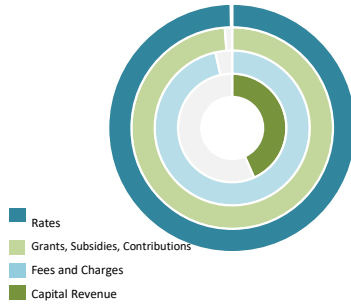
**SHIRE OF MUNDARING  
FINANCE DASHBOARD  
FOR THE PERIOD ENDED 31 MARCH 2024**

**Summary**

Actual Rates Raised \$32,445,870  
 Actual Rates Received \$27,369,850; 75% Collected  
 Actual Operating Revenue \$50,546,889  
 Actual Capital Grants \$1,691,267  
 Actual Operating Expenditure (\$42,265,926)  
 Actual Capital Expenditure (\$4,516,721)  
 Actual Proceeds from Sale of Assets \$294,104

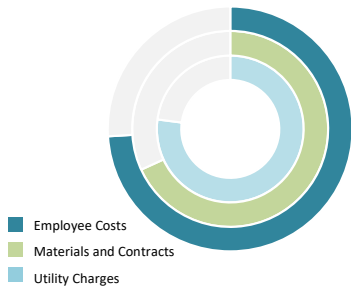
**Year to Date Revenue Actuals Compared to Annual Budget**

**YTD Revenue vs Annual Budget**



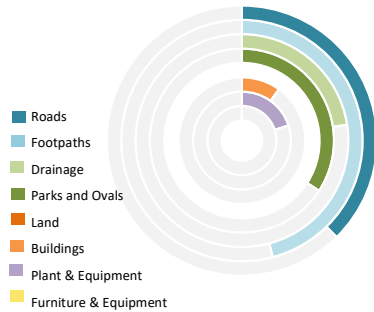
**Year to Date Expenditure Actuals Compared to Annual Budget**

**YTD Expenditure vs Annual Budget**



**Year to Date Capital Actuals Compared to Annual Budget**

**YTD Capital vs Annual Budget**



**Revised Closing Budget Surplus 30 June 2024**

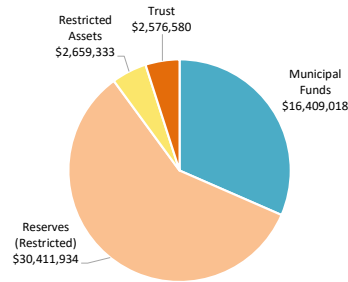
\$1,659,635

**YTD Actual Budget Surplus**

\$20,862,174

**Investments**

**Investments by Classification**



**Loans**

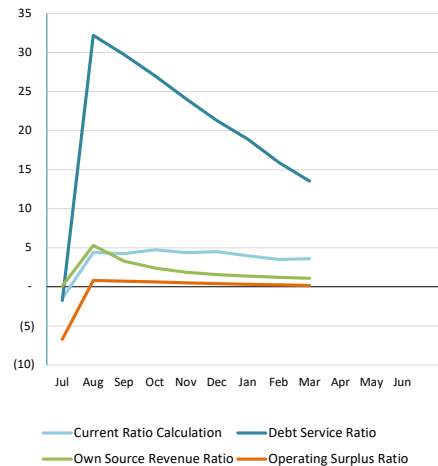
Actual Principal Outstanding \$7,888,067  
 Actual Principal Paid YTD (\$510,963)  
 Actual Interest Paid YTD (\$224,148)

**Rates Outstanding**

35 Properties with > \$10k outstanding  
 218 Properties with \$3k to \$10k outstanding  
 0 Properties where legal action commenced in 2023/24  
 257 Properties on alternative payment arrangements

**Financial Ratios**

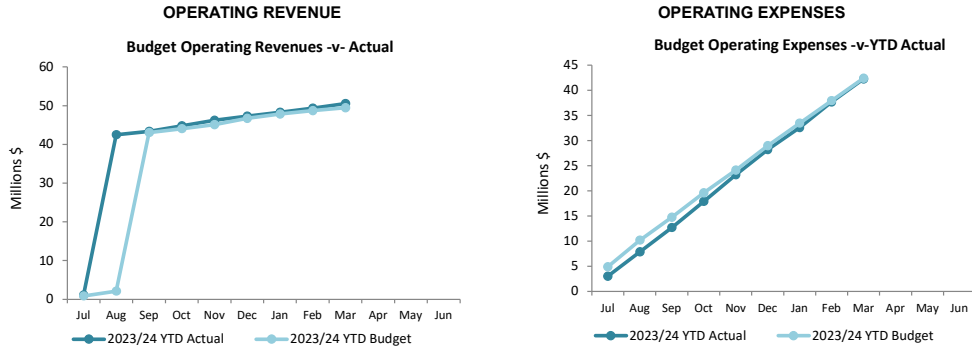
	Actual	Benchmark
Current Ratio	3.62	1
Debt Service Ratio	13.52	3
Own Source Revenue Ratio	0.92	>0.80
Operating Surplus Ratio	0.18	>0



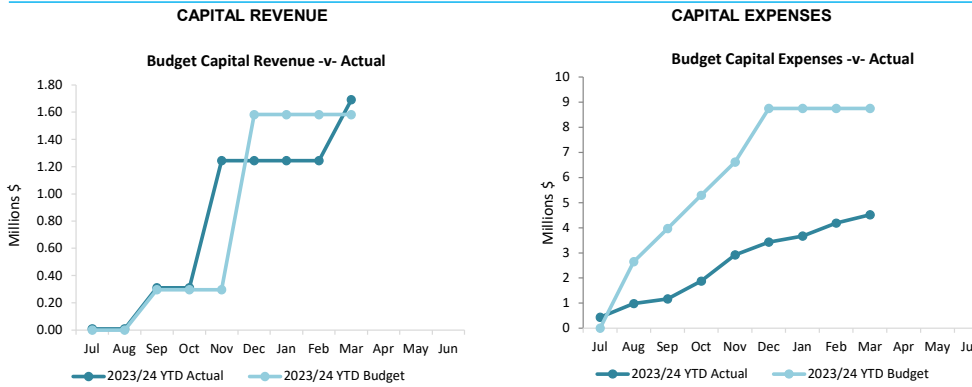
**SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**KEY INFORMATION - GRAPHICAL**

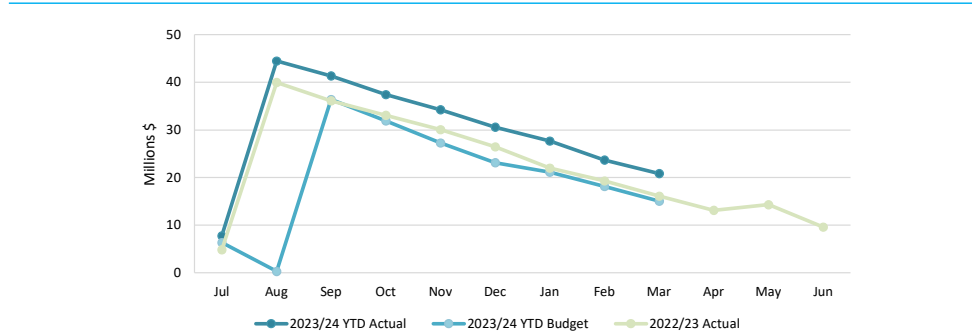
**OPERATING ACTIVITIES**



**INVESTING ACTIVITIES**



**CLOSING FUNDING SURPLUS/DEFICIT**



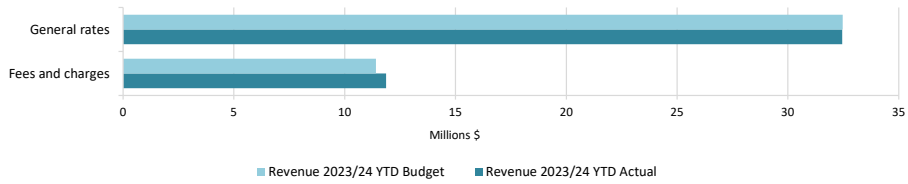
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

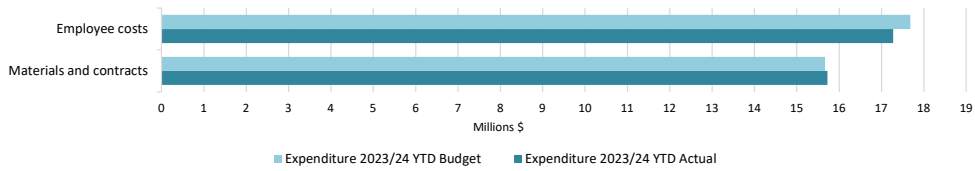
**KEY INFORMATION - GRAPHICAL (Continued)**

**OPERATING ACTIVITIES (Continued)**

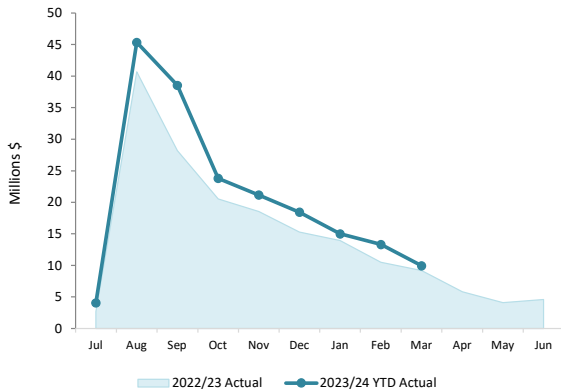
**Budget Operating Income -v- Actual by Nature and Type**



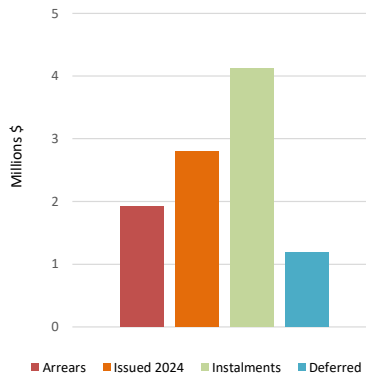
**Budget Operating Expenditure -v- Actual by Nature and Type**



**Rates and Sanitation Debtors**



**Outstanding Rates by Category**



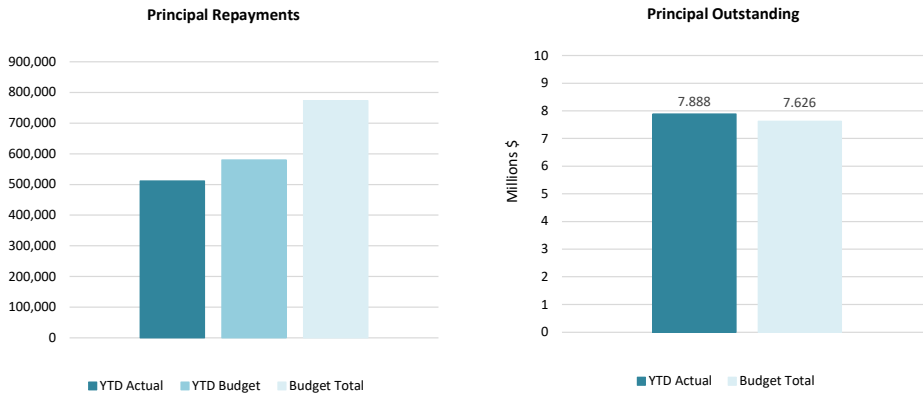
This information is to be read in conjunction with the accompanying Financial Statements and Notes.



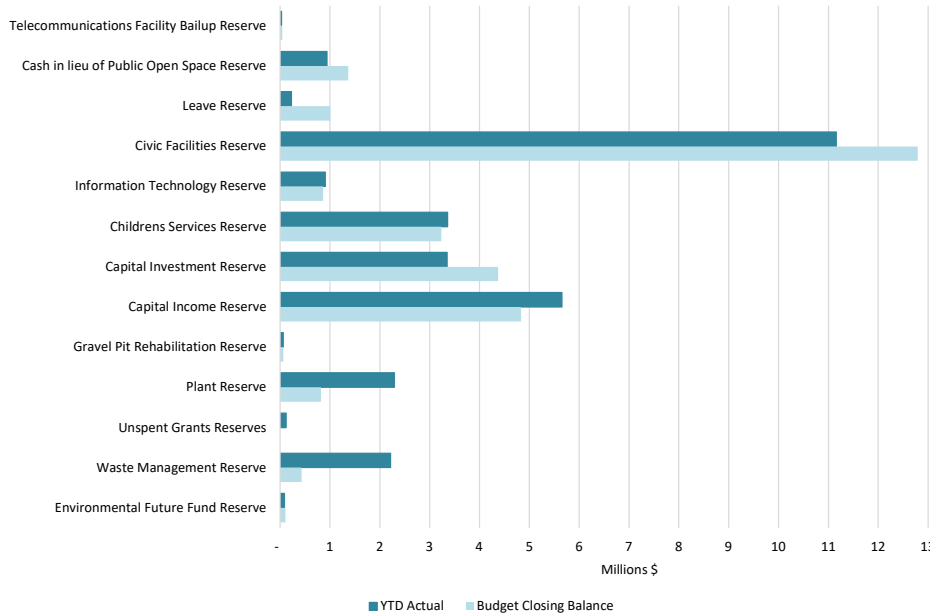
**SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**KEY INFORMATION - GRAPHICAL (Continued)**

**FINANCING ACTIVITIES  
BORROWINGS**



**RESERVES**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF MUNDARING  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2024

Supplementary Information	Adopted Budget	Revised Budget	YTD Budget	YTD Actual	Variance*	Variance*	Var.
	(a)	(b)	(b)	(c)	\$	%	
	\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	32,505,427	32,505,427	32,466,364	32,445,870	(20,494)	(0.06%)	▼
Grants, subsidies and contributions	4,118,215	5,144,797	2,951,311	4,070,237	1,118,926	37.91%	▲
Fees and charges	12,285,937	12,593,470	11,408,645	11,859,844	451,199	3.95%	▲
Interest revenue	1,427,000	1,427,000	1,070,256	966,944	(103,312)	(9.65%)	▼
Other revenue	1,261,417	1,510,048	924,735	1,142,381	217,646	23.54%	▲
Profit on asset disposals	620,000	61,614	620,000	61,613	(558,387)	(90.06%)	▼
	<b>52,217,996</b>	<b>53,242,356</b>	<b>49,441,311</b>	<b>50,546,889</b>	1,105,578	2.24%	
<b>Expenditure from operating activities</b>							
Employee costs	(23,338,795)	(23,099,502)	(17,682,400)	(17,278,859)	403,541	(2.28%)	▼
Materials and contracts	(23,060,660)	(23,915,359)	(15,668,786)	(15,724,837)	(56,051)	0.36%	▲
Utility charges	(1,383,021)	(1,407,508)	(1,048,085)	(1,066,182)	(18,097)	1.73%	▲
Depreciation	(8,456,170)	(8,677,604)	(6,234,763)	(6,430,656)	(195,893)	3.14%	▲
Finance costs	(340,263)	(340,263)	(248,850)	(224,148)	24,702	(9.93%)	▼
Insurance	(640,933)	(649,131)	(640,933)	(649,133)	(8,200)	1.28%	▲
Other expenditure	(1,144,792)	(1,095,541)	(876,982)	(869,083)	7,899	(0.90%)	▼
Loss on asset disposals	0	(21,028)	0	(23,028)	(23,028)	0.00%	▼
	<b>(58,364,634)</b>	<b>(59,205,936)</b>	<b>(42,400,799)</b>	<b>(42,265,926)</b>	134,873	(0.32%)	
Non-cash amounts excluded from operating activities	Note 1(b)						
	7,836,170	8,743,410	5,614,763	6,498,463	883,700	15.74%	▲
<b>Amount attributable to operating activities</b>	<b>1,689,532</b>	<b>2,779,830</b>	<b>12,655,275</b>	<b>14,779,426</b>	2,124,151	16.78%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	3,901,110	4,212,482	1,582,577	1,691,267	108,690	6.87%	▲
Proceeds from disposal of assets	2,183,594	1,183,594	1,705,896	294,104	(1,411,792)	(82.76%)	▼
	<b>6,084,704</b>	<b>5,396,076</b>	<b>3,288,473</b>	<b>1,985,371</b>	(1,303,102)	(39.63%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	(6,122,062)	(6,727,770)	(3,198,100)	(1,006,631)	2,191,469	(68.52%)	▼
Payments for construction of infrastructure	(9,761,577)	(9,683,985)	(5,550,827)	(3,510,091)	2,040,736	(36.76%)	▼
	<b>(15,883,639)</b>	<b>(16,411,755)</b>	<b>(8,748,927)</b>	<b>(4,516,721)</b>	4,232,206	(48.37%)	
<b>Amount attributable to investing activities</b>	<b>(9,798,935)</b>	<b>(11,015,679)</b>	<b>(5,460,454)</b>	<b>(2,531,350)</b>	2,929,104	53.64%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	7,210,631	7,735,731	240,000	48,788	(191,212)	(79.67%)	▼
	<b>7,210,631</b>	<b>7,735,731</b>	<b>240,000</b>	<b>48,788</b>	(191,212)	(79.67%)	
<b>Outflows from financing activities</b>							
Repayment of borrowings	(772,872)	(772,872)	(579,654)	(510,963)	68,691	(11.85%)	▼
Payments for principal portion of lease liabilities	(210,505)	(210,505)	0	0	0	0.00%	
Transfer to reserves	(7,204,268)	(6,458,885)	(1,506,250)	(525,742)	980,508	(65.10%)	▼
	<b>(8,187,645)</b>	<b>(7,442,262)</b>	<b>(2,085,904)</b>	<b>(1,036,705)</b>	1,049,199	50.30%	
<b>Amount attributable to financing activities</b>	<b>(977,014)</b>	<b>293,469</b>	<b>(1,845,904)</b>	<b>(987,917)</b>	857,987	46.48%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>							
	9,700,841	9,602,015	9,700,841	9,602,015	(98,826)	(1.02%)	▼
Amount attributable to operating activities	1,689,532	2,779,830	12,655,275	14,779,426	2,124,151	16.78%	▲
Amount attributable to investing activities	(9,798,935)	(11,015,679)	(5,460,454)	(2,531,350)	2,929,104	(53.64%)	▼
Amount attributable to financing activities	(977,014)	293,469	(1,845,904)	(987,917)	857,987	(46.48%)	▼
<b>Surplus or deficit after imposition of general rates</b>	<b>614,424</b>	<b>1,659,635</b>	<b>15,049,758</b>	<b>20,862,174</b>	5,812,416	38.62%	▲

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF MUNDARING  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 MARCH 2024**

	Supplementary Information	30 June 2023	31 March 2024
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	25,026,351	15,864,160
Trade and other receivables		6,079,082	10,589,341
Other financial assets		24,179,308	33,616,124
Inventories		123,569	96,917
Other assets		331,938	0
<b>TOTAL CURRENT ASSETS</b>		<b>55,740,248</b>	<b>60,166,542</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		1,344,682	1,238,290
Other financial assets		142,067	142,067
Investment in associate		20,305,412	20,305,412
Property, plant and equipment		88,553,160	86,753,846
Infrastructure		380,882,752	376,540,460
Right-of-use assets		576,355	576,354
<b>TOTAL NON-CURRENT ASSETS</b>		<b>491,804,428</b>	<b>485,556,429</b>
<b>TOTAL ASSETS</b>		<b>547,544,676</b>	<b>545,722,971</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables		12,393,469	5,082,650
Other liabilities		275,650	275,650
Lease liabilities		223,602	223,602
Borrowings		772,872	261,909
Employee related provisions		3,534,135	3,534,135
<b>TOTAL CURRENT LIABILITIES</b>		<b>17,199,728</b>	<b>9,377,946</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities		358,664	358,664
Borrowings		7,626,158	7,626,158
Employee related provisions		293,869	293,869
Other provisions		161,200	161,200
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>8,439,891</b>	<b>8,439,891</b>
<b>TOTAL LIABILITIES</b>		<b>25,639,619</b>	<b>17,817,837</b>
<b>NET ASSETS</b>		<b>521,905,057</b>	<b>527,905,134</b>
<b>EQUITY</b>			
Retained surplus		148,677,004	154,200,123
Reserve accounts		29,934,979	30,411,933
Revaluation surplus		343,293,074	343,293,078
<b>TOTAL EQUITY</b>		<b>521,905,057</b>	<b>527,905,134</b>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF MUNDARING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2024

## 1 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget	Last Year Closing	Year to Date
		2023/24	30 June 2023	31 Mar 2024
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>				
Cash and cash equivalents	3	\$ 3,990,760	\$ 25,026,351	\$ 15,864,160
Trade and other receivables		6,074,026	6,079,082	10,589,341
Other financial assets		36,122,118	24,179,308	33,616,124
Inventories		123,569	123,569	96,917
Other assets		331,938	331,938	0
		<u>46,642,411</u>	<u>55,740,248</u>	<u>60,166,542</u>
<b>Less: current liabilities</b>				
Trade and other payables		(12,289,586)	(12,393,469)	(5,082,650)
Other liabilities		(275,650)	(275,650)	(275,650)
Lease liabilities		(214,033)	(223,602)	(223,602)
Borrowings		(812,437)	(772,872)	(261,909)
Employee related provisions		(3,534,134)	(3,534,135)	(3,534,135)
Other provisions			0	0
		<u>(17,125,840)</u>	<u>(17,199,728)</u>	<u>(9,377,946)</u>
<b>Net current assets</b>		<b>29,516,571</b>	<b>38,540,520</b>	<b>50,788,596</b>
<b>Less: Total adjustments to net current assets</b>	Note 1(c)	<b>(28,902,147)</b>	<b>(28,938,505)</b>	<b>(29,926,422)</b>
<b>Closing funding surplus / (deficit)</b>		<b>614,424</b>	<b>9,602,015</b>	<b>20,862,174</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Adopted Budget	YTD Budget	YTD Actual
	\$	(a)	(b)
<b>Non-cash amounts excluded from operating activities</b>			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(620,000)	(620,000)	(61,613)
Add: Loss on asset disposals	0	0	23,028
Add: Depreciation	8,456,170	6,234,763	6,430,656
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates	0	0	106,392
<b>Total non-cash amounts excluded from operating activities</b>	<b>7,836,170</b>	<b>5,614,763</b>	<b>6,498,463</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget	Last Year Closing	Year to Date
	2023/24	30 June 2023	31 Mar 2024
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(29,928,617)	(29,934,979)	(30,411,933)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	812,437	772,872	261,909
- Current portion of lease liabilities	214,033	223,602	223,602
<b>Total adjustments to net current assets</b>	<b>(28,902,147)</b>	<b>(28,938,505)</b>	<b>(29,926,422)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF MUNDARING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2024

2 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 actual materially.  
The material variance for revenue adopted by Council for the 2023-24 year is \$50,000 or 10% whichever is the greater.  
The material variance for expenses adopted by Council for the 2023-24 year is \$100,000 or 10% whichever is the greater.

Description	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>			
<b>General rates</b>	(20,494)	(0.06%)	▼
Within variance threshold.			
<b>Grants, subsidies and contributions</b>	1,118,926	37.91%	▲
Additional Bushfire Mitigation Activity Grant Funding of \$120,000 received and additional \$250,000 acquitted earlier than budgeted - adjusted in the Mid-Year Budget Review. Child Care Subsidy Grants \$60,428 greater than YTD Budget. Midvale Hub Funding \$138,477 greater than YTD Budget. IAS Funding of \$141,858 received earlier than budgeted. FOGO Grant (from DWER) of \$159,200 not included in budget - adjusted in the Mid-Year Budget Review.			
<b>Fees and charges</b>	451,199	3.95%	▲
Childcare fees income \$238,833 greater than YTD Budget - adjusted in the Mid-Year Budget Review. Statutory Building licence fees \$40,426 greater than YTD Budget. Pools income \$54,630 greater than YTD Budget. Bin fees \$68,253 greater than YTD Budget.			
<b>Interest revenue</b>	(103,312)	(9.65%)	▼
Impact of the reversal on interest accrued as at 30 June 2023 - \$411k. Variance will reduce as interest is earned and recognised (as term deposits mature) during 2023/24.			
<b>Other revenue</b>	217,646	23.54%	▲
Reimbursement of leave from other councils \$26,095 greater than YTD Budget. Reimbursement of Workers Compensation payments \$101,171 greater than YTD Budget - adjusted in the Mid-Year Budget Review. MECPC Recoup of Programs income \$23,500 greater than YTD Budget. Sales of Recoverable Waste \$29,497 not included in Budget - adjusted in the Mid-Year Budget Review.			
<b>Profit on asset disposals</b>	(558,387)	(90.06%)	▼
Sale of Scott Street Property will no longer occur - adjusted in Mid-Year Budget Review.			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	403,541	(2.28%)	▼
Within variance threshold.			
<b>Materials and contracts</b>	(56,051)	0.36%	▲
Within variance threshold.			
<b>Utility charges</b>	(18,097)	1.73%	▲
Within variance threshold.			
<b>Depreciation</b>	(195,893)	3.14%	▲
Within variance threshold.			
<b>Finance costs</b>	24,702	(9.93%)	▼
Relates to the timing of loans repayments, current month payment not due until 1st of following month.			
<b>Insurance</b>	(8,200)	1.28%	▲
Within variance threshold.			
<b>Other expenditure</b>	7,899	(0.90%)	▼
Within variance threshold.			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	108,690	6.87%	▲
Relates to timing of multiple grants - see Note 6.			
<b>Proceeds from disposal of assets</b>	(1,411,792)	(82.76%)	▼
Sale of Scott Street Property will not occur - adjusted in Mid-Year Budget Review. Relates to timing of plant disposals - see Note 6.			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	2,191,469	(68.52%)	▼
Variances due to timing of plant replacements - see Note 4.			
<b>Payments for construction of infrastructure</b>	2,040,736	(36.76%)	▼
Variances spread over numerous projects - see Note 4.			
<b>Inflows from financing activities</b>			
<b>Transfer from reserves</b>	(191,212)	(79.67%)	▼
Only transfers from Leave Reserve have occurred - the majority of reserves transfers will occur at year end.			
<b>Outflows from financing activities</b>			
<b>Repayment of borrowings</b>	68,691	(11.85%)	▼
Relates to the timing of loans repayments, current month payment not due until 1st of following month.			
<b>Payments for principal portion of lease liabilities</b>	0	0.00%	
Within variance threshold.			
<b>Transfer to reserves</b>	980,508	(65.10%)	▼
Proceeds for Scott Street were budgeted to be transferred to reserves.			
<b>Surplus or deficit at the start of the financial year</b>	(98,826)	(1.02%)	▼
Year end accrual of expenses as at 30 June 2023 for \$104,133 was not accounted for in the budget brought forward.			
<b>Surplus or deficit after imposition of general rates</b>	5,812,416	38.62%	▲
Due to variances described above			

| 9

**SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Bank	Cash and cash equivalents	622,955	0	622,955	0	Bendigo	Variable	n/a
Municipal Investment	Cash and cash equivalents	4,656,496	0	4,656,496	0	Bendigo	Variable	n/a
Municipal Term Deposit	Financial assets at amortised cost	3,048,526	0	3,048,526	0	Suncorp	4.98%	1/05/2024
Municipal Term Deposit	Financial assets at amortised cost	4,081,041	0	4,081,041	0	Suncorp	4.93%	14/03/2024
Municipal Term Deposit	Financial assets at amortised cost	4,000,000	0	4,000,000	0	CBA	4.87%	23/04/2024
Reserve Investment	Cash and cash equivalents	0	795,810	795,810	0	Bendigo	Variable	n/a
Reserve Term Deposit	Financial assets at amortised cost	0	3,693,416	3,693,416	0	Bendigo	5.40%	19/06/2024
Reserve Term Deposit	Financial assets at amortised cost	0	4,073,755	4,073,755	0	NAB	5.10%	2/04/2024
Reserve Term Deposit	Financial assets at amortised cost	0	4,945,393	4,945,393	0	Westpac	4.35%	21/03/2024
Reserve Term Deposit	Financial assets at amortised cost	0	2,657,549	2,657,549	0	NAB	5.30%	22/10/2024
Reserve Term Deposit	Financial assets at amortised cost	0	4,246,011	4,246,011	0	NAB	5.10%	18/02/2025
Reserve Term Deposit	Financial assets at amortised cost	0	5,000,000	5,000,000	0	Suncorp	5.22%	25/09/2024
Reserve Term Deposit	Financial assets at amortised cost	0	5,000,000	5,000,000	0	CBA	5.24%	26/06/2024
Restricted Asset	Cash and cash equivalents	0	2,659,333	2,659,333	0	Bendigo	Variable	n/a
Trust Investment	Cash and cash equivalents	0	0	0	2,576,580	Bendigo	Variable	n/a
<b>Total</b>		<b>16,409,018</b>	<b>33,071,267</b>	<b>49,480,285</b>	<b>2,576,580</b>			
<b>Comprising</b>								
Cash and cash equivalents		5,279,451	3,455,143	8,734,594	2,576,580			
Financial assets at amortised cost		11,129,567	29,616,124	40,745,691	0			
		<b>16,409,018</b>	<b>33,071,267</b>	<b>49,480,285</b>	<b>2,576,580</b>			

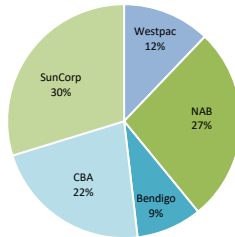
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**Term Deposit Spread  
by Financial Institution**



Term Deposit Spread - Can't be greater than 35% for any one Financial Institution

Westpac	4,945,393	12%
NAB	10,977,315	27%
Bendigo	3,693,416	9%
CBA	9,000,000	22%
SunCorp	12,129,567	30%
	<b>40,745,691</b>	<b>100%</b>

SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

4 CAPITAL ACQUISITIONS - DETAILED

Account Description	Adopted		YTD Actual	Variance (Under)/Over	Variance incl Commitments
	Budget	YTD Budget			
	\$	\$	\$	\$	
<b>Land</b>					
	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Buildings</b>					
** AFM Library - Office Walls & Partitions Works	6,000	3,000	13,696	7,696	
Boya Oval Changeroom/Kiosk Upgrade	60,000	60,000	22,830	(37,170)	
Brown Park Community Centre - Building Works	272,000	136,000	7,020	(264,980)	
Bruce Douglas - Replace Floor/Wall Tiles and Fitting	20,000	10,000	0	(20,000)	
CDS Shed - Coppin Road T/S - New CCTV System Installation	50,000	25,000	0	(50,000)	
Changerooms Upgrade - Bilgoman Pool	550,000	275,000	51,458	(498,543)	
Disability Access Work - Implementation Plan	24,000	24,000	1,500	(22,500)	
Energy Emissions Reduction - Multiple Buildings	98,000	98,000	0	(98,000)	
Mt Helena Oval - Changeroom Upgrade	30,000	15,000	173	(29,827)	
Mt Helena Playgroup Building - Upgrade Kitchen & Bathroom	60,000	30,000	0	(60,000)	
Octagonal Hall - Front Wall Repairs	20,000	10,000	0	(20,000)	
** Operations Centre - Store Room Upgrade	15,000	7,500	41,332	26,332	
Operations Centre - Office Layout & Work Station Adjustments	20,000	10,000	0	(20,000)	
Operations Centre - Upgrade Chemical Storage Facilities	30,000	15,000	0	(30,000)	
** Parkerville Hall - Disability Access Works	275,000	137,500	19,940	(255,060)	
Parkerville VBFB - Building Works	25,000	12,500	0	(25,000)	
Wooroloo Hall - Building Works	7,881	3,940	0	(7,881)	
Wooroloo VBFB - Building Works	25,000	12,500	0	(25,000)	
<b>Total</b>	<b>1,587,881</b>	<b>884,940</b>	<b>157,949</b>	<b>(1,429,932)</b>	<b>7,624</b>
<b>Furniture and Equipment</b>					
Administration/Civic Centre - New Work Stations	30,000	15,000	0	(30,000)	
Art Acquisition Program	12,000	12,000	0	(12,000)	
Council Chambers - Install New Audio & Visual Equipment	200,000	100,000	0	(200,000)	
Council Chambers - New Furniture & Equipment	25,000	12,500	0	(25,000)	
Operations Centre - Upgrade Chemical Storage Facilities	21,500	14,000	0	(21,500)	
<b>Total</b>	<b>288,500</b>	<b>153,500</b>	<b>0</b>	<b>(288,500)</b>	<b>(288,500)</b>
<b>Plant and Equipment</b>					
Plant Replacement Program 2021-22	541,160	541,160	289,581	(251,579)	
** Plant Replacement Program 2022-23	1,557,000	1,557,000	497,009	(1,059,991)	
Plant Replacement Program 2023-24	2,086,021	0	62,092	(2,023,929)	
Mt Helena Aquatic Centre - Replace Pool Cleaner	11,500	11,500	0	(11,500)	
Upgrade/Renew Fuel Dispensing System	50,000	50,000	0	(50,000)	
<b>Total</b>	<b>4,245,681</b>	<b>2,159,660</b>	<b>848,682</b>	<b>(3,396,999)</b>	<b>(2,344,185)</b>
<b>Infrastructure</b>					
<b>Roads</b>					
Bailey Road - Road Renewal	23,000	11,500	0	(23,000)	
Bailup Road (MRRG 22/23) - Jardine Ct To Rahnie Rd	241,555	241,555	0	(241,555)	
Bailup Road Bridge - Repairs	25,000	25,000	0	(25,000)	
Barlow Street - Road Renewal	69,500	34,750	52,244	(17,256)	
Barratt Road - Road Renewal	26,000	13,000	20,048	(5,952)	
Barusella Road - Drainage Works	15,000	0	0	(15,000)	
Brooking Road (MRRG 22/23) - GEH N To Culvert Cr	83,313	83,313	(1,805)	(85,118)	
Brooking Road Extension (MRRG 20/21)	20,000	20,000	3,000	(17,000)	
Burkinshaw Road Bridge - Repairs	40,000	0	0	(40,000)	
Casino Road (West) - Road Renewal	58,000	29,000	0	(58,000)	
Craig Street - Embayments - Road Kerb	40,000	40,000	0	(40,000)	
Denholme Place - Road Renewal	40,500	20,250	126	(40,374)	
Dinsdale Road (North) - Road Renewal	50,500	25,250	76	(50,424)	
Dinsdale Road (South) - Road Renewal	35,500	17,750	28,244	(7,256)	
Dreghorn Road - Road Renewal	67,000	33,500	68,217	1,217	
Duval Road - Road Renewal	46,500	23,250	39,476	(7,024)	
Ealy Street - Road Renewal	210,000	210,000	426,985	216,985	
Fire Access - Falls Rd To Richardson Rd - Road Surface	130,000	0	400	(129,600)	
Fire Access - Reservoir Rd To Rosedale Rd - Road Surface	85,000	85,000	0	(85,000)	
Flora Road - Road Renewal	60,600	30,300	39,953	(20,647)	
** GEH Service Road (Greenmount) - Road Renewal	85,000	42,500	2,053	(82,947)	
Glen Road - Reconstruct Road from Maslin Rd to Victor Rd	30,000	0	0	(30,000)	
Honeyeater Glade - Seal Road	220,000	110,000	400	(219,600)	
** Iron Road - Rehab Widening	40,000	40,000	63,731	23,731	
** Jacoby St - Parking Embayments Danny Wimperus - Road Pavement	0	0	4,032	4,032	
Katherine St (MRRG 22/23) - Wilkins To Noel	514,000	514,000	61,702	(452,298)	
Kerun Road - Seal Road	60,000	30,000	38,439	(21,561)	
** Marnie Road - Recon (Parking Embayment/Turnaround)	300,000	300,000	14,565	(285,435)	
** Mivcar Road - Upgrade and Remove Deflections - Road Pavement	105,000	105,000	144,646	39,646	
** Morrison Road (B) West Bound (from Farrall Road to Roe Hwy) - Road	0	0	0	0	
** Morrison Road (C) East Bound (Roe Hwy to Farrall Rd) - Road Renewal	520,000	260,000	6,088	(513,913)	
** Morrison Road (Railway Line East 980m) - Road Renewal	640,000	320,000	4,100	(635,900)	
Mundaring Cemetery Development	70,000	60,000	36,022	(33,978)	
New Bus Shelters	40,000	20,000	0	(40,000)	
Oliver Street - Road Renewal	65,000	32,500	46,008	(18,992)	
Outlook Close - Road Renewal	85,000	42,500	75,937	(9,063)	
** Oxley Road Hovea - Road Renewal	15,000	7,500	18,419	3,419	
Park Road - Road Renewal	37,000	18,500	27,473	(9,527)	
Prosperity Road - Shoulder Improvements	86,000	43,000	6,973	(79,027)	
** Rhine Way - Road Renewal	105,500	52,750	33,600	(71,900)	
Richard Road - Construct Turnaround	65,000	0	0	(65,000)	
** Sawyers Valley Bridge - Repairs	15,000	0	0	(15,000)	
Scott Street Bridge Upgrade	116,798	116,798	0	(116,798)	
Short Street - Road Renewal	70,000	35,000	49,415	(20,585)	
** Swan View Road (Morrison Rd to York Rd) - Road Renewal	650,000	325,000	676,738	26,738	
Ten Acre Way - Road Renewal	46,400	23,200	0	(46,400)	
Towerhill Court - Road Renewal	92,000	46,000	0	(92,000)	
** Watton Court - Road Renewal	62,000	31,000	5,053	(56,947)	
<b>Total</b>	<b>5,501,666</b>	<b>3,518,416</b>	<b>1,992,357</b>	<b>(3,509,309)</b>	<b>(1,364,505)</b>

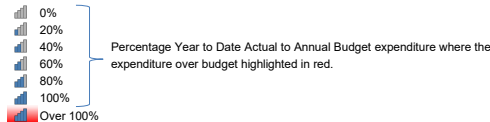
SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

4 CAPITAL ACQUISITIONS - DETAILED (Continued)

Account Description	Adopted		YTD Actual	Variance (Under)/Over	Variance incl Commitments
	Budget	YTD Budget			
	\$	\$	\$	\$	
<b>Drainage</b>					
** Brook Road - Drainage Works	5,000	0	3,930	(1,070)	
Elmore Street - Drainage	40,000	40,000	1,683	(38,317)	
Glenwood Ave Paw - Drainage	50,000	50,000	1,872	(48,128)	
Grancey Avenue/Gill Street - Drainage Works	20,000	0	0	(20,000)	
Hardey Road - Drainage Repairs	72,000	72,000	0	(72,000)	
Hardey Road - Drainage Works	240,000	0	0	(240,000)	
Mathieson Rd Transfer Station - Capital Improvements	20,000	0	0	(20,000)	
Messines Court - Drainage Upgrade	25,000	25,000	0	(25,000)	
Orchard Road - Drainage Upgrade	33,000	33,000	21,743	(11,257)	
Rosedale Road - Drainage	100,000	100,000	0	(100,000)	
Stoneville Road - Drainage Works	20,000	0	0	(20,000)	
** Werrabee Road - Drainage	80,000	80,000	130,153	50,153	
<b>Total</b>	<b>705,000</b>	<b>400,000</b>	<b>159,381</b>	<b>(545,619)</b>	<b>(544,027)</b>
<b>Parks and Ovals</b>					
** Balfour Road Park - Construct Temporary Dog Park	10,000	0	8,501	(1,499)	
Boya Oval - Replace Synthetic Turf Wicket	7,334	0	0	(7,334)	
** Brown Park - Construct 3x New Cricket Nets	100,000	0	48,723	(51,277)	
Brown Park - Upgrade Power Cabinet	45,000	45,000	0	(45,000)	
Brown Park - Masterplan	24,527	24,527	9,160	(15,367)	
Brown Park Oval - Replace Synthetic Turf Wicket	7,333	0	0	(7,333)	
** Broz Park - New Exercise Equipment	336,000	336,000	352,682	16,682	
** Broz Park Lake - New Aerator	63,000	63,000	61,899	(1,101)	
Chidlow Skatepark - Seating/Shelter	10,000	10,000	0	(10,000)	
Construct Playground - Lake Leschenaultia	0	0	0	0	
Construct Shelters - Lake Leschenaultia	379,384	379,384	361,623	(17,761)	
Coppin Road CRC - Capital Improvements - Hardstands	14,000	14,000	0	(14,000)	
Danny Wimperus Park - New Shelter Installation	26,000	0	30,310	4,310	
Dannywimperus Reserve - Upgrade Play Equipment	0	0	0	0	
Darlington - Construct New Wetlands Recreation Area	15,000	0	0	(15,000)	
Darlington - Heritage Walkways Works - Historical Locations	197,500	0	4,364	(193,136)	
Darlington Oval - Extend Shelter	25,000	25,000	0	(25,000)	
** Darlington Oval - Upgrade Seating and Bollards	12,000	12,000	7,513	(4,487)	
Ellesmere Park - Construct New Dog Park	15,000	0	0	(15,000)	
** Glen Forrest Hall - Disability Access Works	275,000	137,500	19,650	(255,350)	
Glen Forrest Hall - Upgrade Carpark	110,000	0	0	(110,000)	
Glen Forrest Tennis Courts - New Lighting Tower and Upgrade All Lighting LED	50,000	0	0	(50,000)	
Glen Forrest Tennis Courts - Surface Replacement & Upgrade Infrastructure	30,000	0	0	(30,000)	
Harmony Estate Park - New Playground	30,000	30,000	23,392	(6,608)	
Harry Riseborough Oval - Fencing	20,000	20,000	0	(20,000)	
Harry Riseborough Oval - Upgrade Reticulation	80,000	0	5,589	(74,411)	
Heritage Trail - Installation Of Signage	30,000	0	0	(30,000)	
Heritage Trails - Staged Upgrading	10,000	0	0	(10,000)	
Lake Leschenaultia - New Portable Hoist	5,000	5,000	0	(5,000)	
Mathieson Road CRC - Repair Retaining Walls	65,000	0	0	(65,000)	
Morgan John Morgan - Carpark	19,500	19,500	10,488	(9,012)	
Morgan John Morgan Reserve - New Pump Track Design/Build	20,000	0	7,500	(12,500)	
** Mundaring Arena - BBQ and Seating/Shade	12,000	12,000	2,680	(9,320)	
Mundaring Arena - Install Walkways	50,000	25,000	0	(50,000)	
** Mundaring Mens Shed - Upgrade Paved Areas	75,000	0	74,846	(154)	
Mundaring Oval - Upgrade Retic/Water Tank	100,000	100,000	0	(100,000)	
Mundaring Recreation Pavilion - Extend Pergola	135,000	67,500	14,785	(120,215)	
** Norris Park - Upgrade BBQ and Play Equipment	30,000	30,000	0	(30,000)	
Parkerville Oval - Cricket Nets Upgrade/Relocation	120,000	0	0	(120,000)	
Pioneer Park - Upgrade War Plaques and Information Board	10,000	10,000	0	(10,000)	
Replace Cricket Mat Protectors	27,000	0	0	(27,000)	
Sawyers Valley Oval - Replace Synthetic Turf Wicket	7,333	0	0	(7,333)	
Sawyers Valley Oval - Upgrade Reticulation System	70,000	0	5,763	(64,237)	
Sawyers Valley Oval - Upgrade Soil Drainage	100,000	0	5,077	(94,923)	
Sculpture Park - Amphitheatre Repair	150,000	0	0	(150,000)	
Swan View - Heritage Trail Head - Construct Carparks	180,000	0	8,222	(171,778)	
Triandra Park - Upgrade Nature Play Equipment	40,000	40,000	12,557	(27,443)	
Woorlool Reserve - Renew/Upgrade Play Equipment & Shelters	10,000	0	0	(10,000)	
<b>Total</b>	<b>3,147,911</b>	<b>1,405,411</b>	<b>1,075,324</b>	<b>(2,072,587)</b>	<b>(1,405,957)</b>
<b>Footpaths</b>					
Alison Street - Footpath Works	53,000	0	25,606	(27,394)	
Bladon Way - Footpath	40,000	40,000	38,599	(1,401)	
Ealy Street - Footpath	187,000	187,000	90,650	(96,350)	
Innamincka Road - Footpath Works	30,000	0	0	(30,000)	
Railway Terrace - Footpath Works	25,000	0	0	(25,000)	
** Richardson Road - Footpath Works	0	0	73,591	73,591	
** Rosedale Road - Shared Cycle Path	0	0	22,756	22,756	
Salisbury Road - Footpath Works	47,000	0	22,591	(24,409)	
Towle Way - Footpath Works	25,000	0	9,237	(15,763)	
<b>Total</b>	<b>407,000</b>	<b>227,000</b>	<b>283,030</b>	<b>(123,970)</b>	<b>(46,713)</b>
<b>Capital expenditure total</b>	<b>15,883,639</b>	<b>8,748,927</b>	<b>4,516,721</b>	<b>(11,366,918)</b>	<b>(5,986,264)</b>

Level of completion indicators



\*\*Adjusted in Mid-Year Budget Review (increase)



SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024

## OPERATING ACTIVITIES

## 5 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability		Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Liability 31 Mar 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>					
General Purpose Grant - Grants Commission	0	0	0	0	57,152
Education Department - Child and Parent Centre Middle Swan	0	0	520,000	260,000	260,490
Child Care Subsidy - Family Day Care Services	0	0	1,704,000	1,278,000	1,338,428
National Indigenous Australia Agency - Indigenous Advancement Strategy	0	0	250,000	125,000	266,858
Childcare Fees - Midvale Early Childhood and Parent Centre	0	0	0	0	0
Child Care Subsidy - Midvale Early Childhood and Parent Centre	0	0	0	0	0
Special Needs Subsidy Grant - Midvale Early Childhood and Parent Centre	0	0	18,000	13,500	0
Department of Communities - Midvale Hub	0	0	510,000	382,500	520,977
Australia Day Function	0	0	16,000	16,000	0
Summer of Entertainment Grant	0	0	13,000	6,500	0
Environmental Grant	0	0	20,000	14,000	0
Emergency Services Levy Grant	0	0	440,000	330,000	387,510
Mitigation Activity Fund	15,263	15,263	500,000	500,000	906,331
SES ESL Grant	0	0	0	0	7,145
Bus Shelter Grant - PTA	0	0	13,500	0	0
Street Lighting Grant	0	0	78,000	0	0
Local Road Grant	0	0	0	0	49,717
FOGO Grant	155,400	155,400	0	0	159,200
	<b>170,663</b>	<b>170,663</b>	<b>4,082,500</b>	<b>2,925,500</b>	<b>3,953,807</b>
<b>Contributions</b>					
AFM Library	0	0	1,000	756	0
Library Services Administration	0	0	0	0	1,000
Community Engagement	0	0	0	0	1,000
Seniors Week	0	0	1,000	756	0
Summer of Entertainment	0	0	16,000	7,997	10,612
Mt Helena Aquatic - Education Department	0	0	0	0	7,067
Mt Helena Aquatic - Eastern Hills SHS	0	0	12,000	12,000	72,001
Visitor Centre	0	0	140	108	0
Environmental and Sustainability	0	0	5,000	3,753	0
Fire Prevention	0	0	0	0	24,751
Eastern Hills Catchment Management	0	0	322	243	0
Land Care Administration	0	0	(18)	(9)	0
Land Care Administration	0	0	(18)	(9)	0
Seedlings for Landcare Program	0	0	289	216	0
	<b>0</b>	<b>0</b>	<b>35,715</b>	<b>25,811</b>	<b>116,430</b>
<b>TOTALS</b>	<b>170,663</b>	<b>170,663</b>	<b>4,118,215</b>	<b>2,951,311</b>	<b>4,070,237</b>

SHIRE OF MUNDARING  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MARCH 2024

## INVESTING ACTIVITIES

## 6 CAPITAL REVENUE

	Capital grant/contribution liabilities		Capital grants, subsidies and contributions revenue		
	Liability	Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023	31 Mar 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>					
Plant Replacement Grant Funding (DFES)	0	0	265,000	132,500	0
Bailup Road (MRRG 22/23) - Jardine Cr To Rahnie Rd	0	0	36,509	18,254	29,051
Brooking Road (MRRG 22/23) - GEH N To Culvert Cr	0	0	8,911	4,455	8,911
Brooking Road Extension (MRRG 20/21)	0	0	0	0	4,987
Brown Park - Construct 3x New Cricket Nets	0	0	25,000	12,500	0
Broz Park - New Exercise Equipment	0	0	229,114	114,557	229,114
Bilgoman Pool - Changerooms Upgrade	0	0	65,000	32,500	0
Lake Leschenaultia Shelter Construction	0	0	193,231	96,615	0
Danny Wimperus Park - New Shelter Installation	0	0	11,000	5,500	11,000
Darlington - Construct New Wetlands Recreation Area	0	0	15,000	7,500	0
Darlington Heritage Walkways Works	0	0	152,500	76,250	0
Honeyeater Glade - Seal Road	0	0	193,065	96,532	0
Katherine St (MRRG 22/23) - Wilkins To Noel	0	0	54,373	27,186	0
LRCI Grant	0	0	1,072,952	0	518,731
Mcvicar Road - Upgrade And Remove Deflections	0	0	70,000	35,000	0
Morrison Road Road Renewal West Bound (Farrall Rd to Roe Hwy)	0	0	0	0	116,545
Morrison Road (Roe Hwy to Farrall Rd)	0	0	225,971	112,986	90,388
Morrison Road (Railway Line East)	0	0	321,724	160,862	128,689
Mundaring Cemetery Development	0	0	40,000	20,000	0
Parkerville Oval - Cricket Nets Upgrade/Relocation	0	0	35,000	17,500	0
Sawyers Valley Oval - Upgrade Soil Drainage	0	0	100,000	50,000	0
Scott Street Bridge Upgrade	0	0	116,798	58,399	0
State Election Capital Grants	0	0	60,000	60,000	0
State Roads Grant	0	0	297,000	297,000	319,481
Subdivision Road Construction Program	0	0	20,000	0	0
Swan View Road (Morrison Rd to York Rd)	0	0	292,962	146,481	234,370
	0	0	3,901,110	1,582,577	1,691,267
<b>Disposal of Assets</b>					
Land disposals	0	0	1,000,000	1,000,000	0
Plant and Equipment disposals	0	0	1,183,594	705,896	294,104
	0	0	2,183,594	1,705,896	294,104
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>6,084,704</b>	<b>3,288,473</b>	<b>1,985,371</b>

## 10.7 List of Payments for March 2024

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<b>File Code</b>	Fi.RPT 1
<b>Author</b>	Stan Kocian, Manager Finance and Governance
<b>Senior Employee</b>	Garry Bird, Director Corporate Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. Payments Between Meetings March 2024 <a href="#">↓</a>

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### **PURPOSE**

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of March 2024 is presented to Council for noting.

### **BACKGROUND**

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

### **STATUTORY / LEGAL IMPLICATIONS**

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
  - (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction*
- (2) *A list prepared under sub regulation (1) or (2) is to be –*
  - (a) *presented to council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting*

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

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared –*
  - (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment;*

- (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
  - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

**POLICY IMPLICATIONS**

AS-04 Purchasing Policy

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 4 - Governance

Objective 4.4 – High standard of governance and accountability

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

**SUSTAINABILITY IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

**CORPORATE COMMUNICATIONS**

The Council Decision will be communicated in the following way/s.

Direct to stakeholder /s	Website article/ post	Social media post	Print article/ media release	E-newsletter/ Community update	Advertisement	Nil
						✓

**EXTERNAL CONSULTATION**

Nil

**COMMENT**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council notes the list of payments made during March 2024 (**Attachment 1**).

**PAYMENTS BETWEEN MEETINGS**

The schedule of accounts paid for the month of March 2024 totals **\$6,146,419.78**

and includes:

- Municipal Cheques 200652 – 200656 and
- Electronic Funds Transfers.

**Schedule of Accounts:**

	<b>Direct Debit Amounts</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>MUNICIPAL CHEQUE PAYMENTS</b>		<b>1,598.65</b>
<b>EFT PAYMENTS</b>		<b>4,607,693.52</b>
<b>EFT PAYROLL PAYMENTS</b>		<b>1,158,457.58</b>
NATIONAL AUSTRALIA BANK (NAB PURCHASE CARD)	11,211.30	
FLEETCARE FUEL PAYMENTS	3,437.13	
BENDIGO MERCHANT BANK FEES	2,200.52	
BENDIGO DIRECT DEBIT FEES (incl. FTS)	253.81	
HP FINANCIAL SERVICES - EQUIPMENT LEASE	22,531.94	
COMMONWEALTH BANK – BPOINT FEES	41.02	
KONICA MINOLTA – PRINTER LEASE	4,040.42	
WA TREASURY CORPORATION	91,888.81	
RMS – LAKES MONTHLY LICENCE FEE	202.40	
RMS – MONTHLY SMS FEES	22.87	
QIKKIDS - FEES	95.26	
CBA MERCHANT FEE	677.73	
BPAY MONTHLY FEE	2,064.92	
ICMSFE - FER	171.70	
SUPERCHOICE	239,353.13	
WEX AUSTRALIA	477.07	
<b>TOTAL ELECTRONIC FUND PAYMENTS DIRECT FROM MUNICIPAL ACCOUNT</b>		<b>378,670.03</b>
<b>TOTAL MUNICIPAL ACCOUNT</b>		<b>5,767,749.75</b>
<b>TRUST ACCOUNT</b>		<b>0.00</b>
<b>TOTAL ALL SCHEDULES</b>		<b>\$6,146,419.78</b>

MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2024

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
<b>Cheque Details</b>					
07/03/2024	00200652	Alinta Energy	GAS		\$ 610.05
06/03/2024	2559546709		GAS - MECPC 09/11/2023 - 13/02/2024	\$ 610.05	\$ 610.05
11/03/2024	00200653	Department of Transport Licensing &	VEHICLE NUMBER PLATE		\$ 200.00
08/03/2024	SP SERIES		VEHICLE NUMBER PLATE - 230MDG	\$ 200.00	\$ 200.00
11/03/2024	00200654	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 226.75
08/03/2024	PETTY CASH		PETTY CASH REIMBURSEMENT - BROWN PARK	\$ 226.75	\$ 226.75
18/03/2024	00200655	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 197.20
15/03/2024	PETTY CASH		PETTY CASH REIMBURSEMENT - HUB OF THE HILLS	\$ 197.20	\$ 197.20
21/03/2024	00200656	Shire of Mundaring	PETTY CASH REIMBURSEMENT		\$ 364.65
20/03/2024	PETTY CASH		PETTY CASH REIMBURSEMENT - DEPOT	\$ 364.65	\$ 364.65
<b>Total Confirmation Cheques</b>				<b>\$ 1,598.65</b>	<b>\$ 1,598.65</b>
<b>Electronic Funds Transfer</b>					
01/03/2024	3659.12516-01	PayClear Services Pty Ltd (Superchoice)	SUPERANNUATION FEB 2024		\$ 242,788.14
28/02/2024	Feb2024-12		SUPERANNUATION FEB 2024	\$ 242,788.14	\$ 242,788.14
01/03/2024	3660.11210-01	Mr D A Jeans	COUNCILLOR ALLOWANCE		\$ 2,305.84
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 2,305.84
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	\$ 2,305.84
01/03/2024	3660.11587-01	Mrs N D Zlatnik	COUNCILLOR ALLOWANCE		\$ 2,305.84
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	\$ 2,305.84
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 2,305.84
01/03/2024	3660.12951-01	Traffic Force	TRAFFIC MANAGEMENT		\$ 28,954.30
29/02/2024	00036201		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 3,494.27	\$ 28,954.30
27/02/2024	3494 1		TRAFFIC MANAGEMENT PLAN & SITE INSPECTION	\$ 506.00	\$ 28,954.30
27/02/2024	00036070		TRAFFIC MANAGEMENT SERVICES - FIRE MITIGATION	\$ 548.52	\$ 28,954.30
29/02/2024	00036167		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 4,779.87	\$ 28,954.30
29/02/2024	00036120		TRAFFIC MANAGEMENT SERVICES - DRAINAGE MAINTENANCE	\$ 3,937.45	\$ 28,954.30
29/02/2024	00036166		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 10,450.97	\$ 28,954.30
29/02/2024	00036119		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 2,680.37	\$ 28,954.30
29/02/2024	00036082		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 1,360.80	\$ 28,954.30
29/02/2024	00036067		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 1,196.05	\$ 28,954.30
01/03/2024	3660.13628-01	Mrs P Mehta	COUNCILLOR ALLOWANCE		\$ 2,305.84
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	\$ 2,305.84
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 2,305.84
01/03/2024	3660.14220-01	Ms K Beale	COUNCILLOR ALLOWANCE		\$ 2,305.84
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	\$ 2,305.84
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 2,305.84
01/03/2024	3660.14221-01	Mrs P McNeil	COUNCILLOR ALLOWANCE		\$ 8,485.42
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,700.83	\$ 8,485.42
01/03/2024	ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 5,492.92	\$ 8,485.42
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 8,485.42
01/03/2024	3660.14222-01	Mr L W Ellery	COUNCILLOR ALLOWANCE		\$ 2,305.84
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	\$ 2,305.84
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 2,305.84
01/03/2024	3660.14236-01	Mrs J E Cicchini	COUNCILLOR ALLOWANCE		\$ 2,305.84
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 2,305.84
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	\$ 2,305.84
01/03/2024	3660.4526-01	Mr J S Daw	COUNCILLOR ALLOWANCE		\$ 2,305.84
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	\$ 2,305.84
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	\$ 2,305.84
01/03/2024	3660.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 26,577.88
29/02/2024	49100513		DIESEL FUEL	\$ 26,577.88	\$ 26,577.88

MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2024

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
01/03/2024	3660.8924-01	Ms P A Cook	COUNCILLOR ALLOWANCE		\$ 3,679.09
01/03/2024	MEETING FEE		ENTITLEMENTS FOR MARCH 2024	\$ 2,014.17	
01/03/2024	DSP ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 1,373.25	
01/03/2024	ICT ALLOWANCE		ENTITLEMENTS FOR MARCH 2024	\$ 291.67	
05/03/2024	3661.34-01	Water Corporation	WATER RATES & FEES		\$ 1,018.72
01/03/2024	9018371679		WATER RATES & FEES	\$ 52.82	
01/03/2024	9004277008		WATER RATES & FEES	\$ 965.90	
05/03/2024	3662.12599-01	Department of Mines, Industry Regulation	BUILDING SERVICES LEVY		\$ 6.01
29/02/2024	JANUARY 2024		BUILDING SERVICES LEVY - JANUARY 2024 ADDITION	\$ 6.01	
05/03/2024	3662.12665-01	Building and Construction Industry	BCITF LEVY		\$ 3,390.50
29/02/2024	INV-216577X2R1G3		BCITF LEVY - JANUARY 2024	\$ 3,390.50	
05/03/2024	3662.14338-01	Ms C L Robins	REIMBURSEMENT		\$ 67.98
29/02/2024	REIMBURSEMENT		REIMBURSEMENT - CHILDREN SERVICES EXPENSES	\$ 67.98	
05/03/2024	3662.14910-01	Telstra Limited	TELEPHONE		\$ 11,700.43
29/02/2024	2085566000		TELEPHONE CHARGES - JANUARY 2024	\$ 11,700.43	
05/03/2024	3662.15545-01	Mr M J Gilmour	CROSSOVER CONTRIBUTION		\$ 590.00
28/02/2024	X-OVER		CROSSOVER CONTRIBUTION - SWAN VIEW	\$ 590.00	
05/03/2024	3662.174-01	Synergy	ELECTRICITY		\$ 4,693.84
01/03/2024	5176146311		ELECTRICITY	\$ 754.31	
01/03/2024	5300747418		ELECTRICITY	\$ 288.39	
01/03/2024	2172465520		ELECTRICITY	\$ 126.20	
01/03/2024	5045204415		ELECTRICITY	\$ 399.77	
01/03/2024	8876289221		ELECTRICITY	\$ 392.80	
01/03/2024	8749180328		ELECTRICITY	\$ 138.09	
01/03/2024	5142730716		ELECTRICITY	\$ 137.17	
01/03/2024	5293966810		ELECTRICITY	\$ 128.96	
01/03/2024	5293970011		ELECTRICITY	\$ 128.66	
01/03/2024	5293966712		ELECTRICITY	\$ 129.58	
01/03/2024	5639936321		ELECTRICITY	\$ 1,697.45	
01/03/2024	5134764810		ELECTRICITY	\$ 372.46	
05/03/2024	3662.589-01	Shire of Mundaring	LEVY PAYMENTS		\$ 6,172.40
29/02/2024	INV-216577X2R1G3		BCITF LEVY - JANUARY 2024	\$ 49.50	
29/02/2024	280224		FDC PARENT LEVY	\$ 6,122.90	
05/03/2024	3663.10807-01	Total Green Recycling Pty Ltd	E-WASTE COLLECTION		\$ 1,125.39
01/03/2024	INV15025		COPPIN RD TRANSFER STATION - E-WASTE COLLECTION	\$ 1,125.39	
05/03/2024	3663.10881-01	Alsco Pty Ltd	SERVICING SANITARY & NAPPY UNITS		\$ 1,569.56
01/03/2024	CPER2357468		SERVICING SANITARY & NAPPY UNITS	\$ 784.78	
01/03/2024	CPER2381316		SERVICING SANITARY & NAPPY UNITS	\$ 784.78	
05/03/2024	3663.10904-01	Split Horizon Pty Ltd	IT HARDWARE		\$ 5,430.13
07/02/2024	INV-0899		SUPPLY & DELIVER 12X HP MONITORS FOR THE DEPOT	\$ 3,595.33	
20/02/2024	INV-0904		SUPPLY 20X HPE LTO-8 TAPE	\$ 1,834.80	
05/03/2024	3663.11017-01	Sapio Pty Ltd	ALARM MONITORING		\$ 1,345.74
28/02/2024	SP258843		RESET CLOCK & REPLACE BATTERIES - BILGOMAN AQUATIC	\$ 318.65	
28/02/2024	SP258847		RESET CLOCK & REPLACE BATTERIES - MUNDARING PAVILLION	\$ 157.43	
28/02/2024	SP258846		RESET CLOCK & REPLACE BATTERIES - MUNDARING HARD COURTS	\$ 157.43	
28/02/2024	SP258845		RESET CLOCK & REPLACE BATTERIES - BILGOMAN PLANT ROOM	\$ 161.22	
01/03/2024	SP259195		INVESTIGATE ALARM FAULTS AFTER STORM - DEPOT	\$ 551.01	
05/03/2024	3663.11161-01	AXIIS Contracting Pty Ltd	EARTHWORKS		\$ 3,389.35
28/02/2024	8072		SUPPLY & CONSTRUCT CROSSOVER - ROSEDALE RD CHIDLOW	\$ 3,389.35	
05/03/2024	3663.11578-01	Corsign WA Pty Ltd	SIGNAGE		\$ 2,673.00
01/03/2024	00081247		SUPPLY ASSORTED STREET SIGNS	\$ 1,397.00	
28/02/2024	00081979		SUPPLY ASSORTED STREET SIGNS	\$ 1,276.00	
05/03/2024	3663.11953-01	The Stationery Co (C Willis & D J	STATIONERY		\$ 207.77
08/02/2024	171548		STATIONERY ITEMS	\$ 207.77	



MONTHLY LIST OF ACCOUNTS PAID  
MARCH 2024

<u>Date</u>	<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
05/03/2024	3663.11982-01	Kidsafe Western Australia	PLAYGROUND INSPECTIONS		\$ 8,360.00
28/02/2024	66477		UNDERTAKE COMPREHENSIVE PLAYGROUND INSPECTIONS	\$ 8,360.00	
05/03/2024	3663.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 765.69
25/02/2024	PY02-18-CHILD SU		CHILD SUPPORT PAYMENT	\$ 765.69	
05/03/2024	3663.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 3,393.98
27/02/2024	C INV 588909		TEMP STAFF - CONTAINER COLLECTION DRIVER	\$ 1,048.61	
29/02/2024	C INV 588916		TEMP STAFF - ROAD SWEEPER OPERATOR	\$ 2,345.37	
05/03/2024	3663.12100-01	Meta Maya Environmental Pty Ltd	ASBESTOS MANAGEMENT		\$ 6,611.00
27/02/2024	G42005950		ASBESTOS MANAGEMENT PLAN - THOMAS RD CHIDLOW	\$ 6,611.00	
05/03/2024	3663.12899-01	NAPA (A Division of GPC Asia Pacific	PARTS		\$ 1,145.29
23/02/2024	1320349403		SUPPLY FLEXIGUN K29 FOR P286 & P297	\$ 330.59	
01/03/2024	1320343547		SUPPLY OF WORKSHOP CONSUMABLES	\$ 31.90	
01/03/2024	1320343638		SUPPLY OIL FILTERS FOR ASSORTED VEHICLES	\$ 154.85	
09/02/2024	1320349488		SUPPLY OF WORKSHOP CONSUMABLES	\$ 437.35	
09/02/2024	1320349124		SUPPLY CABIN AIR FILTER FOR P733	\$ 27.23	
09/02/2024	1320349262		SUPPLY CABIN AIR FILTER FOR P2489	\$ 27.23	
09/02/2024	1320349206		SUPPLY CABIN AIR FILTER FOR P2480	\$ 27.23	
09/02/2024	1320349241		SUPPLY CABIN AIR FILTER FOR P2508	\$ 27.23	
09/02/2024	1320349119		SUPPLY CABIN AIR FILTER FOR P4810	\$ 27.23	
08/02/2024	1320349118		SUPPLY 4WD FILTERS KIT FOR P2498	\$ 54.45	
05/03/2024	3663.13-01	Shire of Mundaring	PAYROLL DEDUCTION		\$ 15,089.27
25/02/2024	PY01-18-Private		PAYROLL DEDUCTION	\$ 1,336.00	
25/02/2024	PY01-18-Buy Addi		PAYROLL DEDUCTION	\$ 767.43	
25/02/2024	PY01-18-Novated		PAYROLL DEDUCTION	\$ 6,063.61	
25/02/2024	PY01-18-Novated		PAYROLL DEDUCTION	\$ 3,939.70	
25/02/2024	PY01-18-Novated		PAYROLL DEDUCTION	\$ 1,216.19	
25/02/2024	PY01-18-Novated		PAYROLL DEDUCTION	\$ 828.89	
25/02/2024	PY02-18-Buy Addi		PAYROLL DEDUCTION	\$ 937.45	
05/03/2024	3663.13268-01	Department of Human Services - The	PAYROLL DEDUCTION		\$ 55.64
25/02/2024	PY01-18-Centreli		PAYROLL DEDUCTION	\$ 55.64	
05/03/2024	3663.13335-01	Midland Hyundai and Kia (Idom Midland	VEHICLE SERVICE		\$ 1,210.00
26/02/2024	62300015		60,000KM SERVICE ON 805MDG	\$ 1,210.00	
05/03/2024	3663.13345-01	ABM Landscaping (Mikeivy Pty Ltd	LANDSCAPING		\$ 2,227.50
29/02/2024	inv-4964		MULCHING WORKS - ALLAMANDA GATE HELENA VALLEY	\$ 2,117.50	
27/02/2024	82		LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$ 110.00	
05/03/2024	3663.13390-01	The Environmental Printing Company	PHOTOCOPIER PRINTING		\$ 1,518.00
28/02/2024	106829		PRINT 100X TIME SHEET BOOKS	\$ 1,518.00	
05/03/2024	3663.13421-01	Danthonia Designs (Church Communities	DESIGN FEES/COSTS		\$ 12,621.40
27/02/2024	I18754		REMOVAL OF 3X SIGNS, MAKE GOOD, PACKING & STORAGE	\$ 12,621.40	
05/03/2024	3663.13580-01	Western Australian Birds of Prey	PROFESSIONAL SERVICES		\$ 350.00
28/02/2024	INV-0212		SCHOOL HOLIDAY ACTIVITY ON 23/01/2024 - AFM LIBRARY	\$ 350.00	
05/03/2024	3663.13781-01	Graffiti Gone WA (Christopher Mark	MAINTENANCE		\$ 1,930.50
27/02/2024	#INV-1529		SUPPLY & DELIVER GRAFFITI CLEANING PRODUCTS	\$ 1,160.50	
27/02/2024	#INV-1528		PROVIDE ONSITE GRAFFITI REMOVAL TRAINING - 4X STAFF	\$ 770.00	
05/03/2024	3663.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 327.80
27/02/2024	3156589		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 77.00	
27/02/2024	3151470		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 250.80	
05/03/2024	3663.13866-01	Booktopia Pty Ltd	BOOKS		\$ 521.71
13/02/2024	20880418		BOOK STOCK - KSP LIBRARY	\$ 188.53	
13/02/2024	20878756		BOOK STOCK - AFM LIBRARY	\$ 149.96	
13/02/2024	20878571		BOOK STOCK - KSP LIBRARY	\$ 183.22	
05/03/2024	3663.14013-01	Eastern Hills Chainsaws & Mowers	EQUIPMENT REPAIRS		\$ 1,180.80
01/03/2024	51486#5		SUPPLY NEW CHAINSAW BAR	\$ 108.00	
01/03/2024	51503 #4		SUPPLY 8X PROFESSIONAL HELMET KITS	\$ 1,072.80	

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05/03/2024	3663.14051-01	Sweeping Services Australia Pty Ltd	<b>STREET SWEEPING SERVICES</b>		\$ 8,706.54
01/03/2024	INV-0506		SUPPLY OF STREET SWEEPING SERVICES	\$ 8,706.54	
05/03/2024	3663.14324-01	Proarb WA (R Hawkins & C.N Jones)	<b>STREET TREE MAINTENANCE</b>		\$ 7,205.00
01/03/2024	1460		STREET TREE MAINTENANCE - STORM DAMAGE CLEANUP	\$ 1,815.00	
01/03/2024	1526		STREET TREE MAINTENANCE - STORM DAMAGE CLEANUP	\$ 5,390.00	
05/03/2024	3663.14336-01	Moore Australia Audit (WA)	<b>AUDIT FEES</b>		\$ 8,470.00
29/02/2024	434344		AUDIT FEES MIDVALE HUB FOR YEAR END 30/06/2023	\$ 1,650.00	
29/02/2024	434342		AUDIT LRCI & R2R ACQUITTALS FY 2023	\$ 6,820.00	
05/03/2024	3663.14496-01	Tyrepower Mundaring (The Trustee)	<b>TYRES &amp; REPAIRS</b>		\$ 1,074.00
23/02/2024	120036		REPAIR TYRE ON 074MDG	\$ 35.00	
23/02/2024	119958		SUPPLY & FIT 4X NEW TYRES ON 060MDG	\$ 1,004.00	
23/02/2024	119911		REPAIR TYRE ON 064MDG	\$ 35.00	
05/03/2024	3663.14505-01	1300Tempfence (Ready Industries)	<b>FENCING</b>		\$ 1,724.80
01/03/2024	663518		HIRE OF SOLAR SITE CAMERAS - COPPIN RD TRANSFER STATION	\$ 862.40	
01/03/2024	663960		HIRE OF SOLAR SITE CAMERAS - MATHIESON RD TRANSFER STATION	\$ 862.40	
05/03/2024	3663.14627-01	Flexi Staff Group Pty Ltd	<b>TEMP STAFF</b>		\$ 6,244.33
01/03/2024	16178		TEMP STAFF - DEPOT	\$ 1,921.33	
01/03/2024	16358		TEMP STAFF - DEPOT	\$ 1,921.33	
01/03/2024	16005		TEMP STAFF - DEPOT	\$ 2,401.67	
05/03/2024	3663.14640-01	T J Depiazzi & Sons (The Trustee for)	<b>MAINTENANCE</b>		\$ 5,845.86
28/02/2024	134346		SUPPLY SOFT FALL PINE CHIPS - TRIANDRA PARK HELENA VALLEY	\$ 5,845.86	
05/03/2024	3663.14946-01	Stephen Carrick Architects Pty Ltd	<b>PROFESSIONAL SERVICES</b>		\$ 20,252.65
29/02/2024	00001914		PROVIDE ARCHITECTURAL & SUB-CONSULTANT SERVICES	\$ 20,252.65	
05/03/2024	3663.15-01	Australia Post	<b>POSTAGE</b>		\$ 308.73
01/03/2024	1013007813		POSTAGE FOR MUNDARING LIBRARY	\$ 308.73	
05/03/2024	3663.15128-01	Mode Design Corp. Pty Ltd	<b>CONSTRUCTION DESIGN</b>		\$ 7,562.50
28/02/2024	101009831		CONSTRUCTION DESIGN - BILGOMAN AQUATIC CENTRE	\$ 7,562.50	
05/03/2024	3663.15170-01	Twistech Pty Ltd	<b>MAINTENANCE</b>		\$ 4,081.00
01/03/2024	INV-0236		SUPPLY & INSTALL 9X PEDESTRIAN GATES - BROWN PARK	\$ 4,081.00	
05/03/2024	3663.15183-01	Mitchell Byrne's Contracting Pty Ltd	<b>BIKE JUMP REMEDIATION</b>		\$ 2,904.00
27/02/2024	1221-2024		BIKE JUMP REMEDIATION - MILLIGAN RESERVE STONEVILLE	\$ 2,904.00	
05/03/2024	3663.1521-01	Dial A Nappy & Busiclean	<b>CONSUMABLES</b>		\$ 2,516.50
26/02/2024	INV-17315		CLEANING CHEMICALS FOR CPC MIDDLE SWAN	\$ 561.60	
26/02/2024	INV-17316		CLEANING CHEMICALS FOR CPC MIDDLE SWAN	\$ 302.40	
08/02/2024	INV-17253		CLEANING CHEMICALS FOR MECPC	\$ 1,652.50	
05/03/2024	3663.15289-01	P.Grey Otolaryngology	<b>PROFESSIONAL SERVICES</b>		\$ 865.00
28/02/2024	115560		WORK COVER CONSULT ASSESSMENT	\$ 865.00	
05/03/2024	3663.15412-01	GC Sales WA (Scandinavian Investments)	<b>PARTS</b>		\$ 378.40
01/03/2024	13541		SUPPLY BIN WHEELS, AXLES & PIN SPLITS	\$ 378.40	
05/03/2024	3663.15437-01	WA School Canteen Suppliers	<b>KIOSK STOCK - BILG</b>		\$ 1,027.73
15/02/2024	00001690		KIOSK STOCK - BILGOMAN AQUATIC CENTRE	\$ 985.88	
15/02/2024	00001691		KIOSK STOCK - BILGOMAN AQUATIC CENTRE	\$ 41.85	
05/03/2024	3663.15450-01	Steve's Sand Sifting for Playground	<b>SAND SIFTING SERVICES</b>		\$ 11,118.52
01/03/2024	3777		SAND SIFTING SERVICES - VARIOUS SHIRE PARKS	\$ 9,433.53	
01/03/2024	3783		SAND SIFTING SERVICES - VARIOUS SHIRE PARKS	\$ 656.55	
28/02/2024	3778		CLEAN SAND AT HARMONY PARK PLAYGROUND PARKERVILLE	\$ 349.44	
28/02/2024	3779		CLEAN GLASS IN SEVERAL LOCATIONS AT BROZ PARK	\$ 679.00	
05/03/2024	3663.15457-01	The Local Government Racing &	<b>PAYROLL DEDUCTION</b>		\$ 44.00
25/02/2024	PY01-18-LGRCEU		PAYROLL DEDUCTION	\$ 22.00	
25/02/2024	PY02-18-LGRCEU		PAYROLL DEDUCTION	\$ 22.00	
05/03/2024	3663.15521-01	Mundaring Auto Repairs (Joshua)	<b>VEHICLE SERVICING</b>		\$ 1,298.00
01/03/2024	INV-231479		MINOR SERVICE ON 817MDG	\$ 242.00	
01/03/2024	INV-231480		MINOR SERVICE ON 022MDG	\$ 264.00	
01/03/2024	INV-231492		MAJOR SERVICE ON 075MDG	\$ 550.00	
01/03/2024	INV-231473		MINOR SERVICE ON MITSUBISHI TRITON 063MDG	\$ 242.00	

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05/03/2024	3663.15536-01	Morley Canvas (Emporess Pty Ltd	EQUIPMENT PURCHASES		\$ 3,300.00
01/03/2024	INV-5111		REPAIR/REPLACE SOFT FALL MATTS - MECPC	\$ 1,750.00	
01/03/2024	INV-5101		REPAIR/REPLACE SOFT FALL MATTS - MECPC	\$ 1,550.00	
05/03/2024	3663.191-01	Eastern Region Security	SECURITY EXPENSES		\$ 1,650.00
28/02/2024	00021922		SECURITY EXPENSES - ADMIN BUILDING	\$ 330.00	
28/02/2024	00021926		SECURITY EXPENSES - AFM LIBRARY	\$ 110.00	
28/02/2024	00021923		SECURITY EXPENSES - VARIOUS SHIRE BUILDINGS	\$ 1,210.00	
05/03/2024	3663.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 257,493.51
27/02/2024	EMRC55746		TRANSFER STATION FEES	\$ 130,732.59	
27/02/2024	EMRC55747		TRANSFER STATION FEES	\$ 47,499.67	
01/03/2024	EMRC55966		TRANSFER STATION FEES	\$ 39,687.50	
01/03/2024	EMRC56103		TRANSFER STATION FEES	\$ 39,573.75	
05/03/2024	3663.215-01	Deputy Commissioner of Taxation	TAXATION		\$ 174,263.00
25/02/2024	PY02-18-Deputy C		PAYROLL DEDUCTION	\$ 23,126.00	
25/02/2024	PY01-18-Deputy C		PAYROLL DEDUCTION	\$ 151,137.00	
05/03/2024	3663.2163-01	Asphalttech Pty Ltd	ASPHALT		\$ 60,641.33
29/02/2024	18325		CARPARK CONSTRUCTION - PECHEY RD SWAN VIEW	\$ 6,478.75	
01/03/2024	18311		SUPPLY EMULSION & 7MM 50 BLOW ASPHALT	\$ 2,657.05	
29/02/2024	18320		RESURFACING WORKS - KATHARINE ST HELENA VALLEY	\$ 51,505.53	
05/03/2024	3663.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 837.09
26/02/2024	185858023		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 837.09	
05/03/2024	3663.254-01	Mundaring Arts Centre Inc	ANNUAL FUNDING		\$ 65,879.00
28/02/2024	1453		2024 BUSINESS SUSTAINABILITY FUNDING MARCH 2024/2025	\$ 38,500.00	
23/02/2024	1452		ANNUAL FUNDING AS PER DEED OF AGREEMENT 2023/2024	\$ 27,379.00	
05/03/2024	3663.3123-01	Office Line	EQUIPMENT PURCHASES		\$ 616.00
15/02/2024	83037		SUPPLY & DELIVER BROWN FELT FOR CHAIR FEET - MUNDARING ARENA	\$ 616.00	
05/03/2024	3663.33-01	Boral Construction Materials Group	ASPHALT		\$ 850.27
27/02/2024	WA18000098		ASPHALT	\$ 160.22	
29/02/2024	WA17468133		ASPHALT	\$ 690.05	
05/03/2024	3663.388-01	Bunzl Ltd	CLEANING SUPPLIES		\$ 598.46
29/02/2024	X910783		PAPER PRODUCTS - DEPOT	\$ 598.46	
05/03/2024	3663.4-01	Health Insurance Fund of WA	PAYROLL DEDUCTION		\$ 581.10
25/02/2024	PY01-18-HIF		PAYROLL DEDUCTION	\$ 581.10	
05/03/2024	3663.480-01	Echo Newspaper	ADVERTISING		\$ 227.04
13/02/2024	00035119		ADVERTISING	\$ 227.04	
05/03/2024	3663.4845-01	Seek Limited	ADVERTISING		\$ 715.00
28/02/2024	700403614		ADVERTISING	\$ 715.00	
05/03/2024	3663.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 494.38
29/02/2024	MD43950.D1		WORK CLOTHES	\$ 80.92	
29/02/2024	MD128805		WORK BOOTS	\$ 193.46	
29/02/2024	MD128400		WORK BOOTS	\$ 220.00	
05/03/2024	3663.5719-01	Shire of Mundaring - Lotto Club	PAYROLL DEDUCTION		\$ 271.60
25/02/2024	PY01-18-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
25/02/2024	PY02-18-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
05/03/2024	3663.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 64.50
28/02/2024	3095818		WATER BOTTLES FOR BOYA LIBRARY	\$ 64.50	
05/03/2024	3663.6-01	Shire of Mundaring - Social Club	PAYROLL DEDUCTION		\$ 270.00
25/02/2024	PY01-18-MUNDARIN		PAYROLL DEDUCTION	\$ 270.00	
05/03/2024	3663.6282-01	Strata Corporation Pty Ltd T/A	EQUIPMENT PURCHASES		\$ 840.68
27/02/2024	161651		SUPPLY TREE STAKES & STERIPRUNE AEROSOL PAINT	\$ 840.68	
05/03/2024	3663.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 396.00
22/02/2024	00431978		EMPLOYEE ASSISTANCE PROGRAM	\$ 198.00	
28/02/2024	00432321		EMPLOYEE ASSISTANCE PROGRAM	\$ 198.00	

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05/03/2024	3663.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 8,029.23
09/02/2024	10245936		RETICULATION PARTS	\$ 107.53	
27/02/2024	10245865		RETICULATION PARTS	\$ 7,700.00	
27/02/2024	10245990		RETICULATION PARTS	\$ 24.40	
27/02/2024	10246056		RETICULATION PARTS	\$ 67.56	
27/02/2024	10246061		RETICULATION PARTS	\$ 44.85	
27/02/2024	10245622		RETICULATION PARTS	\$ 84.89	
05/03/2024	3663.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 277.50
25/02/2024	PY02-18-AUSTRALI		PAYROLL DEDUCTION	\$ 132.50	
25/02/2024	PY01-18-AUSTRALI		PAYROLL DEDUCTION	\$ 145.00	
05/03/2024	3663.7030-01	Mundaring Seniors Incorporated	REIMBURSEMENT		\$ 1,460.00
29/02/2024	6		REIMBURSEMENT - VEHICLE INSURANCE BUS 1EWR880	\$ 1,460.00	
05/03/2024	3663.7230-01	Boss Bobcat & Truck Service	EARTHWORKS		\$ 6,022.50
27/02/2024	17824		REMOVE AND REPLACE CONTAMINATED SOFT FALL MULCH	\$ 6,022.50	
05/03/2024	3663.7360-01	Metrocount	SUBSCRIPTION		\$ 3,960.00
01/03/2024	INV032480		ATLYST TRAFFIC COUNT CLOUD BASED SOFTWARE SUBSCRIPTION	\$ 3,960.00	
05/03/2024	3663.7489-01	Sparks Refrigeration & Airconditioning	ELECTRICAL		\$ 13,313.09
28/02/2024	INV-2833		REPLACE AIR-CON UNIT CONTROLLER - DEPOT LUNCH ROOM	\$ 126.50	
28/02/2024	INV-2834		REMOVE AIR DIRECTION MOTOR GEARBOX - HUB OF THE HILLS	\$ 198.00	
28/02/2024	INV-2870		PROVIDE INSTALLATION GUIDELINES - DEPOT STORES OFFICE	\$ 264.00	
28/02/2024	INV-2881		REPAIR AIR-CON UNIT TEMP SETTINGS - ADMIN BUILDING	\$ 990.00	
28/02/2024	INV-2883		REPLACE ZIP FILTER - OPERATIONS ADMIN BUILDING	\$ 258.50	
28/02/2024	INV-2882		REPAIR AIR-CON UNIT - ADMIN PIPELINE ROOM	\$ 924.00	
28/02/2024	INV-2878		REMOVE OLD & INSTALL NEW AIR-CON UNITS - MUNDARING LIBRARY	\$ 10,420.09	
28/02/2024	INV-2830		REPAIR WATER COOLER - DEPOT ADMIN	\$ 132.00	
05/03/2024	3663.7738-01	WA Safety Products (Montyanne)	SAFETY EQUIPMENT		\$ 557.70
28/02/2024	B7280		SUPPLY GLOVES, RESPIRATORS & GUMBOOTS	\$ 557.70	
05/03/2024	3663.7807-01	Water Installations	MAINTENANCE		\$ 331.00
09/02/2024	3775		INVESTIGATE FAULT - MT HELENA OVAL TREATMENT SYSTEM	\$ 331.00	
05/03/2024	3663.80-01	Bunnings Group Limited	HARDWARE		\$ 188.94
16/02/2024	2440/00145269		HARDWARE ITEMS	\$ 117.40	
08/02/2024	2440/99800292		HARDWARE ITEMS	\$ 71.54	
05/03/2024	3663.8149-01	East End Electrical	ELECTRICAL		\$ 2,645.50
27/02/2024	EEE100-1172		ELECTRICAL SERVICES - GLEN FORREST OVAL	\$ 792.00	
27/02/2024	EEE100-1174		ELECTRICAL SERVICES - BOYA OVAL	\$ 979.00	
27/02/2024	EEE100-1173		ELECTRICAL SERVICES - BOYA OVAL, CHIDLOW BORES & HARRY RISEBOROUGH	\$ 874.50	
05/03/2024	3663.8374-01	Natural Area Holdings P/L T/A Natural	WEED CONTROL		\$ 12,985.20
13/02/2024	00022030		WEED CONTROL - RAILWAY RESERVE SAWYERS VALLEY	\$ 11,282.22	
13/02/2024	00022029		WEED CONTROL - MARNIE RD GLEN FORREST	\$ 1,702.98	
05/03/2024	3663.8584-01	Great Sand Supplies Trust	GRAVEL		\$ 1,071.30
01/03/2024	00010709		SUPPLY FACE GRAVEL	\$ 764.90	
01/03/2024	00010730		SUPPLY FACE GRAVEL	\$ 306.40	
05/03/2024	3663.90-01	Major Motors Pty Ltd	VEHICLE REPAIRS		\$ 18,500.15
01/03/2024	1463378		REPAIR GEAR BOX & CLUTCH IN 072MDG	\$ 18,500.15	
05/03/2024	3663.9498-01	Toyota Material Handling Australia	PARTS		\$ 104.50
09/02/2024	245017477		SUPPLY WIPER BLADES FOR P279	\$ 104.50	
05/03/2024	3663.9612-01	Data#3 Limited	SUBSCRIPTION		\$ 184.31
07/02/2024	SIN000180955		ADDITIONAL 5X FOXIT PDF EDITOR LICENSES	\$ 184.31	

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<b>05/03/2024</b>	<b>3663.9627-01</b>	<b>MPK Tree Management Pty Ltd</b>	<b>STREET TREE MAINTENANCE</b>		<b>\$ 22,614.45</b>
27/02/2024	7644		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 3,481.99	
27/02/2024	7667		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
27/02/2024	7729		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 1,480.34	
29/02/2024	7751		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
29/02/2024	7739		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
29/02/2024	7771		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
29/02/2024	7772		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
01/03/2024	7725		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
<b>05/03/2024</b>	<b>3663.9935-01</b>	<b>All Fence U Rent Pty Ltd</b>	<b>HIRE TEMP FENCING</b>		<b>\$ 429.00</b>
01/03/2024	00051090		HIRE TEMP FENCING - TRIANDRA PARK HELENA VALLEY	\$ 214.50	
27/02/2024	00050667		HIRE TEMP FENCING - TRIANDRA PARK HELENA VALLEY	\$ 214.50	
<b>06/03/2024</b>	<b>3664.3462-01</b>	<b>Care Giver Subsidies</b>	<b>CARE GIVER SUBSIDIES</b>		<b>\$ 23,418.16</b>
06/03/2024	060324		CARE GIVER SUBSIDIES	\$ 23,418.16	
<b>07/03/2024</b>	<b>3665.15555-01</b>	<b>Mr D J Milner</b>	<b>REFUND</b>		<b>\$ 1,700.00</b>
07/03/2024	REFUND		RATES REFUND	\$ 1,700.00	
<b>11/03/2024</b>	<b>3666.34-01</b>	<b>Water Corporation</b>	<b>WATER RATES &amp; FEES</b>		<b>\$ 67,666.43</b>
08/03/2024	9004646790		WATER RATES & FEES	\$ 695.00	
08/03/2024	9004700304		WATER RATES & FEES	\$ 5.56	
08/03/2024	9004707805		WATER RATES & FEES	\$ 814.54	
08/03/2024	9004679832		WATER RATES & FEES	\$ 1,212.08	
08/03/2024	9004683970		WATER RATES & FEES	\$ 140.99	
08/03/2024	9004679824		WATER RATES & FEES	\$ 27.80	
08/03/2024	9004679509		WATER RATES & FEES	\$ 937.71	
08/03/2024	9004680614		WATER RATES & FEES	\$ 8,265.70	
08/03/2024	9004684543		WATER RATES & FEES	\$ 16,270.63	
08/03/2024	9012388904		WATER RATES & FEES	\$ 1,578.41	
08/03/2024	9004631732		WATER RATES & FEES	\$ 7,135.99	
08/03/2024	9004646782		WATER RATES & FEES	\$ 20,179.26	
08/03/2024	9004631716		WATER RATES & FEES	\$ 47.26	
08/03/2024	9004650204		WATER RATES & FEES	\$ 77.84	
08/03/2024	9004631724		WATER RATES & FEES	\$ 200.16	
08/03/2024	9004639478		WATER RATES & FEES	\$ 10,077.50	
<b>11/03/2024</b>	<b>3667.14910-01</b>	<b>Telstra Limited</b>	<b>TELEPHONE</b>		<b>\$ 17,013.58</b>
08/03/2024	2085566000		TELEPHONE CHARGES - FEBRUARY 2024	\$ 17,013.58	
<b>11/03/2024</b>	<b>3667.15553-01</b>	<b>Mr P A O'Neill</b>	<b>REFUND</b>		<b>\$ 144.00</b>
06/03/2024	REFUND		REFUND - PLANNING APPLICATION	\$ 144.00	
<b>11/03/2024</b>	<b>3667.15556-01</b>	<b>Mr A L Dodd</b>	<b>REIMBURSEMENT</b>		<b>\$ 99.00</b>
11/03/2024	REIMBURSEMENT		REIMBURSEMENT - FITNESS TO WORK SIGN OFF EXPENSES	\$ 99.00	
<b>11/03/2024</b>	<b>3667.15557-01</b>	<b>H Townsend</b>	<b>CROSSOVER CONTRIBUTION</b>		<b>\$ 590.00</b>
08/03/2024	X-OVER		CROSSOVER CONTRIBUTION - HOVEA	\$ 590.00	
<b>11/03/2024</b>	<b>3667.174-01</b>	<b>Synergy</b>	<b>ELECTRICITY</b>		<b>\$ 15,165.83</b>
07/03/2024	0239507529		ELECTRICITY	\$ 287.58	
07/03/2024	5172433125		ELECTRICITY	\$ 219.13	
07/03/2024	5176146213		ELECTRICITY	\$ 1,023.98	
07/03/2024	5162819914		ELECTRICITY	\$ 2,419.77	
07/03/2024	5183606212		ELECTRICITY	\$ 253.83	
07/03/2024	3563304329		ELECTRICITY	\$ 363.78	
07/03/2024	5147790712		ELECTRICITY	\$ 867.54	
07/03/2024	5059324411		ELECTRICITY	\$ 287.86	
07/03/2024	1563279527		ELECTRICITY	\$ 677.28	
07/03/2024	5214128214		ELECTRICITY	\$ 1,004.34	
07/03/2024	3671966720		ELECTRICITY	\$ 4,528.18	
07/03/2024	8809985121		ELECTRICITY	\$ 1,720.42	
07/03/2024	9816910820		ELECTRICITY	\$ 1,512.14	

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11/03/2024	3667.589-01	Shire of Mundaring	FDC PARENT LEVY		\$ 6,247.90
06/03/2024	060324		FDC PARENT LEVY	\$ 6,247.90	
11/03/2024	3668.10615-01	JLR Pumps	BORE DEVELOPMENT		\$ 1,485.00
27/02/2024	797		BORE DEVELOPMENT - HARRY RISEBOROUGH	\$ 1,485.00	
11/03/2024	3668.1111-01	Zipform Pty Ltd	RATES NOTICE PRODUCTION		\$ 9,503.31
08/03/2024	219237		RATES NOTICE 3RD INSTALMENTS PRODUCTION 2023/2024	\$ 9,503.31	
11/03/2024	3668.11622-01	Merchandising Libraries Pty Ltd	BOOK HOLDERS		\$ 252.46
08/03/2024	INV-12494		BOOK HOLDERS FOR KSP LIBRARY	\$ 252.46	
11/03/2024	3668.11841-01	QWest Property Pty Ltd T/A QWest	VALUATION SERVICES		\$ 3,300.00
20/02/2024	245890		VALUATION SERVICES - JACOBY ST & CRAIG ST MUNDARING	\$ 3,300.00	
11/03/2024	3668.11953-01	The Stationery Co (C Willis & D J	STATIONERY		\$ 353.24
16/02/2024	171598		STATIONERY ITEMS	\$ 172.17	
16/02/2024	171599		STATIONERY ITEMS	\$ 181.07	
11/03/2024	3668.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 1,048.61
01/03/2024	C INV 589009		TEMP STAFF - CONTAINER COLLECTION DRIVER	\$ 1,048.61	
11/03/2024	3668.12579-01	Mr V Crowe	LANDSCAPE SERVICES		\$ 864.00
07/03/2024	2315		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	\$ 288.00	
07/03/2024	2316		LANDSCAPE SERVICES - CPC MIDDLE SWAN	\$ 288.00	
07/03/2024	2317		LANDSCAPE SERVICES - MECPC	\$ 288.00	
11/03/2024	3668.12640-01	Officeworks Ltd	STATIONERY		\$ 459.50
29/02/2024	612809061		STATIONERY ITEMS	\$ 459.50	
11/03/2024	3668.12703-01	Bartco Traffic Equipment Pty Ltd	WEBSTUDIO LICENCE		\$ 1,452.00
08/03/2024	26274		WEBSTUDIO LICENCE FOR 4X UNITS FOR 01/03/2024 - 31/08/2024	\$ 1,452.00	
11/03/2024	3668.12793-01	Dinghy World (Golden Waters Marine	SERVICE RESUE BOAT		\$ 206.79
08/03/2024	98035		SERVICE RESUE BOAT - LAKE LESCHENAUTIA	\$ 206.79	
11/03/2024	3668.12899-01	NAPA (A Division of GPC Asia Pacific	PARTS		\$ 621.20
26/02/2024	1320351318		SUPPLY ASSORTED FILTERS FOR P302	\$ 173.53	
26/02/2024	1320351278		SUPPLY AIR FILTER FOR P302	\$ 20.90	
26/02/2024	1320351273		SUPPLY LUBE FILTER FOR P302	\$ 42.90	
26/02/2024	1320350634		SUPPLY ASSORTED FILTERS FOR P279	\$ 148.21	
26/02/2024	1320351067		SUPPLY FUEL FILTERS FOR ASSORTED VEHICLES	\$ 37.95	
26/02/2024	1320351066		SUPPLY FUEL FILTERS FOR ASSORTED VEHICLES	\$ 21.01	
26/02/2024	1320351630		SUPPLY GREASE TROLLEY FOR WORKSHOP USE	\$ 176.70	
11/03/2024	3668.13208-01	Fire Protection Services WA Pty Ltd	MAINTENANCE		\$ 1,127.54
07/03/2024	10854		FIRE & EMERGENCY SERVICES MAINTENANCE - MUNDARING ARENA	\$ 518.87	
07/03/2024	10853		FIRE & EMERGENCY SERVICES MAINTENANCE - BOYA COMMUNITY CENTRE	\$ 478.96	
07/03/2024	10861		FIRE & EMERGENCY SERVICES MAINTENANCE - ADMIN	\$ 129.71	
11/03/2024	3668.13345-01	ABM Landscaping (Mikevie Pty Ltd	LANDSCAPING		\$ 3,951.70
06/03/2024	INV-5058		MOWING SERVICE - BILGOMAN AQUATIC CENTRE	\$ 836.00	
08/03/2024	INV-5066		TREE PLANTING SERVICES - BOYA OVAL	\$ 709.50	
07/03/2024	INV-5008		LANDSCAPE MAINTENANCE - MUNDARING COMMUNITY CENTRES	\$ 2,406.20	
11/03/2024	3668.13540-01	ELM (WA) Pty Ltd	MOWING SERVICES		\$ 11,553.11
08/03/2024	INV-4771		MOWING SERVICES - JANUARY 2024	\$ 11,553.11	
11/03/2024	3668.13594-01	Bitumen Surfacing	ASPHALT		\$ 153,205.76
07/03/2024	00008226		BITUMEN SURFACING WORKS - OLIVER ST	\$ 42,564.85	
07/03/2024	00008225		BITUMEN SURFACING WORKS - BARRET RD	\$ 20,141.62	
01/03/2024	00008217		ASPHALT WORKS - PARK RD & FLORA RD	\$ 72,702.26	
01/03/2024	00008219		ASPHALT WORKS - OXLEY ROAD	\$ 17,797.03	
11/03/2024	3668.13609-01	WA Treeworks (D & TL Barker Nominee	TREE WATERING SERVICES		\$ 25,263.61
08/03/2024	28015		TREE WATERING SERVICE - VARIOUS LOCATIONS	\$ 22,208.62	
08/03/2024	28016		TREE WATERING SERVICE - VARIOUS LOCATIONS	\$ 3,054.99	
11/03/2024	3668.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 327.80
27/02/2024	3167043		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 327.80	

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11/03/2024	3668.13866-01	Booktopia Pty Ltd	<b>BOOKS</b>		\$ 1,006.74
26/02/2024	20890532		BOOK STOCK - AFM LIBRARY	\$ 266.12	
26/02/2024	20919699		BOOK STOCK - AFM LIBRARY	\$ 181.71	
26/02/2024	20914218		BOOK STOCK - AFM LIBRARY	\$ 172.38	
26/02/2024	20914242		BOOK STOCK - KSP LIBRARY	\$ 128.58	
26/02/2024	20918051		BOOK STOCK - KSP LIBRARY	\$ 257.95	
11/03/2024	3668.14013-01	Eastern Hills Chainsaws & Mowers Pty	<b>EQUIPMENT REPAIRS</b>		\$ 1,025.30
05/03/2024	51525 #4		SUPPLY R-Z COMBI ENGINE & HEDGE TRIMMER	\$ 1,025.30	
11/03/2024	3668.14073-01	Tony's House of Tender Meats (GK &	<b>FOOD</b>		\$ 460.80
07/03/2024	51272		MEAT SUPPLIES FOR CHILDREN - MECPC	\$ 460.80	
11/03/2024	3668.14198-01	Market Creations Agency Pty Ltd	<b>DESIGN FEES/COSTS</b>		\$ 2,541.00
05/03/2024	HQ35-8		CUSTOM WEB DEVELOPMENT - ENGAGE MUNDARING	\$ 2,541.00	
11/03/2024	3668.14496-01	Tyrepower Mundaring (The Trustee	<b>TYRES &amp; REPAIRS</b>		\$ 1,464.00
23/02/2024	119912		SUPPLY & FIT 4X NEW TYRES ON 816MDG	\$ 1,464.00	
11/03/2024	3668.14583-01	Fleet Network Pty Ltd	<b>NOVATED LEASE CHARGES</b>		\$ 762.85
07/03/2024	129594		NOVATED LEASE CHARGES 28/02/2024	\$ 762.85	
11/03/2024	3668.14644-01	Uniting Global Pty Ltd	<b>CLEANING</b>		\$ 1,150.16
07/03/2024	INV-1271		CLEANING SERVICES - PARKERVILLE OVAL FACILITIES	\$ 213.40	
07/03/2024	INV-1273		CLEANING SERVICES - ADMIN DUE TO STORM ON 16/01/2024	\$ 936.76	
11/03/2024	3668.14882-01	BB Recruitment & Consulting Service	<b>TEMP STAFF</b>		\$ 2,035.00
07/03/2024	I0002846		TEMP STAFF - MECPC CHILD CARE AGENCY STAFF	\$ 2,035.00	
11/03/2024	3668.14939-01	Eurofins ARL Pty Ltd	<b>ANALYTICAL EXPENSES</b>		\$ 332.64
08/03/2024	822075		ANALYTICAL EXPENSES - MATHIESON RD TRANSFER STATION	\$ 332.64	
11/03/2024	3668.15-01	Australia Post	<b>POSTAGE</b>		\$ 4,630.73
06/03/2024	1013076959		DAILY OUTGOING MAIL	\$ 3,660.37	
08/03/2024	1013069430		RATES COLLECTION FEES FEBRUARY 2024	\$ 835.11	
06/03/2024	1012944539		POSTAGE FOR MUNDARING LIBRARY	\$ 135.25	
11/03/2024	3668.15020-01	Scavenger Supplies Pty Ltd	<b>MAINTENANCE</b>		\$ 4,400.00
08/03/2024	INV-18618		SUPPLY & INSTALL GRATE DRAIN COVERINGS - BROZ PARK	\$ 4,400.00	
11/03/2024	3668.15087-01	Altus Planning Pty Ltd	<b>PROFESSIONAL SERVICES</b>		\$ 4,433.00
06/03/2024	AP3423		REPRESENTATION & ADVICE ON SAT MATTER DR168/2023	\$ 4,433.00	
11/03/2024	3668.15170-01	Twistech Pty Ltd	<b>MAINTENANCE</b>		\$ 308.00
08/03/2024	INV-0237		REPAIR DAMAGED FENCING - MATHIESON RD TRANSFER STATION	\$ 308.00	
11/03/2024	3668.15183-01	Mitchell Byrne's Contracting Pty Ltd	<b>STORM DAMAGE CLEAN UP</b>		\$ 34,419.00
08/03/2024	1224-2024		STORM DAMAGE CLEAN UP - JANUARY 2024	\$ 34,419.00	
11/03/2024	3668.15225-01	Synergy Business Systems Pty Ltd	<b>WORKSHOP CONSUMABLES</b>		\$ 35.41
22/02/2024	1163163		SUPPLY MINOR WORKSHOP CONSUMABLE ITEMS FOR REPAIR WORKS	\$ 35.41	
11/03/2024	3668.15475-01	Clarity Corporate Communications	<b>TRAINING</b>		\$ 3,300.00
29/02/2024	INV-7360		MEDIA TRAINING - CEO, SHIRE PRESIDENT & DEPUTY PRESIDENT	\$ 3,300.00	
11/03/2024	3668.15548-01	Eastern Hills Towing (Conrad Vince	<b>TOWING</b>		\$ 1,111.00
06/03/2024	INV-0016		TOWING SERVICES - GOVERNMENT RD TO MANHEIM ON 16/06/2023	\$ 275.00	
06/03/2024	INV-0017		TOWING SERVICES - WELD ST WEST SWAN TO MANHEIM ON 16/06/2023	\$ 275.00	
06/03/2024	INV-0062		TOWING SERVICES - WOOROLOO TO PICKLES AUCTIONS	\$ 561.00	
11/03/2024	3668.15549-01	Guru Productions Pty Ltd	<b>PROFESSIONAL SERVICES</b>		\$ 308.00
06/03/2024	00008567		PROVIDE COPY OF DESTINATION WA SERIES 10 FILM CLIP	\$ 308.00	
11/03/2024	3668.15550-01	Cableduct Systems (The Cable	<b>EQUIPMENT PURCHASES</b>		\$ 908.88
08/03/2024	00028099		SUPPLY & DELIVER 5X CABLE DUCT FLOOR LIDS - MUNDARING ARENA	\$ 908.88	
11/03/2024	3668.170-01	ASSA ABLOY Australia Pty Ltd	<b>HARDWARE</b>		\$ 837.71
23/02/2024	IN02675137		CUT 20X MASTER KEYS	\$ 837.71	
11/03/2024	3668.191-01	Eastern Region Security	<b>SECURITY EXPENSES</b>		\$ 2,671.00
08/03/2024	00021999		SECURITY EXPENSES - DEPOT	\$ 660.00	
06/03/2024	00021998		SECURITY EXPENSES - MECPC & ERFDC	\$ 286.00	
06/03/2024	00021951		SECURITY EXPENSES - BILGOMAN AQUATIC CENTRE	\$ 855.00	
06/03/2024	00021959		SECURITY EXPENSES - BILGOMAN AQUATIC CENTRE	\$ 760.00	
06/03/2024	00021997		SECURITY EXPENSES - BILGOMAN AQUATIC CENTRE	\$ 110.00	

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11/03/2024	3668.1955-01	Cleanaway	RECYCLING FEES		\$ 90,050.31
07/03/2024	21774912		RECYCLING FEES - JANUARY 2024	\$	
11/03/2024	3668.21-01	Eastern Metropolitan Regional Council	TRANSFER STATION FEES		\$ 62,706.97
08/03/2024	EMRC56188		TRANSFER STATION FEES	\$	61,557.47
08/03/2024	EMRC56239		MATTRESS RECYCLING - COPPIN ROAD TRANSFER STATION	\$	1,149.50
11/03/2024	3668.234-01	Coles Supermarkets Australia Pty Ltd	KIOSK SUPPLIES		\$ 891.33
05/03/2024	186250728		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$	150.77
07/03/2024	186487007		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$	740.56
11/03/2024	3668.336-01	Fasta Courier Service	COURIER SERVICES		\$ 614.88
06/03/2024	294740		COURIER SERVICES	\$	614.88
11/03/2024	3668.375-01	Team Global Express Pty Ltd	COURIER SERVICES		\$ 254.44
15/02/2024	0606-S364420		COURIER SERVICES	\$	254.44
11/03/2024	3668.381-01	Mundaring Electrical Contracting	ELECTRICAL		\$ 335.50
07/03/2024	7629		ELECTRICAL SERVICES - MUNDARING ARTS CENTRE	\$	335.50
11/03/2024	3668.441-01	Toolmart Australia Pty. Ltd.	TOOLS		\$ 299.00
23/02/2024	202402157-268458		SUPPLY JOBSITE RADIO	\$	299.00
11/03/2024	3668.452-01	Mahogany Building & Design	MAINTENANCE		\$ 209.00
08/03/2024	INV0527		MAINTENANCE - MUNDARING ARENA UPSTAIRS FOYER	\$	209.00
11/03/2024	3668.4811-01	West Sure Group Pty Ltd	SECURITY EXPENSES		\$ 276.06
06/03/2024	00029313		SECURITY EXPENSES - MT HELENA AQUATIC CENTRE	\$	138.03
06/03/2024	00029312		SECURITY EXPENSES - BILGOMAN AQUATIC CENTRE	\$	138.03
11/03/2024	3668.4845-01	Seek Limited	ADVERTISING		\$ 390.50
06/03/2024	700419880		ADVERTISING	\$	390.50
11/03/2024	3668.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 530.76
08/03/2024	MD128777		WORK BOOTS	\$	197.95
08/03/2024	MD43986.D1		WORK CLOTHES	\$	121.36
07/03/2024	MD128016		WORK BOOTS	\$	211.45
11/03/2024	3668.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 53.75
08/03/2024	3067507		WATER BOTTLES FOR DEPOT	\$	53.75
11/03/2024	3668.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 396.00
06/03/2024	00432420		EMPLOYEE ASSISTANCE PROGRAM	\$	198.00
06/03/2024	00429628		EMPLOYEE ASSISTANCE PROGRAM	\$	198.00
11/03/2024	3668.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 2,309.50
26/02/2024	10246374		RETICULATION PARTS	\$	149.50
27/02/2024	10246357		RETICULATION PARTS	\$	2,160.00
11/03/2024	3668.7489-01	Sparks Refrigeration & Airconditioning	ELECTRICAL		\$ 9,317.59
26/02/2024	INV-2978		SUPPLY & INSTALL NEW AIR-CON UNIT - DEPOT WORKSHOP OFFICE	\$	1,980.00
26/02/2024	INV-2980		REPAIR AIR-CON UNIT - HUB OF THE HILLS OFFICE	\$	331.10
26/02/2024	INV-2988		REPLACE KITCHEN ZIP UNIT - DEPOT ADMIN BUILDING	\$	1,500.00
26/02/2024	INV-2981		REPAIR AIR-CON UNIT - DEPOT ADMIN BUILDING	\$	726.00
28/02/2024	INV-2983		INVESTIGATE AIR-CON CONTROL SETUP ISSUE - BOYA COMMUNITY CENTRE	\$	214.50
15/02/2024	INV-2982		REPAIR EVAPORATIVE AIR-CON - MUNDARING ARENA	\$	477.99
20/02/2024	INV-2979		SUPPLY & INSTALL NEW AIR-CON - ADMIN SERVER ROOM	\$	4,088.00
11/03/2024	3668.7590-01	PFD Food Services Pty Ltd	KIOSK SUPPLIES		\$ 4,261.95
26/02/2024	LK418133		KIOSK SUPPLIES - MT HELENA AQUATIC CENTRE	\$	599.50
20/02/2024	LK487671		KIOSK SUPPLIES - BILGOMAN AQUATIC CENTRE	\$	1,317.20
06/03/2024	LK421209		KIOSK SUPPLIES - BILGOMAN AQUATIC CENTRE	\$	2,345.25
11/03/2024	3668.7641-01	Easifleet	NOVATED LEASE CHARGES		\$ 12,712.87
07/03/2024	191551		NOVATED LEASE CHARGES - 26/02/2024 - 10/03/2024	\$	12,712.87
11/03/2024	3668.7716-01	Scott Printers Pty Ltd	PRINTING		\$ 4,213.00
08/03/2024	179203		PRINT 2000X PLANTS OUT OF PLACE A5 64PP BOOKS	\$	4,213.00



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11/03/2024	3668.80-01	Bunnings Group Limited	HARDWARE		\$ 894.11
07/03/2024	2440/00733670		HARDWARE ITEMS	\$ 309.76	
26/02/2024	2440/99802639		HARDWARE ITEMS	\$ 23.76	
13/02/2024	2440/01197848		HARDWARE ITEMS	\$ 447.13	
16/02/2024	2440/01633797		HARDWARE ITEMS	\$ 113.46	
11/03/2024	3668.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 21,338.97
27/02/2024	7808		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
27/02/2024	7820		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
27/02/2024	7773		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
27/02/2024	7774		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
27/02/2024	7805		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
07/03/2024	7669		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 3,686.85	
09/03/2024	7486		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,942.02	
11/03/2024	3668.9769-01	Japanese Truck & Bus Spares	PARTS		\$ 878.60
26/02/2024	523150		SUPPLY 2X DOOR CHECK STRAPS	\$ 206.60	
26/02/2024	523151		SUPPLY COOLANT PREMIX RED & BLUE	\$ 672.00	
13/03/2024	3669.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 22,832.75
14/03/2024	130324		CARE GIVER SUBSIDIES	\$ 22,832.75	
18/03/2024	3670.34-01	Water Corporation	WATER RATES & FEES		\$ 2,865.09
15/03/2024	9009882418		WATER RATES & FEES	\$ 175.14	
15/03/2024	9010381397		WATER RATES & FEES	\$ 25.02	
15/03/2024	9004645034		WATER RATES & FEES	\$ 1,790.32	
15/03/2024	9004644998		WATER RATES & FEES	\$ 167.96	
15/03/2024	9004566598		WATER RATES & FEES	\$ 706.65	
18/03/2024	3671.12665-01	Building and Construction Industry	BCITF LEVY		\$ 989.95
15/03/2024	INV-218680H0B2M6		BCITF LEVY - FEBRUARY 2024	\$ 989.95	
18/03/2024	3671.15468-01	Ms R L Joubert	CROSSOVER CONTRIBUTION		\$ 590.00
14/03/2024	X-OVER		CROSSOVER CONTRIBUTION - SWAN VIEW	\$ 590.00	
18/03/2024	3671.15480-01	Perth Hills Junior Cricket Club	GRANT		\$ 300.00
15/03/2024	GRANT		VOLUNTEER RECOGNITION EVENT GRANT	\$ 300.00	
18/03/2024	3671.15554-01	Mr L Hinrichs	REIMBURSEMENT		\$ 38.50
14/03/2024	REIMBURSEMENT		REIMBURSEMENT - PRE-EMPLOYMENT DRUG SCREEN EXPENSES	\$ 38.50	
18/03/2024	3671.15558-01	Ms E L Skinner	REIMBURSEMENT		\$ 199.00
12/03/2024	REIMBURSEMENT		REIMBURSEMENT - FIRST AID TRAINING COURSE EXPENSES	\$ 199.00	
18/03/2024	3671.15560-01	T Miller	REFUND		\$ 30.00
14/03/2024	REFUND		REFUND - DOG STERILISATION REBATE ANIMAL# 42054	\$ 30.00	
18/03/2024	3671.15561-01	Ms D E Vogels	CROSSOVER CONTRIBUTION		\$ 590.00
14/03/2024	X-OVER		CROSSOVER CONTRIBUTION - DARLINGTON	\$ 590.00	
18/03/2024	3671.174-01	Synergy	ELECTRICITY		\$ 10,161.70
07/03/2024	5603941927		ELECTRICITY	\$ 1,316.85	
08/03/2024	4743483524		ELECTRICITY	\$ 110.39	
15/03/2024	5183606212		ELECTRICITY	\$ 391.64	
15/03/2024	5280686415		ELECTRICITY	\$ 797.60	
08/03/2024	5100198416		ELECTRICITY	\$ 654.03	
14/03/2024	5280686512		ELECTRICITY	\$ 273.25	
14/03/2024	2686554727		ELECTRICITY	\$ 1,952.53	
14/03/2024	3625641925		ELECTRICITY	\$ 824.44	
14/03/2024	7484541121		ELECTRICITY	\$ 162.03	
14/03/2024	3011349923		ELECTRICITY	\$ 248.48	
14/03/2024	2298437127		ELECTRICITY	\$ 127.19	
14/03/2024	8764232325		ELECTRICITY	\$ 711.81	
14/03/2024	3310777127		ELECTRICITY	\$ 126.20	
07/03/2024	8446589925		ELECTRICITY	\$ 1,087.10	
07/03/2024	5035029115		ELECTRICITY	\$ 150.40	
07/03/2024	5035029810		ELECTRICITY	\$ 1,227.76	

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18/03/2024	3671.3599-01	Mr C F Blankley	REIMBURSEMENT		\$ 196.19
15/03/2024			REIMBURSEMENT - AQUATIC CENTRE CONSUMABLE EXPENSES	\$ 196.19	
18/03/2024	3671.589-01	Shire of Mundaring	LEVY PAYMENTS		\$ 5,872.65
15/03/2024	INV-218680H0B2MG		BCITF LEVY - FEBRUARY 2024	\$ 41.25	
14/03/2024	130324		FDC PARENT LEVY	\$ 5,831.40	
18/03/2024	3672.10637-01	Grants Empire	PROFESSIONAL SERVICES		\$ 660.00
12/03/2024	00002294		DEVELOP AUSTRALIAN CRICKET INFRASTRUCTURE APPLICATION	\$ 660.00	
18/03/2024	3672.10881-01	Alsco Pty Ltd	FIRST AID REPLENISHMENT		\$ 812.01
01/03/2024	CPER2391108		FIRST AID REPLENISHMENT - LAKE LESCHENAULTIA	\$ 121.83	
01/03/2024	CPER2391109		FIRST AID REPLENISHMENT - MUNDARING ARENA	\$ 113.00	
01/03/2024	CPER2391106		FIRST AID REPLENISHMENT - AFM LIBRARY	\$ 32.92	
01/03/2024	CPER2391105		FIRST AID REPLENISHMENT - ADMIN BUILDING	\$ 399.41	
01/03/2024	CPER2391104		FIRST AID REPLENISHMENT - OPERATION CENTRE	\$ 113.00	
01/03/2024	CPER2391107		FIRST AID REPLENISHMENT - BOYA COMMUNITY CENTRE	\$ 31.85	
18/03/2024	3672.11017-01	Sapio Pty Ltd	SECURITY EXPENSES		\$ 4,145.72
27/02/2024	SP260090		INSTALL REPLACEMENT EXPANDER & KEYPAD - DEPOT	\$ 3,425.93	
28/02/2024	SP260212		RESET CLOCK & REPLACE BATTERIES - MT HELENA AQUATIC CENTRE	\$ 239.93	
28/02/2024	SP260210		RESET CLOCK & REPLACE BATTERIES - ELSIE AUSTIN OVAL	\$ 239.93	
28/02/2024	SP260208		RESET CLOCK & REPLACE BATTERIES - HUB OF THE HILLS	\$ 239.93	
18/03/2024	3672.11563-01	Thinkproject Australia Pty Ltd	TRAINING		\$ 1,155.00
07/03/2024	INV-0657		ONLINE RAMM TRAINING COURSE	\$ 1,155.00	
18/03/2024	3672.11577-01	Tourism Council Western Australia	FLAGS		\$ 192.39
15/03/2024	I-00009740		SUPPLY & DELIVER 2X FEATHER FLAGS - VISITOR CENTRE	\$ 192.39	
18/03/2024	3672.11953-01	The Stationery Co (C Willis & D J	STATIONERY		\$ 842.05
13/03/2024	171101		STATIONERY ITEMS	\$ 95.40	
13/03/2024	171037		STATIONERY ITEMS	\$ 287.37	
13/03/2024	171194		STATIONERY ITEMS	\$ 459.28	
18/03/2024	3672.12-01	Department of Human Services - Child	CHILD SUPPORT PAYMENT		\$ 765.69
10/03/2024	PY02-19-CHILD SU		CHILD SUPPORT PAYMENT	\$ 765.69	
18/03/2024	3672.12078-01	Recruitwest Pty Ltd	TEMP STAFF		\$ 1,048.61
12/03/2024	C INV 589060		TEMP STAFF - CONTAINER COLLECTION DRIVER	\$ 1,048.61	
18/03/2024	3672.12427-01	All Suburbs Garden & Wood Supplies	FIRE WOOD		\$ 1,930.16
15/03/2024	35532		SUPPLY FIRE WOOD FOR LAKE LESCHENAULTIA	\$ 1,930.16	
18/03/2024	3672.12451-01	Rainchaser Pumps and Reticulation	RETICULATION PARTS		\$ 21.90
15/03/2024	INV-3670		RETICULATION PARTS	\$ 21.90	
18/03/2024	3672.12579-01	Mr V Crowe	LANDSCAPE & MAINTENANCE SERVICES		\$ 2,125.50
12/03/2024	2319		LANDSCAPE SERVICES - CPC MIDDLE SWAN	\$ 288.00	
12/03/2024	2320		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	\$ 384.00	
12/03/2024	2321		LANDSCAPE & PRESSURE CLEANING SERVICES - MECPC	\$ 493.50	
18/03/2024	2323		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	\$ 288.00	
18/03/2024	2324		LANDSCAPE SERVICES - CPC MIDDLE SWAN	\$ 288.00	
18/03/2024	2325		LANDSCAPE & MAINTENANCE SERVICES - MECPC	\$ 384.00	
18/03/2024	3672.12637-01	Travelwest Publications WA Pty Ltd	ADVERTISING		\$ 2,420.00
11/03/2024	INV-4583		ADVERTISING	\$ 1,210.00	
11/03/2024	INV-4586		ADVERTISING	\$ 1,210.00	
18/03/2024	3672.12899-01	NAPA (A Division of GPC Asia Pacific	PARTS		\$ 720.26
26/02/2024	1320352296		SUPPLY FUEL & WATER FILTER FOR P297	\$ 173.25	
26/02/2024	1320352229		SUPPLY LUBE FILTER FOR P297	\$ 34.38	
26/02/2024	1320352523		SUPPLY TROLLEY JACK FOR OPERATIONS	\$ 228.00	
05/03/2024	1320352250		SUPPLY ASSORTED FILTER FOR P286	\$ 284.63	
18/03/2024	3672.12984-01	AJL Plumbing and Gas Pty Ltd (ATF T	PLUMBING		\$ 242.00
14/03/2024	AJL13778		PLUMBING SERVICES - COPPIN RD WASTE TRANSFER STATION	\$ 242.00	

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18/03/2024	3672.13-01	Shire of Mundaring	<b>PAYROLL DEDUCTION</b>		\$ 17,401.82
10/03/2024	PY01-19-PURCHASE		PAYROLL DEDUCTION	\$ 411.40	
10/03/2024	PY01-19-Private		PAYROLL DEDUCTION	\$ 1,336.00	
10/03/2024	PY01-19-Buy Addi		PAYROLL DEDUCTION	\$ 795.69	
10/03/2024	PY01-19-Novated		PAYROLL DEDUCTION	\$ 7,543.19	
10/03/2024	PY01-19-Novated		PAYROLL DEDUCTION	\$ 4,218.93	
10/03/2024	PY01-19-Novated		PAYROLL DEDUCTION	\$ 1,216.19	
10/03/2024	PY01-19-Novated		PAYROLL DEDUCTION	\$ 828.89	
10/03/2024	PY02-19-Buy Addi		PAYROLL DEDUCTION	\$ 1,051.53	
18/03/2024	3672.13013-01	MDM Entertainment Pty Ltd	<b>AUDIO VISUAL STOCK</b>		\$ 119.47
13/03/2024	SI0013948		AUDIO VISUAL STOCK - KSP & AFM LIBRARY	\$ 119.47	
18/03/2024	3672.13025-01	Brad Hutchinson Hearing (Hutchinson)	<b>PROFESSIONAL SERVICES</b>		\$ 242.00
15/03/2024	00340840		WORKCOVER FULL ASSESSMENT	\$ 242.00	
18/03/2024	3672.13053-01	Perth Elevators (Perth Building)	<b>MAINTENANCE</b>		\$ 1,100.00
07/03/2024	227		QUARTERLY MAINTENANCE INSPECTION - MUNDARING ARENA LIFT	\$ 550.00	
28/02/2024	201		QUARTERLY MAINTENANCE INSPECTION - MUNDARING ARENA LIFT	\$ 550.00	
18/03/2024	3672.13268-01	Department of Human Services - The	<b>PAYROLL DEDUCTION</b>		\$ 46.74
10/03/2024	PY01-19-Centrelli		PAYROLL DEDUCTION	\$ 46.74	
18/03/2024	3672.13278-01	Safeway Building & Renovations Pty	<b>MAINTENANCE</b>		\$ 605.00
28/02/2024	5558		ROOF INSPECTION - GLEN FORREST OCTAGONAL HALL	\$ 605.00	
18/03/2024	3672.13345-01	ABM Landscaping (Mikevie Pty Ltd)	<b>LANDSCAPE &amp; MAINTENANCE SERVICES</b>		\$ 70,120.80
11/03/2024	INV-5087		MOWING SERVICES - LAKE LESCHENAULTIA	\$ 1,914.00	
14/03/2024	INV-5005		LANDSCAPE MAINTENANCE - ADMIN & MUNDARING TOWN CENTRE	\$ 17,114.19	
14/03/2024	INV-5006		LANDSCAPE MAINTENANCE - HELENA VALLEY RD ENTRY STATEMENT/RESERVE	\$ 16,078.82	
14/03/2024	128		LANDSCAPE MAINTENANCE - HELENA VALLEY RD ENTRY STATEMENT/RESERVE	\$ 15,853.51	
15/03/2024	127		LANDSCAPE MAINTENANCE - ADMIN & MUNDARING TOWN CENTRE	\$ 17,114.20	
15/03/2024	INV-5007		LANDSCAPE MAINTENANCE - GREAT EASTERN HIGHWAY	\$ 2,046.08	
18/03/2024	3672.13594-01	Bitumen Surfacing	<b>ASPHALT</b>		\$ 94,489.57
07/03/2024	00008231		BITUMEN SURFACING WORKS - IRON RD	\$ 21,854.48	
07/03/2024	00008229		BITUMEN SURFACING WORKS - SHORT ST	\$ 41,827.90	
12/03/2024	00008200		BITUMEN SURFACING WORKS - DINSDALE RD	\$ 30,807.19	
18/03/2024	3672.138-01	Sonic HealthPlus Pty Ltd	<b>MEDICAL EXAMINATION</b>		\$ 327.80
26/02/2024	3169980		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 327.80	
18/03/2024	3672.13866-01	Booktopia Pty Ltd	<b>BOOKS</b>		\$ 652.71
26/02/2024	20946083		BOOK STOCK - AFM LIBRARY	\$ 132.91	
26/02/2024	20924027		BOOK STOCK - AFM LIBRARY	\$ 107.02	
26/02/2024	20946057		BOOK STOCK - KSP LIBRARY	\$ 193.87	
26/02/2024	20946051		BOOK STOCK - KSP LIBRARY	\$ 218.91	
18/03/2024	3672.13879-01	One Tree Community Services Inc	<b>TRAINING</b>		\$ 89.10
28/02/2024	3596		STAFF TRAINING - SUPPORT INCLUSION & DIVERSITY	\$ 89.10	
18/03/2024	3672.14016-01	Western Educting Service (Western)	<b>HIRE OF PLANT</b>		\$ 5,101.92
18/03/2024	1662		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,731.84	
18/03/2024	1663		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,685.04	
18/03/2024	1664		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,685.04	
18/03/2024	3672.14109-01	Red Dot Stores (The C C C B)	<b>CONSUMABLES</b>		\$ 126.91
15/03/2024	13190310		CONSUMABLES - MECPC	\$ 126.91	
18/03/2024	3672.14200-01	Mundaring Glass and Security (The)	<b>MAINTENANCE</b>		\$ 858.00
15/03/2024	00005422		REPLACE GLASS DOOR PANEL - DARLINGTON OVAL PAVILION	\$ 858.00	
18/03/2024	3672.14237-01	Eastside Plumbing & Gas Pty Ltd	<b>PLUMBING</b>		\$ 1,628.00
15/03/2024	INV-3383		PLUMBING SERVICES - LITTLE POSSUMS EARLY LEARNING	\$ 1,628.00	
18/03/2024	3672.14316-01	Ms B Bropho	<b>CONSULTATION FEE</b>		\$ 600.00
15/03/2024	1		CONSULTATION FEE - PROPOSED WORKS GLEN PARK DARLINGTON	\$ 600.00	
18/03/2024	3672.14325-01	Ms V Corunna	<b>CONSULTATION FEE</b>		\$ 1,100.00
15/03/2024	1		CULTURAL CONSULTATION FEE - 10TH NOVEMBER 2023	\$ 500.00	
15/03/2024	2		CONSULTATION FEE - PROPOSED WORKS GLEN PARK DARLINGTON	\$ 600.00	

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18/03/2024	3672.14430-01	Ms A M Carlin	DESIGN FEES/COSTS		\$ 695.00
11/03/2024	#795		SOCIAL MEDIA MANAGEMENT - FEBRUARY 2024 PERTH HILLS MUNDARING	\$ 695.00	
18/03/2024	3672.14496-01	Tyrepower Mundaring (The Trustee	TYRES & REPAIRS		\$ 502.00
27/02/2024	120101		SUPPLY & FIT 2X NEW TYRES ON 059MDG	\$ 502.00	
18/03/2024	3672.14584-01	Fit2work.com.au (Equifax Australasia	CRIMINAL CHECK SERVICES		\$ 83.60
15/03/2024	15475771		CRIMINAL CHECK SERVICES FOR VBFB	\$ 83.60	
18/03/2024	3672.147-01	CJD Equipment Pty Ltd	PARTS		\$ 234.01
23/02/2024	002788967		SUPPLY PARTS FOR P258	\$ 234.01	
18/03/2024	3672.14824-01	Allsite Equipment Solutions (Trustee	MAINTENANCE		\$ 327.25
11/03/2024	INV-1520		ANNUAL SERVICE VERTICAL LIFTER - MUNDARING ARENA	\$ 327.25	
18/03/2024	3672.14906-01	Perth Lifting Equipment (Aria West Pty	MAINTENANCE		\$ 432.30
14/03/2024	00004236		ONSITE VISUAL INSPECTION OF LIFTING EQUIPMENT	\$ 432.30	
18/03/2024	3672.14943-01	The Hybrid Minds (Daniel Augustine	PROFESSIONAL SERVICES		\$ 1,870.00
28/02/2024	10445		FILMING & EDITING OWL FRIENDLY VIDEO	\$ 1,870.00	
18/03/2024	3672.15170-01	Twistech Pty Ltd	FENCING REPAIRS		\$ 308.00
15/03/2024	INV-0242		REPAIR DAMAGED FENCING - COPPIN RD TRANSFER STATION	\$ 308.00	
18/03/2024	3672.15183-01	Mitchell Byrne's Contracting Pty Ltd	STORM DAMAGE CLEAN UP		\$ 48,444.00
14/03/2024	1222-2024		STORM DAMAGE CLEAN UP - JANUARY 2024	\$ 24,816.00	
14/03/2024	1225-2024		STORM DAMAGE CLEAN UP - JANUARY 2024	\$ 19,008.00	
14/03/2024	1223-2024		STORM DAMAGE CLEAN UP - JANUARY 2024	\$ 4,620.00	
18/03/2024	3672.15207-01	Veale Corporation Pty Ltd T/A Veale	PARTS		\$ 220.30
05/03/2024	20094599		SUPPLY BRAKE DRUMS & BRAKE SHOES FOR P4791	\$ 220.30	
18/03/2024	3672.15217-01	Malaga Metal Industries Pty Ltd	BIN STANDS		\$ 4,582.00
28/02/2024	49709		SUPPLY 10X BIN STANDS "CAST IN" TYPE	\$ 2,485.00	
28/02/2024	49708		SUPPLY 6X BIN STANDS	\$ 2,097.00	
18/03/2024	3672.15219-01	Life of a Fairytale Pty Ltd	ENTERTAINMENT		\$ 2,200.00
15/03/2024	06-03-2024-001		MERMAID MEET & GREET SUMMER OF ENTERTAINMENT EVENT ON 08/03/2024	\$ 2,200.00	
18/03/2024	3672.15225-01	Synergy Business Systems Pty Ltd	CONSUMABLES		\$ 55.96
23/02/2024	1163691		SUPPLY MINOR WORKSHOP CONSUMABLE ITEMS FOR REPAIR WORKS	\$ 55.96	
18/03/2024	3672.15228-01	Grimes Contracting Pty Ltd	PLAYGROUND INSTALLATION		\$ 9,583.00
28/02/2024	1821		INSTALL LEGS TO STAIRS & REPAIR SIDE RAIL - TOWLE PARK	\$ 3,245.00	
28/02/2024	1817		INSTALL PLAYGROUND - HARMONY ESTATE PARK	\$ 6,338.00	
18/03/2024	3672.15449-01	The Ron Cole Management Trust	PAINT SUPPLIES		\$ 352.00
14/03/2024	00000432		SUPPLY 8L OF RED TOP COAT & 8L BLUE SPORTSCOAT	\$ 352.00	
18/03/2024	3672.15457-01	The Local Government Racing &	PAYROLL DEDUCTION		\$ 44.00
10/03/2024	PY01-19-LGRCEU		PAYROLL DEDUCTION	\$ 22.00	
10/03/2024	PY02-19-LGRCEU		PAYROLL DEDUCTION	\$ 22.00	
18/03/2024	3672.15509-01	7 to 1 Photography (K.A Pilgrim-Byrne	PHOTOGRAPHY SERVICES		\$ 2,310.00
12/03/2024	1284		PHOTOGRAPHY SERVICES - BRANDING & CONTENT	\$ 2,310.00	
18/03/2024	3672.15517-01	MAK Industrial Water Solutions Pty	EQUIPMENT MAINTENANCE		\$ 761.20
14/03/2024	129058		SERVICE OILY WATER SEPARATOR - DEPOT	\$ 761.20	
18/03/2024	3672.15528-01	SolarWinds Software Europe DAC	IT HARDWARE		\$ 563.00
22/02/2024	IE432318		SYSLOG SERVER & CATTOOLS MAINTENANCE RENEWAL	\$ 563.00	
18/03/2024	3672.15562-01	Ms M Baker	CONSULTATION FEE		\$ 600.00
15/03/2024	1		CONSULTATION FEE - PROPOSED WORKS GLEN PARK DARLINGTON	\$ 600.00	
18/03/2024	3672.15563-01	Ms J Parfitt	CONSULTATION FEE		\$ 600.00
15/03/2024	1		CONSULTATION FEE - PROPOSED WORKS GLEN PARK DARLINGTON	\$ 600.00	
18/03/2024	3672.1644-01	Woolworths Group Limited	FOOD & CONSUMABLES		\$ 93.80
12/03/2024	TI-040D7-178D19		FOOD & CONSUMABLES FOR CHILDREN - MIDVALE HUB	\$ 93.80	
18/03/2024	3672.1674-01	Midland Cement Materials	CONCRETE PRODUCTS		\$ 1,097.58
15/03/2024	6192185		SUPPLY 2X CORRUGATED BLACK MAX STORMWATER PIPES	\$ 1,097.58	
18/03/2024	3672.1955-01	Cleanaway	RECYCLING FEES		\$ 153.20
15/03/2024	19281250		RECYCLING FEES - BILGOMAN AQUATIC CENTRE	\$ 153.20	

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18/03/2024	3672.21-01	Eastern Metropolitan Regional Council	<b>TRANSFER STATION FEES</b>		\$ 69,618.21
18/03/2024	EMRC56359		MANAGEMENT OF CDS OPERATIONS AT COPPIN ROAD TRANSFER STATION	\$ 39,701.88	
18/03/2024	EMRC56361		MATHIESON RD WASTE TRANSFER STATION - SITE MANAGEMENT	\$ 29,916.33	
18/03/2024	3672.215-01	Deputy Commissioner of Taxation	<b>TAXATION</b>		\$ 184,169.00
10/03/2024	PY01-19-Deputy C		PAYROLL DEDUCTION	\$ 161,341.00	
10/03/2024	PY02-19-Deputy C		PAYROLL DEDUCTION	\$ 22,828.00	
18/03/2024	3672.234-01	Coles Supermarkets Australia Pty Ltd	<b>KIOSK SUPPLIES</b>		\$ 903.62
12/03/2024	187000322		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 564.72	
08/03/2024	186892186		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 142.45	
08/03/2024	186793163		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 196.45	
18/03/2024	3672.254-01	Mundaring Arts Centre Inc	<b>ART ACQUISITIONS</b>		\$ 10,000.00
15/03/2024	2773		2024 ART ACQUISITIONS	\$ 10,000.00	
18/03/2024	3672.2769-01	Regenerated Landscapes	<b>WEED SPRAYING</b>		\$ 1,350.00
12/03/2024	28		SLASHING WORKS - PITTERSON RD DARLINGTON	\$ 200.00	
12/03/2024	24		SLASHING WORKS - BROOK SIDE PARK PARKERVILLE	\$ 475.00	
12/03/2024	25		SLASHING WORKS - R36419 OFF MARRIOT RD BOYA	\$ 675.00	
18/03/2024	3672.300-01	Civica Pty Ltd	<b>SUBSCRIPTION</b>		\$ 10,312.50
15/03/2024	C/LA036068		SPYDUS SERVICE LIBRARY AGREEMENT 01/05/2024 - 31/07/2024	\$ 10,312.50	
18/03/2024	3672.320-01	Department of Fire & Emergency Services	<b>ESL CONTRIBUTION</b>		\$ 1,107,989.39
26/02/2024	156988		2023/2024 ESL QUARTER 3 CONTRIBUTION	\$ 1,107,989.39	
18/03/2024	3672.375-01	Team Global Express Pty Ltd	<b>COURIER SERVICES</b>		\$ 481.13
15/03/2024	0607-S364420		COURIER SERVICES	\$ 481.13	
18/03/2024	3672.381-01	Mundaring Electrical Contracting	<b>ELECTRICAL</b>		\$ 2,585.00
15/03/2024	7630		ELECTRICAL SERVICES - GLEN FORREST VBFB	\$ 1,012.00	
15/03/2024	7625		ELECTRICAL SERVICES - STONEVILLE VBFB	\$ 1,573.00	
18/03/2024	3672.385-01	Mundaring News & Lotto	<b>SUBSCRIPTIONS</b>		\$ 515.08
15/03/2024	6582		MAGAZINE SUBSCRIPTIONS - AFM & KSP LIBRARIES	\$ 515.08	
18/03/2024	3672.393-01	Western Australian Local Government	<b>REGISTRATION</b>		\$ 572.50
20/02/2024	SI-009284		REGISTRATION - INTRODUCTION TO LOCAL GOVERNMENT	\$ 192.50	
14/03/2024	AEF24-21		REGISTRATION - ABORIGINAL ENGAGEMENT FORUM 2024	\$ 380.00	
18/03/2024	3672.4-01	Health Insurance Fund of WA	<b>PAYROLL DEDUCTION</b>		\$ 581.10
10/03/2024	PY01-19-HIF		PAYROLL DEDUCTION	\$ 581.10	
18/03/2024	3672.4526-01	Mr J S Daw	<b>COUNCILLOR ALLOWANCE</b>		\$ 243.79
15/03/2024	TRAVEL		TRAVEL REIMBURSEMENT 360KM 13/12/2023 - 27/02/2024	\$ 243.79	
18/03/2024	3672.4749-01	Pure Air Filters	<b>PARTS</b>		\$ 167.20
14/03/2024	00015065		SUPPLY AIR FILTERS FOR ASSORTED VEHICLES	\$ 167.20	
18/03/2024	3672.5719-01	Shire of Mundaring - Lotto Club	<b>PAYROLL DEDUCTION</b>		\$ 271.60
10/03/2024	PY01-19-STAFF LO		PAYROLL DEDUCTION	\$ 258.02	
10/03/2024	PY02-19-STAFF LO		PAYROLL DEDUCTION	\$ 13.58	
18/03/2024	3672.5945-01	West Coast Spring Water Pty Ltd	<b>CAFE BAR CONSUMABLES</b>		\$ 107.50
14/03/2024	3121624		WATER BOTTLES FOR DEPOT	\$ 43.00	
14/03/2024	3029760		WATER BOTTLES FOR DEPOT	\$ 32.25	
15/03/2024	3114209		WATER BOTTLES FOR BOYA LIBRARY	\$ 32.25	
18/03/2024	3672.6-01	Shire of Mundaring - Social Club	<b>PAYROLL DEDUCTION</b>		\$ 279.00
10/03/2024	PY01-19-MUNDARIN		PAYROLL DEDUCTION	\$ 279.00	
18/03/2024	3672.6050-01	Fuel Distributors of Western Australia	<b>FUEL &amp; OILS</b>		\$ 6,035.72
23/02/2024	00533682		SUPPLY RUBIA WORKS & QUARTZ	\$ 3,662.84	
23/02/2024	00533681		SUPPLY FLUIDMATIC, LITHPLEX & TRAX DUAL	\$ 1,460.29	
23/02/2024	00533514		SUPPLY 250LTRS WATER BASED DEGREASER	\$ 912.59	
18/03/2024	3672.6732-01	Relationships Australia Western	<b>EMPLOYEE ASSISTANCE PROGRAM</b>		\$ 594.00
11/03/2024	00432969		EMPLOYEE ASSISTANCE PROGRAM	\$ 198.00	
11/03/2024	00433050		EMPLOYEE ASSISTANCE PROGRAM	\$ 198.00	
11/03/2024	00433021		EMPLOYEE ASSISTANCE PROGRAM	\$ 198.00	

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18/03/2024	3672.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 77.55
12/03/2024	10242977		RETICULATION PARTS	\$ 35.85	
27/02/2024	10246646		RETICULATION PARTS	\$ 41.70	
18/03/2024	3672.7-01	Australian Services Union	PAYROLL DEDUCTION		\$ 253.00
10/03/2024	PY01-19-AUSTRALI		PAYROLL DEDUCTION	\$ 120.50	
10/03/2024	PY02-19-AUSTRALI		PAYROLL DEDUCTION	\$ 132.50	
18/03/2024	3672.7388-01	Doors Doors Doors Pty Ltd	MAINTENANCE		\$ 990.00
26/02/2024	00062310		SERVICE 9X ROLLER DOORS - MUNDARING ARENA	\$ 990.00	
18/03/2024	3672.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING SERVICE		\$ 2,643.30
18/03/2024	2828		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	\$ 2,643.30	
18/03/2024	3672.7489-01	Sparks Refrigeration & Airconditioning	ELECTRICAL		\$ 132.00
26/02/2024	INV-2997		REPAIR ICE MACHINE - DEPOT ADMIN BUILDING	\$ 132.00	
18/03/2024	3672.7641-01	Easifleet	NOVATED LEASE CHARGES		\$ 11,114.64
14/03/2024	192681		NOVATED LEASE CHARGES - MARCH 2024	\$ 11,114.64	
18/03/2024	3672.80-01	Bunnings Group Limited	HARDWARE		\$ 2,701.54
26/02/2024	2440/00159820		HARDWARE ITEMS	\$ 177.58	
26/02/2024	2440/00159822		HARDWARE ITEMS	\$ 333.30	
26/02/2024	2440/99803733		HARDWARE ITEMS	\$ 2,190.66	
18/03/2024	3672.8275-01	E Fire & Safety	MAINTENANCE		\$ 2,934.80
12/03/2024	599910		SERVICE FIRE EQUIPMENT - VARIOUS LOCATIONS	\$ 2,577.30	
12/03/2024	601060		SERVICE FIRE EQUIPMENT - VARIOUS LOCATIONS	\$ 165.00	
15/03/2024	601062		SERVICE FIRE EQUIPMENT - ANIMAL MANAGEMENT FACILITY	\$ 192.50	
18/03/2024	3672.8545-01	Sankey Plumbing Service	PLUMBING		\$ 1,078.00
15/03/2024	5992		PLUMBING SERVICES - SAWYERS VALLEY VBFB	\$ 1,078.00	
18/03/2024	3672.8757-01	Mr C Ayris	VISITOR CENTRE STOCK		\$ 125.00
15/03/2024	31		C.Y O'CONNOR BIOGRAPHY BOOKS - VISITOR CENTRE STOCK	\$ 125.00	
18/03/2024	3672.9612-01	Data#3 Limited	SUBSCRIPTION		\$ 8,988.84
20/02/2024	SIN000183984		FOXIT PDF EDITOR LICENSES ANNUAL SUBSCRIPTION	\$ 8,988.84	
18/03/2024	3672.9627-01	MPK Tree Management Pty Ltd	STREET TREE MAINTENANCE		\$ 15,705.57
29/02/2024	7854		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 1,899.23	
05/03/2024	7857		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 1,573.36	
29/02/2024	7837		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
12/03/2024	7571		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 2,942.02	
12/03/2024	7656		STREET TREE MAINTENANCE - STONEVILLE ROAD	\$ 3,127.61	
14/03/2024	7646		STREET TREE MAINTENANCE - VARIOUS LOCATIONS	\$ 3,221.33	
20/03/2024	3673.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 27,119.93
20/03/2024	200324		CARE GIVER SUBSIDIES	\$ 27,119.93	
21/03/2024	3674.15575-01	Mr C D Cooper	REFUND		\$ 65.00
20/03/2024	1363133		STANDPIPE KEY BOND REFUND	\$ 65.00	
21/03/2024	3674.15576-01	Mr S P Smith	REFUND		\$ 65.00
20/03/2024	1439056		STANDPIPE KEY BOND REFUND	\$ 65.00	
21/03/2024	3675.15581-01	Mr K Keary	REFUND		\$ 1,458.17
21/03/2024	REFUND		RATES REFUND	\$ 1,458.17	
26/03/2024	3676.10414-01	Department of Transport - Vehicle	VEHICLE SEARCH FEES		\$ 19.85
21/03/2024	8051930		VEHICLE SEARCH FEES	\$ 19.85	
26/03/2024	3676.10494-01	Tim Eva's Nursery	TREES		\$ 2,464.00
28/02/2024	INV-3043		SUPPLY ASSORTED TREES FOR BROZ PARK	\$ 2,464.00	
26/03/2024	3676.10596-01	TJ Signs & Vehicle Graphics	SIGNAGE		\$ 330.00
22/03/2024	002080		CREATE & SUPPLY SHIRE DECALS FOR ASSORTED VEHICLES	\$ 330.00	
26/03/2024	3676.10637-01	Grants Empire	PROFESSIONAL SERVICES		\$ 858.00
21/03/2024	00002298		DEVELOP CSRFF GRANT APPLICATION - PARKERVILLE CRICKET NETS	\$ 858.00	
26/03/2024	3676.10807-01	Total Green Recycling Pty Ltd	E-WASTE COLLECTION		\$ 1,627.63
01/03/2024	INV15246		MATHIESON RD TRANSFER STATION - E-WASTE ITEMS	\$ 1,627.63	

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<b>26/03/2024</b>	<b>3676.10912-01</b>	<b>Capital Recycling</b>	<b>RECYCLING SERVICES</b>		<b>\$ 15,230.60</b>
15/03/2024	CSD17068-J13777		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 1,265.00	
15/03/2024	CSD17068-J13793		RUBBLE RECYCLING - MATHIESON RD TRANSFER STATION	\$ 13,965.60	
<b>26/03/2024</b>	<b>3676.10921-01</b>	<b>Ixom Operations Pty Ltd</b>	<b>CHLORINE GAS SERVICE FEES</b>		<b>\$ 856.51</b>
06/03/2024	6784217		CHLORINE GAS SERVICE FEES	\$ 202.57	
06/03/2024	6781605		CHLORINE GAS SERVICE FEES	\$ 653.94	
<b>26/03/2024</b>	<b>3676.11135-01</b>	<b>Frontline Fire &amp; Rescue (Bluesteel</b>	<b>EQUIPMENT PURCHASES</b>		<b>\$ 18,684.08</b>
20/03/2024	81508		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 19.25	
20/03/2024	81515		EQUIPMENT PURCHASES - SAWYERS VALLEY VBFB	\$ 501.60	
20/03/2024	81516		EQUIPMENT PURCHASES - SAWYERS VALLEY VBFB	\$ 202.32	
20/03/2024	81522		EQUIPMENT PURCHASES - GLEN FORREST VBFB	\$ 298.60	
20/03/2024	81591		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 118.80	
20/03/2024	81252		EQUIPMENT PURCHASES - SAWYERS VALLEY VBFB	\$ 1,472.25	
20/03/2024	81246		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 244.75	
20/03/2024	81245		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 832.70	
20/03/2024	81244		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 232.65	
20/03/2024	81239		EQUIPMENT PURCHASES - SAWYERS VALLEY VBFB	\$ 895.79	
20/03/2024	81214		EQUIPMENT PURCHASES - GLEN FORREST VBFB	\$ 356.35	
20/03/2024	81212		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 175.78	
20/03/2024	81206		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 1,579.60	
20/03/2024	81140		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 298.60	
20/03/2024	81172		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 2,172.33	
20/03/2024	81414		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 26.40	
20/03/2024	81122		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 8.80	
20/03/2024	81120		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 616.44	
20/03/2024	81111		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 1,474.00	
20/03/2024	81107		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 22.00	
20/03/2024	81350		EQUIPMENT PURCHASES - GLEN FORREST VBFB	\$ 39.08	
20/03/2024	80970		EQUIPMENT PURCHASES - WOOROLOO VBFB	\$ 111.65	
20/03/2024	80971		EQUIPMENT PURCHASES - SAWYERS VALLEY VBFB	\$ 53.90	
20/03/2024	81001		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 814.00	
20/03/2024	81002		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 118.80	
20/03/2024	81034		EQUIPMENT PURCHASES - MT HELENA VBFB	\$ 558.26	
20/03/2024	81035		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 498.18	
20/03/2024	81044		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 118.80	
20/03/2024	81048		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 323.27	
20/03/2024	81531		EQUIPMENT PURCHASES - GLEN FORREST VBFB	\$ 40.70	
20/03/2024	81338		EQUIPMENT PURCHASES - DARLING RANGE VBFB	\$ 313.50	
20/03/2024	81402		EQUIPMENT PURCHASES - STONEVILLE VBFB	\$ 597.20	
20/03/2024	81337		EQUIPMENT PURCHASES - PARKERVILLE VBFB	\$ 727.89	
20/03/2024	81400		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 306.30	
20/03/2024	81392		EQUIPMENT PURCHASES - CHIDLOW VBFB	\$ 118.80	
20/03/2024	81373		EQUIPMENT PURCHASES - STONEVILLE VBFB	\$ 691.38	
20/03/2024	80960		EQUIPMENT PURCHASES - DARLINGTON VBFB	\$ 312.66	
20/03/2024	80961		EQUIPMENT PURCHASES - GLEN FORREST VBFB	\$ 234.50	
20/03/2024	80962		EQUIPMENT PURCHASES - PARKERVILLE VBFB	\$ 326.10	
20/03/2024	80968		EQUIPMENT PURCHASES - PARKERVILLE VBFB	\$ 830.10	
<b>26/03/2024</b>	<b>3676.11326-01</b>	<b>Learning Seat Pty Ltd</b>	<b>SUBSCRIPTION</b>		<b>\$ 1,886.25</b>
11/03/2024	6477023414		SUBSCRIPTION FEE FOR 29/02/2024 TO 28/03/2024	\$ 1,886.25	
<b>26/03/2024</b>	<b>3676.11398-01</b>	<b>JB HI-FI Group Pty Ltd</b>	<b>IT HARDWARE</b>		<b>\$ 2,266.82</b>
26/02/2024	BD1378938		SUPPLY & DELIVER WIRELESS KEYBOARD & MOUSE	\$ 79.99	
26/02/2024	BD1384723		SUPPLY & DELIVER WIRELESS KEYBOARD & MOUSE	\$ 168.00	
20/02/2024	BD1377298		SUPPLY & DELIVER LOGITECH CLICKER - ARENA CONFERENCE	\$ 142.33	
29/02/2024	BD1376074		SUPPLY 5X SECURITY STANDS & CASES - MUNDARING ARENA	\$ 1,876.50	

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26/03/2024	3676.11678-01	Vorgee Pty Ltd	<b>KIOSK SUPPLIES</b>		\$ 1,669.80
06/03/2024	00184151		BILGOMAN AQUATIC - GOGGLES & ACCESSORIES	\$ 1,669.80	
26/03/2024	3676.11732-01	Azility	<b>PROFESSIONAL SERVICES</b>		\$ 16,126.00
23/03/2024	INV-1517		ENERGY & WATER MONITORING & EMISSIONS MODELLING	\$ 16,126.00	
26/03/2024	3676.11953-01	The Stationery Co (C Willis & D J	<b>STATIONERY</b>		\$ 414.65
11/03/2024	171723		STATIONERY ITEMS	\$ 414.65	
26/03/2024	3676.11984-01	Access Icon Pty Ltd T/A Cascada	<b>CONCRETE PRODUCTS</b>		\$ 552.20
27/02/2024	19364		SUPPLY & DELIVER 2X GULLY BASES	\$ 552.20	
26/03/2024	3676.12078-01	Recruitwest Pty Ltd	<b>TEMP STAFF</b>		\$ 9,611.57
19/03/2024	C INV 588694		TEMP STAFF - ROAD SWEEPER OPERATOR	\$ 1,167.91	
19/03/2024	C INV 589126		TEMP STAFF - ROAD SWEEPER OPERATOR	\$ 1,570.49	
21/03/2024	C INV 588869		TEMP STAFF - MULTI PLANT OPERATOR	\$ 537.32	
21/03/2024	C INV 588856		TEMP STAFF - CONTAINER COLLECTION DRIVER	\$ 1,048.61	
21/03/2024	C INV 588867		TEMP STAFF - ROAD SWEEPER OPERATOR	\$ 2,158.12	
21/03/2024	C INV 588963		TEMP STAFF - CONTAINER COLLECTION DRIVER	\$ 1,048.61	
21/03/2024	C INV 589111		TEMP STAFF - CONTAINER COLLECTION DRIVER	\$ 1,048.61	
21/03/2024	C INV 588969		TEMP STAFF - ROAD SWEEPER OPERATOR	\$ 1,031.90	
26/03/2024	3676.12080-01	Midland Tools Pty Ltd T/A Total Tools	<b>TOOLS</b>		\$ 74.90
28/02/2024	368500		SUPPLY ASSORTED TOOLS	\$ 74.90	
26/03/2024	3676.12149-01	TenderLink.com	<b>ADVERTISING</b>		\$ 570.90
07/02/2024	MUNDAR-605750		PUBLIC TENDER ADVERTISING	\$ 190.30	
29/02/2024	MUNDAR-609569		PUBLIC TENDER ADVERTISING	\$ 190.30	
29/02/2024	MUNDAR-610572		PUBLIC TENDER ADVERTISING	\$ 190.30	
26/03/2024	3676.12304-01	Quilts By Robyn	<b>VISITOR CENTRE STOCK</b>		\$ 50.00
29/02/2024	415		MUNDARING VISITOR CENTRE STOCK	\$ 50.00	
26/03/2024	3676.12353-01	WCP Civil Pty Ltd	<b>ROUNDOABOUT IMPROVEMENTS</b>		\$ 85,414.99
20/03/2024	30809		ROUNDOABOUT IMPROVEMENTS - KEANE ST MT HELENA	\$ 85,414.99	
26/03/2024	3676.12402-01	Grace Information & Records Managem	<b>OFFSITE RECORDS STORAGE</b>		\$ 2,498.83
06/03/2024	RP01492268		OFFSITE RECORDS STORAGE	\$ 2,498.83	
26/03/2024	3676.12415-01	Advance Scanning Services	<b>SCANNING SERVICES</b>		\$ 726.00
01/03/2024	#20169343		SCANNING SERVICES - BROOK RD DARLINGTON	\$ 726.00	
26/03/2024	3676.12435-01	Electra Service	<b>ELECTRICAL</b>		\$ 132.00
07/03/2024	03/64		CALL OUT FOR FAULTY OVEN - MUNDARING ARENA	\$ 132.00	
26/03/2024	3676.12553-01	Monsterball Amusement and Hire	<b>ENTERTAINMENT</b>		\$ 850.00
21/03/2024	18047759		PROVIDE ENTERTAINMENT - SUMMER OF ENTERTAINMENT EVENT ON 08/03/2024	\$ 850.00	
26/03/2024	3676.12579-01	Mr V Crowe	<b>LANDSCAPE SERVICES</b>		\$ 1,248.00
25/03/2024	2328		LANDSCAPE SERVICES - MECPC	\$ 480.00	
25/03/2024	2327		LANDSCAPE SERVICES - CPC MIDDLE SWAN	\$ 384.00	
25/03/2024	2326		LANDSCAPE SERVICES - SCFC CLAYTON VIEW	\$ 384.00	
26/03/2024	3676.12640-01	Officeworks Ltd	<b>STATIONERY</b>		\$ 227.10
12/03/2024	613084330		STATIONERY ITEMS	\$ 174.95	
12/03/2024	613081849		STATIONERY ITEMS	\$ 52.15	
26/03/2024	3676.12793-01	Dinghy World (Golden Waters Marine	<b>EQUIPMENT PURCHASES</b>		\$ 425.50
20/03/2024	97440		SUPPLY MERCURY MOTOR FOR LAKE LESCHENAULTIA	\$ 425.50	
26/03/2024	3676.12794-01	Mount Helena Hardware	<b>HARDWARE ITEMS</b>		\$ 253.46
01/03/2024	101121094		SUPPLY PARTS FOR PLAYGROUND MAINTENANCE	\$ 23.96	
29/02/2024	102026856		SUPPLY PARTS FOR PLAYGROUND MAINTENANCE	\$ 87.55	
26/02/2024	101119937		SUPPLY PARTS FOR PLAYGROUND MAINTENANCE	\$ 68.95	
20/02/2024	102026468		SUPPLY PARTS FOR PLAYGROUND MAINTENANCE	\$ 45.00	
08/02/2024	101119546		SUPPLY PARTS FOR PLAYGROUND MAINTENANCE	\$ 28.00	
26/03/2024	3676.12899-01	NAPA (A Division of GPC Asia Pacific	<b>PARTS</b>		\$ 916.45
05/03/2024	1320353516		SUPPLY OF WORKSHOP CONSUMABLES	\$ 469.70	
12/03/2024	1320355701		SUPPLY OF WORKSHOP CONSUMABLES	\$ 228.80	
11/03/2024	1320354722		SUPPLY HD FILTER KIT & OIL FILTERS P2488 & P2470	\$ 156.20	
11/03/2024	1320355040		SUPPLY AIR FILTER FOR P302	\$ 61.75	



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26/03/2024	3676.12938-01	Aussie Broadband Pty Ltd	NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES		\$ 2,746.25
11/03/2024	33423196		NBN FTTN, NBN FIBRE, SIP TRUNK & VOIP CHARGES	\$ 2,746.25	
26/03/2024	3676.12951-01	Traffic Force	<b>TRAFFIC MANAGEMENT SERVICES</b>		\$ 51,806.81
12/03/2024	00036515		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 3,655.21	
19/03/2024	00036562		SUPPLY VMS TRAILER - RHINE WAY RESURFACING	\$ 483.32	
19/03/2024	00036607		TRAFFIC MANAGEMENT SERVICES - RHINE WAY RESURFACING	\$ 402.97	
20/03/2024	00036561		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 835.82	
20/03/2024	00036560		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 1,402.04	
20/03/2024	00036259		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 5,234.61	
20/03/2024	00036559		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 3,922.41	
20/03/2024	00036604		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 1,319.56	
22/03/2024	00036516		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 1,166.81	
22/03/2024	00036431		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 5,773.11	
20/03/2024	00036606		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 574.63	
08/03/2024	00036513		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 4,835.79	
01/03/2024	00036324		TRAFFIC MANAGEMENT SERVICES - PARKS MAINTENANCE	\$ 5,750.29	
20/03/2024	00036430		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 4,170.24	
21/03/2024	00036605		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 783.59	
22/03/2024	00036514		TRAFFIC MANAGEMENT SERVICES - ROAD MAINTENANCE	\$ 5,802.17	
22/03/2024	00036558		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 1,949.57	
22/03/2024	00036603		TRAFFIC MANAGEMENT SERVICES - TREE MAINTENANCE	\$ 1,188.00	
22/03/2024	00036326		TRAFFIC MANAGEMENT SERVICES - SHOULDER MAINTENANCE	\$ 1,443.28	
22/03/2024	00036258		TRAFFIC MANAGEMENT SERVICES - PARKS MAINTENANCE	\$ 1,113.39	
26/03/2024	3676.12984-01	AJL Plumbing and Gas Pty Ltd (ATF T	<b>PLUMBING</b>		\$ 1,589.50
01/03/2024	AJL13690		INSTALLATION OF DRINK FOUNTAIN	\$ 544.50	
26/02/2024	AJL13630		PLUMBING SERVICES - ELSIE AUSTIN PAVILION	\$ 220.00	
12/02/2024	AJL13556		PLUMBING SERVICES - MUNDARING ARENA	\$ 605.00	
20/02/2024	AJL13624		PLUMBING SERVICES - MUNDARING ARENA	\$ 220.00	
26/03/2024	3676.13053-01	Perth Elevators (Perth Building	<b>MAINTENANCE</b>		\$ 979.00
06/03/2024	194		ELEVATOR MAINTENANCE - MUNDARING ARENA	\$ 979.00	
26/03/2024	3676.13158-01	Better Pets and Gardens Midland (BP	<b>PET SUPPLIES</b>		\$ 143.00
22/03/2024	5-02-335044		PET SUPPLIES FOR POUND	\$ 143.00	
26/03/2024	3676.13173-01	Parkerville Community Care Inc	<b>PROFESSIONAL SERVICES</b>		\$ 899.02
20/03/2024	INV-0034		CRECHE FOR TODDLER PROGRAM ON 8TH, 15TH & 22ND FEBRUARY 2024	\$ 899.02	
26/03/2024	3676.13335-01	Midland Hyundai and Kia (Idom Midland	<b>VEHICLE SERVICE</b>		\$ 1,120.99
28/02/2024	62303935		105,000KM SERVICE ON 827MDG	\$ 1,120.99	
26/03/2024	3676.13345-01	ABM Landscaping (Mikevie Pty Ltd	<b>LANDSCAPING</b>		\$ 5,093.00
21/03/2024	INV-5067		LANDSCAPE MAINTENANCE - STONEVILLE FIRE HALL	\$ 209.00	
21/03/2024	INV-5061		LANDSCAPE MAINTENANCE - MORRISON RD STREET SCAPE	\$ 4,774.00	
21/03/2024	129		LANDSCAPE MAINTENANCE - MUNDARING INFANT HEALTH CENTRE	\$ 110.00	
26/03/2024	3676.13351-01	SAI Global Australia Pty Ltd	<b>SUBSCRIPTIONS</b>		\$ 2,955.30
12/03/2024	SAIG11S-1337244		SUBSCRIPTION RENEWAL	\$ 2,955.30	
26/03/2024	3676.13490-01	Humanness (MKI Group Pty Ltd T/As:)	<b>DESIGN FEES/COSTS</b>		\$ 1,722.60
15/03/2024	INV-0324-004		WEBSITE CONSULTANCY SERVICES - MARCH 2024	\$ 1,722.60	
26/03/2024	3676.135-01	BOC Ltd	<b>CYLINDER RENTAL</b>		\$ 876.43
25/03/2024	4035438306		CYLINDER RENTAL CHARGES	\$ 143.54	
25/03/2024	4034965695		CYLINDER RENTAL CHARGES	\$ 143.54	
25/03/2024	4034786509		CYLINDER RENTAL CHARGES	\$ 141.89	
25/03/2024	4035250016		CYLINDER RENTAL CHARGES	\$ 148.30	
25/03/2024	4034511721		CYLINDER RENTAL CHARGES	\$ 141.89	
25/03/2024	4035684275		CYLINDER RENTAL CHARGES	\$ 144.73	
25/03/2024	4035707975		REPLACEMENT OF EMPTY MEDICAL OXYGEN C - BILGOMAN AQUATIC CENTRE	\$ 12.54	
26/03/2024	3676.13540-01	ELM (WA) Pty Ltd	<b>MOWING SERVICES</b>		\$ 11,553.11
21/03/2024	INV-4797		MOWING SERVICES - FEBRUARY 2024	\$ 11,553.11	

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26/03/2024	3676.13715-01	Ensign (Ensign Services (Aust.) Pty	SAFETY EQUIPMENT		\$ 306.28
06/03/2024	6336917		SAFETY MATS & TEA TOWELS	\$ 306.28	
26/03/2024	3676.138-01	Sonic HealthPlus Pty Ltd	MEDICAL EXAMINATION		\$ 867.90
15/03/2024	3178444		PRE-EMPLOYMENT DRUG & ALCOHOL SCREENING SERVICES	\$ 115.50	
12/03/2024	3189697		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 250.80	
28/02/2024	3178445		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 250.80	
28/02/2024	3177114		PRE-EMPLOYMENT MEDICAL EXAMINATION	\$ 250.80	
26/03/2024	3676.13866-01	Booktopia Pty Ltd	BOOKS		\$ 2,400.42
29/02/2024	20981680		BOOK STOCK - AFM LIBRARY	\$ 190.76	
29/02/2024	20950568		BOOK STOCK - AFM LIBRARY	\$ 322.43	
29/02/2024	20958596		BOOK STOCK - AFM LIBRARY	\$ 136.00	
29/02/2024	20980621		BOOK STOCK - AFM LIBRARY	\$ 149.87	
29/02/2024	20980375		BOOK STOCK - KSP LIBRARY	\$ 105.72	
29/02/2024	20980540		BOOK STOCK - KSP LIBRARY	\$ 144.34	
19/03/2024	20986778		BOOK STOCK - AFM LIBRARY	\$ 390.93	
19/03/2024	21030768		BOOK STOCK - AFM LIBRARY	\$ 213.14	
19/03/2024	21024868		BOOK STOCK - AFM LIBRARY	\$ 171.83	
19/03/2024	21031258		BOOK STOCK - KSP LIBRARY	\$ 390.73	
19/03/2024	21024853		BOOK STOCK - KSP LIBRARY	\$ 184.67	
26/03/2024	3676.13876-01	Alison Bannister Career Coaching	PROFESSIONAL SERVICES		\$ 1,207.80
21/03/2024	INV-0353		PROVIDE "SHE MEAN BUSINESS" COMMUNITY WORKSHOP	\$ 603.90	
21/03/2024	INV-0356		PROVIDE LINKEDIN FOR SMALL BUSINESS COMMUNITY WORK	\$ 603.90	
26/03/2024	3676.13879-01	One Tree Community Services Inc	STAFF TRAINING		\$ 568.80
25/03/2024	3566		STAFF TRAINING - CERT III IN EARLY CHILDHOOD EDUCATION	\$ 529.20	
21/03/2024	3577		STAFF TRAINING - CERT III IN EARLY CHILDHOOD EDUCATION	\$ 39.60	
26/03/2024	3676.14013-01	Eastern Hills Chainsaws & Mowers	EQUIPMENT REPAIRS		\$ 23,360.10
15/03/2024	51591 #5		SUPPLY 24X NEW SMALL PLANT REPLACEMENT ITEMS	\$ 22,870.10	
23/03/2024	51519		HIGH SEASON MAINTENANCE OF FIRE SERVICES EQUIPMENT	\$ 84.50	
23/03/2024	51520		HIGH SEASON MAINTENANCE OF FIRE SERVICES EQUIPMENT	\$ 84.50	
23/03/2024	51521		HIGH SEASON MAINTENANCE OF FIRE SERVICES EQUIPMENT	\$ 109.50	
05/03/2024	51566 #5		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 193.50	
11/03/2024	51576 #5		SUPPLY OF VARIOUS SMALL PARTS FOR WORKSHOP	\$ 18.00	
26/03/2024	3676.14016-01	Western Educting Service (Western	HIRE OF PLANT		\$ 10,235.04
22/03/2024	1676		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,731.84	
15/03/2024	1642		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,536.22	
12/03/2024	1643		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,728.24	
22/03/2024	1677		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,825.46	
22/03/2024	1661		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,728.24	
22/03/2024	1675		DRAIN EDUCTING/JETTING AT VARIOUS LOCATIONS	\$ 1,685.04	
26/03/2024	3676.14051-01	Sweeping Services Australia Pty Ltd	STREET SWEEPING SERVICES		\$ 8,537.49
21/03/2024	INV-0519		SUPPLY OF STREET SWEEPING SERVICES	\$ 8,537.49	
26/03/2024	3676.14109-01	Red Dot Stores (The C C C B	CONSUMABLES		\$ 82.95
21/03/2024	13270857		CONSUMABLES - MECPC	\$ 82.95	
26/03/2024	3676.14221-01	Mrs P McNeil	COUNCILLOR ALLOWANCE		\$ 479.43
22/03/2024	TRAVEL		TRAVEL REIMBURSEMENT 510.2KM 06/02/2024 - 20/03/2024	\$ 479.43	
26/03/2024	3676.14229-01	Farmarama Pty Ltd	FERTILISER		\$ 1,485.00
27/02/2024	00032021		SUPPLY CUSTOM BLEND BRILLIANCE FERTILISER	\$ 1,485.00	

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<b>26/03/2024</b>	<b>3676.14243-01</b>	<b>Western Tree Recyclers (Craneswest)</b>	<b>STREET TREE MAINTENANCE</b>		<b>\$ 185,211.42</b>
19/03/2024	00004594		GREEN WASTE PROCESSING SERVICES - COPPIN RD TRANSFER STATION	\$ 3,036.00	
18/03/2024	00004572		GREEN WASTE PROCESSING SERVICES - MATHIESON RD TRANSFER STATION	\$ 21,742.02	
11/03/2024	00004569		GREEN WASTE PROCESSING SERVICES - MATHIESON RD TRANSFER STATION	\$ 36,734.09	
11/03/2024	00004570		GREEN WASTE PROCESSING SERVICES - COPPIN RD TRANSFER STATION	\$ 22,814.96	
11/03/2024	00004571		GREEN WASTE PROCESSING SERVICES - COPPIN RD TRANSFER STATION	\$ 26,032.11	
11/03/2024	00004573		GREEN WASTE PROCESSING SERVICES - COPPIN RD TRANSFER STATION	\$ 18,015.34	
11/03/2024	00004574		GREEN WASTE PROCESSING SERVICES - COPPIN RD TRANSFER STATION	\$ 22,654.23	
11/03/2024	00004575		GREEN WASTE PROCESSING SERVICES - COPPIN RD TRANSFER STATION	\$ 10,107.94	
19/03/2024	00004593		GREEN WASTE PROCESSING SERVICES - COPPIN RD TRANSFER STATION	\$ 16,212.48	
25/03/2024	00004576		GREEN WASTE PROCESSING - COPPIN RD & MATHIESON RD TRANSFER STATIONS	\$ 7,862.25	
<b>26/03/2024</b>	<b>3676.14339-01</b>	<b>Food Safety Co (Erina Jane Male T/A</b>	<b>AUDIT SERVICES</b>		<b>\$ 561.00</b>
21/03/2024	INV-0191		FOOD AUDIT FOR MECPC	\$ 561.00	
<b>26/03/2024</b>	<b>3676.14430-01</b>	<b>Ms A M Carlin</b>	<b>DESIGN FEES/COSTS</b>		<b>\$ 1,235.00</b>
22/03/2024	#794		SOCIAL MEDIA MANAGEMENT - LAKE LESCHENAULTIA	\$ 1,235.00	
<b>26/03/2024</b>	<b>3676.14496-01</b>	<b>Tyrepower Mundaring (The Trustee</b>	<b>TYRES &amp; REPAIRS</b>		<b>\$ 8,640.00</b>
11/03/2024	120207		SUPPLY & FIT 6X RADIAL GRADER TYRES ON 001MDG	\$ 8,640.00	
<b>26/03/2024</b>	<b>3676.14505-01</b>	<b>1300Tempfence (Ready Industries</b>	<b>FENCING</b>		<b>\$ 862.40</b>
01/03/2024	670959		HIRE OF SOLAR SITE CAMERAS - COPPIN RD TRANSFER STATION	\$ 862.40	
<b>26/03/2024</b>	<b>3676.14558-01</b>	<b>Tool Kit Depot (Bunnings Group</b>	<b>TOOLS</b>		<b>\$ 133.95</b>
20/02/2024	13-01-00008917		SUPPLY 3X MASTERLOCK COMBINATION PADLOCKS	\$ 133.95	
<b>26/03/2024</b>	<b>3676.14583-01</b>	<b>Fleet Network Pty Ltd</b>	<b>NOVATED LEASE CHARGES</b>		<b>\$ 762.85</b>
14/03/2024	130119		NOVATED LEASE CHARGES 13/03/2024	\$ 762.85	
<b>26/03/2024</b>	<b>3676.14584-01</b>	<b>Fit2work.com.au (Equifax Australasia</b>	<b>CRIMINAL CHECK SERVICES</b>		<b>\$ 88.00</b>
15/03/2024	15546370		CRIMINAL CHECK SERVICES FOR VBFB	\$ 88.00	
<b>26/03/2024</b>	<b>3676.14627-01</b>	<b>Flexi Staff Group Pty Ltd</b>	<b>TEMP STAFF</b>		<b>\$ 3,842.66</b>
22/03/2024	16699		TEMP STAFF - DEPOT	\$ 1,921.33	
22/03/2024	16635		TEMP STAFF - DEPOT	\$ 1,921.33	
<b>26/03/2024</b>	<b>3676.14644-01</b>	<b>Uniting Global Pty Ltd</b>	<b>CLEANING</b>		<b>\$ 1,516.90</b>
12/03/2024	INV-1279		CLEANING SERVICES AT SCFC CLAYTON VIEW - FEBRUARY 2024	\$ 1,516.90	
<b>26/03/2024</b>	<b>3676.14852-01</b>	<b>Taylor Hill Scarves &amp; Co (Bountiful</b>	<b>VISITOR CENTRE STOCK</b>		<b>\$ 167.83</b>
20/03/2024	N18839		VISITOR CENTRE STOCK	\$ 167.83	
<b>26/03/2024</b>	<b>3676.14906-01</b>	<b>Perth Lifting Equipment (Aria West</b>	<b>MAINTENANCE</b>		<b>\$ 264.00</b>
15/03/2024	00004382		ONSITE VISUAL INSPECTION OF LIFTING EQUIPMENT	\$ 264.00	
<b>26/03/2024</b>	<b>3676.14943-01</b>	<b>The Hybrid Minds (Daniel Augustine</b>	<b>PROFESSIONAL SERVICES</b>		<b>\$ 495.00</b>
09/02/2024	10441		PROFESSIONAL SERVICE - EDITING FIRE PREVENTION VIDEOS	\$ 495.00	
<b>26/03/2024</b>	<b>3676.14997-01</b>	<b>EV Textile Art (Emily Constance The</b>	<b>PROFESSIONAL SERVICES</b>		<b>\$ 340.00</b>
23/03/2024	#003		WORKSHOP FACILITATION BOYA LIBRARY ON 18/03/2024	\$ 340.00	
<b>26/03/2024</b>	<b>3676.15032-01</b>	<b>TRCB (Taylor Robinson Unit Trust</b>	<b>DESIGN FEES/COSTS</b>		<b>\$ 24,453.00</b>
11/03/2024	23023/10		DESIGN FEES/COSTS - MUNDARING TOWN CENTRE FACILITY	\$ 24,453.00	
<b>26/03/2024</b>	<b>3676.15082-01</b>	<b>Tuck In Mate Pty Ltd</b>	<b>CATERING SERVICES</b>		<b>\$ 871.16</b>
21/03/2024	00000071		CATERING SERVICES - COUNCIL DINNER ON 12/03/2024	\$ 871.16	
<b>26/03/2024</b>	<b>3676.15126-01</b>	<b>Cromag Pty Ltd T/A Sigma Chemicals</b>	<b>CHEMICALS</b>		<b>\$ 3,170.20</b>
08/02/2024	180041/01		CHEMICALS - BILGOMAN AQUATIC CENTRE	\$ 3,170.20	
<b>26/03/2024</b>	<b>3676.15128-01</b>	<b>Mode Design Corp. Pty Ltd</b>	<b>CONSTRUCTION DESIGN</b>		<b>\$ 802.45</b>
22/03/2024	101010009		CONSTRUCTION DESIGN - BILGOMAN AQUATIC CENTRE	\$ 802.45	
<b>26/03/2024</b>	<b>3676.15142-01</b>	<b>Omnicom Media Group Australia Pty</b>	<b>ADVERTISING</b>		<b>\$ 1,728.83</b>
29/02/2024	1714528		ADVERTISING	\$ 439.60	
29/02/2024	1714529		ADVERTISING	\$ 469.04	
29/02/2024	1714530		ADVERTISING	\$ 820.19	
<b>26/03/2024</b>	<b>3676.15170-01</b>	<b>Twistech Pty Ltd</b>	<b>FENCING</b>		<b>\$ 2,179.10</b>
22/03/2024	INV-0249		SUPPLY & INSTALL GATE - BROZ PARK PLAYGROUND	\$ 1,519.10	
21/03/2024	INV-0253		REPAIR DAMAGED FENCING - MATHIESON RD TRANSFER STATION	\$ 308.00	
21/03/2024	INV-0254		REPAIR DAMAGED FENCING - COPPIN RD TRANSFER STATION	\$ 352.00	

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26/03/2024	3676.15177-01	Officeasy Pty Ltd T/A Business Base	<b>FURNITURE</b>		\$ 2,630.00
20/02/2024	DINV-27858		SUPPLY & DELIVER OFFICE FURNITURE - STONEVILLE VBFB	\$ 2,630.00	
26/03/2024	3676.15207-01	Veale Corporation Pty Ltd T/A Veale	<b>PARTS</b>		\$ 93.00
12/03/2024	20138870		SUPPLY BRAKE PADS FOR P2489	\$ 93.00	
26/03/2024	3676.1521-01	Dial A Nappy & Busiclean	<b>GOODS</b>		\$ 1,244.30
07/03/2024	INV-17357		CLEANING CHEMICALS FOR MECPC	\$ 1,070.60	
25/03/2024	INV-17401		PAPER TOWEL & HAND SOAP FOR ERFDC	\$ 173.70	
26/03/2024	3676.15222-01	AF Coffee Pty Ltd T/A Perth Coffee	<b>COFFEE CART SERVICES</b>		\$ 690.00
19/03/2024	811		COFFEE CART SERVICE - SUMMER OF ENTERTAINMENT EVENT ON 08/03/2024	\$ 690.00	
26/03/2024	3676.15225-01	Synergy Business Systems Pty Ltd	<b>CONSUMABLES</b>		\$ 81.68
11/03/2024	1165581		SUPPLY MINOR WORKSHOP CONSUMABLE ITEMS FOR REPAIR WORKS	\$ 81.68	
26/03/2024	3676.15242-01	Chidlow Water Carriers	<b>WATER</b>		\$ 1,000.00
23/03/2024	INV-0954		TANK REFILL - WARRIGAL WAY CHIDLOW ON 8TH & 10TH MARCH 2024	\$ 1,000.00	
26/03/2024	3676.15496-01	J & M Asphalt Pty Ltd	<b>ASPHALT</b>		\$ 20,644.11
22/03/2024	INV-2213		SUPPLY & LAY ASPHALT - MUNDARING MENS SHED	\$ 20,644.11	
26/03/2024	3676.15522-01	Delos Delta Pty Ltd	<b>PROFESSIONAL SERVICES</b>		\$ 10,890.00
25/03/2024	INV-0626		ICT MATURITY ASSESSMENT & AGREEMENT & ICT STRATEGY	\$ 10,890.00	
26/03/2024	3676.15535-01	Battery World - Midland (The Trustee)	<b>BATTERIES</b>		\$ 279.00
12/03/2024	#IN603A0000017		SUPPLY BATTERY FOR P4807	\$ 279.00	
26/03/2024	3676.15578-01	Mahogany Inn and Distillery (The	<b>CATERING</b>		\$ 781.00
22/03/2024	00000067		CATERING - END OF POOL SEASON FUNCTION ON 22/03/2024	\$ 781.00	
26/03/2024	3676.1644-01	Woolworths Group Limited	<b>FOOD &amp; CONSUMABLES</b>		\$ 195.68
22/03/2024	TI-040D7-178D1B		FOOD & CONSUMABLES FOR CHILDREN - CPC MIDDLE SWAN	\$ 99.47	
25/03/2024	TI-040D7-178D1C		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 9.01	
22/03/2024	TI-040D7-178D1A		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 87.20	
26/03/2024	3676.1689-01	Compsys Pty Ltd T/A Harmony Software	<b>SUBSCRIPTION</b>		\$ 593.60
21/03/2024	3-44173		SOFTWARE SUBSCRIPTION - FEBRUARY 2024	\$ 593.60	
26/03/2024	3676.191-01	Eastern Region Security	<b>SECURITY EXPENSES</b>		\$ 1,050.00
19/03/2024	00022015		SECURITY EXPENSES - SUMMER OF ENTERTAINMENT EVENT ON 08/03/2024	\$ 1,050.00	
26/03/2024	3676.1955-01	Cleanaway	<b>RECYCLING FEES</b>		\$ 82,629.91
21/03/2024	21780050		RECYCLING FEES - FEBRUARY 2024	\$ 82,629.91	
26/03/2024	3676.197-01	Konica Minolta Business Solutions A	<b>PHOTOCOPIER PRINTING</b>		\$ 1,501.34
11/03/2024	0401000062000224		PHOTOCOPIER PRINTING CHARGES - FEBRUARY 2024	\$ 1,501.34	
26/03/2024	3676.21-01	Eastern Metropolitan Regional Council	<b>TRANSFER STATION FEES</b>		\$ 29,408.44
15/03/2024	EMRC56414		MATTRESS RECYCLING - COPPIN ROAD TRANSFER STATION	\$ 1,452.00	
21/03/2024	EMRC56346		TRANSFER STATION FEES	\$ 27,956.44	
26/03/2024	3676.2119-01	City of Armadale	<b>PRINTING</b>		\$ 468.07
11/03/2024	48674		PRINT 300X WISE WORDS NEWSLETTER BOOKLETS - FEBRUARY 2024	\$ 468.07	
26/03/2024	3676.2163-01	Asphaltech Pty Ltd	<b>ASPHALT</b>		\$ 30,121.22
22/03/2024	18413		ASPHALT WORKS - RHINE WAY SWAN VIEW	\$ 30,121.22	
26/03/2024	3676.218-01	Security & Key Distributors	<b>SECURITY EXPENSES</b>		\$ 1,026.21
20/03/2024	96065		REPAIR DOOR LOCK CYLINDER - DARLINGTON PAVILION	\$ 225.03	
13/02/2024	95899		SUPPLY & DELIVER 6X BILOCK KEYS - MUNDARING ARTS CENTRE	\$ 228.56	
28/02/2024	96035		SUPPLY 3X BILOCK PADLOCKS - MUNDARING DOG POUND	\$ 572.62	
26/03/2024	3676.2331-01	Ings Engineering WA	<b>EQUIPMENT REPAIRS</b>		\$ 330.00
22/03/2024	39133		MANUFACTURE 3X BLADE HOLDERS	\$ 330.00	
26/03/2024	3676.234-01	Coles Supermarkets Australia Pty Ltd	<b>KIOSK SUPPLIES</b>		\$ 1,688.50
22/03/2024	187678292		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 270.19	
25/03/2024	187849521		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 545.51	
19/03/2024	187395554		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 663.23	
19/03/2024	187230386		FOOD & CONSUMABLES FOR CHILDREN - MECPC	\$ 209.57	
26/03/2024	3676.254-01	Mundaring Arts Centre Inc	<b>ART ACQUISITION</b>		\$ 5,500.00
15/03/2024	1457		2024 SHIRE OF MUNDARING ART ACQUISITION EXHIBITION	\$ 5,500.00	

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26/03/2024	3676.280-01	Winc Australia Pty Limited	STATIONERY		\$ 2,439.64
12/03/2024	9044751706		STATIONERY ITEMS	\$ 308.19	
29/02/2024	9044645883		STATIONERY ITEMS	\$ 2,131.45	
26/03/2024	3676.2996-01	Miracle Recreation Equipment	PLAYGROUND EQUIPMENT		\$ 2,035.00
15/03/2024	55047		SUPPLY SENIOR DOUBLE SWING WITH STRAP & INFANT SEAT	\$ 2,035.00	
26/03/2024	3676.307-01	McLeods Barristers and Solicitors	LEGAL MATTER		\$ 7,301.03
06/03/2024	134256		LEGAL MATTER 51986 - REDGUM AV BELLEVUE	\$ 2,858.35	
06/03/2024	134258		LEGAL MATTER 51536 - DOG ACT 1976 PROSECUTIONS	\$ 1,030.15	
06/03/2024	134490		LEGAL MATTER 32243 - FAMILY DAYCARE MEMBERSHIP AGREEMENT	\$ 659.78	
11/03/2024	134409		LEGAL MATTER 44780 - STRUCTURE PLAN 34 NORTH STONEVILLE	\$ 1,199.00	
11/03/2024	134270		LEGAL MATTER 51249 - BUILDING ACT PROSECUTION	\$ 1,553.75	
26/03/2024	3676.314-01	Landgate	TITLE SEARCHES		\$ 783.24
28/02/2024	391716		GROSS RENTAL VALUATIONS CHARGEABLE	\$ 661.24	
11/03/2024	1361409		ONLINE TITLE SEARCHES	\$ 122.00	
26/03/2024	3676.33-01	Boral Construction Materials Group	ASPHALT		\$ 676.45
21/03/2024	WA18080124		ASPHALT	\$ 163.77	
12/03/2024	WA18068595		ASPHALT	\$ 238.54	
26/02/2024	WA18040102		ASPHALT	\$ 178.01	
27/02/2024	WA18036024		ASPHALT	\$ 96.13	
26/03/2024	3676.3338-01	RSEA Pty Ltd	SAFETY EQUIPMENT		\$ 361.18
11/03/2024	15816549		SAFETY EQUIPMENT	\$ 104.38	
05/03/2024	15784520		SAFETY EQUIPMENT	\$ 104.38	
01/03/2024	15752601		SUPPLY & DELIVER 6X LS YELLOW/NAVY POLO SHIRTS	\$ 152.42	
26/03/2024	3676.336-01	Fasta Courier Service	COURIER SERVICES		\$ 604.65
19/03/2024	295352		COURIER SERVICES	\$ 604.65	
26/03/2024	3676.375-01	Team Global Express Pty Ltd	COURIER SERVICES		\$ 643.54
19/03/2024	0608-S364420		COURIER SERVICES	\$ 383.43	
19/03/2024	0609-S364420		COURIER SERVICES	\$ 260.11	
26/03/2024	3676.381-01	Mundaring Electrical Contracting Service	ELECTRICAL		\$ 1,045.00
19/03/2024	7635		ELECTRICAL SERVICES - ADMIN BUILDING	\$ 429.00	
19/03/2024	7636		ELECTRICAL SERVICES - ADMIN BUILDING	\$ 198.00	
21/03/2024	7626		ELECTRICAL SERVICES - WOOROLOO VBFB	\$ 220.00	
22/03/2024	7638		ELECTRICAL SERVICES - MUNDARING ARENA	\$ 198.00	
26/03/2024	3676.385-01	Mundaring News & Lotto	SUBSCRIPTIONS		\$ 538.30
21/03/2024	6587		MAGAZINE SUBSCRIPTIONS - AFM & KSP LIBRARIES	\$ 538.30	
26/03/2024	3676.386-01	Educational Art Supplies	ART SUPPLIES		\$ 199.48
19/03/2024	3566434		ART SUPPLIES - AFM LIBRARY	\$ 199.48	
26/03/2024	3676.393-01	Western Australian Local Government	TRAINING		\$ 385.00
05/03/2024	SI-009526		UNDERSTANDING REPORTS & BUDGETS E-LEARNING - CR MEHTA	\$ 385.00	
26/03/2024	3676.397-01	J. Blackwood & Son Pty Ltd	SAFETY EQUIPMENT		\$ 865.68
29/02/2024	SI07407142		SUPPLY 3X BROOMS FOR DEPOT STORES	\$ 146.12	
29/02/2024	SI07370691		SUPPLY SAFETY GLASSES & EAR PLUGS	\$ 354.51	
29/02/2024	SI07381014		SUPPLY EAR PLUGS	\$ 105.82	
26/02/2024	SI07152670		SUPPLY 6X SHOVEL HANDLES	\$ 113.82	
08/02/2024	SI07147439		SUPPLY 12X BRADY SHARPS CONTAINERS	\$ 145.41	
26/03/2024	3676.4453-01	Technifire 2000	PARTS		\$ 11,490.11
21/03/2024	25319		REPAIR WORKS TO CHIDLOW TANKER 072 MDG	\$ 11,490.11	
26/03/2024	3676.452-01	Mahogany Building & Design	MAINTENANCE		\$ 1,039.50
19/03/2024	INV0528		MAINTENANCE - VARIOUS SHIRE BUILDINGS	\$ 720.50	
19/03/2024	INV0529		MAINTENANCE - MUNDARING HEALTH CENTRE & HUB OF THE HILLS	\$ 319.00	
26/03/2024	3676.480-01	Echo Newspaper	ADVERTISING		\$ 3,245.00
19/03/2024	00035287		ADVERTISING	\$ 440.00	
05/02/2024	00035015		ADVERTISING	\$ 385.00	
20/02/2024	00035176		ADVERTISING	\$ 1,210.00	
12/02/2024	00035105		ADVERTISING	\$ 1,210.00	

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26/03/2024	3676.5558-01	Global Workwear Investments Pty Ltd	WORK CLOTHES		\$ 2,411.56
01/03/2024	MD44587.D1		WORK CLOTHES	\$ 266.22	
26/02/2024	MD131286		WORK BOOTS	\$ 197.95	
26/02/2024	MD44366.D2		WORK CLOTHES	\$ 120.55	
29/02/2024	MD44579.D1		WORK BOOTS	\$ 179.95	
16/02/2024	MD44603.D1		WORK BOOTS	\$ 323.91	
15/02/2024	BM56323.D1		WORK CLOTHES	\$ 346.74	
15/02/2024	MD44332.D1		WORK CLOTHES	\$ 169.12	
29/02/2024	MD44833.D1		WORK CLOTHES	\$ 143.90	
15/03/2024	MD44337.D1		WORK CLOTHES	\$ 260.82	
11/03/2024	MD132098		WORK BOOTS	\$ 197.95	
22/03/2024	MD44366.D1		WORK CLOTHES	\$ 121.39	
21/03/2024	MD44232.D1		WORK CLOTHES	\$ 83.06	
26/03/2024	3676.5749-01	Matrix Productions Australia Pty Ltd	EQUIPMENT HIRE		\$ 2,666.13
19/03/2024	41069		EQUIPMENT HIRE - SUMMER OF ENTERTAINMENT EVENT ON 08/03/2024	\$ 2,666.13	
26/03/2024	3676.5945-01	West Coast Spring Water Pty Ltd	CAFE BAR CONSUMABLES		\$ 75.25
21/03/2024	3032999		WATER BOTTLES FOR BOYA LIBRARY	\$ 75.25	
26/03/2024	3676.6050-01	Fuel Distributors of Western Australia	FUEL & OILS		\$ 26,096.84
21/03/2024	39103692		DIESEL FUEL	\$ 26,096.84	
26/03/2024	3676.61-01	Baileys Fertilisers	FERTILISER		\$ 1,540.00
29/02/2024	45300		SUPPLY BAGS OF BRILLIANCE BLEND FERTILISER	\$ 1,540.00	
26/03/2024	3676.6423-01	Australian Training Management	TRAINING		\$ 1,150.00
11/03/2024	29422		WORKSITE TRAFFIC MANAGEMENT/TRAFFIC CONTROL TRAINING	\$ 1,150.00	
26/03/2024	3676.6732-01	Relationships Australia Western	EMPLOYEE ASSISTANCE PROGRAM		\$ 396.00
14/03/2024	00433381		EMPLOYEE ASSISTANCE PROGRAM	\$ 198.00	
19/03/2024	00433507		EMPLOYEE ASSISTANCE PROGRAM	\$ 198.00	
26/03/2024	3676.68-01	The Watershed Water Systems	RETICULATION PARTS		\$ 14.04
22/03/2024	10244879		RETICULATION PARTS	\$ 14.04	
26/03/2024	3676.6876-01	RAC Motoring Pty Ltd	BATTERIES		\$ 278.00
22/03/2024	SI001-100018211		SUPPLY & INSTALL SUREFIRE CAR BATTERY IN 817MDG	\$ 278.00	
26/03/2024	3676.7091-01	Underground Power Development Pty	PROFESSIONAL SERVICES		\$ 4,785.00
25/03/2024	14711		DESIGN & LIASON - NEW STREET LIGHTING HELENA VALLEY	\$ 577.50	
25/03/2024	14713		DESIGN & LIASON - NEW STREET LIGHTING HELENA VALLEY	\$ 3,630.00	
25/03/2024	14712		DESIGN & LIASON - NEW STREET LIGHTING HELENA VALLEY	\$ 577.50	
26/03/2024	3676.7230-01	Boss Bobcat & Truck Service	EARTHWORKS		\$ 2,640.75
22/03/2024	19024		REMOVE CONTAMINATED SOIL - HARMONY PARK	\$ 1,650.75	
14/03/2024	18924		REMOVE ILLEGALLY DUMPED WASTE - CHIRAZ ST GREENMOUNT	\$ 990.00	
26/03/2024	3676.7426-01	Scoob's Dingo Service	FOOTPATH SWEEPING SERVICE		\$ 13,169.00
22/03/2024	2829		FOOTPATH GRINDING - VARIOUS LOCATIONS	\$ 2,400.00	
20/03/2024	2821		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	\$ 3,132.80	
20/03/2024	2826		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	\$ 4,405.50	
22/03/2024	2830		FOOTPATH SWEEPING SERVICE - VARIOUS LOCATIONS	\$ 3,230.70	
26/03/2024	3676.7489-01	Sparks Refrigeration & Airconditioning	ELECTRICAL		\$ 330.00
07/03/2024	INV-3002		ATTEND SITE & REPAIR VIBRATING GRILLE - BOYA COMMUNITY CENTRE	\$ 132.00	
07/03/2024	INV-3003		REPAIR AIR-CON UNIT - BROWN PARK COMMUNITY CENTRE	\$ 198.00	
26/03/2024	3676.7568-01	Swan Towing	TOWING SERVICES		\$ 1,045.00
26/02/2024	00305067		TOWING SERVICES	\$ 330.00	
26/02/2024	00304823		TOWING SERVICES	\$ 715.00	
26/03/2024	3676.7641-01	Easifleet	NOVATED LEASE CHARGES		\$ 1,186.92
19/03/2024	193041		NOVATED LEASE CHARGES - 16/03/2024	\$ 1,186.92	
26/03/2024	3676.7807-01	Water Installations	MAINTENANCE		\$ 310.97
21/03/2024	3759		QUARTERLY SERVICING TREATMENT SYSTEM - MORGAN JOHN MORGAN	\$ 143.00	
21/03/2024	3720		QUARTERLY SERVICING TREATMENT SYSTEM - MT HELENA PAVILION	\$ 167.97	

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26/03/2024	3676.80-01	Bunnings Group Limited	<b>HARDWARE</b>		\$ 4,750.40
29/02/2024	2440/00166199		HARDWARE ITEMS	\$ 322.17	
07/03/2024	2440/00173830		HARDWARE ITEMS	\$ 105.97	
07/03/2024	2440/00744783		HARDWARE ITEMS	\$ 144.41	
05/03/2024	2440/01001044		HARDWARE ITEMS	\$ 181.96	
06/03/2024	2440/01643772		HARDWARE ITEMS	\$ 451.86	
14/03/2024	2440/01106593		HARDWARE ITEMS	\$ 464.14	
11/03/2024	2440/01108512		HARDWARE ITEMS	\$ 388.61	
11/03/2024	2440/01201797		HARDWARE ITEMS	\$ 150.69	
11/03/2024	2440/99806266		HARDWARE ITEMS	\$ 341.40	
11/03/2024	2440/99806265		HARDWARE ITEMS	\$ 1,928.13	
11/03/2024	2440/01112640		HARDWARE ITEMS	\$ 271.06	
26/03/2024	3676.8037-01	Electritech Industries	<b>ELECTRICAL</b>		\$ 1,596.53
19/03/2024	16281		ELECTRICAL SERVICES - MT HELENA AQUATIC CENTRE	\$ 612.11	
19/03/2024	16282		ELECTRICAL SERVICES - MT HELENA PLAYGROUP	\$ 984.42	
26/03/2024	3676.8275-01	E Fire & Safety	<b>AUDIT SERVICES</b>		\$ 121.00
07/03/2024	605050		FULL SITE AUDIT - MARLOO THEATRE	\$ 121.00	
26/03/2024	3676.8374-01	Natural Area Holdings P/L T/A Natural	<b>WEED CONTROL</b>		\$ 20,435.22
28/02/2024	00022166		WEED CONTROL - CLIFTON ST CHIDLOW	\$ 11,920.83	
28/02/2024	00022165		WEED CONTROL - DIBBLE ST MOUNT HELENA	\$ 5,108.93	
28/02/2024	00022164		WEED CONTROL - PARKLAND RD STONEVILLE	\$ 3,405.46	
26/03/2024	3676.8545-01	Sankey Plumbing Service	<b>PLUMBING</b>		\$ 693.00
19/03/2024	5993		PLUMBING SERVICES - MUNDARING ARENA	\$ 132.00	
19/03/2024	5997		PLUMBING SERVICES - CHIDLOW PUBLIC TOILETS	\$ 143.00	
19/03/2024	5996		PLUMBING SERVICES - ELSIE AUSTIN OVAL PAVILION	\$ 143.00	
19/03/2024	5995		PLUMBING SERVICES - ADMIN BUILDING	\$ 132.00	
19/03/2024	5994		PLUMBING SERVICES - ELSIE AUSTIN OVAL PAVILION	\$ 143.00	
26/03/2024	3676.8611-01	Brownes Foods Operations Pty Ltd	<b>KIOSK SUPPLIES</b>		\$ 222.71
19/03/2024	17693797		KIOSK SUPPLIES - BILGOMAN AQUATIC CENTRE	\$ 222.71	
26/03/2024	3676.8954-01	Guardian Tactile Systems Pty Ltd	<b>MAINTENANCE</b>		\$ 599.63
01/03/2024	INV-15690		SUPPLY & INSTALL YELLOW WARNING TACTILES - HUB OF THE HILLS	\$ 599.63	
26/03/2024	3676.938-01	West Australian Newspapers Ltd	<b>SUBSCRIPTIONS</b>		\$ 288.00
19/03/2024	03266707		NEWSPAPER SUBSCRIPTIONS - AFM LIBRARY	\$ 144.00	
19/03/2024	00156950		NEWSPAPER SUBSCRIPTIONS - KSP LIBRARY	\$ 144.00	
26/03/2024	3676.9498-01	Toyota Material Handling Australia	<b>PARTS</b>		\$ 1,597.20
15/03/2024	245018986		SUPPLY ASSORTED PARTS FOR P279	\$ 1,597.20	
26/03/2024	3676.9512-01	Australian Grown	<b>UNIFORMS</b>		\$ 1,293.05
07/02/2024	SI44701		UNIFORMS - MUNDARING ARENA STAFF	\$ 477.40	
12/02/2024	SI44721		UNIFORMS - LAKE LESCHENAULTIA STAFF	\$ 815.65	
26/03/2024	3676.9596-01	Brice Pest Management	<b>PEST CONTROL</b>		\$ 242.00
22/03/2024	IV05806		REMOVE AGGRESSIVE BEES - NOONAMEENA PL DARLINGTON	\$ 242.00	
26/03/2024	3676.9627-01	MPK Tree Management Pty Ltd	<b>STREET TREE MAINTENANCE</b>		\$ 19,216.18
15/03/2024	7970		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
15/03/2024	7945		STREET TREE MAINTENANCE - PHILLIPS RD MUNDARING	\$ 1,931.82	
08/03/2024	7865		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
08/03/2024	7931		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,574.26	
05/03/2024	7866		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
05/03/2024	7867		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
05/03/2024	7868		STREET TREE MAINTENANCE - STORM DAMAGE FROM 16/01/2024	\$ 2,942.02	
26/03/2024	3676.9769-01	Japanese Truck & Bus Spares	<b>PARTS</b>		\$ 281.60
12/03/2024	525976		SUPPLY REAR SHOCK ABSORBERS FOR P2469	\$ 281.60	
26/03/2024	3676.9892-01	Department of Water and Environment	<b>LICENCE RENEWAL</b>		\$ 1,738.00
11/03/2024	L6921/1997/10		COPPIN ROAD TRANSFER STATION ANNUAL LICENCE	\$ 1,738.00	
26/03/2024	3677.12599-01	Department of Mines, Industry	<b>BUILDING SERVICES LEVY</b>		\$ 7,729.36
23/03/2024	FEBRUARY 2024		BUILDING SERVICES LEVY - FEBRUARY 2024	\$ 7,729.36	

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26/03/2024	3677.13379-01	Rise Network	REFUND		\$ 112.06
21/03/2024	REFUND		REFUND - DUPLICATE BOOKING PAYMENT	\$ 112.06	
26/03/2024	3677.15506-01	Mr J R Chapman	REIMBURSEMENT		\$ 142.09
22/03/2024	REIMBURSEMENT		REIMBURSEMENT - DEPOT CONSUMABLES/TOOLS EXPENSES	\$ 142.09	
26/03/2024	3677.15569-01	Ms D K Maisey	REFUND		\$ 113.00
19/03/2024	REFUND		REFUND - SWIMMING LESSON FEES	\$ 113.00	
26/03/2024	3677.15570-01	Mr V Chohan	REFUND		\$ 113.00
22/03/2024	REFUND		REFUND - SWIMMING LESSON FEES	\$ 113.00	
26/03/2024	3677.15571-01	Mrs K South	REFUND		\$ 98.50
20/03/2024	REFUND		REFUND - SWIMMING LESSON FEES	\$ 98.50	
26/03/2024	3677.15582-01	Mrs R L McLaughlin	REIMBURSEMENT		\$ 130.50
22/03/2024	REIMBURSEMENT		REIMBURSEMENT - PLATE 014MDG REMAKE EXPENSES	\$ 130.50	
26/03/2024	3677.15583-01	Mr S Loohuys	GRANT		\$ 200.00
22/03/2024	GRANT		YOUTH GRANT PROGRAM	\$ 200.00	
26/03/2024	3677.15584-01	Miss W Burr	GRANT		\$ 300.00
22/03/2024	GRANT		YOUTH GRANT PROGRAM	\$ 300.00	
26/03/2024	3677.15585-01	C Genovesi	REIMBURSEMENT		\$ 104.00
23/03/2024	REIMBURSEMENT		REIMBURSEMENT - TARGUS LAPTOP CHARGER EXPENSES	\$ 104.00	
26/03/2024	3677.174-01	Synergy	ELECTRICITY		\$ 53,736.75
08/03/2024	3021647529		STREET LIGHTING CHARGES	\$ 39,796.83	
08/03/2024	5145475816		ELECTRICITY	\$ 307.76	
07/03/2024	5056988325		ELECTRICITY	\$ 1,727.35	
07/03/2024	3671966720		ELECTRICITY	\$ 7,983.93	
15/03/2024	3509628321		ELECTRICITY	\$ 2,031.70	
15/03/2024	5185501927		ELECTRICITY	\$ 1,164.39	
08/03/2024	1808368323		ELECTRICITY	\$ 724.79	
26/03/2024	3677.306-01	Darlington Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 6,356.65
20/03/2024	00000412		REIMBURSEMENT - ESL EXPENSES OCTOBER TO DECEMBER 2023	\$ 1,490.15	
22/03/2024	411		REIMBURSEMENT - ESL EXPENSES JULY TO SEPTEMBER 2023	\$ 4,866.50	
26/03/2024	3677.318-01	Sawyers Valley Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 2,310.71
19/03/2024	G37		REIMBURSEMENT - REPAIR ROLLER DOOR EXPENSES	\$ 1,585.00	
22/03/2024	G36		REIMBURSEMENT - ESL EXPENSES FOR OCTOBER TO DECEMBER 2023	\$ 725.71	
26/03/2024	3677.355-01	Wesfarmers Kleenheat Gas Pty Ltd	GAS		\$ 120.81
28/02/2024	22229684		GAS SERVICES - LAKE LESCHENAULTIA ABLUTION BLOCK	\$ 120.81	
26/03/2024	3677.361-01	Mount Helena Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 468.61
22/03/2024	0058		REIMBURSEMENT - ESL EXPENSES 01/10/2023 TO 30/12/2023	\$ 468.61	
26/03/2024	3677.363-01	Parkerville Volunteer Bushfire Brigade	REIMBURSEMENT		\$ 1,964.30
22/03/2024	2/2023		REIMBURSEMENT - ESL EXPENSES 01/04/2023 - 10/10/2023	\$ 1,964.30	
26/03/2024	3677.4286-01	Soroptimist International of Helena	GRANT		\$ 300.00
22/03/2024	GRANT		VOLUNTEER RECOGNITION EVENT GRANT	\$ 300.00	
26/03/2024	3677.589-01	Shire of Mundaring	LEVY PAYMENTS		\$ 7,322.40
20/03/2024	200324		FDC PARENT LEVY	\$ 6,957.40	
23/03/2024	FEBRUARY 2024		BUILDING SERVICES LEVY - FEBRUARY 2024	\$ 365.00	
27/03/2024	3678.3462-01	Care Giver Subsidies	CARE GIVER SUBSIDIES		\$ 26,522.73
27/03/2024	270324		CARE GIVER SUBSIDIES	\$ 26,522.73	



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28/03/2024	3679.34-01	Water Corporation	WATER RATES & FEES		\$ 11,750.47
27/03/2024	9015437724		WATER RATES & FEES	\$ 2,618.76	
27/03/2024	9004662272		WATER RATES & FEES	\$ 5.56	
27/03/2024	9004694442		WATER RATES & FEES	\$ 108.42	
26/03/2024	9004678303		WATER RATES & FEES	\$ 1,091.95	
26/03/2024	9004693298		WATER RATES & FEES	\$ 16.68	
26/03/2024	9004697539		WATER RATES & FEES	\$ 255.76	
26/03/2024	9004697977		WATER RATES & FEES	\$ 38.92	
26/03/2024	9023574999		WATER RATES & FEES	\$ 63.94	
26/03/2024	9004697117		WATER RATES & FEES	\$ 6,988.92	
26/03/2024	9009291271		WATER RATES & FEES	\$ 561.56	
28/03/2024	3680.15587-01	Mrs S L D'Abbs	REFUND		\$ 1,400.00
28/03/2024	REFUND		RATES REFUND	\$ 1,400.00	
<b>Total Electronic Funds Transfers From Municipal Account</b>				<b>\$ 4,607,693.52</b>	<b>\$ 4,607,693.52</b>
<b>Payments By Electronic Funds Transfer (Payroll)</b>					
13/03/2024	PP19/24 cycle 1	Pay Summary		\$ 501,151.06	
13/03/2024	PP19/24 cycle 2	Pay Summary		\$ 83,428.99	
27/03/2024	PP20/24 cycle 1	Pay Summary		\$ 482,876.73	
27/03/2024	PP20/24 cycle 2	Pay Summary		\$ 91,000.80	
<b>Total Payroll Payments Direct From Municipal Account</b>				<b>\$ 1,158,457.58</b>	
<b>Payment By Direct Debit From Municipal Account</b>					
		Bendigo - Merch Bank Fees		\$ 2,200.52	
		Bendigo - Direct Debit Fees (incl FTS)		\$ 253.81	
		Commonwealth Bank - Bpoint Fees		\$ 41.02	
		NAB - Purchase Cards		\$ 11,211.30	
		Fleetcare - Fuel Payments		\$ 3,437.13	
		HP Financial Services - Equipment Lease		\$ 22,531.94	
		Konica Minolta - Printer Lease		\$ 4,040.42	
		WA Treasury Corporation		\$ 91,888.81	
		RMS - Lakes Monthly License Fee		\$ 202.40	
		RMS - Monthly SMS Fees		\$ 22.87	
		Qikkids - Fees		\$ 95.26	
		CBA Merchant Fee		\$ 677.73	
		Bpay Monthly Fee		\$ 2,064.92	
		ICMSFE - FER		\$ 171.70	
		SuperChoice		\$ 239,353.13	
		Wex Australia		\$ 477.07	
<b>Total Electronic Fund Payments Direct From Municipal Account</b>				<b>\$ 378,670.03</b>	

## NAB Purchase Card Payments List for March 2024

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
27-Feb-24	BCF Midland	Water proof pants	\$ 89.99	Mr D L O'Brien
27-Feb-24	McDonalds Mandurah	Bushfire Attack Level Training for team - Breakfast	\$ 38.45	Mr C M Cuthbert
27-Feb-24	Oceanic Bar & Grill	Bushfire Attack Level Training for team - Dinner	\$ 46.50	Mr C M Cuthbert
28-Feb-24	Eventbrite	Monthly subscription	\$ 29.00	Ms G Evans
28-Feb-24	Coles	Community consultation - Gift cards chat board	\$ 109.75	Mrs K D White
28-Feb-24	Bellinico Pty Ltd	Bushfire Attack Level Training for team - Dinner	\$ 183.50	Mr C M Cuthbert
28-Feb-24	McDonalds Mandurah	Bushfire Attack Level Training for team - Breakfast	\$ 41.35	Mr C M Cuthbert
28-Feb-24	Officeworks	Documents for BAL Training course	\$ 35.40	Mr C M Cuthbert
28-Feb-24	DoT - Licensing	Change of plate licence fee 070MDG	\$ 31.10	Mrs R L McLaughlin
29-Feb-24	Big W	MECPC - Resources for children	\$ 76.00	Ms S Harlow
29-Feb-24	Kmart	MECPC - Resources for rooms	\$ 461.20	Ms S Harlow
29-Feb-24	The Peninsula	Bushfire Attack Level Training for team - Dinner	\$ 109.69	Mr C M Cuthbert
29-Feb-24	Chemist Warehouse	MECPC - First aid supplies	\$ 16.47	Ms S Harlow
29-Feb-24	McDonalds Mandurah	Bushfire Attack Level Training for team - Breakfast	\$ 35.55	Mr C M Cuthbert
29-Feb-24	Campaign Monitor	Campaign Monitor March Newsletter	\$ 22.44	Ms G Evans
29-Feb-24	Kmart	Business Improvement Training materials	\$ 130.00	Ms A C Fernandez
01-Mar-24	Infant Massage Information	Fraudulent transaction - refunded	\$ 150.00	Mrs S E Broad
01-Mar-24	McDonalds Mandurah	Bushfire Attack Level Training for team - Breakfast	\$ 36.45	Mr C M Cuthbert
01-Mar-24	Chargeback Credit Adjustment	Fraudulent transaction - Refund	REFUND -\$ 150.00	Mrs S E Broad
02-Mar-24	Campaign Monitor	Campaign Monitor Library community eNewsletter	\$ 151.62	Ms G Evans
03-Mar-24	City Of Kalamunda	AFM Library ANF book purchase	\$ 30.00	Ms A L Rowe
03-Mar-24	Bunnings	Wood for new vehicle and plant key board	\$ 8.10	Mrs R L McLaughlin
04-Mar-24	Mailchimp	Monthly subscription	\$ 60.80	Mrs P Heath
05-Mar-24	Kmart	MECPC - Resources for rooms	\$ 106.00	Ms S Harlow
05-Mar-24	Target	MECPC - Resources for children	\$ 114.00	Ms S Harlow
05-Mar-24	Gilbert's Fresh Midland	Resource for childrens' event	\$ 79.98	Ms S Harlow
05-Mar-24	All-Set Rentals	Aquafest - Performer mermaid wheelchair transport	\$ 160.00	Ms M L Read
05-Mar-24	Bunnings	Solar ball lights for events	\$ 29.98	Ms M L Read
06-Mar-24	ECA WA State Committee	Cultural Awereness Workshop - MECPC Childcare	\$ 154.25	Mrs S E Broad
07-Mar-24	Coles	Library community events consumables/refreshments	\$ 129.77	Ms G Evans
07-Mar-24	Coles	Office kitchen supplies	\$ 25.80	Ms G Evans
07-Mar-24	Mundaring Hotel	Volunteer Thank You Lunch - Active Ageing Network	\$ 228.00	Mrs P Heath
07-Mar-24	7-Eleven	MECPC - Recognition of successful audit	\$ 98.50	Ms S Harlow
08-Mar-24	WARRRL	CDS Collections Bins x10	\$ 945.00	Mrs R L McLaughlin
09-Mar-24	Spotify	Spotify subscription for library events	\$ 12.99	Ms G Evans
10-Mar-24	Coles	Public community event refreshments and supplies	\$ 58.43	Ms G Evans
11-Mar-24	Chemist Warehouse	MECPC - Equipment for babies room	\$ 30.00	Ms S Harlow
11-Mar-24	Chemist Warehouse	MECPC - Resources for childrens' room	\$ 61.47	Ms S Harlow
11-Mar-24	MOVAT Trust	MOVAT VFB Station Software Subscription	\$ 204.50	Mr C M Cuthbert
11-Mar-24	Spud Shed Midland	Bottled water for Boya	\$ 7.99	Mrs D W Wells
12-Mar-24	WALGA Events	Registration for Aboriginal Forum - Cr Zlatnik	\$ 190.00	Ms A M Italiano
12-Mar-24	Woolworths	Serving spoons - Civic kitchen	\$ 35.00	Ms A M Italiano
12-Mar-24	Chemist Warehouse	Bilgoman Pool - First aid supplies	\$ 37.47	Ms S H Crawford
12-Mar-24	Toy Deals	Summer of Entertainment Event - Beach balls	\$ 65.00	Ms M L Read
13-Mar-24	The Artisan Mundaring	Refreshments for Emergency Managment Planning Meeting	\$ 29.60	Mr A J Dyson
13-Mar-24	Kmart	MECPC - Easter items for children	\$ 125.50	Ms S Harlow
13-Mar-24	Big W	MECPC - Easter items for children	\$ 145.50	Ms S Harlow
13-Mar-24	Coles	Public community event refreshments and supplies	\$ 23.25	Ms G Evans
13-Mar-24	Marini Ferlazzo	Assorted giftware - Visitor Centre Stock	\$ 299.24	Ms B M Beale
13-Mar-24	CPP Citiplace	Parking - Health Services meeting	\$ 11.11	Ms S Elhani
13-Mar-24	Bunnings	Bilgoman Pool - Maintenance items	\$ 161.53	Ms S H Crawford

## NAB Purchase Card Payments List for March 2024

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
13-Mar-24	Bunnings	Summer of Entertainment events - Equipment	\$ 170.88	Ms M L Read
14-Mar-24	Daily Living Product	Access ramp	\$ 200.00	Mrs P Heath
14-Mar-24	Nisbets Australia	Library program room supplies	\$ 87.78	Ms G Evans
14-Mar-24	Coles	Library community program supplies	\$ 13.80	Ms G Evans
14-Mar-24	West Australian Young Readers' Book Award	WAYRBA merchandise	\$ 62.50	Miss S Mullally
14-Mar-24	Woolworths	MECPC Childcare - food supplies	\$ 2.00	Mrs S E Broad
14-Mar-24	Noodlers Noodle Sushi	IT Team Meeting lunch	\$ 109.43	Mr R J Grieves
14-Mar-24	Australian Local Gov	2024 ALGA NGA Registration	\$ 1,120.00	Ms A C Fernandez
15-Mar-24	Officeworks	Bilgoman Pool - Stationery items	\$ 57.13	Ms S H Crawford
15-Mar-24	Officeworks	Accidental purchase - reimbursed	REFUND -\$ 156.67	Ms S H Crawford
15-Mar-24	Officeworks	Accidental purchase - reimbursement	REFUND -\$ 156.67	Ms S H Crawford
15-Mar-24	Mundaring Hotel	IT Team Meeting lunch	\$ 138.00	Mr R J Campbell
15-Mar-24	Ebay	Stylus for scoreboards at Mundaring Arena	\$ 63.03	Mr S K Blankley
16-Mar-24	Campaign Monitor	Libraries eNewsletter	\$ 151.84	Ms G Evans
16-Mar-24	Coles	Library community program refreshments/supplies	\$ 18.79	Ms G Evans
18-Mar-24	Sydney Tools Pty Ltd	Timber drill bit	\$ 10.75	Mr D L O'Brien
18-Mar-24	Vistaprint Australia Pty	Business cards - Ranger	\$ 41.78	Ms A E Douglas
18-Mar-24	JB Hi-Fi	KSP Library - New AV stock	\$ 66.94	Ms A L Rowe
18-Mar-24	DWER - Water	Clearing permit emergency access Way - Falls Rd Hovea	\$ 400.00	Ms M Beley
18-Mar-24	ClickSend	SMS Marketing - Educators registration promotion	\$ 20.00	Mrs G L Crosse
18-Mar-24	Dome Mundaring	Refreshments - CEO and Stakeholder Meeting	\$ 10.80	Mr J B Whiteaker
19-Mar-24	Woolworths	Catering - Recreation and Tourism meeting	\$ 26.90	Mrs P Heath
19-Mar-24	Australia Post Mundaring	Recognising Excellence Awards - Coordinator Health Services & Community Safety Ranger	\$ 111.90	Mrs C M Batty
19-Mar-24	Starlink Australia Pty Ltd	Starlink Subscription - Lake Leschenaultia	\$ 139.00	Mr R J Grieves
20-Mar-24	Woolworths	Catering for Team Building	\$ 56.65	Mrs J N Dutton
20-Mar-24	Coles	Library program refreshments and supplies	\$ 43.85	Ms G Evans
20-Mar-24	Coles	Office and kitchen supplies	\$ 10.60	Ms G Evans
20-Mar-24	Vistaprint Australia Pty	Business cards - Pool Inspector	\$ 54.58	Ms A E Douglas
20-Mar-24	Hills Fresh	Catering - Estate Planning workshop	\$ 74.97	Mrs P Heath
20-Mar-24	Australia Post Mundaring	Recognising Excellence Awards - Supervisor and Team Leader Construction	\$ 111.90	Ms M Beley
20-Mar-24	Stoneville Liquor	Team Building	\$ 247.95	Mrs J N Dutton
20-Mar-24	Australia Post Mundaring	Recognising Excellence Award - WHS Officer	\$ 55.95	Ms A E Douglas
21-Mar-24	Volunteering Australia	Volunteer merchandise	\$ 335.75	Mrs P Heath
21-Mar-24	Woolworths	Catering for Team Building	\$ 112.75	Mrs J N Dutton
21-Mar-24	Kmart	MECPC - High chairs for children	\$ 58.00	Ms S Harlow
22-Mar-24	Caltex Mundaring	Catering for Team Building	\$ 24.00	Mrs J N Dutton
22-Mar-24	Coles	Catering for Team Building	\$ 40.82	Mrs J N Dutton
22-Mar-24	Bunnings	Summer of Entertainment - Folding chairs	\$ 36.00	Ms M L Read
22-Mar-24	Coles Mundaring	Water - Blues & Folk event	\$ 9.50	Ms M L Read
22-Mar-24	Kmart	Resources for childrens' room	\$ 28.20	Mrs S E Broad
22-Mar-24	Woolworths	MECPC - Easter eggs for children	\$ 74.10	Mrs S E Broad
23-Mar-24	Coles	Catering - Community recovery meeting	\$ 96.95	Mr A J Dyson
23-Mar-24	Eastern Hills Bakery	Catering - Community recovery meeting	\$ 85.39	Mr A J Dyson
23-Mar-24	Nollamara IGA	Library community program refreshments/supplies	\$ 16.97	Ms G Evans
24-Mar-24	Coles	Library community program refreshments/supplies	\$ 64.03	Ms G Evans
24-Mar-24	Gingin Traders	Accidental purchase - reimbursed	\$ 25.95	Mr R J Campbell
24-Mar-24	Gingin Traders	Accidental purchase - reimbursement	REFUND -\$ 25.95	Mr R J Campbell
25-Mar-24	Kmart	MECPC - Resources for activity	\$ 50.00	Ms S Harlow
25-Mar-24	The Reject Shop	MECPC - Consumables for childrens' activity	\$ 11.00	Ms S Harlow
26-Mar-24	Coles	Kitchen supplies	\$ 3.50	Ms G Evans
26-Mar-24	JB Hi-Fi	AFM Library AV stock	\$ 304.74	Ms A L Rowe

**NAB Purchase Card Payments List for March 2024**

<u>Date</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Card User</u>
26-Mar-24	JB Hi-Fi	AFM Library junior AV stock	\$ 100.89	Ms A L Rowe
26-Mar-24	Inspired Ec Pty Ltd	Training - Midvale Hub	\$ 375.20	Mrs S E Broad
26-Mar-24	Especially Office	Bookings book - MECPC Childcare	\$ 130.46	Mrs S E Broad
26-Mar-24	WA Police Force	Police check - Coordinator Library Services	\$ 58.70	Ms G Evans
26-Mar-24	Humanitix - Climate Emergency	Registration for Climate Emergency Conference 2024 - Coordinator Environment & Sustainability	\$ 35.54	Mrs C M Batty
27-Mar-24	JB Hi-Fi	AFM Library AV stock	\$ 120.89	Ms A L Rowe
28-Mar-24	NAB	Cardholder fee	\$ 45.00	Mr R J Campbell
<b>Total Purchase Card Payments</b>			<b>\$ 11,211.30</b>	

**MONTHLY LIST OF FUELCARD TRANSACTIONS  
FEBRUARY 2024**

Transaction Date	Supplier	Registration	Model	Total Amount
2/02/2024	Fleetcare	05MDG	ISUZU D-MAX SX HI-RIDE (4x4) CREW C	5.45
2/02/2024	Fleetcare	074MDG	TOYOTA HILUX SR (4x4) DUAL C/CHAS 3	5.45
2/02/2024	Fleetcare	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
15/02/2024	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/02/2024	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
17/02/2024	MOTORPASS	078MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	33.35
2/02/2024	Fleetcare	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
15/02/2024	MOTORPASS	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/02/2024	MOTORPASS	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
22/02/2024	MOTORPASS	086MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	122.75
2/02/2024	Fleetcare	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	5.45
15/02/2024	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	1.02
15/02/2024	MOTORPASS	089MDG	ISUZU NPS 300 (4x4) C/CHAS 5.2L	7.23
2/02/2024	Fleetcare	1GPJ901	KIA CERATO S 4D SEDAN 2.0L	5.45
18/02/2024	BP	1GPJ901	KIA CERATO S 4D SEDAN 2.0L	65.64
2/02/2024	Fleetcare	1GPY520	KIA CERATO S 5D HATCHBACK 2.0L	5.45
2/02/2024	Fleetcare	1GQB662	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
2/02/2024	Fleetcare	1HY1923	HYUNDAI SANTA FE ACTIVE MPi (2WD) 4	5.45
4/02/2024	AMPOL	1HY1923	HYUNDAI SANTA FE ACTIVE MPi (2WD) 4	118.14
26/02/2024	AMPOL	1HY1923	HYUNDAI SANTA FE ACTIVE MPi (2WD) 4	96.54
30/01/2024	BP	1HZT933	VOLKSWAGEN TIGUAN 235TSI R 4D WAGON	99.24
2/02/2024	Fleetcare	1HZT933	VOLKSWAGEN TIGUAN 235TSI R 4D WAGON	5.45
7/02/2024	BP	1HZT933	VOLKSWAGEN TIGUAN 235TSI R 4D WAGON	104.98
17/02/2024	SHELL	1HZT933	VOLKSWAGEN TIGUAN 235TSI R 4D WAGON	110.44
25/02/2024	BP	1HZT933	VOLKSWAGEN TIGUAN 235TSI R 4D WAGON	95.66
2/02/2024	Fleetcare	801MDG	KIA SORENTO Si (4x4) 4D WAGON 2.2L	5.45
2/02/2024	Fleetcare	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
1/02/2024	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	92.18
13/02/2024	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	71.90
22/02/2024	BP	805MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	91.06
2/02/2024	Fleetcare	806MDG	KIA CARNIVAL WAGON	5.45
9/02/2024	BP	806MDG	KIA CARNIVAL WAGON	95.51
2/02/2024	Fleetcare	808MDG	MITSUBISHI OUTLANDER ES 5 SEAT (2WD	5.45
11/02/2024	BP	808MDG	MITSUBISHI OUTLANDER ES 5 SEAT (2WD	102.47
16/02/2024	BP	808MDG	MITSUBISHI OUTLANDER ES 5 SEAT (2WD	98.53
23/02/2024	BP	808MDG	MITSUBISHI OUTLANDER ES 5 SEAT (2WD	93.85
2/02/2024	Fleetcare	815MDG	TOYOTA HILUX SR (4x4) DOUBLE C/CHAS	5.45
18/02/2024	AMPOL	815MDG	TOYOTA HILUX SR (4x4) DOUBLE C/CHAS	68.35
2/02/2024	Fleetcare	816MDG	TOYOTA HILUX UTE	5.45
12/02/2024	MOTORPASS	816MDG	TOYOTA HILUX UTE	64.50
15/02/2024	MOTORPASS	816MDG	TOYOTA HILUX UTE	1.02
15/02/2024	MOTORPASS	816MDG	TOYOTA HILUX UTE	7.23
19/02/2024	MOTORPASS	816MDG	TOYOTA HILUX UTE	89.73
22/02/2024	MOTORPASS	816MDG	TOYOTA HILUX UTE	69.02
2/02/2024	Fleetcare	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
13/02/2024	BP	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	102.65
27/02/2024	BP	819MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	84.85
2/02/2024	Fleetcare	821MDG	ISUZU D-MAX SX (4x2) CREW C/CHAS 3.	5.45
2/02/2024	Fleetcare	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	5.45
3/02/2024	AMPOL	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	118.09
9/02/2024	AMPOL	822MDG	HOLDEN COLORADO LS (4x2) CREW CAB P	112.25
2/02/2024	Fleetcare	825MDG	ISUZU D-MAX SX (4x2) CREW CAB UTILI	5.45
31/01/2024	AMPOL	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	44.38
2/02/2024	Fleetcare	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	5.45
5/02/2024	BP	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	91.82
12/02/2024	BP	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	82.17
21/02/2024	BP	827MDG	HYUNDAI TUCSON GO (FWD) 4D WAGON 2.	91.15
2/02/2024	Fleetcare	831MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	5.45
21/02/2024	AMPOL	831MDG	KIA GRAND CARNIVAL Si 4D WAGON 3.5L	125.27
2/02/2024	Fleetcare	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	5.45
13/02/2024	BP	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	102.31
27/02/2024	BP	832MDG	TOYOTA HIACE COMMUTER (12 SEATS) BU	97.03
2/02/2024	Fleetcare	057MDG	ISUZU D-MAX SX (4x2) C/CHAS 3.0L	5.45
3/02/2024	SHELL	057MDG	ISUZU D-MAX SX (4x2) C/CHAS 3.0L	49.47
2/02/2024	Fleetcare	062MDG	ISUZU D-MAX SX (4x4) CREW C/CHAS 3.	5.45
2/02/2024	Fleetcare	071MDG	TOYOTA LANDCRUISER UTE	5.45

MONTHLY LIST OF FUELCARD TRANSACTIONS  
FEBRUARY 2024

Transaction Date	Supplier	Registration	Model	Total Amount
15/02/2024	MOTORPASS	071MDG	TOYOTA LANDCRUISER UTE	1.02
15/02/2024	MOTORPASS	071MDG	TOYOTA LANDCRUISER UTE	7.23
2/02/2024	Fleetcare	072MDG	ISUZU TRUCK	5.45
15/02/2024	MOTORPASS	072MDG	ISUZU TRUCK	1.02
15/02/2024	MOTORPASS	072MDG	ISUZU TRUCK	7.23
2/02/2024	Fleetcare	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	5.45
15/02/2024	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	1.02
15/02/2024	MOTORPASS	073MDG	ISUZU FTR 900 CREW C/CHAS 7.8L	7.23
2/02/2024	Fleetcare	077MDG	TOYOTA LANDCRUISER UTE	5.45
10/02/2024	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	34.99
15/02/2024	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	1.02
15/02/2024	MOTORPASS	077MDG	TOYOTA LANDCRUISER UTE	7.23
2/02/2024	Fleetcare	079MDG	TOYOTA LANDCRUISER UTE	5.45
15/02/2024	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	1.02
15/02/2024	MOTORPASS	079MDG	TOYOTA LANDCRUISER UTE	7.23
2/02/2024	Fleetcare	081MDG	TOYOTA LANDCRUISER UTE	5.45
15/02/2024	MOTORPASS	081MDG	TOYOTA LANDCRUISER UTE	1.02
15/02/2024	MOTORPASS	081MDG	TOYOTA LANDCRUISER UTE	7.23
2/02/2024	Fleetcare	084MDG	TOYOTA LANDCRUISER WAGON	5.45
15/02/2024	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	1.02
15/02/2024	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	7.23
15/02/2024	MOTORPASS	084MDG	TOYOTA LANDCRUISER WAGON	54.86
2/02/2024	Fleetcare	087MDG	TOYOTA LANDCRUISER WAGON	5.45
15/02/2024	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	1.02
15/02/2024	MOTORPASS	087MDG	TOYOTA LANDCRUISER WAGON	7.23
2/02/2024	Fleetcare	088MDG	TOYOTA LANDCRUISER WAGON	5.45
14/02/2024	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	133.95
15/02/2024	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	1.02
15/02/2024	MOTORPASS	088MDG	TOYOTA LANDCRUISER WAGON	7.23
2/02/2024	Fleetcare	090MDG	TOYOTA LANDCRUISER WAGON	5.45
2/02/2024	Fleetcare	091MDG	ISUZU TRUCK	5.45
2/02/2024	Fleetcare	092MDG	TOYOTA LANDCRUISER WAGON	5.45
15/02/2024	MOTORPASS	092MDG	TOYOTA LANDCRUISER WAGON	1.02
15/02/2024	MOTORPASS	092MDG	TOYOTA LANDCRUISER WAGON	7.23
2/02/2024	Fleetcare	093MDG	TOYOTA LANDCRUISER WAGON	5.45
2/02/2024	Fleetcare	817MDG	HOLDEN COLORADO DX (4x2) C/CHAS 2.4	5.45
<b>Total</b>			<b>Fleetcare Account</b>	<b>\$ 3,437.13</b>

Transaction Date	Supplier	Registration	Model	Total Amount
31/01/2024	Caltex	092MDG	TOYOTA LANDCRUISER WAGON	111.77
31/01/2024	Caltex	093MDG	TOYOTA LANDCRUISER WAGON	174.81
31/01/2024	Caltex	093MDG	TOYOTA LANDCRUISER WAGON	91.52
10/02/2024	Caltex	091MDG	ISUZU TRUCK	98.97
<b>Total</b>			<b>Motorpass Account</b>	<b>\$ 477.07</b>

## 11.0 COUNCIL MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 11.1 Notice of Motion - Cr Prapti Mehta- Reallocation of Unspent Community Grant Program Funds to Milestone Event Grant Budget

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<b>File Code</b>	GS.COM 2.06
<b>Author</b>	
<b>Senior Employee</b>	Megan Griffiths, Director Strategic & Community Services
<b>Disclosure of Any Interest</b>	
<b>Attachments</b>	1. 2023-24 Milestone Event Grant Recommendation Report <a href="#">↓</a>

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#### NOTICE OF MOTION

Cr Prapti Mehta has given notice that at the meeting on 14 May 2024, she will move the following motion.

#### MOTION

That Council:

1. Reallocates the total unexpended funds of \$6580 from the 2023/24 Community Event Grant, Matching Grant and InspireArts Community Creativity and Cultural Fund budgets to the 2023/24 Milestone Event Grant budget.
2. Award the Milestone Event Grant to the total value of \$6725 to the following:
  - a. Mundaring Toy Library \$1681.25
  - b. Forrest Darlings Branch of the Country Women's Association of WA \$1681.25
  - c. Sawyers Valley Primary School Parents & Citizens Association \$1681.25
  - d. Mundaring Sporting Club \$1681.25

#### REASONS

Cr Mehta has provided the information below in support of her motion:

*There were five worthy applications for the Milestone Event Grant, which met the grant guidelines. However, due to policy constraints, the Grant Selection Committee (at its 16 April 2024 meeting) was able to award a grant of \$2,500 to only one community group. There are surplus funds of \$6580 available in the 2023/24 Community Event, Matching Grant and InspireArts Community Creativity and Cultural Fund budgets. By reallocating these funds to the Milestone Event Grant budget, Council will be able to provide funding, albeit at a reduced level, to the four unsuccessful community groups.*

*It is proposed that the surplus funds are distributed equally to all four groups, providing them \$1681.25 each.*

*Awarding the four community groups a grant will:*

- *assist them in implementing their milestone event.*
- *motivate them to continue their work with renewed enthusiasm.*
- *confirm Council's commitment to community groups and the importance of volunteerism.*
- *acknowledge their significant contribution to community wellbeing.*
- *inspire other community groups and individuals to get involved.*

## **OFFICER COMMENT**

### Financial Implications

As at close of the 2023/24 Community Grants program there remains a total of \$6580 unallocated funds across the budgets for Community Event Grant (\$3473), Matching Grant (\$2304) and InspireArts Community Creativity and Cultural Fund (\$803) budgets. In addition there is \$145 unexpended in the Milestone Grant budget. Given the total surplus funds in these grant budgets of \$6725, there are no additional financial implications in reallocating these funds to the Milestone Event Award.

### Policy Implications

Awarding of grants is in line with the Shire's "Community Funding Policy" (CD-02). The policy states :

*The Giving Back Milestone Event Grant provides funding to community groups to help them celebrate a significant milestone achievement.*

*Assessment of the Giving Back Milestone Grant will be undertaken by the Grants Selection Committee.*

*One grant to the maximum value of \$2500 will be awarded annually.*

In considering this notice of motion Council may form the view not to award this funding as to do so goes against the Shire's "Community Funding Policy" (CD-02) and reduces the importance of the single annual award.

### Milestone Event Award

The intent of the Milestone Event Award is to assist groups in hosting a major recognition event for their members. On an annual basis one local organisation that has achieved a significant milestone or developmental stage is funded to the value of \$2500. This funding can be used to cover the cost of a larger scale event, which might include catering, advertising, entertainment or venue hire.

Applications for the 2023/24 annual Milestone Event Grant closed on 7 March 2024. Five applications were received with requests totalling \$12,500. The five applications considered by the Grants Selection Committee at its 16 April 2024 meeting were:

Mundaring Toy Library	\$2500
Forrest Darlings Branch of the Country Women's Association of WA	\$2500
Sawyers Valley Primary School Parents & Citizen's Association	\$2500
Mundaring Sporting Club	\$2500
Mount Helena Junior Football Club	\$2500



Where there is more than one application received the Award is presented to the applicant that best addresses the following criteria:

- The contribution the host organisation is making to the event;
- The benefit the event will bring to volunteers;
- The consultation that took place with volunteers to determine that the proposed event is supported;
- How the Shire of Mundaring contribution is going to be recognised; and
- How the success of the event will be determined.

The application from Mount Helena Junior Football Club was assessed to have best met these criteria and formed the Officer Recommendation to award the \$2500 to this group.

At this meeting, the Grants Selection Committee determined (GSC6.04.24) to award the 2023/24 annual Milestone Event Grant to Mount Helena Junior Football Club. Information related to the applications from the groups is at **Attachment 1**.

The remaining four groups have been contacted and all advise they can still run their celebration with the proposed level of funding of \$1681.25.

### **VOTING REQUIREMENT**

Simple Majority

**Giving Back Milestone Event 2023/2024**  
**SUMMARY OF APPLICATIONS AGAINST SELECTION CRITERIA**

**Applicant Group 1:** Mundaring Toy Library  
**Project Title:** A Children's Birthday Party for 50 Years

**1. Meets eligibility requirements?**

Yes.

**2. Applicant grant history**

Year	Grant	Purpose	Amount	Acquitted
2023	Quick Grant	Outdoor toys	\$500	No
2023/24	Volunteer Recognition Event Grant	Recognition Event	\$300	N/A
2023	Matching Grant	Board games and signage	\$1000	Yes
2023	Quick Grant	Puzzle replacement	\$500	Yes
2022	Quick Grant	Party packs	\$500	Yes
2022/23	Volunteer Recognition Event Grant	Recognition Event	\$300	N/A
2022	Matching Grant	Promotion of MTL and purchase of new shelving	\$2000	Yes
2021	Quick Grant	Smart lock	\$500	Yes
2021	Matching Grant	Toys and shelving	\$2000	Yes
2020	Reconnect Grant	Equipment and promotion	\$2500	Yes

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

**Community Health and Wellbeing Informing Strategy 2020/2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1- Promote participation in volunteering opportunities

Commitment 2.2 – Acknowledge and celebrate the efforts of volunteers

Commitment 2.3 – Support groups and organisations that host community events

**4. Brief description of event**

The group seeks funds to hold a 50<sup>th</sup> birthday party event to celebrate the amazing committee members, volunteers and Shire Councillors who have supported the library over the last 50 years.

The two hour event will be held at the Mundaring Toy Library (MTL) on Saturday 18 May. In true MTL style, the group will celebrate with a children's birthday party theme including everything a child would want at their party: Perth Party Time where Jelly Kelly will play games, entertain and provide a fantastic fun atmosphere, bubbles, face painting, balloons and of course birthday cake, along with some of the MTL toys available to play with. An ice cream van will be on site and light refreshments and snacks will be provided. There is accessible access to the event and safety of the little guests will be ensured by hiring fencing to enclose the space, enabling use of the whole premises. There will be additional toilets available.

The group have been liaising with the Mundaring Arts Centre to find a creative, community celebration art piece to commemorate the milestone of 50 years.

**5. Activities to be funded by this grant**

Grant funds will be used for entertainment, hire of fencing and toilets, and food and refreshments. All promotional items will be funded by the grant with any excess items needed funded by MTL's own funds.

The decorations and sound system to provide musical ambience will be paid for with MTL funds as well as any costs required for the community art project with the Mundaring Arts Centre.

**6. How will members of the organisation benefit from the event?**

It is expected 100 people will attend the event. The celebration of the 50<sup>th</sup> Birthday will provide the current committee, members and volunteers with an opportunity to celebrate our amazing community. It will provide a platform to thank past members of the committee who have enabled us to be one of the oldest running toy libraries in Western Australia. It will help build the toy library's presence in the community as a place for families to come together, socialise and support one another, attract new potential family members, have a positive impact and instil a sense of pride in its current members.

The committee are proud of their community and have engaged many members in discussion about more community events to celebrate the library. This is highlighted by research that has shown that libraries are more valued for their spaces and the experiences that they create for the community.

**7. Access & Inclusion**

The Library is accessible by ramp and is all one level. There are clear pathways throughout and these will remain clear. A site map will be created to highlight important features such as first aid, toilets and a quiet area. The group will provide various options for dietary requirements by planning ahead and will look into highlighting this information in our promotional material.

**8. Promotional activities**

The event will be promoted via social media and with posters.

**9. Acknowledgement of the Shire's support**

Shire contribution will be acknowledged on social media, newsletter, Shire logo on all promotional material, Shire banners at event, Invitation to Councillor to attend.

**10. Demonstrated success of the project**

The group will recognise the significant contribution of committee members past and present and acknowledgement of members, Shire Councillors and staff who have helped the library become the success it is today. They will celebrate the current volunteers, members and children who continue to inspire and to provide this valuable resource. By connecting with key important stakeholders including the Community Health Nurse and Toy Libraries Australia, it is hoped that they group can grow awareness and membership of the toy library within the community.

The group will source feedback from attendees through email survey and providing guests with a lolly bag as a 'Thank you' and having a QR code with a link to a survey for feedback.

**11. Event budget**

The total budget is \$2833.68. The applicant is seeking \$2500 from Shire of Mundaring, being 88% of the budget. MTL will make a cash contribution of \$333 and in-kind contribution of volunteer hours to run the event.

**12. Comment**

The Mundaring Toy Library is to be commended on reaching their 50 year milestone of providing services to the community. Due to the competitive nature of the grant and the quality of other applications submitted in this round, it is recommended that the group apply for a Volunteer Recognition Event Grant. Whilst the grant offers a reduced funding amount of \$300, this will support the group to run a birthday party event. Shire staff are available to support the group to source additional external funding to cover the expenses associated with delivering the event.

**13. Recommendation**

That a Milestone Event Grant not be awarded to the applicant.

**Applicant Group 2:** Forrest Darlings Branch of the CWA of WA  
**Project Title:** 100 Years of CWA in WA

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**1. Meets eligibility requirements?**

Yes.

**2. Applicant grant history**

Nil.

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

**Community Health and Wellbeing Informing Strategy 2020/2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1- Promote participation in volunteering opportunities

Commitment 2.2 – Acknowledge and celebrate the efforts of volunteers

Commitment 2.3 – Support groups and organisations that host community events

**4. Brief description of event**

The group seeks funds to host a light lunch/high tea style event to honour and thank the women of the Country Women's Association of WA in the shire, in the 100<sup>th</sup> Year of CWA of WA. The women of the CWA in the shire have worked hard for the community for a long and well-documented history. The group wants all the women involved to feel as special as they have made the community feel, over the last 100 years.

As the newest of the CWA branches in the shire, the Forrest Darlings Branch are planning to host the other local branches. As October 2024 is the fifth year as an official branch of the CWA, this is a two-for-one milestone event. The event will be held on Saturday 19 October 2024 (the Saturday before the fifth anniversary which is 23 October).

Past and present members of Forrest Darlings CWA Branch, Mt Helena/Parkerville CWA Branch, and Mundaring CWA Branch will be invited to attend. The group will also request the CWA of WA Head Office to send an invitation on their behalf, if applicable, to any Associate Members who may reside within the shire, but do not

attend any branch meetings as a member of CWA. Associate members are not required to attend meetings or belong to any one branch.

It is estimated that approximately 50 people will attend but may be more depending on how many retired members are able to attend. Given this is a centenary celebration, it is anticipated that more members will join in this momentous occasion. Shire Councillors will also be invited.

The event will be held at the Mundaring Adult Learning Centre in Mundaring or the Darlington Hall. The grant will enable the group to deliver a free event. It is planned to have a big commemorative cake, gifts for all attendees (from Forrest Darlings CWA) and raffles of donated and home-made prizes (also from Forrest Darlings CWA).

The group will borrow the CWA Memorabilia Box for Centenary Celebrations with history and vintage CWA items, from CWA State Office.

**5. Activities to be funded by this grant**

Grant funds will cover the cost of catering a light lunch/high tea style sit down event with unlimited tea/coffee, a large commemorative cake, decorations, hire of crockery, visual displays, venue hire and guest speaker and/or entertainment.

**6. How will members of the organisation benefit from the event?**

This event is proposed to acknowledge and celebrate the contribution of the women in the shire who have worked tirelessly over many years in service, for our community. It is planned to highlight the work of these women who usually do the catering for other events and organisations, so it would be fitting to have an occasion where they can come and be pampered, looked after and rewarded for all their hard work through their selfless acts.

Forrest Darlings discussed the details of the centennial celebrations on multiple occasions at Monthly Branch Meetings and plan to meet with members of Mundaring CWA Branch and Mt Helena/Parkerville CWA Branch on 11 March to further discuss the event and their involvement. Members of all branches will benefit through the networking opportunity and the celebration of past achievements and present contributions.

**7. Access & Inclusion**

The Forrest Darlings plan to be inclusive by inviting past and present members to attend this event and by working with the other two local branches and the CWA State Office to locate as many retired members or associate members as possible. The group has members ranging from 16 to 86 years of age within Forrest Darlings and know Mt Helena/Parkerville and Mundaring have current members well into their eighties and nineties.

The group plans to be inclusive by providing gluten free and vegetarian options and

will enquire about any other dietary requirements guests may need to be included. The event is planned for a Saturday in October so that all members who work full-time or study full-time are also able to attend.

The Forrest Darlings have taken access into consideration by the selection of the venues that have ramps, hand-rails, accessible parking and toilets. The group will use the Shire's accessible events checklist to guide the development of invitations and promotional materials.

**8. Promotional activities**

The event will be promoted on social media, banners, posters, and website and verbally at the event.

**9. Acknowledgement of the Shire's support**

Shire contribution will be acknowledged on social media, Shire logo on all promotional material, Shire banners at event, invitation to Councillor to attend.

**10. Demonstrated success of the project**

The expected outcomes of this event are that the women of the CWA in the shire feel celebrated, acknowledged, cared for and appreciated. The event will celebrate 100 years of the organisation; 100 years of advocacy, 100 years of education, 100 years of service and 100 years of friendship.

The group will know that the women felt appreciated and celebrated through feedback post event and will know on the day that it was a success, from a feeling of gratitude and appreciate and an enrichment of the sisterhood. When the attendees give thanks, stating that they enjoyed the lavish spread provided and report what a great time they had at the event.

**11. Event budget**

The total budget is \$4105. The applicant is seeking \$2500 from Shire of Mundaring, being 61% of the budget. The group will contribute in-kind for prizes/gifts and may obtain in-kind venue hire. Raffle ticket sales will also subsidise the cost.

**12. Comment**

The 100<sup>th</sup> anniversary of CWA in WA is a significant milestone to celebrate in conjunction with the fifth anniversary of the local Forrest Darlings branch and is worthy of the Shire's support. However, given the competitive nature of the grant and based on the strength of other applications, it is recommended that this applicant submit an application for a Community Event Grant to fund the event, as the event date fits with the timeline for the next grant round. The event would be eligible in the small event category, with a maximum grant of \$1000 available.

**13. Recommendation**

That a Milestone Event Grant not be awarded to the applicant.

**Applicant Group 3:** Mount Helena Junior Football Club  
**Project Title:** 60<sup>th</sup> Anniversary Celebration

**1. Meets eligibility requirements?**  
 Yes.

**2. Applicant grant history**

Year	Grant	Purpose	Amount	Acquitted
2022	Quick Grant	iPad	\$500	Yes
2018	Quick Grant	Training Equipment	\$500	Yes

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

**Community Health and Wellbeing Informing Strategy 2020/2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1- Promote participation in volunteering opportunities

Commitment 2.2 – Acknowledge and celebrate the efforts of volunteers

Commitment 2.3 – Support groups and organisations that host community events

**4. Brief description of event**

The Mount Helena Junior Football Club (MHJFC) seeks funds to hold a whole day event on 15 June 2024, to celebrate the significant milestone of 60 years. The day will start with two junior teams playing other hills clubs as per usual seasonal fixtures. After the games, children’s entertainment will be set up on the oval, including but not limited to bouncy castle, face painting, small grid games, a donut stall and interactive display from Swan Districts Football Club. At the same time, there will be a historical display in the pavilion with food available to purchase from the clubs canteen.

Following the afternoon’s fun, an 18 plus cocktail style event is planned, with a silent auction and historical display. Past and current district and state football players, coaches and umpires will be in attendance, along with previous players, coaches and umpires.

It is anticipated that 500 people will attend the event.



**5. Activities to be funded by this grant**

Grant funds will support the cost of invitations and promotional materials; sustainable decorations and equipment for the event, including table covers, bunting, signage, table settings; games and entertainment for the afternoon celebrations, including bouncy castle, face painting, giant floor games (Connect Four, Jenga etc.); and entertainment for the evening event.

If the funds extends so far, a framed commemorative playing jumper will be presented to the community that can be displayed at the club's home ground.

**6. How will members of the organisation benefit from the event?**

MHJFC has encountered many challenges over the last 60 years and always come through stronger and more resilient.

This event will be an opportunity for the club and the wider community to celebrate the achievements of not only the club, but past players, coaches and umpires who began their football journey at MHJFC and went on to play at district and even state levels.

It will be an opportunity to celebrate the on and off field achievements of the club over the past 60 years, including the awards the club has received from the West Australian Football Commission, Swan Districts Football Club, the NAB Auskick Group and most recently, the SportsWest Award.

It will be an opportunity to remind the members of the real connections the club has made within the local community by sharing the celebrations with the Mount Helena Senior Football Club and with Shire Councillors.

The event is also a chance to celebrate and showcase the advances the club has made towards access and inclusion and demonstrate how easy inclusion can be in community groups.

The project was discussed at recent committee meetings, including funding options, entertainment, food, timing and budget with a unanimous decision made by the committee to go ahead and celebrate the on and off field achievements of the club over the past 60 years with a milestone event.

**7. Access & Inclusion**

Being a club that runs an all abilities program, access and inclusion is always a priority at any event. Invitations and promotional material for the event will be designed taking into account font styles and colour, back ground colours and over all readability.

The layout of both the afternoon and evening events are accessible for people who use prams, wheelchairs, mobility aids or other assistive devices. The group has planned to ensure that there accessible path of travel with no obstacles, ramps and handrails will be clear of obstructions and the entrance point will be clearly visible and there are disabled parking bays available at Elsie Austin Pavilion.

A dedicated space will be designed to limit sensory input. It will be in an area that will have reduced noise and lighting and will also be equipped with sensory aids and fidgets for those who may need a space away from the event.

The club has started to design a communication board specific to the events to assist people who are not able to successfully communicate their messages through speech and an event site map will be created to show the location of important amenities such as the first aid station, toilets, sensory break out space, and drink refill stations.

A Unisex accessible toilet will be available during the entire event.

**8. Promotional activities**

The event will be promoted on social media and with a media release.

**9. Acknowledgement of the Shire's support**

Shire contribution will be acknowledged on social media, Shire logo on all promotional material, Shire banners at event, and with invitation to Councillor to attend.

**10. Demonstrated success of the project**

The community will come together to celebrate the history of the club and its achievements both on a personal and group level. It is anticipated that this event will bring the whole Mount Helena community together and people will feel a renewed sense of belonging. The club would like the event to create an understanding and acceptance of the journey the club has been on and the direction the club is headed. Overall, it will be a day of community celebration.

Feedback will be requested from existing members of the club, past members who attend the evening event and other community stakeholders such as Shire Councillors, members of the Mount Helena Resident & Ratepayer Association, members, sponsors and members of other football associations. Social media engagement will also help indicate if the club has made an impact on the local community and increased awareness.

**11. Event budget**

The total budget is \$5250. The applicant is seeking \$2500 from Shire of Mundaring, being 48% of the budget. Other contributions will include business sponsorship (\$1000), Swan Districts Junior Club (\$500), WAFC Regional Development Council Grant (\$500) and club funds (\$750).

**12. Comment**

The applicant has submitted a thorough and well-presented application, demonstrating forward planning and support for the proposed event. The applicant has provided a detailed plan, including how the event will be funded by their partners as outlined in the Event budget. The Club is making a significant contribution, committing their own funds as well as sourcing alternative sources of funding from their partners. With the number of people expected to attend each event seeking

funds taken into account, this event presents the best investment for community outcome. The intent of this event is to bring the whole community together in celebration of the Club's achievements and the contribution of local volunteers. There will be two elements to the event, including a celebration for children and young people in the afternoon, followed by a cocktail style event in the evening.

The applicant has shown a commitment to inclusion in their application and as an element of the event, demonstrating to other community groups and sporting clubs, how becoming an inclusive organisation can be achieved. This event is an opportunity for the Club to celebrate their many achievements, including the introduction and successful implementation of the Starkick All Abilities program, and the volunteer efforts that have brought this to fruition.

**13. Recommendation**

That a Milestone Event Grant to the value of \$2500 be awarded to the applicant.

**Applicant Group 4:** Sawyers Valley Primary School P&C Association  
**Project Title:** 140<sup>th</sup> Anniversary Twilight Walk

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**1. Meets eligibility requirements?**

Yes.

**2. Applicant grant history**

Year	Grant	Purpose	Amount	Acquitted
2021/22	Volunteer Recognition Event Grant	Recognition Event	\$300	N/A

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

**Community Health and Wellbeing Informing Strategy 2020/2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1- Promote participation in volunteering opportunities

Commitment 2.2 – Acknowledge and celebrate the efforts of volunteers

Commitment 2.3 – Support groups and organisations that host community events

**4. Brief description of event**

Sawyers Valley Primary School celebrates its 140<sup>th</sup> anniversary this year. It is also the 130<sup>th</sup> year of the ‘Old Schoolhouse’, an historic building on the school site that the school community has maintained as a working museum of a Victorian era classroom. It was the house belonging to the headmaster of the school, built in 1894, ten years after the school’s establishment in 1884.

The P&C and school community aim to involve the local community in a celebration event, to be held on the afternoon of Thursday 21 November from 2.00pm until 6.00pm, to bring together those who have been involved in the school as far back as possible over the last 140 years, to celebrate achievements, and remember with pride their time and involvement in the school.

Leading up to the event, a commemorative project will be undertaken to acknowledge this significant milestone for the school. A remembrance garden will be built in a

central part of the school, and will be formally opened and presented back to the school community during the school 140<sup>th</sup> anniversary celebrations.

Each year in Term 4, the school conducts a Twilight Walk to showcase all of the opportunities available over the year at Sawyers Valley Primary School. Visitors will be invited to view displays and performances, and be involved in activities operating out of all school buildings and surrounds. An official ceremony (including cake cutting) will form part of the proceedings, with an afternoon tea provided. Other food will be available for purchase at a later part of the event. A big part of the celebrations will involve bringing together past and present students, staff and families, including local veterans, associated with the school community over this time, to view the school archive of photos and memorabilia, as well as take part in a guided tour of the school.

**5. Activities to be funded by this grant**

Grant funds will be used to cover costs associated with equipment hire, staging and sound, photography, promotion and printing.

**6. How will members of the organisation benefit from the event?**

This event will be an opportunity for the entire school population and the local community to celebrate, and to strengthen and further the commitment to the ongoing Sawyers Valley Primary School spirit and future wellbeing. The event will celebrate the strength of the Sawyers Valley community, and will see families with a connection to the school spanning over several generations come together. There are families in the school who have been there for five and six generations.

The Sawyers Valley Primary School P&C represent parents and citizens involved in the Sawyers Valley school community and are overseeing this event. The School Board has endorsed the proposal and are active in contributing to development of the grant and project management. The school community has held celebration events for the school's anniversary over many years and these are always well attended.

Face to face discussions have occurred between the principal, school board members, Councillor Zlatnik and Jessica Shaw MLA, concerning support for the 140<sup>th</sup> anniversary and the proposed commemorative project planned. Further community consultation is planned once the project gets underway.

The Sawyers Valley school community has always been community minded and generous in its support of the school and willingly donate their time to help with projects around the school. Attendance at school functions and commemorative events is always consistent and the visitors to the school for the 135<sup>th</sup> anniversary celebrations in 2019 was well over what was expected, with many past students and staff bringing along their whole families to be part of the celebrations. As an independent public school, Sawyers Valley has strong community support. Special projects completed around the school have relied on community busy bees and donations of materials from local businesses.

**7. Access & Inclusion**

The group has designed the program for the event to include a variety of activities to appeal to a wider audience including a special commemorative afternoon tea intended for special guests and older members of the community based around the Old Schoolhouse, for whom this holds special significance. The building will also be open for guided tours later in the program. There will be a formal ceremony, Welcome to Country, student performance, guest speakers and official opening of the Remembrance Garden. Following this, a more informal and family friendly Twilight Walk will showcase some of the learning in classrooms and around the school that has taken place around the 140<sup>th</sup> celebrations. Thursday is an early close day for the school and so some of the activities will take place after school hours and will be accessible to more people.

The school has hosted many events to cater for a wide variety of people. All areas of the school are wheelchair accessible and the school has accessible toilets and facilities onsite. The school's first aid station, including a defibrillator, will be in operation. Specific dietary requirements will be catered for in the food offerings.

**8. Promotional activities**

The event will be promoted on social media, newspaper advertising, media release, banners, posters, website and verbally at event.

**9. Acknowledgement of the Shire's support**

Shire contribution will be acknowledged on social media, website, media release, newsletter, Shire logo on all promotional material, Shire banners at event, invitation to Councillor to attend.

**10. Demonstrated success of the project**

The event brings together past and present students, staff, parents and community members involved in shaping the school community, allowing reconnection with others within the school community. Participants will honour the past, celebrate the present, and be encouraged to help build the future. The commemorative project reflects local heritage, serving as a symbol of the community working together and valuing those within it. Learning about local history fosters respect of different cultures and their contribution to the community's heritage. More tangible outcomes will be further promotion of the school to the wider community, leading to steady and increasing student enrolments.

A number of methods will be used to monitor and evaluate the success of the event including monthly progress meeting minutes, community survey/event feedback, student reflections on completed commemorative project, photos for website, newsletters, case study, student and parent surveys following the event, photographs/videos, RSVPs and event attendance records, sign in book (including opportunity for feedback) at entrance of event.

**11. Event budget**

The total budget is \$3910. The applicant is seeking \$2500 from Shire of Mundaring, being 64% of the budget. The school will be making cash and in-kind contributions towards catering and staff time to coordinate. The P&C will be making in-kind contribution of volunteer time towards preparation and delivery of the event.

**12. Comment**

The School has planned a suite of activities to celebrate its 140<sup>th</sup> anniversary, with activities primarily being coordinated by the School Board. The activities appear to be well planned and are supported by cash and in-kind contributions by the School and its staff. The Parents & Citizen's Association will be making a contribution of volunteer time, however the application does not satisfactorily demonstrate that the P&C have ownership of the event. As an event being run by the School, funding of the event could be considered a State government responsibility. The application does not clearly demonstrate how the event will recognise and celebrate the P&C volunteer group and their contribution.

**13. Recommendation**

That a Milestone Event Grant not be awarded to the applicant.

**Applicant Group 5:** Mundaring Sporting Club Inc.  
**Project Title:** Disc Golf 10 Year Anniversary Celebration

**1. Meets eligibility requirements?**  
 Yes.

**2. Applicant grant history**

Year	Grant	Purpose	Amount	Acquitted
2023	Quick Grant	Marketing banners	\$500	Yes
2022	Matching Grant	Disc Golf Course Signage	\$2000	Yes
2021	Quick Grant	Redesign of Blue Hole 16 and 17	\$500	Yes

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

Strategy 1.1.6 – Promote and recognise volunteering within the Shire

**Community Health and Wellbeing Informing Strategy 2020/2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.1- Promote participation in volunteering opportunities

Commitment 2.2 – Acknowledge and celebrate the efforts of volunteers

Commitment 2.3 – Support groups and organisations that host community events

**4. Brief description of event**

Mundaring Sporting Club Disc Golf (MSCDG) celebrates 10 years this April, and would like to celebrate with members and supporters at an event in May or June. It is proposed to hold a free function for MSC members and other local community members at the club rooms. The event will require catering, decorations and staffing. Volunteers will create media presentations to display the section history and future (posters and a video), and will provide an acoustic live music performance for ambience.

**5. Activities to be funded by this grant**

The grant funds will be used for catering.

**6. How will members of the organisation benefit from the event?**

Members will benefit by feeling rewarded for their involvement in MSCDG activities over the years. Members will feel a sense of belonging to MSCDG as they learn about



the club and its history. They will also gain this benefit by connecting with others with a shared history of involvement in the club. Members will also benefit by learning about MSCDG and its history, its future plans, and its people. MSCDG members will benefit over the long term by the on-flow effect of the above benefits gained on the night, such as improved understanding, better intraclub relationships, and new connections with community leaders and members.

It is anticipated that 200 people will attend the event. Consultation was made with the MSC President and Secretary, all the members of the committee of MSCDG. Once some potential dates are chosen, the group will further consult with the MSC Board of Management for approval, and MSC members for their interest in attending.

**7. Access & Inclusion**

The group will address issues of access and inclusion by creating accessible promotional material, and ensuring the external environment and communication is inclusive and accessible, as per the Shire of Mundaring guidelines.

**8. Promotional activities**

The event will be promoted on social media and website.

**9. Acknowledgement of the Shire's support**

Shire contribution will be acknowledged on social media, website, Shire logo on all promotional material, Shire banners at event, invitation to Councillor to attend.

**10. Demonstrated success of the project**

Expected outcomes are to foster a feeling of being appreciated and celebrated in members, supporters and community members who attend; to create positive connections between attendees; and to raise awareness about MSCDG's past achievements and future goals and activities. Increased member and community engagement in future activities is also an expected outcome.

Success of the event will be evaluated through a feedback survey following the event, and verbal communication at future events or meets. An overall positive response to the feedback survey will be one measure of achievement. Post-event engagement by guests or those guest have referred will be another, for example, seeking to be involved as a new member of the club or supplier, sponsor or participant in future events.

**11. Event budget**

The total budget is \$7800. The applicant is seeking \$2500 from Shire of Mundaring, being 32% of the budget. The remaining funds will be covered by unconfirmed sponsorship.

**12. Comment**

The MSCDG is to be congratulated on their 10 year anniversary. The group has received grant funding from the Shire to support disc golf in 2021, 2022 and has made

an application for further funds towards a disc golf course upgrade in the current Matching Grant round.

This application does not demonstrate sufficient planning that would allow for proper promotion of the event and acknowledgement of the Shire's contribution. Additional sponsorship is also unconfirmed. The applicant could consider applying for a Volunteer Recognition Event Grant or, if prepared to hold the event later in the year, could apply for a Community Event Grant, allowing time to undertake further planning.

**13. Recommendation**

That a Milestone Event Grant not be awarded to the applicant.

## **12.0 URGENT BUSINESS (LATE REPORTS)**

## **13.0 CONFIDENTIAL REPORTS**

Nil

## **14.0 CLOSING PROCEDURES**

### **14.1 Date, Time and Place of the Next Meeting**

The next Ordinary Council meeting will be held on Tuesday, 11 June 2024 at 6.30pm in the Council Chamber.

### **14.2 Closure of the Meeting**