



NOTICE OF MEETING

ORDINARY COUNCIL

Members of Council are advised that a meeting will be held in the Council Chambers 83 Mandurah Terrace, Mandurah on:

Tuesday 25 January 2022 at 5.30pm

MARK R NEWMAN
Chief Executive Officer
13 January 2022

AGENDA

1. OPENING OF MEETING AND ANNOUNCEMENT OF VISITORS

2. ACKNOWLEDGEMENT OF COUNTRY

3. APOLOGIES

4. IMPORTANT NOTE

Members of the public are advised that any decisions made at the meeting tonight, can be revoked, pursuant to the *Local Government Act 1995*. Therefore, members of the public should not rely on any decisions until formal notification in writing by Council has been received.

5. ANSWERS TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

Public Question time provides an opportunity for members of the public to ask a question of Council. For more information regarding Public Question Time please visit the City's website mandurah.wa.gov.au or telephone 9550 3787.

7. AMENDMENT TO STANDING ORDERS

8. PUBLIC STATEMENT TIME

Any person or group wishing to make a Public Statement to Council regarding a matter concerning local government must complete an application form. For more information regarding Public Statement Time please visit the City's website mandurah.wa.gov.au or telephone 9550 3787.

9. LEAVE OF ABSENCE REQUESTS

10. PETITIONS

11. PRESENTATIONS**12. DEPUTATIONS**

Any person or group wishing to make a Deputation to Council regarding a matter listed on this agenda for consideration must complete an application form. For more information regarding making a deputation please visit the City's website mandurah.wa.gov.au or telephone 9550 3787.

13. CONFIRMATION OF MINUTES

13.1 Ordinary Council Meeting: 14 December 2021

13.2 Special Council Meeting: 21 December 2021

13.3 Committee of Council: 12 October 2021

13.4 Strategy Committee: 16 September 2019

13.5 Public Art Committee: 18 February 2019

Minutes available on the City's website via mandurah.wa.gov.au/council/council-meetings/agendas-and-minutes

14. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**15. DECLARATIONS OF FINANCIAL, PROXIMITY AND IMPARTIALITY INTERESTS****16. QUESTIONS FROM ELECTED MEMBERS (WITHOUT DISCUSSION)**

16.1 Questions of which due notice has been given

16.2 Questions of which notice has not been given

17. BUSINESS LEFT OVER FROM PREVIOUS MEETING**18. REPORTS**

No.	Item	Page No	Note
1	Financial Report November 2021	4 - 35	Absolute Majority Required
2	Local Planning Policy No 1: Residential Design Codes Adopt for Advertising	36 - 54	

3	Proposed Local Government Reform Submission and Transparency Notice of Motion	55 – 87	
4	Peel Lightning Club: Request for Continued Financial Support	88 – 91	
5	Elected Member Policy Review	92 - 111	Absolute Majority Required

19. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

20. NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING

21. LATE AND URGENT BUSINESS ITEMS

22. CONFIDENTIAL ITEMS

22.1 Contract Negotiations

23. CLOSE OF MEETING

1	SUBJECT: DIRECTOR: MEETING: MEETING DATE:	Financial Report November 2021 Business Services Council Meeting 25 January 2022
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Summary

The Financial Report for November 2021 together with associated commentaries, notes on investments, balance sheet information and the schedule of accounts are presented for Elected Members' consideration.

Disclosure of Interest

Nil

Previous Relevant Documentation

- G.17/6/21 22/06/2021 Adoption of Annual Budget 2021/22

Background

Nil

Comment

Financial Summary

The financial report for November 2021 shows an actual surplus for this period of \$64.6 million. The reason why the first six months of any financial year has a large surplus is because over 80% of the total revenue has been recognised (from raising of rates and fees and charges), however most of the City's expenditure occurs evenly over the 12 months. This results in a timing variance and the actual surplus reduces as the financial year progresses.

The opening surplus is currently \$4.5 million. The actual closing surplus at 30 June 2021 is \$4,538,223. Currently around \$1.6 million of the closing surplus is required to be used to offset the current budget deficit expected at 30 June 2022, as well as \$2 million to fund the roof replacement at the MARC. The remaining surplus will be presented to Council as part of the annual budget review in March 2022.

	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. (b)-(a)	Var.% (b)-(a)/(a)
	\$ 000s	\$ 000s	\$ 000s	\$ 000s	%
Opening Funding Surplus / (Deficit)	700	700	4,538	3,838	548%
Revenue					
Revenue from operating activities	117,387	104,916	106,178	1,262	1%
Capital revenue, grants and Contribution	19,577	1,995	5,474	3,479	174%
	136,964	106,912	111,652	4,741	
Expenditure					
Operating Expenditure	(138,729)	(57,616)	(49,638)	7,978	-14%
Capital Expenditure	(50,745)	(19,202)	(9,924)	9,278	-48%
	(189,474)	(76,818)	(59,562)	17,256	

Non-cash amounts excluded from operating activities	25,272	12,558	10,390	(2,168)	-17%
Other Capital Movements	22,963	(2,579)	(2,388)	191	-7%
Closing Funding Surplus / (Deficit)	(3,574)	40,773	64,631	23,858	59%

Key Capital Projects

The following table highlights the status of the City's key capital projects for the 2021/2022 financial year:

Project	2021/22 Actuals Incl. CMT \$`000s	2021/22 Annual Budget \$`000s	Comment
Western Foreshore Recreation Precinct	2,467	6,032	<p><i>Project status:</i></p> <p><u>Play Space</u></p> <ul style="list-style-type: none"> • Installation of main play tower continuing. • Boardwalk/slide and cubby pods under sheoaks in fence area practically complete. • Majority of manufactured 'off the shelf' equipment and footings installed. <p><u>Surrounds</u></p> <ul style="list-style-type: none"> • Pedestrian lighting to skate park surrounds and west side of play space operational. • CCTV cameras installed to middle of play space and operational. • Fabrication of 5 shelters is being progressed off site. <p>Completion of the Play Space and surrounds has been delayed due to weather, manufacturing and material/product supply issues and contract procurement delays. Completion is now expected in April 2022.</p>

Eastern Foreshore South Precinct	1,705	6,027	<p><i>Project status:</i></p> <p><u>Estuary Pool</u></p> <ul style="list-style-type: none"> • Temporary lighting to floating pontoon is being installed as interim measure until replacement lighting can be installed. • Fabrication of 7 shelters progressing off site. • Installation of shelter footings complete and walling and concrete paving works underway. <p>Works to Estuary Pool and immediate surrounds, including foreshore path access, are expected to be completed and open to public prior to Christmas.</p> <p><u>Eastern Foreshore South – Reserve Area</u></p> <ul style="list-style-type: none"> • Electrical and lighting works progressing. Conduit installed, new light pole installation underway • Demolition and civil works underway in preparation for new paving works. <p>Works to Eastern Foreshore South Reserve area are expected to be completed in early 2022, prior to Crab-Fest.</p>
Smart Street Mall Upgrade	620	1,167	<p><i>Project status:</i></p> <p>Pedestrian area practically complete. Outstanding minor works include installation of bollards, tactile surface indicators at Sholl Street intersection, installation of bike parking rails. Cleaning and sealing of pavers scheduled first week December.</p> <p>Completion of western end deferred until next year.</p>
Peel Street – Power Relocation	83	1,500	<p><i>Project status:</i></p> <p>The electrical company has confirmed that its works have been delayed due to the supply of the transformer and site works are now expected to commence in April 2022.</p>

Pinjarra Road Stage 1 to 3	1,678	2,357	<p><i>Project status:</i></p> <p>Stage 2 construction is nearly complete with road re-opening scheduled for 1 December and all detours removed. Minor finishing works will continue into December.</p> <p>Site works for Stage 3 is scheduled to commence in late March 2022.</p>
RR Mandurah Terrace	50	1,408	<p><i>Project status:</i></p> <p>Service location and minor preparation works have commenced ahead of the major resurfacing and repair works commencing in early 2022.</p>

Statutory Environment

Local Government Act 1995 Section 6.4 Financial Report
Local Government (Financial Management) Regulations 1996 Part 4 Financial Reports

Policy Implications

Nil

Financial Implications

Any material variances that have an impact on the outcome of the budgeted surplus position are explained in the Monthly Financial Report, as detailed in Attachment 1.1.

Risk Analysis

Nil

Strategic Implications

The following strategy from the City of Mandurah Strategic Community Plan 2020 – 2040 is relevant to this report:

Organisational Excellence:

- Ensure the City has the capacity and capability to deliver quality services and facilities through accountable and transparent business practices, governance, risk, and financial management.

2021/22 Budget Variations

Falcon eLibrary Retrofit

At the July 2021 Committee of Council meeting, the Strategic Approach to Men's Shed report was presented to Council. This report included a recommendation that \$20,000 of the Falcon Family Centre capital project budget (from \$96,000 to \$76,000), be reallocated to a new capital project for the Falcon eLibrary and Community Centre, to undertake an interior fit-out. The retrofit was required to accommodate the relocation of the Department of Health's, Child and Adolescent Health Service from the Falcon Family Centre to the Falcon eLibrary. This recommendation was subsequently approved at the July 2021 Council Meeting.

The City is awaiting a revised quote due to building increases before works can commence. Department of Health (DoH) has agreed to contribute 76.81% of the building costs and 50% of the mechanical services costs. Council is requested to approve an increase in budget revenue and expenditure of \$54,492 to enable completion of the Falcon eLibrary Retrofit capital project. There is nil impact on the closing surplus as the revenue received from DoH is covering the increase in expenditure.

Waste Transfer Station (WTS) - Recycle Area Roller Door

The supply and installation of a replacement roller door was required in the Recycle Area of the WTS in late October 2021 at a cost of \$8,464. This improvement is capital in nature as the replacement cost was greater than \$5,000 and the useful life of the asset (roller door) has been increased. It is requested that unbudgeted expenditure of \$8,464 for the WTS – Recycle Area Roller Door be approved. This expenditure is to be funded by a decrease in the Administration operational expenditure for the Waste Transfer Station Cost Centre.

Coodanup Community Centre Additional Works to be Funded by Mandurah Scouts Club

In April 2020, the Mandurah Scouts advised the City of their ability and willingness to contribute financially to capital works through use of building funds in trust, secured over many years through a levy on Scout member fees at the Coodanup Community Centre. On 24 November 2020 Council approval was sought to acknowledge the facility improvement arrangements and approve a new licence agreement with The Scouts Association of Australia, Western Australian Branch, over a portion of Reserve 25297 Lot 1873 (No. 26) Broun Road, Coodanup.

The City completed the following works at Coodanup Community Centre as part of the Scouts request:

1. Installation of new carpark lighting
2. Improved the paving around the building

The Mandurah Scouts have since completed the installation of a new garrison fencing at the rear of the building to improve security. These works are now completed.

Staff recently have meet onsite with representatives from Mandurah Scouts to discuss the landscaping at the rear of the building and works to rectify some minor damage from the fence installation. The total cost of works is \$10,581 and includes returfing and mulching. Mandurah Scouts have reviewed the cost and agreed to cover the cost of rectification works. City Parks will engage the contractors to undertake the works in January 2022 and the Mandurah Scouts will reimburse the City on completion. In addition, the Mandurah Scouts will undertake some works in-kind to remove a fence from the playground area and spread the mulch onto the garden beds.

Conclusion

The City strives to manage its finances adequately and maintain expenditure within budget to ensure services that have been approved through the budget process are fully funded. By submitting the budget variation requests to Council as they arise it allows identification of financial implications and ensures there is nil effect on the budget adopted.

It is recommended that Council receive the Monthly Financial Report, Schedule of Accounts, and the proposed budget variations.

NOTE:

- Refer **Attachment 1.1 Monthly Financial Report**
Attachment 1.2 Schedule of Accounts (electronic only)

RECOMMENDATION

That Council:

- 1 **Receives the Financial Report for November 2021 as detailed in Attachment 1.1 of the report.**
- 2 **Receives the Schedule of Accounts for the following amounts as detailed in Attachment 1.2 of the report:**

Total Municipal Fund	\$ 7,186,124.22
Total Trust Fund	\$ <u>0.00</u>
	\$ <u>7,186,124.22</u>
- 3 **Approves the following budget variations for 2021/22 annual budget:**
 - 3.1 **Increase in capital expenditure \$54,492* for Falcon eLibrary Retrofit**
 - **To be funded by DoH contribution to the amount of \$54,492*.**
 - 3.2 **Unbudgeted capital expenditure \$8,464* for WTS – Recycle Area Roller Door**
 - **To be funded by a decrease in operational expenditure for Administration – Waste Transfer Station to the amount of \$8,464*.**
 - 3.3 **Increase in operating expenditure \$10,581* for Coodanup Community Centre**
 - **To be funded by Mandurah Scouts operating contribution to the amount of \$10,581*.**

*** ABSOLUTE MAJORITY REQUIRED**

Monthly Financial Report

November 2021



City of Mandurah November 2021

\$3.57 M ▲

Estimated Deficit at 30 June 2022 with proposed budget amendments

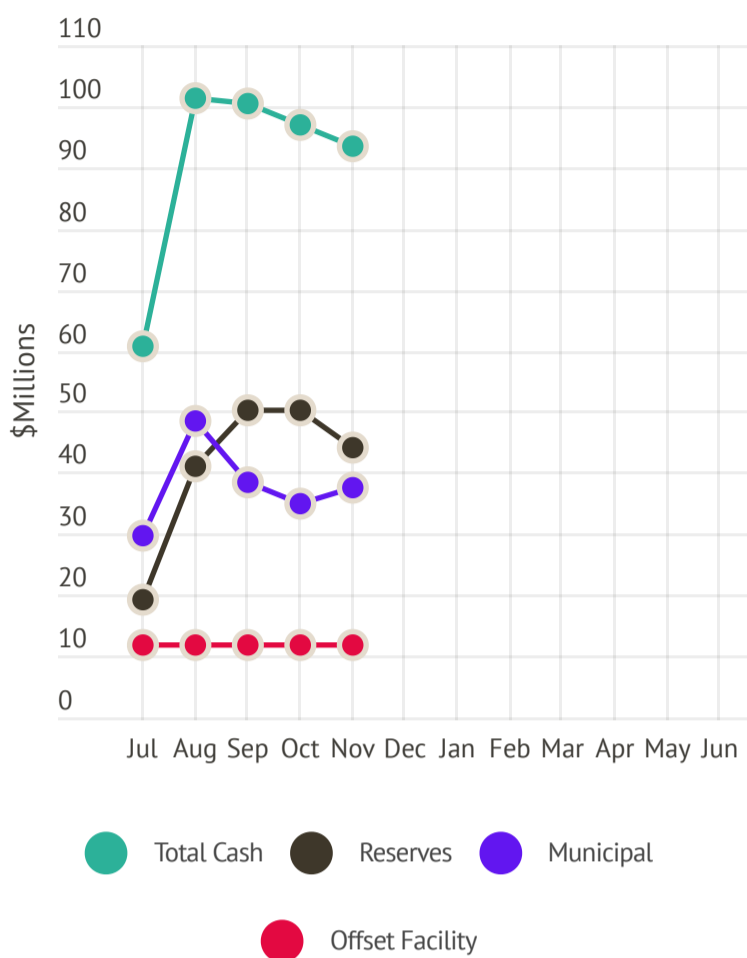
\$64.6 million ▼

Year to Date Actual Surplus

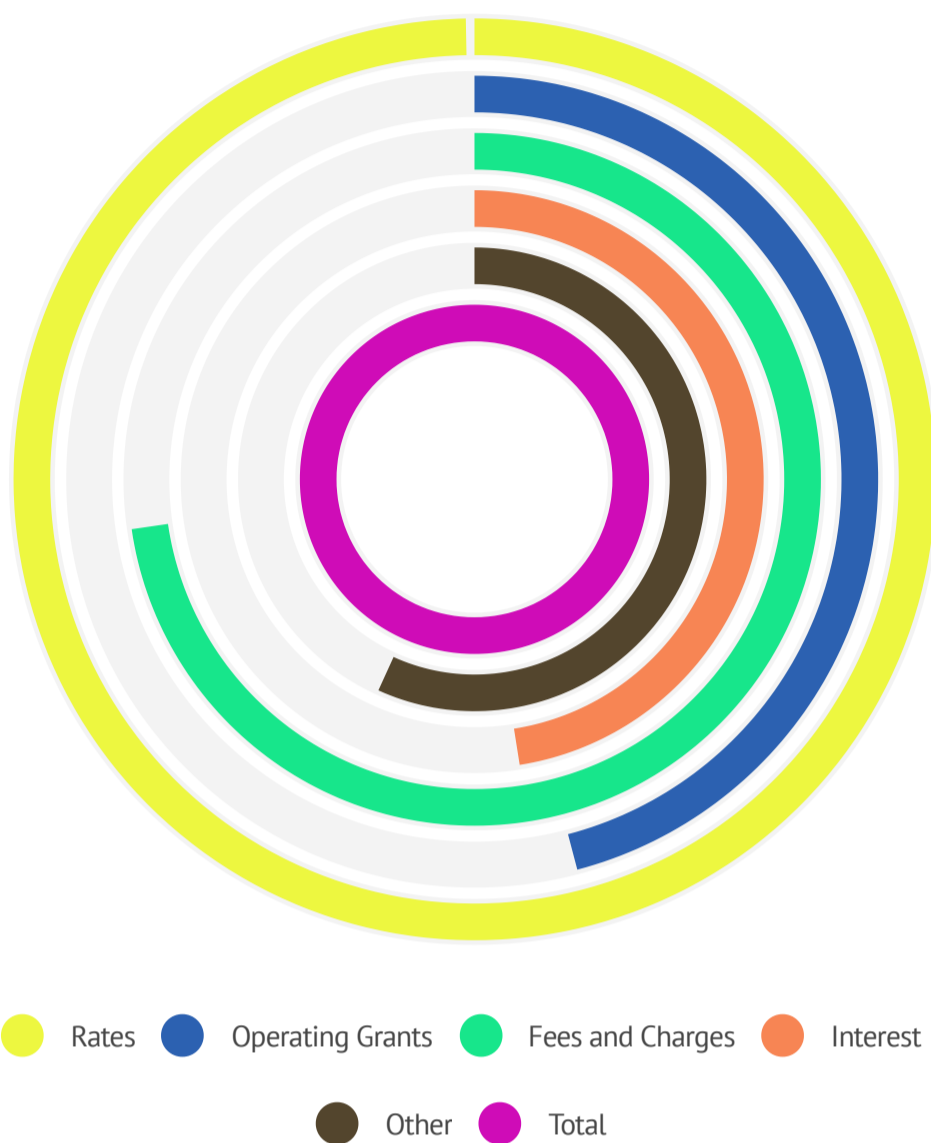
Summary

- Actual Rates Raised \$82.4M —
- Actual Rates Received \$61.2M (71.6% collected) ▲
- Actual Operating Revenue \$106.2M ▲
- Actual Capital Revenue \$4.2M ▲
- Actual Operating Expenditure \$49.6M ▲
- Actual Capital Expenditure \$9.9M ▲
- Actual Proceeds from Sale of Assets \$1.2M ▲

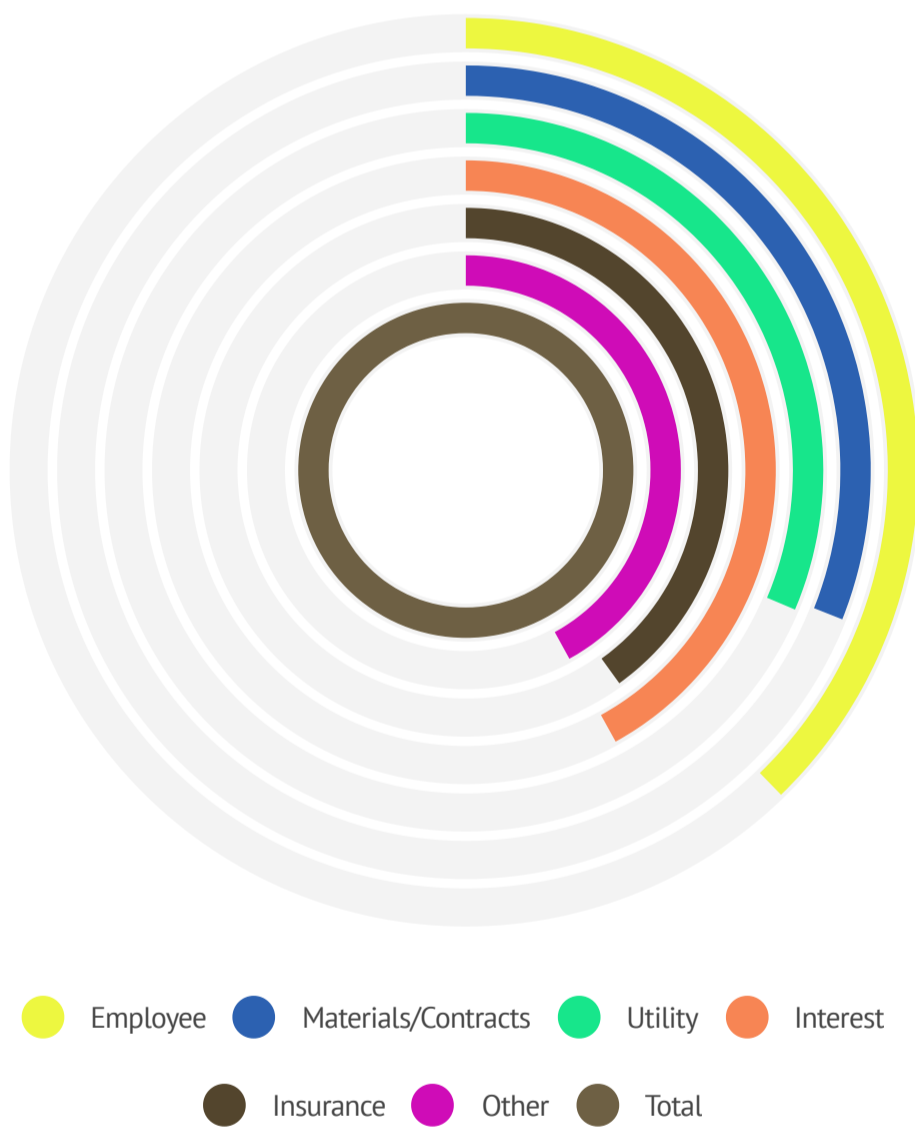
Investments



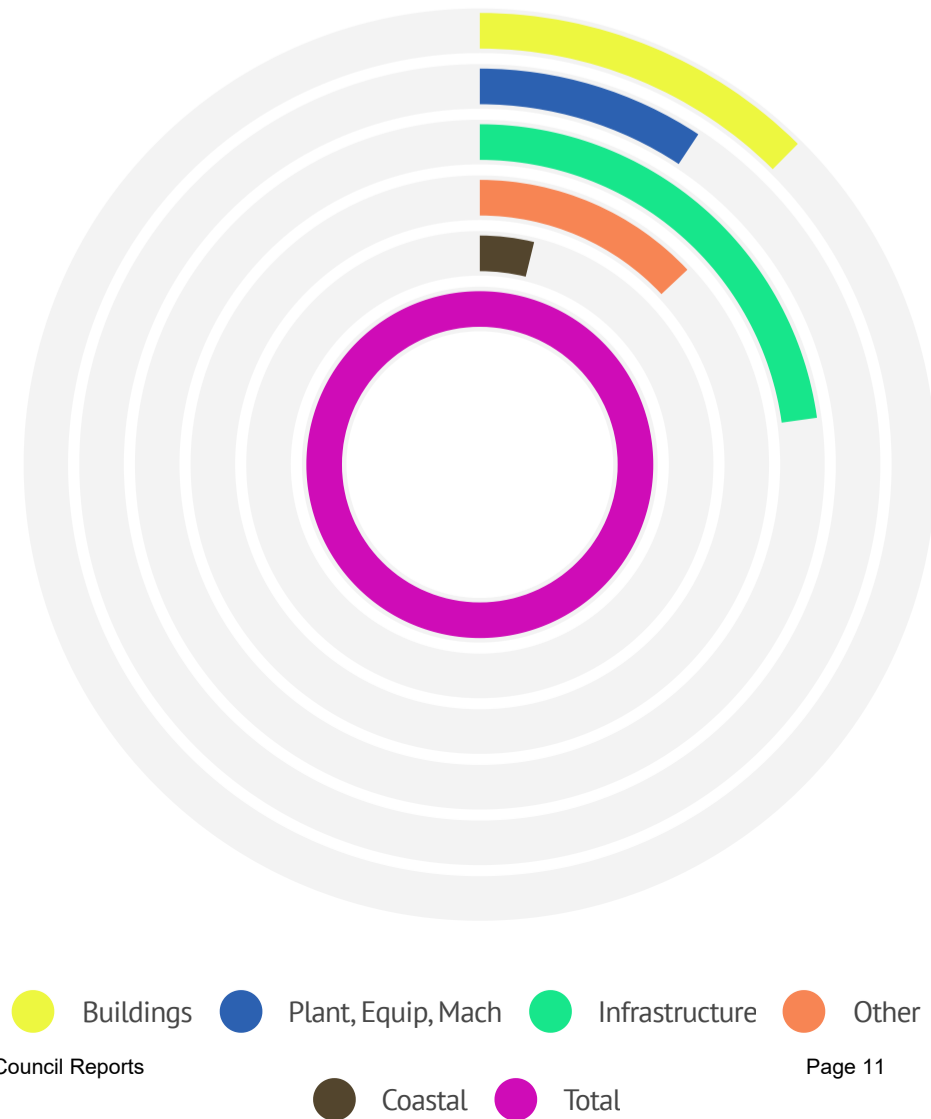
Year to Date Revenue Actuals Compared to Current Budget



Year to Date Expenditure Actuals Compared to Current Budget



Year to Date Capital Actuals Compared to Current Budget



Loans

- Actual Principal Outstanding \$22.4M ▼
- Actual Principal Repayments Made \$2.1M ▲
- Actual Interest Paid \$121K ▲
- Actual New Loans Drawdown \$0 —
- Amount of Interest Saved from Loan Offset Facility \$92K ▲

Rates Outstanding

- 24 Properties with >\$10K outstanding ▼
- 174 Properties \$3K to \$10K outstanding ▲
- 7 Properties commenced legal action in 21/22 ▲
- \$2.03M Rates Exemptions —

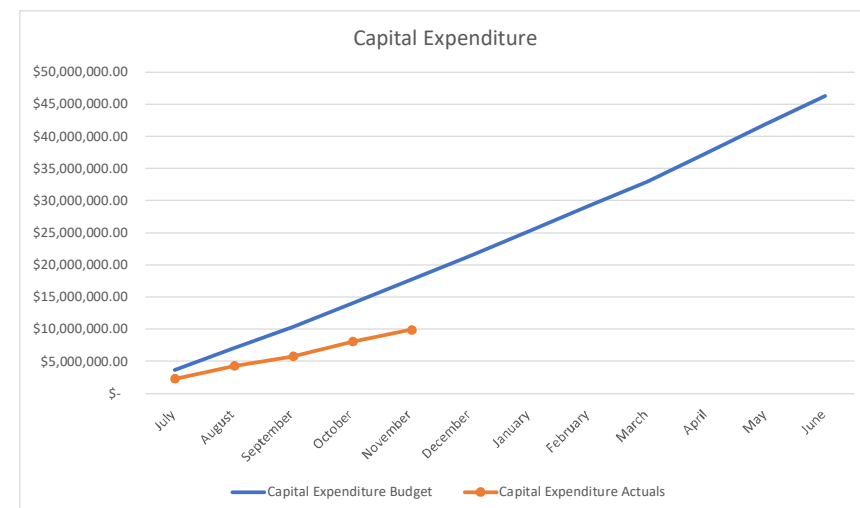
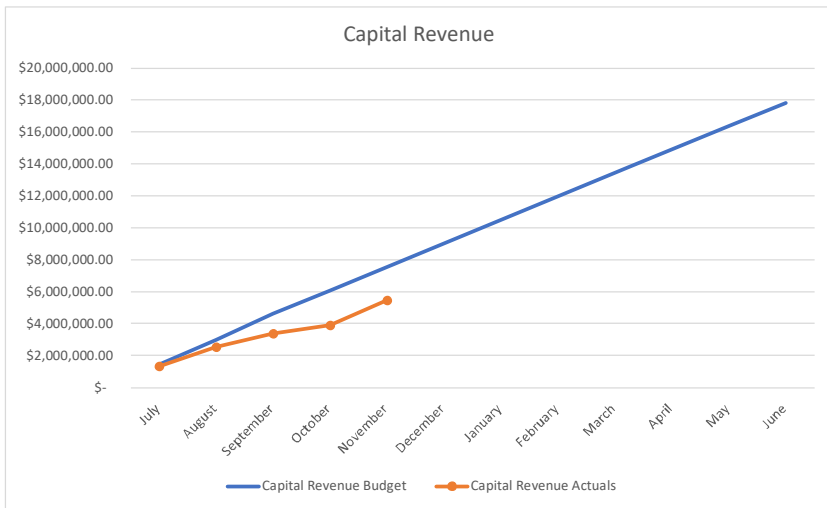
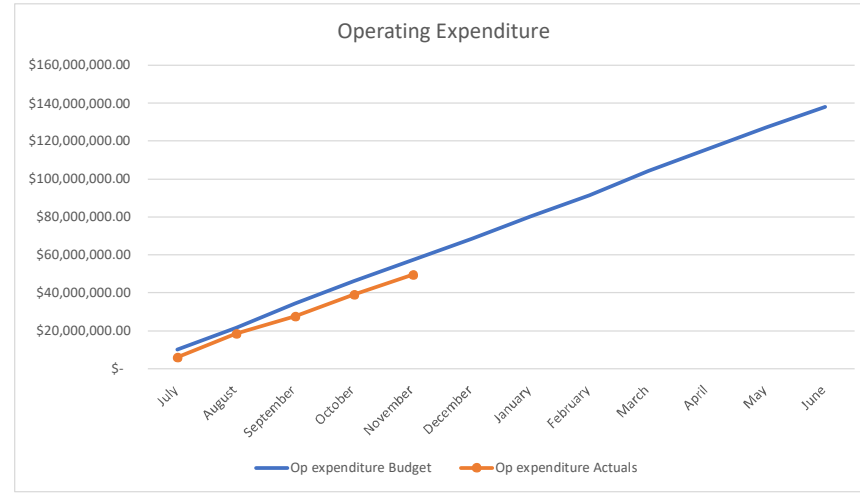
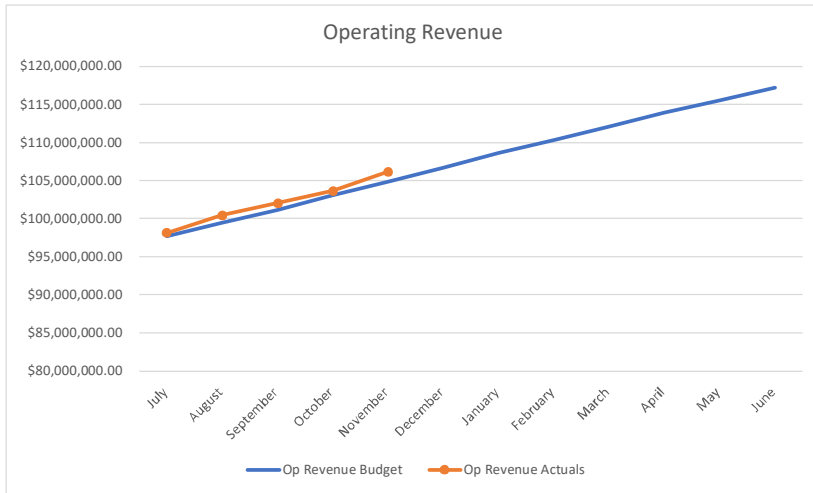
Sundry Debtors Outstanding

- 121 current accounts due (\$2.1M) ▼
- 310 accounts overdue i.e >30 days (\$276K) ▼

Budget Proposed Amendments

- Increase in capital expenditure for Falcon eLibrary Retrofit to be funded by DoH contribution (\$54K)
- WTS - Recycle Area Roller Door capital expenditure to be funded from decrease in operational expenditure (\$8K)
- Increase in operating expenditure for Coodanup Community Centre to be funded by Mandurah Scouts contribution (\$10.6K)

- 4 Tenders awarded during the month through CEO delegation ▲
- 26.3% Grants received for the 21/22 year ▲



CITY OF MANDURAH
MONTHLY FINANCIAL REPORT
For the Period Ended 30 November 2021

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**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

BY NATURE OR TYPE

	Ref Note	Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
Opening Funding Surplus / (Deficit)		700,000	700,000	4,538,223			
Revenue from operating activities							
Rates		82,683,569	82,304,402	82,449,747	145,345	0.18%	
Operating grants, subsidies and contributions		3,185,946	1,197,098	1,463,080	265,982	22.22%	▲
Fees and charges		28,181,414	19,917,365	20,495,529	578,164	2.90%	
Interest earnings		1,350,000	562,500	641,839	79,339	14.10%	▲
Other revenue		1,986,117	934,873	1,127,762	192,889	20.63%	▲
		117,387,046	104,916,238	106,177,957	1,261,719	1.20%	
Expenditure from operating activities							
Employee costs		(47,745,578)	(19,345,384)	(18,013,896)	1,331,488	6.88%	
Materials and contracts		(54,776,840)	(23,071,535)	(16,982,210)	6,089,325	26.39%	▲
Utility charges		(4,494,203)	(1,872,585)	(1,409,838)	462,747	24.71%	▲
Depreciation on non-current assets		(29,868,215)	(12,558,429)	(12,537,144)	21,285	0.17%	
Interest expenses		(748,252)	(311,772)	(249,402)	62,370	20.01%	▲
Insurance expenses		(1,095,774)	(456,573)	(438,922)	17,651	3.87%	
Other expenditure		-	-	(6,823)	(6,823)	100.00%	▼
		(138,728,862)	(57,616,278)	(49,638,235)	7,978,043	13.85%	
Non-cash amounts excluded from operating activities	1(a)	25,272,235	12,558,429	10,390,150	(2,168,279)	(17.27%)	
Amount attributable to operating activities		3,930,419	59,858,389	66,929,872	7,071,483	(11.81%)	
Investing activities							
Non-operating grants, subsidies and contributions	10	18,485,356	1,540,446	4,241,851	2,701,405	175.37%	▲
Proceeds from disposal of assets	4	1,091,836	454,932	1,232,570	777,638	170.94%	▲
Payments for property, plant and equipment	6	(50,744,744)	(19,202,108)	(9,923,678)	9,278,430	48.32%	▲
Amount attributable to investing activities		(31,167,552)	(17,206,730)	(4,449,258)	12,757,472	74.14%	
Financing Activities							
Proceeds from new debentures	7	9,826,754	-	-	0	0.00%	
Unspent Loans Utilised		1,883,048	-	-	0	0.00%	
Payment of lease liability		(685,027)	(342,514)	(289,636)	52,878	15.44%	▼
Proceeds from community loans		82,553	27,518	49,532	22,014	80.00%	▲
Transfer from reserves		20,609,434	-	-	0	0.00%	
Advances of community loans		(50,000)	-	-	0	0.00%	
Repayment of debentures	7	(5,432,960)	(2,263,733)	(2,147,764)	115,969	5.12%	
Transfer to reserves		(3,270,805)	-	-	0	0.00%	
Amount attributable to financing activities		22,962,996	(2,578,729)	(2,387,868)	190,861	7.40%	
Closing Funding Surplus / (Deficit)	1(c)	(3,574,137)	40,772,930	64,630,969	23,858,039	58.51%	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Budget data as per the adopted materiality threshold.

Refer to Note 13 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

(a) Non-cash items 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 Local Government (Financial Management) Regulation 1996.

	Notes	Annual Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash		(5,634,434)	-	(2,228,483)
Movement in pensioner deferred rates (non-current)		-	-	(47,670)
Movement in employee benefit provisions (non-current)		1,038,454	-	129,159
Add: Depreciation on assets		29,868,215	12,558,429	12,537,144
Total non-cash items excluded from operating activities		25,272,235	12,558,429	10,390,150

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with regulation 32 of the Local Government (Financial Management) Regulations 1996 to agree to the surplus/(deficit) after imposition of general rates.

		Budget Closing 30 Jun 2021	Budget Closing 30 Jun 2022	Year to Date 30 Nov 2021
Adjustments to net current assets				
Less: Reserves - restricted cash		(20,116,870)	(24,888,945)	(44,767,915)
Less: Unspent loans		(431,591)	(207,137)	(2,197,470)
Less: Other receivables		-	(80,000)	(45,705)
Less: Prepaid Rates		(2,455,879)	-	-
Less: Clearing accounts		-	-	1,193,902
Add: Borrowings	7	7,499,999	9,826,754	3,531,518
Add: Other liabilities		3,081,188	3,417,743	3,766,340
Add: Lease liability		608,382	759,243	150,562
Add: Provisions - employee		5,041,426	5,216,724	4,324,176
Add: Loan Facility offset		-	-	12,000,000
Total adjustments to net current assets		(6,773,345)	(5,955,618)	(22,044,592)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	23,835,328	24,907,049	81,557,032
Rates receivables	3	3,519,116	2,480,445	24,330,308
Receivables	3	3,644,928	4,341,798	8,044,312
Other current assets		524,062	549,233	1,868,084
Less: Current liabilities				
Payables		(4,555,419)	(9,848,897)	(11,919,076)
Borrowings	7	(7,499,999)	(9,826,754)	(3,531,518)
Other current liabilities		-	-	(360,151)
Unspent non-operating grant, subsidies and contributions liability		(3,464,329)	(1,065,909)	(3,766,340)
Lease liabilities		(608,382)	(759,243)	(251,838)
Provisions		(8,621,960)	(8,396,241)	(9,295,253)
Less: Total adjustments to net current assets	1(b)	(6,773,345)	(5,955,618)	(22,044,592)
Closing Funding Surplus / (Deficit)		-	(3,574,137)	64,630,969

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.

	Total Amount	Interest rate	Total calculated interest Earnings	Institution	S&P rating	Deposit Date	Maturity Date	Term days
	\$	\$	\$	\$				
Cash on hand								
Westpac Municipal Bank Account	14,893,983	Variable		Westpac	AA-	NA	NA	
	14,893,983							
Municipal Investments								
Muni 10 - 9652-46197	29,829	0.20%	60	ANZ	AA-	1/10/2021	1/10/2022	365
MNS 31 - 582058	11,138,225	0.35%	3,096	Westpac	AA-	29/10/2021	30/11/2021	32
MNS 60 - 582007	11,362,399	0.40%	3,609	Westpac	AA-	29/10/2021	30/11/2021	32
	22,530,453							
Reserve Investments								
Reserve 35 - B33713404.75	3,008,359	0.01%	75	CBA	AA-	20/05/2021	31/12/2021	225
Reserve 39 - B33713404.55	3,009,924	0.01%	76	CBA	AA-	19/05/2021	15/02/2022	272
Reserve 40 - B33713404	3,004,810	0.34%	2,517	CBA	AA-	10/11/2021	8/02/2022	90
Reserve 41 - B33713404	3,005,178	0.35%	5,178	CBA	AA-	12/08/2021	8/02/2022	180
Reserve 42 - 36-976-7906	3,002,663	0.27%	2,663	NAB	AA-	26/08/2021	24/12/2021	120
Reserve 43 - 36-956-4375	3,004,440	0.33%	2,443	NAB	AA-	24/11/2021	22/02/2022	90
Reserve 44 - 70-586-3025	3,003,995	0.27%	3,995	NAB	AA-	1/09/2021	28/02/2022	180
Reserve 45 - 70-568-6989	3,002,663	0.27%	2,663	NAB	AA-	1/09/2021	30/12/2021	120
RNS 31 - 581565	10,860,734	0.35%	3,332	Westpac	AA-	29/10/2021	30/11/2021	32
RNS 60 - 581573	9,229,831	0.40%	3,236	Westpac	AA-	29/10/2021	30/11/2021	32
	44,132,596							
Total	81,557,032		32,940					

Interest revenue		Interest Earned
Investment Interest Accrued	32,940	\$641,839
Investment Interest Matured	57,310	
Rates Interest	551,589	
	641,839	
Total Municipal and Reserve Funds	81,557,032	

	Amount	Interest rate on loans	Interest Saved	YTD Interest Saved
Loan Offset Facility				
Westpac	12,000,000	1.91%	17,504	91,551

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 highly liquid investments with original maturities of twelve months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of 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.

Total Municipal Cash	Unrestricted
\$93.56 M	\$49.42 M

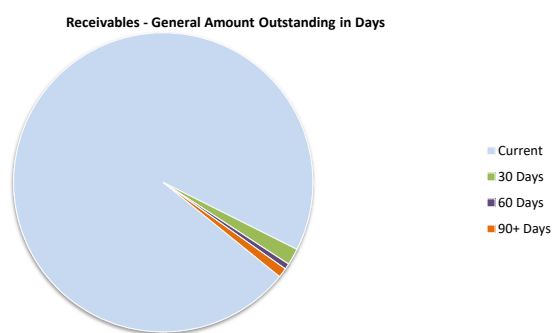
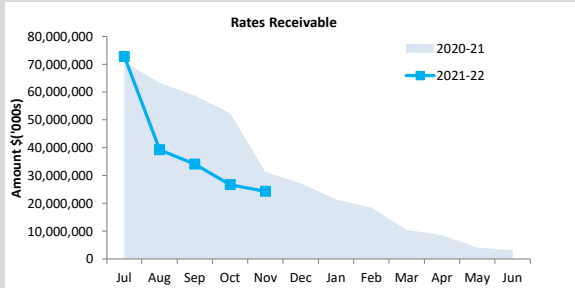
Rates Receivable	30-Jun-21	30-Nov-20	30 Nov 21
	\$		\$
Opening Arrears Previous Years	3,317,555	3,317,555	3,093,324
Rates levied	80,353,712	80,045,904	82,449,747
Less - Collections to date	(80,577,943)	(52,030,454)	(61,212,763)
Equals Current Outstanding	3,093,324	31,333,005	24,330,308
Net Rates Collectable	3,093,324	31,333,005	24,330,308
% Collected	96.3%	62.4%	71.6%

Receivables - General	30-Nov-20	Current	30 Days	60 Days	90+ Days	30 Nov 21
	\$	\$	\$	\$	\$	\$
Balance per Trial Balance						
Sundry receivable	1,387,135	2,000,083	142,834	51,062	82,028	2,276,006
Recreation Centres	134,943	143,958				143,958
Mandurah Ocean Marina	20,832	0				0
GST receivable	742,713	427,175				427,175
Allowance for impairment of receivables	(139,014)	(158,610)				(158,610)
Infringements	1,015,505	975,749				975,749
Pensioners rates and ESL deferred	3,512,971	3,529,436				3,529,436
Other Receivables	2,109,829	850,598				850,598
Total Receivables General Outstanding	8,784,914	7,768,389	142,834	51,062	82,028	8,044,312
Percentage		96.6%	1.8%	0.6%	1%	

	30 Nov 20	30 Nov 21
- No. of Legal Proceedings Commenced for the financial year	4	7
- No. of properties > \$10,000 outstanding	24	24
- No. of properties between \$3,000 and \$10,000 outstanding	152	174
- Value of Rates Concession	73,427	69,766
- Value of Rates Exemptions	1,988,179	2,027,889

KEY INFORMATION

Rates and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of rates and other receivables is reviewed on an ongoing basis. Other receivables that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



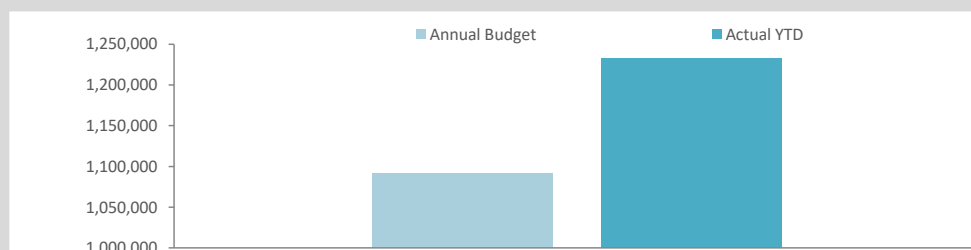
Debtors Due
\$8,044,312
Over 30 Days
3%
Over 90 Days
1%

Collected	Rates Due
71.6%	\$24,330,308

Asset	Asset Description	Budget	YTD Actual
		Proceeds	Proceeds
		\$	\$
Land			
Land	Sale of 81-87A Allnutt Street, Mandurah	0	942,000
Infrastructure Assets			
Light Passenger Vehicles - Replacement			
MITSUBISHI-MIRAGE	People & Communities-YOUTH SERVICES COORDINATOR	7,847	0
HYUNDAI-SANTE	People & Communities-DIRECTOR PEOPLE AND COMMUNITIES	15,836	0
SUBARU-OUTBACK	People & Communities-GENERAL MANAGER MPAC	15,765	0
TOYOTA-RAV4	Built & Natural -DEVELOPMENT SERVICES	12,326	0
MAZDA-CX-5	Built & Natural -CIVIL MAINTENANCE	15,478	0
MITSUBISHI-LS OUTLANDER	Built & Natural -PROJECTS COORDINATOR	12,500	0
HOLDEN-TRAILBLAZER	Built & Natural -	10,565	0
TOYOTA-COROLLA	Built & Natural -OPERATIONS STORE	10,542	0
TOYOTA-RAV4	Built & Natural -DEVELOPMENT SERVICES	12,326	0
TOYOTA-RAV4	Built & Natural -CITYPARKS	12,241	0
MAZDA-CX-5	People & Communities-RECREATION SERVICES COORDINATOR	15,400	0
Light Commercial Vehicles - Replacement			
FORD-RANGER	Built & Natural -CITYBUILD	17,911	27,327
FORD-RANGER	Built & Natural -CITYWORKS	20,353	0
FORD-RANGER	Built & Natural -CITYWORKS	15,784	0
MITSUBISHI-TRITON	Built & Natural -CITYPARKS	18,673	0
FORD-RANGER	Built & Natural -CITYWORKS	12,451	0
HOLDEN-COLORADO	Built & Natural -CITYWORKS	18,053	0
HOLDEN-COLORADO	Built & Natural -CITYBUILD	16,569	0
FORD-RANGER	Built & Natural -SURVEYING SERVICES	19,329	0
HOLDEN-COLORADO	Built & Natural -RANGERS - BUSHFIRE BRIGADE	18,405	0
HOLDEN-COLORADO	Built & Natural -CITYBUILD	16,569	0
HOLDEN-COLORADO	Built & Natural -CITYBUILD	18,228	0
FORD-RANGER	Built & Natural -TRAFFIC MANAGMENT	20,507	0
HYUNDAI-ILOAD	Built & Natural -PARKS MAINTENANCE - RETIC	18,607	0
TOYOTA-HILUX	Built & Natural -CITYBUILD	17,486	0
FORD-RANGER	Built & Natural -CITYBUILD	21,528	0
ISUZU-D'MAX	People & Communities-ENVIRONMENTAL HEALTH COORDINATOR	18,815	0
HOLDEN-COLORADO	Built & Natural -SURVEYING SERVICES	17,356	30,055
HOLDEN-COLORADO	Built & Natural -CITYBUILD	18,228	0
HYUNDAI-ILOAD	Built & Natural -CITYBUILD	20,157	0
FORD-RANGER	Built & Natural -PARKS CENTRAL	16,337	0
FORD-RANGER	Built & Natural -OPERATIONAL SERVICES	16,048	0
HOLDEN-COLORADO	Built & Natural -RANGERS - BUSHFIRE BRIGADE	22,036	0
Trucks & Buses Replacements			
Trailers			
Parks & Mowers			
TORO - ZERO TURN 60" SD DECK	Built & Natural PARKS CENTRAL	12,000	0
RAZORBACK - MOWER SLASHER PTO	Built & Natural PARKS-NATURAL AREAS	7,000	0
TORO - ZERO TURN 72" RD DECK	Built & Natural PARKS-SOUTHERN	7,643	0
Minor Equipment >\$5000			
PUMPS AUSTRALIA-HPM WATER CLEANER HOT AND COLD	Built & Natural -CITYBUILD	2,500	0
PUMPS AUSTRALIA-HPM WATER CLEANER HOT AND COLD	Built & Natural -CITYBUILD	2,500	0
HAKO-CITYMASTER	Built & Natural -CIVIL MAINTENANCE	25,000	0
Construction Vehicles - Replacement			
KOMATSU - WHEEL LOADER	WORKS CONSTRUCTION	65,410	0
Plant Disposed from 2020/21 budget:			
Light Passenger Vehicles - Replacement			
Toyota Rav 4 Council Meeting 25 January 2022	Place & Communities Council Reports	11,815	0

Asset	Asset Description	Budget	YTD Actual
		Proceeds	Proceeds
Kia Sportage	Sustainable Development	0	0
Kia Sportage	Strategy & Economic Development	16,460	0
Toyota Prado	Mayor's Office	24,367	0
Mazda CX-5	Recreation Services	16,150	0
NG4776A		0	20,736
MH3283A		0	17,100
<u>Light Commercial Vehicles - Replacement</u>			
Ford transit van	Built & Natural	16,157	0
Ford transit van	Built & Natural	16,588	0
Ford Ranger /Hi-drive	Rangers	16,822	26,191
Ford Ranger	Built & Natural	16,100	0
Ford Ranger	Health Services	18,809	29,145
Ford Ranger	Built & Natural	18,915	0
Ford Ranger	Emergency Management	19,720	0
Ford Ranger	Built & Natural	18,450	0
Ford Ranger	Built & Natural	15,760	0
Isuzu Ute	Sustainable Development	16,460	0
Isuzu Ute	Built & Natural	17,356	0
Isuzu Ute	Built & Natural	19,630	0
MH4439A		0	30,509
MH4983A		0	28,236
MH4537A		0	28,464
MH4453A		0	23,691
<u>Trucks & Buses Replacements</u>			
<u>Trailers</u>			
3T Tandem Tipper Trailer	Built & Natural	1,660	4,404
Wastech Semi Trailer	Built & Natural	35,327	0
Wastech Semi Trailer	Built & Natural	35,327	0
V004 MH73719		0	9,252
<u>Parks & Mowers</u>			
5 Gang mower	Built & Natural	18,252	0
Mower with Cab	Built & Natural	7,500	0
Mower 72"	Built & Natural	6,000	0
<u>Minor Equipment >\$5000</u>			
Various minor plant		0	15,460
<u>Construction Vehicles - Replacement</u>			
MULTI ROLLER	Built & Natural	45,900	0
		1,091,836	1,232,570

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 5
TENDERS/QUOTES AWARDED FOR THE MONTH**

CEO delegation – accepted/rejected tenders during the month
Awarded under Financial Authorisation \$250,000 and above

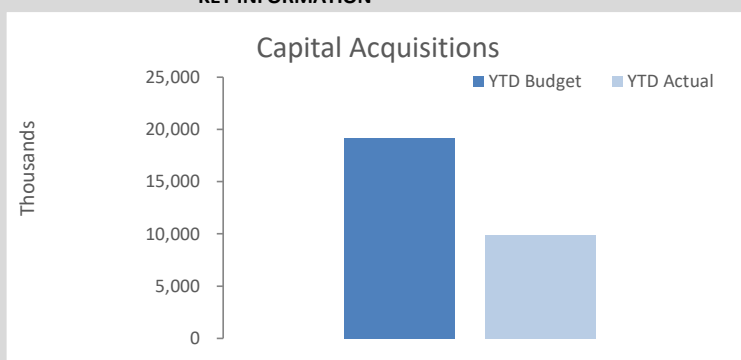
Tender code	Tender Description	Company Awarded to	Contract Term	Contract Amount
				\$
T12-2021	Provision of Playground Shade Sails at Specified Sites - Separable Packages 1 & 3	West Coast Shade Pty Ltd AFT the West Coast Shade Trust	Project Completion	40,690
T12-2021	Provision of Playground Shade Sails at Specified Sites - Separable Packages 2, 4, 5, 6 & 7	NH Enterprises Pty Ltd as Perth Better Homes	Project Completion	101,286
T16-2021	Landfill Disposal Services	Cleanaway Pty Ltd	10 months plus an option for month to month extension until 28 February 2023	2,550,000
T15-2021	Provision of Playground Shade Sails at Specified Five Sites	West Coast Shade Pty Ltd ATF West Coast Shade Trust	Project Completion	89,850

Capital Acquisitions	Adopted Budget	Annual Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	5,327,975	8,281,878	2,382,930	1,029,165	(1,353,765)
Equipment	61,127	158,179	85,770	10,670	(75,100)
Machinery	4,185,542	4,035,330	1,673,313	378,096	(1,295,217)
Infrastructure - Roads	14,775,329	14,841,666	5,856,781	4,103,651	(1,753,130)
Bridges	3,871,067	3,921,067	354,400	78,455	(275,946)
Parks	14,256,393	16,511,506	7,661,686	3,886,194	(3,775,492)
Drainage	1,222,989	1,294,778	523,256	281,810	(241,447)
Coastal & Estuary	706,907	706,907	227,463	26,907	(200,556)
Other Infrastructure	600,500	993,434	436,508	128,731	(307,777)
Capital Expenditure Totals	45,007,828	50,744,744	19,202,108	9,923,678	(9,278,430)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
City of Mandurah Contribution	7,543,360	10,286,353	11,188,639	5,391,258	(5,797,382)
Capital grants and contributions	17,656,844	18,485,356	7,823,914	4,241,851	(3,582,063)
Borrowings	9,826,754	11,709,801	-	-	-
Other (Disposals & C/Fwd)	1,108,878	1,091,836	189,555	290,570	101,015
Cash Backed Reserves					
Building Reserve	1,771,058	1,874,491	-	-	-
Asset Management Reserve	3,666,399	4,531,668	-	-	-
Cultural Centre Reserve	-	213,495	-	-	-
Sustainability Reserve	259,000	259,000	-	-	-
Sanitation Reserve	1,238,520	1,238,520	-	-	-
Traffic Bridge Reserve	-	50,000	-	-	-
Waterways Reserve	13,425	13,425	-	-	-
Unspent Grants & Contributions Reserve	1,028,409	188,582	-	-	-
Plant Reserve	895,181	802,216	-	-	-
Capital Funding Total	45,007,828	50,744,744	19,202,108	9,923,678	(9,278,430)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

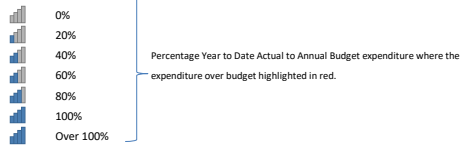
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$50.74 M	\$9.92 M	20%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$18.49 M	\$4.24 M	23%

Capital Expenditure Total

Level of Completion Indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
Buildings						
750647 Dawesville Community Centre	719,847	719,847	311,514	19,847	700,000	Design only.
750648 Enhancements to Reserve Changerooms to Make Amenities Unisex	25,286	25,286	18,620	5,286	20,000	Design only.
750649 Falcon Family Centre - External Works	57,683	57,683	7,683	7,683	50,000	Construction to commence Q3.
750650 Air Conditioner at Madora Bay Hall	10,411	10,411	7,078	7,611	2,800	Complete.
750651 Air Conditioner at Halls Head Community and Sports Facility	30,566	30,566	20,566	24,166	6,400	Complete.
750652 LED Buildings Plan	80,514	80,514	44,959	10,707	69,807	Ongoing Program 2021/22.
750653 MARC - Administration Office CCTV Camera Installation	15,514	15,514	10,514	10,045	5,469	Complete.
750654 MARC CCTV Stadium	30,514	30,514	20,514	12,345	18,170	Complete.
750655 MARC Leisure Pool Acoustics	206,736	206,736	6,736	6,736	200,000	Construction to commence Q4.
750656 MARC Plantroom Chlorine Gas Detectors & Shutdown System	15,566	15,566	15,566	566	15,000	Construction complete. Finances to be finalised.
750657 MPAC Internal Refurb	328,084	328,084	328,084	8,084	320,000	Construction to commence Q3.
750658 Reserve Meter Replacement Program	50,566	50,566	566	566	50,000	Ongoing Program 2021/22.
750659 WMC - CCTV Upgrade	15,754	15,754	754	754	15,000	Construction to commence Q3.
750660 WMC Tipping Shed	261,491	261,491	11,491	29,913	231,578	Construction to commence Q4.
750661 Works & Services Building Refurb	211,848	211,848	95,181	11,848	200,000	Design complete, proceeding with structural review and Quantity Surveyor.
750662 WMC Fire Water Service	50,463	50,463	463	463	50,000	Construction to commence Q3.
750662 Site Main Switchboard Program	50,514	50,514	17,181	514	50,000	Ongoing Program 2021/22.
750663 Admin Building Carpet	107,621	107,621	40,954	7,621	100,000	Construction to commence Q3.
750664 Billy Dower Offices Flooring	20,952	20,952	20,952	2,952	18,000	Construction to commence Q3.
750665 Civic Building - Rates Team Work Area	15,286	0	0	0	0	Project deferred and budget reallocated to Stage Door Waterfront HVAC project.
750666 Civic Staff Amenity Room Refurbishment	44,622	44,622	4,622	4,622	40,000	Construction to commence Q4.
750667 External Painting Program	25,463	25,463	463	9,562	15,900	Ongoing Program 2021/22.
750668 Falcon E - Library ACH1 Replacement	55,411	55,411	37,078	41,211	14,200	Construction complete. Finances to be finalised.
750669 Fire System Replacement Program	20,566	20,566	566	566	20,000	Construction complete. Finances to be finalised.
750670 Mandurah Library HVAC	95,514	95,514	514	514	95,000	Construction to commence Q2. HVAC unit being delivered 07/12/2021.
750671 Mandurah Library Re Roofing Project	161,428	161,428	6,428	9,063	152,365	Construction to commence Q3.
750672 Mandurah Ocean Marina Chalets	158,269	158,269	8,269	8,269	150,000	Construction to commence Q4.
750673 Mewburn Ablution Refurbishment	55,883	55,883	5,883	6,433	49,450	Construction to commence Q3.
750674 Museum CCTV Upgrade	40,514	40,514	514	514	40,000	Construction complete. Finances to be finalised.
750675 Rushton Park Pavilion - Ext Coatings	45,463	45,463	463	463	45,000	Construction to commence Q3.
750676 Oven Replacement Peelwood Pde Facility	9,238	9,238	9,238	8,051	1,187	Complete.
750677 District Cooling System	614,316	614,316	14,316	14,316	600,000	Construction to commence Q3.
400015 South Mandurah FC Changerooms (CSRFF)	6,666	6,666	4,444	11,190	(4,524)	Complete. Budget Variation for overspend to be processed in due course.
400021 Mandurah Mustangs FC - Facility Development	204,289	204,289	73,598	8,252	196,037	Construction to commence Q3.
400026 Peel Community Kitchen	26,615	54,901	54,901	85,333	(30,432)	Construction complete. Finances to be finalised. Budget Variation for overspend to be processed in due course.
400030 Owen Avenue Ablution	279,242	279,242	279,242	145,247	133,995	Construction 60% complete.
400046 Site Main Switchboards	95,133	95,133	0	0	95,133	Balance of ongoing program from 2020/21.
750620 Solar Plan	60,000	60,000	60,000	36,068	23,932	Construction complete. Finances to be finalised.
750623 Administration Building - Foyer Security	68,280	60,823	60,823	10,826	49,997	Construction complete. Finances to be finalised.
750625 Mandurah Community Museum Roof Replacem	143,400	142,545	142,545	113,363	29,182	Complete.
750631 Mdh Bowling & Rec Club - Bar Repairs	21,364	21,364	1,364	1,364	20,000	Construction to commence Q4.
750633 Stage 2 of Upgrades to Peelwood Reserve	99,720	99,720	83,100	0	99,720	Construction to commence Q3.
750638 Ablution Bortolo Reserve	247,540	247,540	206,283	30,408	217,132	Construction to commence Q3.
750639 Peel Hockey Association - Floodlighting	56,923	56,923	56,923	38,520	18,404	Complete.
750643 Falcon Family Centre Upgrade	96,000	96,000	32,000	0	96,000	Construction to commence Q3.
750644 Mandurah Visitors Centre Refurbishment	92,145	129,056	129,056	130,322	(1,266)	Construction complete. Finances to be finalised. Budget Variation for overspend to be processed in due course.
750646 MARC Leisure Pool Acoustics	68,000	68,000	56,667	4,220	63,780	Design only.
750679 Solar Plan 2021/22	130,754	130,754	11,754	11,754	119,000	Construction to commence Q3.
750698 MPAC WIF Lighting	0	238,495	0	0	238,495	Construction to commence Q3.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
750628 Civic Building-Mayors Office Reconfiguration	0	44,500	44,500	68,685	(24,185)	Construction complete. Finances to be finalised. Budget Variation for overspend to be processed in due course.
400022 Peelwood Res - Changeroom Upgrade	0	13,959	11,633	0	13,959	Construction to commence Q3.
750636 WMC - Upgrade Alarm System	0	30,000	0	0	30,000	Construction to commence Q3.
750627 Administration Centre External Painting Project	0	70,064	0	0	70,064	Construction 95% complete.
750680 Stage Door Waterfront HVAC	0	15,286	6,369	5,286	10,000	Construction to commence Q3.
750681 MARC Roof Repairs	0	2,500,000	0	57,037	2,442,963	Construction to commence Q4.
Bridges						
880013 BR Pedestrian Bridge Mandurah Road	3,521,067	3,521,067	21,067	21,067	3,500,000	Construction to commence Q4.
880012 Lakelands-Madora Bay Pedestrian Bridge	350,000	350,000	291,667	32,388	317,612	Design only.
880000 Old Mandurah Bridge	0	50,000	41,667	25,000	25,000	Construction complete. Finances to be finalised.
Parks						
700476 Installation of Permanent Soccer Goals	10,353	10,353	10,353	3,353	7,000	Construction to commence Q3.
700478 Meadow Springs Golf Course Fence	46,004	46,004	6,004	6,004	40,000	Construction to commence Q3.
700479 Rushton Precinct Master Plan - Netball Courts	74,805	74,805	4,805	4,805	70,000	Feasibility study only.
700480 Central Irrigation Management System Renewal	93,407	93,407	3,407	3,407	90,000	Ongoing Program 2021/22.
700481 Bin Enclosures for Eastern/Western Foreshore	55,839	55,839	39,173	5,839	50,000	Construction to commence Q4. Linked to City Centre Waterfront project.
700440 Major Public Artworks	90,411	90,411	411	411	90,000	Ongoing Program 2021/22.
700482 Abbotswood Park Erskine Path Connection	26,857	26,857	26,857	24,602	2,255	Construction complete. Finances to be finalised.
700483 Falcon Reserve Cricket Net renewal	43,328	63,328	63,328	23,617	39,711	Construction 95% complete.
700484 Avalon Foreshore Westview Parade Stage 2	60,894	60,894	44,227	39,595	21,299	Construction 95% complete.
700485 Bortolo Park Drainage Basin	61,613	61,613	11,613	11,613	50,000	Construction to commence Q4.
700487 Eros Reserve - Basketball Crt Concrete	28,280	28,280	28,280	3,280	25,000	Construction to commence Q3.
700488 Gallop Reserve	109,096	119,096	82,430	38,727	80,369	Construction 50% complete.
700489 Mandurah Road Median	167,781	117,781	17,781	17,781	100,000	Construction to commence Q3.
700490 Meadow Springs Turf Wicket	12,404	12,404	12,404	2,404	10,000	Construction 25% complete.
700491 Milgar BMX Track	24,805	24,805	21,472	4,805	20,000	Construction to commence Q3.
700492 Lavender Gardens Reserve	65,839	75,839	64,173	61,927	13,913	Construction complete. Finances to be finalised.
700493 Pinjarra Road East Median Stage 4	129,185	149,185	73,352	128,589	20,596	Construction 95% complete.
700494 Pleasant Grove Foreshore	85,832	85,832	17,832	18,482	67,350	Construction to commence Q3/Q4.
700495 Kangaroo Paw Park	55,175	55,175	5,175	6,422	48,753	Design only.
700496 Riverside Gdns Foreshore Park Furniture	51,045	51,045	36,045	8,006	43,039	Construction to commence Q4.
700497 Shade Tree Planting at Sports Grounds	22,038	22,038	22,038	7,038	15,000	Construction to commence Q4.
700498 Tickner Reserve Final Stage	226,414	226,414	70,859	28,070	198,344	Construction to commence Q3.
700499 Western Foreshore Bore Hole Replacement	25,497	25,497	25,497	12,863	12,634	Complete.
700500 Mary Street (near Lagoon)	18,497	18,497	18,497	1,497	17,000	Construction to commence Q3.
700501 Florida Reserve Fencing	21,497	21,497	18,164	2,607	18,890	Construction to commence Q2.
700502 Northport Oval Fencing	35,466	35,466	25,466	5,466	30,000	Construction to commence Q2.
700503 Henry Sutton	37,089	27,089	27,089	10,689	16,400	Construction complete. Finances to be finalised.
700504 Hennessy Reserve	91,754	91,754	4,754	5,746	86,008	Construction to commence Q4.
700505 Madora Bay Hall	56,798	56,798	6,798	7,487	49,311	Construction to commence Q3.
700506 Caterpillar Park	25,738	25,738	5,738	5,738	20,000	Construction complete. Finances to be finalised.
700507 Replacement of Rubber Softfall	83,456	83,456	3,456	54,950	28,506	Ongoing Program 2021/22.
700508 Signage Renewal	49,045	49,045	9,045	9,045	40,000	Ongoing Program 2021/22.
700509 BBQ New Program	51,548	51,548	34,882	24,128	27,421	Ongoing Program 2021/22.
700510 Boardwalk Renewal Program	250,000	50,000	0	0	50,000	Ongoing Program 2021/22.
700439 Enclosed Dog Park	229,849	202,169	202,169	194,948	7,221	Construction complete. Finances to be finalised.
700441 Bortolo Reserve - Shade Sail	34,011	34,011	20,678	4,011	30,000	Construction to commence Q3.
700471 Hermitage Park - Shade Sail	45,419	45,419	27,642	5,419	40,000	Construction to commence Q3.
700472 Country Club Drive - Shade Sail	34,011	34,011	20,678	4,011	30,000	Construction to commence Q3.
700443 Falcon Bay Upgrade - Stage 4 of 5	129,261	71,440	39,689	26,112	45,328	Construction 95% complete.
700444 Novara Foreshore Stage 4	282,348	273,636	228,030	272,088	1,548	Construction 95% complete.
700453 Falcon Reserve Activation Plan - Stage 2	127,331	118,822	66,012	9,409	109,413	Construction 75% complete.
700462 Madora Bay Beach	113,441	113,441	13,441	13,441	100,000	Design only.
700464 Shade Sails Over Playgrounds	196,198	192,251	160,209	164,465	27,786	Construction complete. Finances to be finalised.
700511 Mandurah Parks - Shade Sails	0	150,000	0	0	150,000	Construction to commence Q3.
700512 Meadow Springs SF - Cricket Nets	0	45,500	45,500	0	45,500	Construction 25% complete.
700020 Pebble Beach Boulevard Res 46649	0	6,099	5,083	921	5,178	Construction complete. Finances to be finalised.
700463 Madora Beach Shade Shelters	0	57,247	47,706	52,737	4,510	Construction complete. Finances to be finalised.
700513 Artesian Pump Replacement Program	0	50,000	20,833	0	50,000	Ongoing Program 2021/22.
Roads						
501087 Access Pathway at Rushton North Pavilion	60,665	60,665	3,665	3,665	57,000	Construction to commence Q3.
501088 RC Leslie Street Stage 2	786,420	786,420	36,420	49,010	737,411	Construction 5% complete.
501089 RC Peel Street Stage 3	1,540,664	1,540,664	665,664	73,770	1,466,894	Construction to commence Q4.
501090 RC Pinjarra Road Stage 3	1,553,728	1,553,728	887,061	227,584	1,326,144	Refer to Financial Report, Key Capital Projects table.
501091 SL Street Lighting New Program	130,276	130,276	71,943	30,276	100,000	Ongoing Program 2021/22.
50 Council Meeting Personal Traffic Management Program	202,864	202,864	152,864	152,864	50,000	Ongoing Program 2021/22.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
501093	WTC Roadway and Concrete Hardstand	320,852	320,852	20,852	20,852	300,000	Construction to commence Q3. Seeking Department of Water and Environmental Regulation approval.
501094	MRF Building Hardstand	57,281	57,281	7,281	7,281	50,000	Construction to commence Q4.
501051	SF Street Furniture New Program	57,179	57,179	28,013	7,179	50,000	Ongoing Program 2021/22.
501097	Tims Thicket Road	567,929	567,929	27,929	27,929	540,000	Construction to commence Q4.
501098	RR France/Aldgate St Intersection	350,958	350,958	20,958	24,629	326,330	Construction to commence Q3.
501099	RR Bortolo Drive/Lowden St Intersection	259,435	259,435	179,435	51,505	207,930	Construction 25% complete.
501100	RR Sticks Boulevard	33,004	33,004	8,004	8,644	24,360	Construction 5% complete.
501111	RS Tennyson Avenue (HALLS HEAD)	220,576	220,576	184,743	92,444	128,132	Construction 95% complete.
501112	SP Falcon Coastal Shared Path	75,086	75,086	15,086	15,211	59,875	Design only.
501113	SP Halls Head PSP	416,663	416,663	16,663	16,663	400,000	Construction to commence Q3.
501114	SP Missing Links	111,543	111,543	53,210	25,788	85,755	Ongoing Program 2021/22.
501115	SP Biara Court PAW Renewal	43,446	43,446	5,946	5,946	37,500	Construction to commence Q3.
501116	SP Pleasant Grove POS	46,102	46,102	4,602	4,602	41,500	Construction to commence Q3/Q4.
501117	SP Waterside Gardens Paving Rehabilitation	32,022	32,022	5,022	10,823	21,199	Construction 75% complete.
501123	Ayrton St POS Carpark	76,098	76,098	56,432	17,098	59,000	Construction to commence Q4.
501124	Emulsion tank with bunding	45,566	45,566	566	566	45,000	Construction to commence Q4.
501125	Corsican Road	101,439	101,439	34,772	1,439	100,000	Construction to commence Q4.
501126	Southern Operations Centre	164,245	164,245	14,245	14,245	150,000	Construction to commence Q3/Q4.
501118	SL Carpark Lighting Replacement Program	100,874	100,874	56,430	20,739	80,135	Ongoing Program 2021/22.
501119	SL Light Pole Replacement	100,926	100,926	56,481	926	100,000	Ongoing Program 2021/22.
501120	SL Mandurah Marina Canal Light Poles	68,874	68,874	23,541	874	68,000	Ongoing Program 2021/22.
501121	SL Parks and Reserves LED Program	70,874	70,874	39,763	14,905	55,970	Ongoing Program 2021/22.
501101	Halls Head Beach Car Park Stage 2	105,303	105,303	24,303	24,303	81,000	Construction to commence Q3/Q4.
501102	RS Aldgate Street (MANDURAH)	56,048	56,048	39,381	6,048	50,000	Construction to commence Q3.
501103	RS Ayrton Street (DAWESVILLE)	166,255	166,255	112,922	87,284	78,971	Construction 95% complete.
501104	RS Chapman Road (DAWESVILLE)	105,928	105,928	72,595	45,152	60,776	Construction 95% complete.
501105	RS Durham Crescent (DAWESVILLE)	80,964	80,964	55,964	48,327	32,637	Construction 95% complete.
501106	RS Inneston Place (DAWESVILLE)	50,793	50,793	35,793	43,769	7,024	Construction 95% complete.
501107	RS Napier Close (HALLS HEAD)	40,778	40,778	34,945	24,587	16,191	Construction 95% complete.
501108	RS Sabina Drive (MADORA BAY)	83,248	83,248	57,915	7,248	76,000	Construction to commence Q3.
501109	RS Sandford Crescent (HALLS HEAD)	106,048	106,048	89,381	69,800	36,248	Construction 95% complete.
501110	RS Seaton Close (HALLS HEAD)	35,778	35,778	30,778	25,935	9,843	Construction 95% complete.
501127	Falcon Reserve Activation Plan - Stage 3	424,794	424,794	24,794	28,726	396,068	Construction to commence Q4.
501083	RR Mandurah Terrace	1,408,095	1,408,095	502,666	49,951	1,358,144	Refer to Financial Report, Key Capital Projects table.
501041	SL Rushton Sports Flood Lighting	52,826	52,826	52,826	15,166	37,660	Design and Consultant costs only.
501027	RR Pinjarra Road Stage 1	1,125,578	803,506	669,588	1,213,527	(410,021)	Refer to Financial Report, Key Capital Projects table. Expenditure analysis currently being conducted. Relevant transactions to be journalled to RC Pinjarra Road Stage 3 project.
501031	RR Catalina Dr/Badgerup Ave Roundabout	14,069	2,828	943	0	2,828	Construction complete, only street lighting works remaining. Finances to be finalised.
501033	RR Old Coast Road/Albany Drive	106,247	28,752	9,584	22,456	6,296	Construction complete, only street lighting works remaining. Finances to be finalised.
501064	SP Mulberry Close PAW	52,009	57,816	57,816	33,103	24,713	Complete.
500016	Smart Street Mall Upgrade	897,835	1,167,355	486,398	487,878	679,477	Refer to Financial Report, Key Capital Projects table.
501076	RR Guava Way	301,000	204,889	204,889	225,671	(20,782)	Construction complete. Finances to be finalised. Budget Variation for overspend to be processed in due course.
501084	Peel Street - Power Relocation	1,500,000	1,500,000	0	70,825	1,429,175	Refer to Financial Report, Key Capital Projects table.
501128	Dawesville Channel SE Foreshore Upgrade	466,144	466,144	394,973	428,927	37,217	Construction complete. Finances to be finalised.
501038	SP Stingray Point Footpath Replacement	0	12,712	5,297	43,952	(31,240)	Construction complete. Finances to be finalised. Budget Variation for overspend to be processed in due course.
501050	Mandurah Road Median	0	78,818	65,682	2,139	76,679	Construction to commence Q4.
501086	SP Denham Street	0	72,877	60,731	83,102	(10,225)	Construction complete. Finances to be finalised. Budget Variation for overspend to be processed in due course.
501039	SL Street Lighting New Program	0	80,149	66,791	29,604	50,545	Balance of ongoing program from 2020/21.
501042	SL Light Pole Replacement	0	53,373	22,239	46,510	6,863	Complete.
501048	TM Discretionary Traffic Management Program	0	0	0	3,515	(3,515)	Invoice for 2020/21 project processed post 2020/21 EOFY. Budget to be adjusted at Budget Review.
501062	SP Pinjarra Road Park	0	0	0	1,539	(1,539)	Invoice for 2020/21 project processed post 2020/21 EOFY. Budget to be adjusted at Budget Review.
501065	Missing Links	0	0	0	2,410	(2,410)	Invoice for 2020/21 project processed post 2020/21 EOFY. Budget to be adjusted at Budget Review.
501077	SP Harbord Avenue	0	0	0	3,464	(3,464)	Invoice for 2020/21 project processed post 2020/21 EOFY. Budget to be adjusted at Budget Review.
Drainage							
600181	Septic Tank and Grease Arrestor at Milgar Reserve	30,720	30,720	20,720	720	30,000	Construction to commence Q3.
600182	Discretionary Drainage Projects	165,705	165,705	107,372	100,857	64,848	Ongoing Program 2021/22.
600183	Halls Head Pde Beach Central CP Stage 2	235,361	235,361	15,361	15,361	220,000	Construction to commence Q3.
600184	DR Mathew Street, Falcon	104,969	104,969	76,636	19,969	85,000	Construction to commence Q3/Q4.
600185	DR Koolinda Street, Falcon Stage 2	99,298	99,298	99,298	20,406	78,892	Construction to commence Q3.
600186	DR Yeedong Road, Falcon - Stage 2	168,544	168,544	143,377	17,544	151,000	Construction to commence Q3.
600187	DR Pump Station Replacement of Pumps	55,669	55,669	669	669	55,000	Ongoing Program 2021/22.
600180	Bortolo Sump-Water Sensitive UrbanDesign	362,723	362,723	0	733	361,990	Construction to commence Q3/Q4.
600173	DR Koolinda Street	0	71,789	59,824	106,284	(34,495)	Construction 95% complete. Budget Variation for overspend to be processed in due course.
Coastal & Estuary							
900012	Parkridge Boat Ramp	33,426	33,426	23,426	3,426	30,000	Design only.
910068	ML Access Launching Ramp - Riverside Gardens	154,714	154,714	129,714	129,714	30,000	Construction to commence Q3.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Adopted Budget	Annual Budget	YTD Budget	YTD Actual	Remaining Unspent Funds	Comment
910108	South Harbour Paving Upgrade Stage 3 to 6	107,744	107,744	63,300	7,744	100,000	Construction to commence Q3.
910109	Cambria Island Abutment Walls Repair	411,023	411,023	11,023	11,023	400,000	Construction to commence Q4.
Equipment							
820181	Monitor (TV/Display) in Marina Administration Office	5,386	5,386	5,386	386	5,000	Construction to commence Q3.
820182	Furniture & Equipment Renewal Program	55,741	55,741	25,991	4,741	51,000	Ongoing Program 2021/22.
820174	MPAC Orchestra Lift	0	73,129	30,470	0	73,129	Construction 90% complete.
820180	Furniture & Equipment Renewal Program	0	23,923	23,923	5,543	18,380	Balance of ongoing program from 2020/21.
Plant & Machinery							
770001	Replacement Light Passenger Vehicles	528,531	497,901	207,458	29,740	468,161	Ongoing Program 2021/22.
770002	Replacement Light Commercial Vehicles	1,342,546	1,256,259	523,437	147,021	1,109,238	Ongoing Program 2021/22.
770007	Trailers	644,969	611,674	254,862	164,520	447,154	Ongoing Program 2021/22.
770008	Construction Vehicles	664,209	664,209	276,755	0	664,209	Ongoing Program 2021/22.
770009	Parks and Mowers	278,009	278,009	115,835	24,531	253,478	Ongoing Program 2021/22.
770010	New - Heavy Vehicles Plant and Equipment	55,000	55,000	22,917	0	55,000	Ongoing Program 2021/22.
770011	Miscellaneous Equipment	469,815	469,815	195,753	11,821	457,994	Ongoing Program 2021/22.
770018	New - Light Commercial Vehicles	182,000	182,000	75,833	0	182,000	Ongoing Program 2021/22.
770019	WMC Weighbridge Enhancements	20,463	20,463	463	463	20,000	Construction to commence Q3/Q4.
Other Infrastructure							
930036	Christmas Decorations 2021	213,000	213,000	179,667	128,731	84,269	Installations complete. Finances to be finalised.
930037	CSRFF Program - Small Grants	150,000	150,000	62,500	0	150,000	Funding allocations to be determined.
930035	Restart Mandurah - Other	237,500	466,434	194,341	0	466,434	Remaining balance of Restart Mandurah funds.
930038	MARC Geothermal Pump & VSD	0	164,000	0	0	164,000	Construction to commence Q3.
400050	Lakelands DOS Clubroom Facility	152,512	146,368	121,974	18,435	127,933	Construction complete. Finances to be finalised.
700052	Lakelands DOS Flood Lights	471,189	470,735	392,280	460,298	10,437	Construction complete. Finances to be finalised.
500085	Lakelands DOS Parking	1,794	3,594	1,198	0	3,594	Construction complete. Finances to be finalised.
700050	Lakelands DOS Irrigation	21,981	21,981	14,654	0	21,981	Construction complete. Finances to be finalised.
700053	Lakelands DOS Sports Specific Infrastructure	20,199	18,399	15,333	76,994	(58,595)	Construction of Diamond 1 is complete. Diamond 2 construction to commence Q3. Overall Lakelands DOS spend is within budget.
700054	Lakelands DOS Water Provision Infrastructure	310,156	310,156	258,463	0	310,156	Construction complete. Finances to be finalised.
700055	Eastern Foreshore South Precinct	5,716,803	6,026,797	2,562,494	557,376	5,469,420	Refer to Financial Report, Key Capital Projects table.
700056	Western Foreshore Recreation Precinct	4,082,096	6,031,636	2,556,218	1,434,771	4,596,865	Refer to Financial Report, Key Capital Projects table.
Grand Total		45,007,828	50,744,744	19,202,108	9,923,678	40,821,066	

Repayments - Borrowings

Information on Borrowings Particulars	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities									
Compactor Waste Trailers and Dolly [336]	182,928	0	0	24,532	58,331	158,396	124,745	1,598	4,381
Waste Water Reuse [349]	123,584	0	0	9,610	22,445	113,974	101,209	1,065	3,176
Halls Head Ablution Block [350]	82,406	0	0	6,405	14,959	76,001	67,482	710	2,117
Halls Head Recycled Water 2019/20	181,932	0	0	7,674	18,418	174,258	163,642	1,706	4,863
Ablutions 2020/21	0	0	200,000	0	17,580	0	182,420	0	5,375
Ablutions 2021/22	0	0	70,000	0	0	0	70,000	0	0
Recreation and culture									
Rushton Park Redevelopment [318(ii)]	242,243	0	0	39,223	88,447	203,020	154,735	508	5,565
Meadow Springs Recreation Facility [318(iii)]	181,967	0	0	29,464	67,388	152,503	113,661	381	4,240
Mandurah Rugby Club [320]	649	0	0	-	667	0	0	0	0
Mandurah Cricket Club [321]	215	0	0	-	203	0	0	0	0
Mandurah Football & Sporting Club [324]	84,392	0	0	34,203	82,264	50,189	2,242	622	1,316
Mandurah Rugby Club [325]	6,512	0	0	2,632	6,331	3,880	162	48	101
Bowling Club Relocation [326]	531,183	0	0	235,531	531,913	295,652	41	1,789	7,721
Ablutions - Netball Centre [329(i)]	43,859	0	0	18,168	43,702	25,691	2,054	321	672
Parks Construction [329(v)]	43,859	0	0	18,168	43,702	25,691	561	321	672
Halls Head Bowling Club upgrade [331]	273,985	0	0	15,611	36,250	258,374	237,916	2,499	7,214
Parks - Falcon Bay Reserve [333(i)]	47,067	0	0	10,057	24,066	37,011	24,634	392	1,012
MARC Redevelopment [338]	599,116	0	0	69,239	156,515	529,877	442,909	2,136	14,785
MARC Redevelopment Stage 1 [340]	420,178	0	0	34,626	80,042	385,552	340,372	3,204	10,750
MARC Redevelopment Stage 2 [341]	1,051,932	0	0	94,503	207,471	957,430	844,896	3,117	26,817
Eastern Foreshore Wall [344]	689,125	0	0	60,973	134,120	628,152	555,055	2,237	17,584
MARC Stage 2 [345]	1,018,914	0	0	88,179	192,185	930,735	826,120	2,756	26,058
Falcon Bay Seawall [351]	206,930	0	0	16,062	37,509	190,868	169,554	1,783	5,319
MARC Solar Plan [353]	153,181	0	0	8,617	20,000	144,564	133,272	1,398	4,036
Novara Foreshore Development [355]	306,341	0	0	17,234	40,000	289,107	266,543	2,796	8,072
Falcon Bay Foreshore Upgrades [356]	306,341	0	0	17,234	40,000	289,107	266,543	2,796	8,072
Mandjar Square Development [358]	382,826	0	0	21,541	49,996	361,284	333,093	3,494	10,088
Lakelands DOS [360]	2,040,331	0	0	136,248	282,919	1,904,083	1,758,134	3,942	53,536
Mandjar Square Stage 3 and 4	413,013	0	0	20,484	88,290	392,530	715,884	2,366	21,390
Falcon Seawall	803,936	0	0	43,232	43,828	760,705	369,445	2,468	11,012
Novara Foreshore Stage 3	165,255	0	0	7,772	17,530	157,483	147,818	1,368	4,406
Smart Street Mall Upgrade 2019/20	450,310	0	0	21,321	46,159	428,989	404,481	3,989	12,029
Falcon Bay Foreshore Stage 3 of 4	272,894	0	0	11,511	27,626	261,383	245,463	2,559	7,294
Mandjar Square Final Stage	272,894	0	0	11,511	27,626	261,383	245,463	2,559	7,294
Falcon Skate Park Upgrade	108,084	0	0	5,063	11,081	103,021	97,071	1,012	2,887
Westbury Way North side POS Stage 3	181,937	0	0	7,674	18,417	174,263	163,648	1,706	4,863
Eastern/ Western Foreshore 2020/21	1,140,973	0	0	0	100,278	1,143,385	1,040,652	2,412	30,666
Smart Street Mall 2020/21	1,102,206	0	0	0	96,868	1,104,349	1,005,297	2,143	29,624
Novara Foreshore Stage 4	100,004	0	0	1,836	8,784	98,861	91,216	693	2,688
Bortolo Reserve - Shared Use Parking and Fire Track Facility	300,011	0	0	5,517	26,377	296,573	273,623	2,079	8,063
Falcon Bay Upgrade - Stage 4 of 5	280,011	0	0	5,149	24,610	276,801	255,390	1,940	7,526
Enclosed Dog Park	20,152	0	0	367	1,774	19,925	18,377	140	542
South Harbour Paving Upgrade Stage 2	50,002	0	0	918	4,392	49,430	45,608	346	1,344
Falcon Skate Park Upgrade 2020/21	75,456	0	0	1,384	6,636	74,594	68,817	523	2,028
Eastern/ Western Foreshore 2021/22	0	0	1,629,070	0	143,186	0	1,485,884	0	43,785
Smart Street Mall 2021/22	0	0	897,835	0	78,912	0	818,923	0	24,131
Enclosed Dog Park 2021/22	0	0	179,849	0	15,818	0	164,031	0	4,834
Novara Foreshore Stage 4 2021/22	0	0	230,000	0	20,218	0	209,782	0	6,182
Falcon Bay Upgrade - Stage 4 of 5 2021/22	0	0	90,000	0	7,913	0	82,087	0	2,419
Parks and Reserves Upgrades 2021/22	0	0	609,000	0	0	0	609,000	0	0
Mandurah Library Re Roofing Project	0	0	155,000	0	0	0	155,000	0	0
Falcon Reserve Activation Plan	0	0	400,000	0	0	0	400,000	0	0
Rushton Park Precinct	0	0	70,000	0	0	0	70,000	0	0
Western Foreshore Yr 3	0	0	800,000	0	0	0	800,000	0	0
District Cooling System	0	0	600,000	0	0	0	600,000	0	0
Transport									
Drainage [318(iv)]	60,277	0	0	9,760	21,059	50,517	41,075	126	1,325
Road Construction [318(v)]	605,040	0	0	97,966	227,434	507,074	374,516	1,268	14,309
Road Construction [329(ii)]	95,457	0	0	39,542	95,116	55,915	84	700	1,463
Drainage Construction [329(iii)]	30,959	0	0	12,824	30,849	18,135	2,545	227	474
Peelwood Oval - Parking [329(iv)]	12,900	0	0	5,343	12,854	7,556	0	95	198
Path Construction [329(vi)]	7,740	0	0	3,206	7,712	4,534	0	57	119
Street Lighting [329(viii)]	10,320	0	0	4,275	10,283	6,045	0	76	158
Road Construction [333(ii)]	214,418	0	0	45,814	109,632	168,604	103,431	1,787	4,610
New Pedestrian Bridge Construction [335]	364,096	0	0	49,614	117,999	314,482	246,419	3,176	8,697
New Road Construction [339]	430,312	0	0	47,606	111,602	382,707	318,948	3,234	10,630
New Road Construction [342]	539,017	0	0	47,128	103,365	491,889	435,861	1,682	13,779
WMC Tims Thicket [343]	83,051	0	0	6,577	15,451	76,474	67,640	748	2,129
Road Construction [346]	325,323	0	0	25,302	59,091	300,021	266,459	2,803	8,361

Repayments - Borrowings

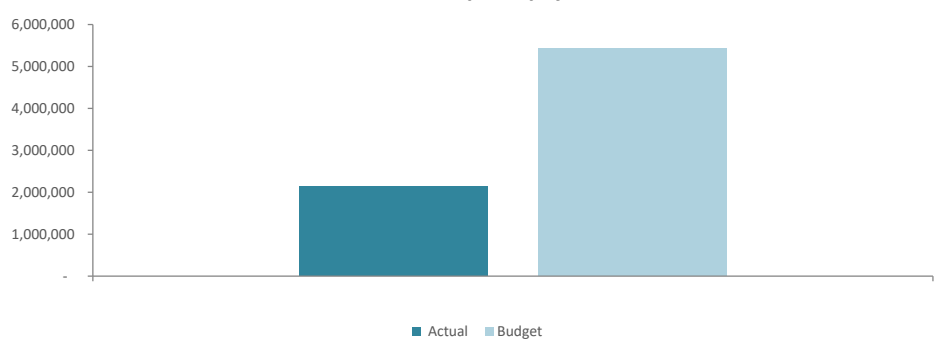
Information on Borrowings Particulars	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
MARC Carpark [347]	247,155	0	0	19,220	44,888	227,935	202,432	2,130	6,352
MPAC Forecourt [348]	103,000	0	0	8,007	18,701	94,992	84,353	888	2,647
Mandurah Marina [352]	153,181	0	0	8,617	20,000	144,564	133,272	1,398	4,036
MARC Carpark [354]	229,772	0	0	12,923	29,993	216,848	199,929	2,097	6,055
Mandurah Foreshore Boardwalk Renewal [357]	344,544	0	0	19,386	44,993	325,158	299,785	3,144	9,079
New Road Construction [359]	1,028,241	0	0	67,817	143,054	960,425	885,540	3,028	26,973
Smoke Bush Retreat Footpath [361]	76,588	0	0	4,311	10,006	72,276	66,616	699	2,018
New Boardwalks 18/19	413,013	0	0	19,430	43,828	393,583	369,445	3,420	11,012
Coodanup Drive - Road Rehabilitation	82,641	0	0	3,886	8,765	78,755	73,909	684	2,203
Pinjarra Road Carpark	165,255	0	0	7,772	17,530	157,483	147,818	1,368	4,406
New Road Construction 2018/19	1,329,504	0	0	71,372	145,594	1,258,132	1,183,854	4,028	35,366
New Road Construction 2019/20	798,115	0	0	42,912	83,446	755,203	714,969	2,648	21,290
South Harbour Upgrade 2019/20	209,228	0	0	8,823	21,180	200,405	188,193	1,962	5,592
New Roads 2020/21	600,023	0	0	0	57,134	601,990	592,866	1,967	17,470
Carryover Roads 2020/21	0	0	500,000	0	43,945	0	456,055	0	13,439
Roads 2021/22	0	0	1,250,000	0	0	0	1,250,000	0	0
Boardwalks 2021/22	0	0	250,000	0	0	0	50,000	0	0
Carparks 2021/22	0	0	438,000	0	0	0	438,000	0	0
Pedestrian Bridge Mandurah Road	0	0	908,000	0	0	0	908,000	0	0
Cambria Island Abutment Wall	0	0	400,000	0	0	0	400,000	0	0
Economic services									
Mandurah Ocean Marina Chalets Refurbishment	0	0	150,000	0	0	0	150,000	0	0
Other property and services									
IT Communications Equipment [318(i)]	47,766	0	0	7,734	16,847	40,032	33,262	100	1,060
IT Equipment [329(vii)]	12,900	0	0	5,343	12,854	7,556	251	95	198
Land Purchase [330]	589,352	0	0	266,253	590,181	323,099	21	1,632	8,424
Civic Building - Tuckey Room Extension	413,013	0	0	19,529	43,828	393,485	369,445	3,321	11,012
	24,561,332	0	9,826,754	2,147,764	5,432,960	22,424,948	28,819,948	120,510	723,433
Total	24,561,332	0	9,826,754	2,147,764	5,432,960	22,424,948	28,819,948	120,510	723,433
Current borrowings	5,432,960		9,826,754	2,147,764	5,432,960	3,531,518	5,432,960	120,510	723,433
Non-current borrowings	19,128,372					18,893,430	23,386,988		
	24,561,332					22,424,948	28,819,948		

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

2021/22 Principal Repayments



Principal Repayments	\$2,147,764
Interest Expense	\$120,510
Loans Due	\$22.42 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 8
CASH RESERVES**

Cash Backed Reserve

Reserve Name	Opening	Budget	Actual Interest	Budget Transfers	Actual Transfers	Budget Transfers	Actual Transfers	Budget Closing	Actual YTD
	Balance	Interest Earned	Earned	In (+)	In (+)	Out (-)	Out (-)	Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building	1,674,855	8,658	0	0	0	(1,435,818)	0	247,695	1,674,855
Parking	479,332	9,051	0	0	0	0	0	488,384	479,332
Asset Management	10,688,231	105,409	0	1,900,000	0	(5,675,875)	0	7,017,766	10,688,231
Cultural Centre	149,781	0	0	66,194	0	(213,495)	0	2,480	149,781
Property Acquisition	0	0	0	0	0	0	0	0	0
Sustainability	625,422	6,923	0	0	0	(259,000)	0	373,345	625,422
Sanitation	4,008,943	17,922	0	0	0	(1,238,520)	0	2,788,345	4,008,943
Traffic Bridge	49,886	0	0	0	0	(50,000)	0	(114)	49,886
Interest Free Loans	50,325	0	0	0	0	(50,000)	0	325	50,325
CLAG	6,407	1,183	0	0	0	0	0	7,589	6,407
Mandurah Ocean Marina	177,219	3,358	0	0	0	0	0	180,577	177,219
Waterways	733,673	4,497	0	0	0	(13,425)	0	724,745	733,673
Port Mandurah Canals Stage 2 Maintenance	92,705	1,733	0	0	0	0	0	94,438	92,705
Mariners Cove Canals	84,466	1,599	0	0	0	0	0	86,065	84,466
Port Bouvard Canal Maintenance Contributions	265,862	5,012	0	0	0	0	0	270,874	265,862
Unspent Grants & Contributions	8,707,386	0	0	0	0	(8,636,178)	0	71,208	8,707,386
Long Service Leave	4,576,258	0	0	971,036	0	(883,534)	0	4,663,760	4,576,258
Bushland Acquisition	3,000,000	0	0	0	0	0	0	3,000,000	3,000,000
Coastal Storm Contingency	257,363	4,856	0	0	0	0	0	262,219	257,363
Digital Futures	69,192	1,577	0	0	0	0	0	70,768	69,192
Decked Carparking	1,004,210	18,947	0	0	0	0	0	1,023,157	1,004,210
Specified Area Rates - Waterside Canals	118,986	1,689	0	0	0	(6,737)	0	113,938	118,986
Specified Area Rates - Port Mandurah Canals	415,584	2,748	0	62,906	0	(336,260)	0	144,978	415,584
Specified Area Rates - Mandurah Quay Canals	209,361	4,129	0	8,669	0	0	0	222,158	209,361
Specified Area Rates - Mandurah Ocean Marina	403,902	6,818	0	0	0	0	0	410,720	403,902
Specified Area Rate - Port Bouvard Canals	120,423	2,253	0	0	0	(134)	0	122,542	120,423
Specified Area Rate - Mariners Cove	15,857	46	0	0	0	(10,656)	0	5,248	15,857
Specified Area Rate - Eastport	35,919	544	0	0	0	(175)	0	36,288	35,919
Sportclubs Maintenance Levy	188,306	3,911	0	12,000	0	0	0	204,217	188,306
City Centre Land Acquisition Reserve	1,006,509	0	0	0	0	0	0	1,006,509	1,006,509

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 8
CASH RESERVES**

Lakelands Community Infrastructure Reserve	1,097,302	20,703	0	0	0	0	0	1,118,005	1,097,302
Plant Reserve	1,582,499	14,308	0	0	0	(802,216)	0	794,591	1,582,499
Workers Compensation Reserve	481,416	2,126	0	0	0	0	0	483,542	481,416
Restricted Cash Reserve	2,390,335	0	0	0	0	(997,411)	0	1,392,924	2,390,335
	44,767,915	250,000	0	3,020,805	0	(20,609,434)	0	27,429,286	44,767,915

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability				Operating Grants, Subsidies and Contributions Revenue			
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Adopted Budget	Budget Variations	Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies								
General purpose funding								
Financial Assistance Grant - General Purpose	0	0	0	0	897,773	0	897,773	492,895
Financial Assistance Grant - Local Roads	0	0	0	0	627,034	0	627,034	338,891
Law, order, public safety								
Lifeguard Service Funding: DPIRD	0	95,667	0	95,667	101,500	0	101,500	0
Southern Districts Bush Fire Brigade LGGS: DFES	0	0	0	0	35,000	0	35,000	8,716
SES LGGS: DFES	0	0	0	0	50,000	0	50,000	16,146
Bushfire Mitigation Activity Fund (MAF) Grants: DFES	0	28,550	0	28,550	64,600	0	64,600	0
Education and welfare								
Waterwise Verge Grant: Water Corp	0	0	0	0	10,000	0	10,000	0
Local Youth Alcohol Campaign: ADF	26,350	0	0	26,350	26,050	0	26,050	0
Ask for Angela: WAPOL	20,060	0	0	20,060	20,060	0	20,060	0
NAIDOC: PMC	0	0	0	0	3,084	0	3,084	0
International Day of People with Disability: DDWA	0	0	0	0	1,028	0	1,028	1,000
Digital Health Literacy Workshop: PLWA	0	826	(826)	0	0	0	0	826
Mandurah Mental Health Initiative: WAPHA	0	0	0	0	0	0	70,000	0
Recreation and culture								
Christmas Pageant: Lotteryst	0	0	0	0	10,468	0	10,468	0
Crabfest: Tourism WA	0	10,000	(10,000)	0	143,868	0	143,868	10,000
Every Club Funding 2021: DLGSC	40,000	0	0	40,000	40,000	0	40,000	0
Mandurah & Peel Aquatic Clubs Amalgamation: DLGSC	3,500	0	0	3,500	3,500	0	3,500	0
Every Club Funding 2022: DLGSC	0	0	0	0	20,554	0	20,554	0
Wearable Art	0	0	0	0	20,000	0	56,600	56,600
Gnoonie Youth Football Cup: Healthway	0	2,000	(2,000)	0	1,000	0	1,000	2,000
CHRMAP: DPLH	0	0	0	0	37,500	0	37,500	0
Round the Estuary Trail: PDC	0	50,000	0	50,000	0	0	50,000	0
Colours of Mandurah: RACWA	0	0	0	0	0	0	0	1,500
TOTALS	89,910	187,043	(12,826)	264,127	2,113,019	0	2,269,619	928,574

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability				Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Adopted Budget Revenue	Budget Variations	Annual Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies								
Recreation and culture								
Eastern Foreshore South Precinct: DoH	309,994	0	(309,994)	0	2,500,000	309,994	2,809,994	309,994
Western Foreshore Recreation Precinct: DoH	131,670	0	(131,670)	0	0	131,670	131,670	131,670
Eastern Foreshore South Precinct: RfR	1,534,127	0	(247,383)	1,286,744	3,034,127	0	3,034,127	247,383
Western Foreshore Recreation Precinct: RfR	1,965,873	0	(1,303,101)	662,772	1,673,933	291,940	1,965,873	1,303,101
Lakelands DOS Clubroom Facility: AFL	0	0	0	0	50,000	0	50,000	0
Lakelands DOS: DLGSC	0	0	0	0	325,000	0	325,000	0
Mandurah Parks - Shade Sails: DPIRD	0	150,000	0	150,000	0	150,000	150,000	0
Meadow Springs SF - Cricket Nets: Cricket Australia	0	9,450	0	9,450	0	10,500	10,500	0
Meadow Springs SF - Cricket Nets: PDC	0	35,000	0	35,000	0	35,000	35,000	0
All Access Launching Ramp - Riverside Gardens	0	0	0	0	75,000	0	75,000	0
MPAC Internal Refurb: DPIRD	0	0	0	0	160,000	0	160,000	0
Transport								
BR Pedestrian Bridge Mandurah Road	0	0	0	0	2,000,000	0	2,000,000	0
RC Leslie Street Stage 2	0	0	0	0	500,000	0	500,000	200,000
RC Peel Street Stage 3	0	0	0	0	1,000,000	0	1,000,000	400,000
RC Pinjarra Road Stage 3	0	0	0	0	1,000,000	0	1,000,000	400,000
Tims Thicket Road	0	0	0	0	540,000	0	540,000	0
RR France/Aldgate St Intersection	0	0	0	0	330,000	0	330,000	132,720
RR Bortolo Drive/Lowden St Intersection	0	0	0	0	156,977	0	156,977	94,400
RS Tennyson Avenue (HALLS HEAD)	0	0	0	0	215,000	0	215,000	65,000
SP Falcon Coastal Shared Path	0	0	0	0	30,000	0	30,000	0
SP Halls Head PSP	0	0	0	0	200,000	0	200,000	0
RS Aldgate Street (MANDURAH)	0	0	0	0	50,000	0	50,000	70,788
RS Ayrton Street (DAWESVILLE)	0	0	0	0	160,000	0	160,000	160,000
RS Durham Crescent (DAWESVILLE)	0	0	0	0	75,000	0	75,000	75,000
RS Inneston Place (DAWESVILLE)	0	0	0	0	40,000	0	40,000	40,000
RS Sandford Crescent (HALLS HEAD)	0	0	0	0	85,708	0	85,708	85,708
RR Mandurah Terrace	0	0	0	0	1,358,144	0	1,358,144	0
RR Pinjarra Road Stage 1	0	0	0	0	200,000	0	200,000	200,000
RR Old Coast Road/Albany Drive	0	0	0	0	96,955	(88,378)	8,577	0
RR Guava Way	165,511	0	(165,511)	(0)	301,000	(96,111)	204,889	210,434
Peel Street - Power Relocation	1,429,072	0	(70,825)	1,358,247	1,500,000	0	1,500,000	70,825
SP Sandforth Crescent	0	0	0	0	0	0	0	6,495
SP Harbord Avenue	0	0	0	0	0	0	0	19,202
RS Waldron Boulevard	0	0	0	0	0	0	0	17,132
	5,536,246	194,450	(2,228,483)	3,502,214	17,656,844	744,615	18,401,459	4,239,851
Non-Operating Contributions								
Recreation and culture								
Mandurah Bridge Club	0	0	0	0	0	0	0	2,000
Lakelands DOS Sports Specific Infrastructure - Peel Diamond Sports Contribution	0	0	0	0	0	20,000	20,000	0
PEET - Cash in Lieu Contribution	1,065,909	0	0	1,065,909	0	0	0	0
Other property and services								
MARC Geothermal Pump & VSD	0	0	0	0	0	63,897	63,897	0
	1,065,909	0	0	1,065,909	0	83,897	83,897	2,000
Total Non-operating grants, subsidies and contributions	6,602,155	194,450	(2,228,483)	4,568,123	17,656,844	828,512	18,485,356	4,241,851

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 11
BUDGET AMENDMENTS APPROVED**

Amendments to original budget since budget adoption. Surplus/(Deficit)
A positive number in the amended budget running balance represents an estimated closing surplus.
A negative number in the amended budget running balance represents an estimated closing deficit

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus/(Deficit)				(571,372)
	Mh Mustangs FC - Facility Development	G.13/7/21	Community Loan Advance			(50,000)	(621,372)
	Transfer from Interest Free Loans Reserve	G.13/7/21	Other: Transfer Out of Reserve		50,000		(571,372)
101011-4570-1045-61001	Community Garden Project)	G.13/7/21	Operating Expenses			(10,000)	(581,372)
	Asset Management Reserve	G.13/7/21	Other: Transfer Out of Reserve		10,000		(571,372)
100055-4700-1263-61001	Colours of Mandurah Artwork Project	G.13/7/21	Operating Expenses			(3,134)	(574,506)
	Unspent Grant Reserve	G.13/7/21	Other: Transfer Out of Reserve		3,134		(571,372)
	Additional Capital Works 2020/21 Carryovers	G.13/7/21	Capital Expenses			(881,806)	(1,453,178)
	Additional Capital Works 2020/21 Carryovers	G.13/7/21	Other: Transfer Out of Reserve		496,488		(956,690)
700511-6600-1045-61129	Mandurah Parks - Shade Sails	G.13/7/21	Capital Expenses			(150,000)	(1,106,690)
700511-6600-1045-41403	DPIRD Small Grants Program	G.13/7/21	Capital Revenue		150,000		(956,690)
700512-6600-1045-61129	Meadow Springs SF - Cricket Nets	G.13/7/21	Capital Expenses			(45,500)	(1,002,190)
700512-6600-1045-41403	Cricket Australia Grant	G.13/7/21	Capital Revenue		10,500		(991,690)
700512-6600-1045-41403	PDC Grant	G.13/7/21	Capital Revenue		35,000		(956,690)
750678-6100-1045-xxxxx	ManPAC RVIF Lighting	G.13/7/21	Capital Expenses			(238,495)	(1,195,185)
	Cultural Reserve	G.13/7/21	Other: Transfer Out of Reserve		213,495		(981,690)
	Building Reserve	G.13/7/21	Other: Transfer Out of Reserve		25,000		(956,690)
750678-6100-1421-41458	ManPAC RVIF Lighting - Reimbursement	G.13/7/21	Operating Revenue		66,194		(890,496)
	Cultural Reserve	G.13/7/21	Other: Transfer Into Reserve			(66,194)	(956,690)
100010-1110-1169-61001	Economic Development - Corporate Projects	G.13/7/21	Operating Expenses			(42,000)	(998,690)
100010-1000-1169-61001	CEO - Corporate Projects	G.13/7/21	Operating Expenses			(25,000)	(1,023,690)
101904-4700-1263-61001	Grow City Centre Business Investment	G.13/7/21	Operating Expenses			(4,842)	(1,028,532)
102821-4200-1588-61001	Wearable Art Program	G.13/7/21	Operating Expenses			(37,930)	(1,066,462)
102711-4200-1263-61001	CASM - General Operations	G.12/8/21	Operating Expenses			(3,000)	(1,069,462)
102711-4200-1263-41450	CASM - Contributions - Operating	G.12/8/21	Operating Revenue		3,000		(1,066,462)
100087-3407-1263-61129	2022 Conference	G.11/9/21	Operating Expenses			(10,000)	(1,076,462)
100087-3407-1263-41450	Shire of Murray & Waroona Contribution	G.11/9/21	Operating Revenue		10,000		(1,066,462)
100010-1110-1169-61001	Economic Development - Corporate Project	G.11/9/21	Operating Expenses			(50,000)	(1,116,462)
100010-1110-1263-41400	Peel Development Commission Grant	G.11/9/21	Operating Revenue		50,000		(1,066,462)
930038-6500-1045-61129	MARC Geothermal Pump & VSD	G.11/9/21	Capital Expenses			(164,000)	(1,230,462)
930038-6500-1263-41452	LGIS Non-Operating Contribution	G.11/9/21	Capital Revenue		63,897		(1,166,565)
700510-6600-1045-61129	Boardwalk Renewal Program	G.11/9/21	Capital Expenses		200,000		(966,565)
	Asset Management Reserve	G.11/9/21	Other: Transfer Into Reserve			(200,000)	(1,166,565)
700513-6600-1045-61001	Artesian Pump Replacement Program	G.11/9/21	Capital Expenses			(50,000)	(1,216,565)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 11
BUDGET AMENDMENTS APPROVED**

Amendments to original budget since budget adoption. Surplus/(Deficit)
A positive number in the amended budget running balance represents an estimated closing surplus.
A negative number in the amended budget running balance represents an estimated closing deficit

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
104587-5150/ 104588-5130/ 104589-5180 -1702	Artesian Retic/Bore Maintenance Activity	G.11/9/21	Operating Expenses		50,000		(1,166,565)
700493-6600-1045	Pinjarra Road East Median Stage 4	G.11/9/21	Capital Expenses			(20,000)	(1,186,565)
700483-6600-1045-61129	Falcon Reserve Cricket Net Renewal	G.11/9/21	Capital Expenses			(20,000)	(1,206,565)
700492-6600-1045	Lavender Gardens Reserve	G.11/9/21	Capital Expenses			(10,000)	(1,216,565)
700489-6600-1045	Mandurah Road Median	G.11/9/21	Capital Expenses		50,000		(1,166,565)
	Capital Works 2020/21 Carryovers Reconciliation	G.3/10/21	Capital Expenses			(1,907,115)	(3,073,680)
	Capital Works 2020/21 Carryovers Reconciliation	G.3/10/21	Other: Unutilised Loans		1,903,048		(1,170,632)
	Capital Works 2020/21 Carryovers Reconciliation	G.3/10/21	Other: Proceeds From Sale of Assets			(17,042)	(1,187,674)
	Capital Works 2020/21 Carryovers Reconciliation	G.3/10/21	Capital Revenue		549,115		(638,559)
	Capital Works 2020/21 Carryovers Reconciliation	G.3/10/21	Other: Transfer Out of Reserve			(935,578)	(1,574,137)
	Operating 2020/21 Carryovers Reconciliation	G.3/10/21	Operating Expenses			(338,720)	(1,912,857)
	Operating 2020/21 Carryovers Reconciliation	G.3/10/21	Other: Transfer Out of Reserve		338,720		(1,574,137)
102821-4200-1263-41400	Wearable Art - General	G.3/10/21	Operating Revenue		36,600		(1,537,537)
102821-4200-xxxx-61001	Wearable Art - General	G.3/10/21	Operating Expenses			(36,600)	(1,574,137)
101031-4500-1263-41400	Mandurah Mental Health Initiative	G.3/10/21	Operating Revenue		70,000		(1,504,137)
101031-4500-1263-61001	Mandurah Mental Health Initiative	G.3/10/21	Operating Expenses			(70,000)	(1,574,137)
700488-6600-1045	Gallop Reserve	G.3/10/21	Capital Expenses			(10,000)	(1,584,137)
700503-6600-1045	Henry Sutton	G.3/10/21	Capital Expenses		10,000		(1,574,137)
750680-6100-1045-61129	Stage Door Waterfront HVAC	G.3/10/21	Capital Expenses			(15,286)	(1,589,423)
750665-6100-1045-xxxxx	Civic Building – Rates Team Work Area	G.3/10/21	Capital Expenses		15,286		(1,574,137)
	Lakelands DOS Sports Specific Infrastructure -						(1,554,137)
700053-6850-1263-41452	Peel Diamond Sports Contribution	G.10/11/21	Capital Revenue		20,000		(1,574,137)
	Lakelands DOS Loan	G.10/11/21	Other: Unutilised Loans			(20,000)	(1,574,137)
100004-5970-1001-60001	Waste Administration - Salaries & Wages	G.10/11/21	Operating Expenses			(50,000)	(1,624,137)
100004-5970-1001-60043	Waste Administration - Superannuation Employer	G.10/11/21	Operating Expenses			(5,000)	(1,629,137)
100065-5970-1263-61129	Waste Alliance - General Operations	G.10/11/21	Operating Expenses		55,000		(1,574,137)
	Capital Works 2020/21 Carryovers	G.10/11/21	Capital Revenue			(509,737)	(2,083,874)
	Capital Works 2020/21 Carryovers	G.10/11/21	Capital Revenue	509,737			(1,574,137)
	Capital Works 2020/21 Carryovers - Contract Liability	G.10/11/21	Other	(509,737)			(2,083,874)
	Capital Works 2020/21 Carryovers - Unspent Grants	G.10/11/21	Other: Transfer Out of Reserve		509,737		(1,574,137)
750681-610-1045-61129	MARC Roof Repairs	G.23/11/21	Capital Expenses			(2,500,000)	(4,074,137)
	Asset Management Reserve	G.23/11/21	Other: Transfer Out of Reserve		500,000		(3,574,137)
				0	5,494,214	(8,496,979)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 12
PROPOSED BUDGET VARIATIONS FOR COUNCIL APPROVAL**

The following are for consideration for Council to approve as budget variations

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
			Opening Surplus/(Deficit)				(3,574,137)
750682-6100-1267-xxxx	Falcon eLibrary Retrofit		Capital Expenses			(54,492)	(3,628,629)
750682-6100-1045-41452	DoH Capital Contribution		Capital Revenue		54,492		(3,574,137)
100010-5970-2150-61129	Administration - Waste Transfer Station		Operating Expenses			(8,464)	(3,582,601)
New	WTS - Recycle Area Roller Door		Capital Expenses		8,464		(3,574,137)
103512-5130-1130-61129	Coodanup Community Centre (Beacham Reserve) – Central Parks		Operating Expenses			(10,581)	(3,584,718)
100010-5130-1122-41450	Mandurah Scouts Contribution to Works		Operating Revenue		10,581		(3,574,137)
				0	73,537	(73,537)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 13
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 adopted by Council for the 2021-22 year is 10.00%

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Operating grants, subsidies and contributions	265,982	22.22%	▲ Timing	Variance primarily due to grants for general purpose, roads and mosquito control being received earlier than anticipated.
Interest earnings	79,339	14.10%	▲ Timing	Favourable variance primarily due to rates instalment interest earnings and will be monitored as year progresses.
Other revenue	192,889	20.63%	▲ Permanent	Variance primarily due to insurance rebates received which were not budgeted for.
Expenditure from operating activities				
Materials and contracts	6,089,325	26.39%	▲ Timing	Variance due to waste tipping fees not yet incurred and maintenance projects, programs and events that haven't commenced, to be monitored as year progresses.
Utility charges	462,747	24.71%	▲ Timing	Variance due to utility invoices not yet received, to be monitored as year progresses.
Interest expenses	62,370	20.01%	▲ Permanent	Favourable variance an indication of interest savings due to loan offset facility.
Other expenditure	(6,823)	100.00%	▼ Permanent	Variance due to small debt write off for interest and legal charges in accordance with the Write-Off Debts Delegation (DA-FCM06). An adjustment will be made at the mid-year Budget Review.
Investing Activities				
Non-operating Grants, Subsidies and Contributions	2,701,405	175.37%	▲ Timing	Milestones met earlier than expected for the recognition of capital grants. Will be monitored throughout the remainder of the year.
Proceeds from Disposal of Assets	777,638	170.94%	▲ Timing	Will be monitored throughout the year.
Capital Acquisitions	9,278,430	48.32%	▲ Timing	Refer to note 4.
Financing Activities				
Payment of lease liability	52,878	15.44%	▼ Timing	Varying repayment terms on lease agreements. Will be monitored throughout the remainder of the year.
Proceeds from community loans	22,014	80.00%	▲ Timing	Varying repayment terms on loan agreements. Will be monitored throughout the remainder of the year.

2	SUBJECT:	Local Planning Policy No 1: Residential Design Codes: Adopt for Advertising
	DIRECTOR:	Business Services
	MEETING:	Council Meeting
	MEETING DATE:	25 January 2022

Summary

State Planning Policy 7.3 - Residential Design Codes Volume 1 ('R-Codes') were updated in July 2021 in an effort to simplify provisions and streamline the approval of single and grouped dwellings. The State Government fast-tracked changes in order to assist in the economic recovery of the COVID-19 pandemic.

Council's Local Planning Policy 1 – Residential Design Codes ('LPP1') deals with supplementary provisions to the previous version of the R-Codes and current planning scheme provisions dealing with residential development.

Arising from the July 2021 modifications to the R-Codes, and following a review of the existing Local Planning Policy and working practices, a revised Local Planning Policy has been prepared to provide a more streamlined document in an effort to strengthen its alignment with the R-Codes and ensures that residential development remains consistent with the intent and objectives of the R-Codes. In particular, the revised Local Planning Policy retains provisions relating to outbuildings, canal lots and lots abutting foreshore reserves, which are important in the local context.

It is recommended that Council adopt the policy for advertising purposes.

Disclosure of Interest

Nil

Previous Relevant Documentation

- G.18/5/10 25 May 2010 Council approved LPP10 10.
- G.10/8/17 8 August 2017 Council approved revised LPP – re-numbered to LPP1 and updated to reflect "Deemed Provisions" and 2015 R-Codes.

Background

LPP1 operates as a guiding document for residential development. LPP1 also provides guidance on the development of lots that back onto foreshore reserves and canals, as the Residential Design Codes do not have any provisions that reflect the characteristics of these type of lots which are common in the City of Mandurah.

The objectives of LPP1 are to provide further interpretation of the R-Codes, and provide the basis for consistent assessment and decision making.

LPP1 in its current format was approved by Council in 2015, however the LPP has existed in various iterations since 2002.

Comment

State Planning Policy 7.3 – Residential Design Codes (Volume 1)

The purpose of State Planning Policy 7.3 – Residential Design Codes – Volume 1 (or R-Codes) are to:

- Provide comprehensive, consistent design provisions for residential development throughout WA; and,
- Offer a streamlined “deemed-to-comply” pathway (exempt from development approval), or an alternative approval pathway via a development application.

In considering a development application and making an exercise of judgement, the assessment of development applications are reviewed by the R-Code Review Group – an internal working group consisting of representatives from the Statutory Planning and Building Services teams.

The Department of Planning, Lands and Heritage (DPLH) commenced a review of the R-Codes in the second half of 2020, as part of the Minister’s efforts to assist with the economic recovery from the COVID-19 pandemic. Amendments were made to the R-Codes in an effort to simplify provisions and further streamline the approval process. These amendments were made operational in July 2021. A more comprehensive review is underway as part of Design WA. Design WA is a State Government initiative to ensure good design is at the centre of all development in Western Australia and includes reviews of the suite of state planning documents.

LPP1 Review

Officers have undertaken a review of LPP1 and identified the following key findings:

- Given that the R-Codes specify the scope in which a Local Planning Policy can amend/replace provisions, changes to the R-Codes has resulted in a number of current LPP provisions now requiring WAPC approval if they are to continue;
- A number of current LPP1 provisions are superseded by the 2021 version of the R-Codes;
- Historically, where further relaxations are made to elements such as setbacks and open space under LPP1, applicants tend to treat the relaxed provision as the “starting point” and seek further discretion.

To streamline the approval of single houses it is argued that LPP1 should be reduced in scale to put more of an emphasis on the application of the R-Codes which apply State-wide, however it is important to retain provisions relating to local context (e.g. canal development, outbuildings and lots abutting foreshore reserves).

Revised LPP1

Officers have prepared a draft revised LPP1 which seeks to remove all provisions which would require Western Australian Planning Commission (WAPC) approval, allowing the Policy to be adopted at Council level. Since the gazettal of the revised R-Codes (2021), Officers considered a number of current LPP1 provisions to have been superseded or would no longer align with the objectives of the R-Codes (i.e. potentially no longer aligned with what the R-Codes is trying to achieve). Furthermore, Clause 7.3 of the R-Codes specifies which provisions of the R-Codes may either be amended/replaced via a Local Planning Policy, and notes that those provisions not listed must be approved by the WAPC after the Council has demonstrated a particular local need.

For example, LPP1 has historically allowed a 5% discretion to the open space requirement “as of right” – applicants tend to use this as a “starting point” and potentially then attempt to utilise the design principles to justify further discretion. In contrast, the R-Codes now introduces a requirement for a deep soil tree planting area, and puts a greater emphasis on the functionality of outdoor living area. Notwithstanding, any provisions amending the open space provisions would require WAPC approval (once a revised Local Planning Policy has been approved by Council).

In summary, the intent of Officers is to amend the Local Planning Policy by removing provisions which are not captured by Clause 7.3 (Scope of Local Planning Policies) of the R-Codes, and either

removing/revising conditions to reflect the most recent version of the R-Codes (2021). The draft LPP1 can be approved by Council, and would not require WAPC approval in its current draft format.

Local Context

The R-Codes identify the ability to implement development standards specific to a locality where the amendment:

- Is warranted due to a specific need related to that particular locality or region;
- Is consistent with the objectives and design principles of the R-Codes; and,
- Can be properly implemented and audited by the decision maker as part of the ongoing approval process.

Mandurah has a high number of boat and caravan owners resulting in larger shed requests, given the standard R-Codes provisions allow for a conservative shed size. The LPP has traditionally facilitated larger sheds on larger lots, given the impact can be managed through greater separation.

Mandurah has a number of canal lots and lots abutting foreshore reserves which are not specifically dealt with by standard R-Code provisions, therefore a number of localised design provisions are required.

As detailed above, LPP1 does not propose to remove any provisions relating to outbuildings, canal lots and lots abutting a foreshore – given they provide an important assessment tool.

Consultation

Consultation of the revised Local Planning Policy will be undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, and will involve a notice being published in locally circulated newspapers, published on Mandurah Matters, and direct engagement with relevant stakeholders (e.g. builders and designers).

Statutory Environment

A Local Planning Policy is adopted pursuant to Part 2 Division 2 of the Deemed Provisions for Local Planning Schemes (as set out in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*).

A Local Planning Policy does not bind Council in respect of any application for development approval but Council is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination. Local Planning Policies are guidelines used to assist Council in making decisions under the Scheme.

Policy Implications

The review and modification of the subject Local Planning Policy will assist in the assessment of residential development and is intended to ensure closer alignment with the Residential Design Codes.

Financial Implications

Nil

Risk Analysis

Given that the revised document recommends the removal of a number of long-standing provisions, there is a risk that this will result in an increase in required Development Applications. However, Officers consider these provisions to be no longer aligned with the objectives of the R-Codes and would require WAPC approval to implement. Furthermore, it is the view of City officers that the extent of the current Policy

provisions is quite liberal when compared to other local governments who have similar policies. As is the case with any policy change, builders and designers will adapt to the new policy direction.

Strategic Implications

The following strategy from the City of Mandurah Strategic Community Plan 2020 – 2040 is relevant to this report:

Organisational Excellence:

- Listen to and engage with our community in the decision-making process.

Conclusion

The LPP1 continues to provide clear direction on locally relevant issues. It is recommended that Council amend the Local Planning Policy by removing provisions which are not captured by Clause 7.3 (Scope of Local Planning Policies) of the R-Codes, which includes removing/revising conditions to reflect the most recent version of the R-Codes (2021). It is recommended that the draft LPP1 is approved by Council for the purposes of advertising and following the advertising period a report will be presented to Council to consider submissions and for final adoption.

NOTE:

- Refer ***Attachment 2.1 Local Planning Policy 1 – Residential Design Codes (2021)***

RECOMMENDATION

That Council adopts Local Planning Policy 1 - Residential Design Codes as detailed in Attachment 2.1, for the purposes of advertising.

Local Planning Policy No 1

Residential Development



January 2022

Record of Adoption

Stage	Document Version	Approval Date
Draft for Council Adoption	Version 1	16 June 2009
Final	Version 1	25 May 2010

Schedule of Modifications

No	Summary of Modifications	Document Version	Approval Date
1	Renumbered Policy to LPP1 Reformatted and Updated to reflect LPS (Deemed Provisions) Reformatted to Reflect 2015 R-Codes	Version 2 July 2015 Version 3 August 2017	28 July 2015 (Advertising) 8 August 2017
1A	Minor Adjustments to Text to Reflect Operative Requirements	Version 4 June 2018	13 September 2018
2	Major Review Arising from 2021 R-Codes (Vol 1)	Version 5 January 2021	



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1. Introduction

1.1 Policy Objectives

The objectives of this Local Planning Policy are to:

- (a) Provide further interpretation of the Residential Design Codes in the assessment of residential developments.
- (b) Provide the basis for consistent assessment and decision making.

1.2 Background

State Planning Policy 7.3 – Residential Design Codes (R-Codes) includes provisions for decision-makers to prepare local planning policies to replace certain development standards of the R-Codes where a specific local need arises.

The R-Codes acknowledge that applications which do not satisfy the deemed-to-comply provisions of the R-Codes may need to rely more specifically on local housing requirements and design objectives. This policy provides flexibility and clear direction to relevant deemed-to-comply provisions of the R-Codes to assist in their implementation.

This policy should be read in conjunction with the R-Codes, including Explanatory Guidelines and Practice Notes that provide a guide for assessment.

This version of Local Planning Policy No 1 – Residential Development replaces the September 2018 version of the Policy in accordance with Clause 6(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015 Deemed Provisions*.

1.3 Application of the Policy

- (a) This Local Planning Policy is prepared, advertised and adopted pursuant to Part 2 Division 2 of the *Deemed Provisions for Local Planning Schemes (as set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2) 'Deemed Provisions'*.
- (b) Clause 3(5) and Clause 67(g) of the Deemed Provisions state that the local government is to have due regard to a local planning policy in making a determination under the local planning scheme and applications for development approval.
- (c) Development approval will not be required for a single dwelling that complies with the provisions of this policy (and all other deemed-to-comply requirements of the R-Codes), in accordance with Clause 61(4)(c) of the Deemed Provisions.



2. Single and Grouped Dwellings (Part 5 of the R-Codes)

Policy Reference	Acceptable Deemed-to-Comply Criteria
2.1 Street Setback	Secondary Street <p>(a) For lots R12.5 and higher, walls with an overall length of 9.0m or less are permitted to be setback 1.0m subject to:</p> <ul style="list-style-type: none">• The wall being setback a minimum of 3.0m from a side boundary, and,• The roof and gutter being setback a minimum of 0.5m from the secondary street boundary. <p>(b) For lots R12.5 and higher, a patio with an overall length of 10m or less is permitted to have supporting posts up to a secondary street boundary subject to:</p> <ul style="list-style-type: none">• A maximum height of post and beam up to the boundary being 2.7m above the existing ground level on the property and the roof and gutter being setback a minimum of 0.5m from the secondary street boundary; and• Setback a minimum of 3.0m from a side boundary; and,• A 1.8m high fence, either solid or visually permeable, must be installed on the secondary street side of the posts.
2.2 Lot Boundary Setback	Walls up to a Lot Boundary: <p>(a) For lots R12.5-R17.5, walls built up to a lot boundary are permitted in accordance with R20 requirements (R-Codes clause C3.2ii);</p>
2.3 Building Height	<p>(a) Category B of Table 3 is applicable where the R-Code Density is R30 and lower;</p> <p>(b) Category C of Table 3 is applicable where the R-Code Density is R35 and higher;</p> <p>(c) Skillion or Flat Roofs (as determined by the City) are assessed as per the Concealed Roof Requirements of Table 3.</p>



Policy Reference	Acceptable Deemed-to-Comply Criteria
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2.4 Outbuildings

- (a) For lots greater than 600 square metres, a 60m² outbuilding plus 2.5m² for every 100m² of land area in excess of 600m² is permitted;
- (b) Where R-Code Density is R10 and higher, a wall height of 3m and building height of 4.2m is permitted;
- (c) Where R-Code Density is R5 and lower, a wall height of 4m and building height of 5m is permitted;
- (d) A “lean to”, carport or similar structure that is open on at least two full sides and not less than 50% of its perimeter is excluded when calculating the area of an outbuilding
- (e) Where R-Code Density is R2 and R2.5, setback to side and rear boundaries is assessed against Table 2a (replacing Table 1);
- (f) External walls of outbuildings having materials and colours consistent with the dwelling and/or in the immediate area;
- (g) Walls with a height of 2.4m or greater must not have a raw material finish such as fibre cement, zincalume or uncoloured metal finish;
- (h) Sea containers and/or similar structures are permitted for use as an outbuilding subject to being clad in materials consistent with the standard of materials already established within the locality, and where there is an existing dwelling on the property, in materials that complement the existing dwelling.

Outbuildings on vacant ‘Residential’ lots:

Where it is proposed that an outbuilding be erected on a vacant property, an application for development approval must be submitted and may be approved subject to:

- *A temporary approval in accordance with Clause 70 of the Deemed Provisions for a period of 12 months; and*
- *A condition being imposed that the owner be required to construct a new dwelling on the lot within 12 months of the approval, or remove the outbuilding and clear the property of all materials and building debris.*



Policy Reference	Acceptable Deemed-to-Comply Criteria
2.5 Wall Height	<p>The height of a wall is to be calculated from the greater of either:</p> <ul style="list-style-type: none">(a) The natural ground level as determined by the R-Codes, or(b) On a canal property, the level of the flat part of the lot created at the time of subdivision as determined by the City.(c) The minimum finished ground level (i.e. minimum floor level minus 150mm) to achieve the required flood protection level required by the Building Codes of Australia and recommended by the Department of Water and Environmental Regulation.



3. Canal Lots

In addition to the provisions provided in Part 2 of this Policy, the following provisions outline acceptable alternatives to the deemed-to-comply criteria of the Residential Design Codes or provide clarifications and/or interpretations of the provisions of the local planning scheme as they apply to lots with a boundary adjoining a canal:

Policy Reference	Acceptable Deemed-to-Comply Criteria
3.1 Street Setback	(a) A side loaded garage is permitted to be setback 1.5m, subject to the wall facing the street incorporating at least two unobscured windows consistent with the size and design of other windows in the dwelling facing the street.
3.2 Lot Boundary Setback	Walls up to a Lot Boundary: (a) Lot boundary length that is used to calculate the length of a wall up to a lot boundary includes the section of the boundary that extends into the water (where applicable).
3.3 Visual Privacy	(a) The canal setback (6m) shall be treated as the “street setback” for the purpose of applying visual privacy setback requirements. <i>Note: The Visual Privacy requirements do not apply to the portion of the property between the canal setback (6m) and the canal wall.</i>
3.4 Canal Setbacks	(b) A dwelling and structures (except swimming pools and retaining walls) are required to achieve a 4m minimum and 6m average setback to the canal wall. The exceptions are Port Mandurah Stage 1 and Waterside Estates, which shall maintain a minimum 6m setback to the canal wall. (c) Decks are permitted to be setback minimum of 1.0m from the canal, subject to being no higher than 0.5m above the established flat level of the lot (as determined by the City) and the floor level being no more than 1.5m above the top of the canal wall, otherwise a minimum setback of 2.0m applies. (d) Properties with two boundaries adjoining a canal require one primary canal frontage to achieve the 6.0m minimum or average specified by the Scheme, with the secondary canal frontage(s) to achieve



Policy Reference	Acceptable Deemed-to-Comply Criteria
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the 4.0m minimum requirement (no average required). The primary and secondary canal frontage is at the discretion of the City.

Note: The canal average setback shall be calculated using the same method as is used for the street setback average as provided in Clause 5.1.2 (C2.1) of the R-Codes, except that the area behind structures is not included;

Note: The setback of a building from the waterway face of the canal wall is to be measured from either:

- (i) The external wall of the building; and*
- (ii) A supporting pillar/post of a verandah, patio or balcony; and*
- (iii) The edge of a cantilevered balcony that has a floor level more than 500mm above the natural ground level.*

3.5 Pergolas

Unroofed pergolas (no roof cover of any form other than timber slats spaced a minimum of 500mm apart and/or shade cloth, with a maximum height of 3.5m) shall be setback a minimum of 3m from the canal wall and will not be included in the canal setback subject to:

- (a) A maximum of one structure per lot, limited to a maximum width of 50% of the width of the lot at the location of the structure; and
- (b) Setback 1m minimum from a side boundary.

3.6 Retaining Walls

- (a) Retaining walls are permitted to a 1m minimum canal setback subject to:
 - (i) First retaining wall adjacent to the canal having a maximum height of 1.5m and minimum setback 1.0m from the canal;
 - (ii) Second retaining wall in from the canal having a maximum height of 0.5m above the Natural (Established) Ground Level and minimum setback of 2.0m from the canal;
- (b) Terracing of walls to be used as a feature for landscaping to break up large retaining wall faces and to improve the amenity from the canal waterway.

Note The 'Natural (Established) Ground Level' is defined as



- (i) *The level of the flat part of the lot created at the time of subdivision as determined by the City of Mandurah, or*
- (ii) *The minimum finished ground level (i.e. minimum floor level minus 150mm) to achieve the required flood protection level required by the Building Codes of Australia and recommended by the Department of Water and Environmental Regulation.*

**3.7 Storerooms/
Undercrofts/
Balconies At Ground Level**

- (b) Undercroft storage areas and cantilevered balconies or similar structures are excluded when calculating the rear average setback, where the roof or ground level above the store or floor level of a cantilevered balcony is a maximum of 500mm above the natural (established) ground level of the lot.
 - (c) Size / Specifications shall be as follows:
 - Minor (less than 5 square metres):**
 - 1.5m minimum setback from canal wall
 - 1.5m maximum depth
 - 1.5m maximum height
 - Accessible primarily from outside of storeroom only
 - Small (5-10 square metres):**
 - 1.8m minimum ceiling height;
 - 3m minimum canal setback;
 - 50% maximum width of lot;
 - Sanitary facilities are not permitted (W/C, shower etc.).
 - Medium to Large (greater than 10 square metres):**
 - 2.1m minimum ceiling height;
 - 4m minimum canal setback except 6m minimum applies in Port Mandurah Stage 1, Waterside Canals;
 - (d) The minimum finished floor level permitted for non-habitable undercroft stores is 1.14m Australian Height Datum (AHD);
-



Policy Reference	Acceptable Deemed-to-Comply Criteria
	<ul style="list-style-type: none">(e) Where floor areas are greater than 20m², a Notification under Section 70A of the Land Transfer Act is required confirming that the store has been constructed at a level that is subject to flooding and is for non-habitable purposes only;(f) Certification from a professional engineer is required where a building (including retaining walls, pools etc.) is located within 6m of the canal wall to confirm that the structure will not impact on the structural integrity of the canal wall.(g) Any building or incidental structure with a floor level greater than 500mm below the natural ground level shall be setback a distance equal to the depth of the building below the natural ground level.
3.8 Fencing	<ul style="list-style-type: none">(a) Front fences are permitted to incorporate infill panels of solid construction, provided that the width of the solid fence does not exceed 50% of the street frontage and provided that surveillance of the entry to the dwelling and from at least one window of a habitable room is achieved.(b) Site boundary fences located within 4.0m/6.0m of the canal wall must comply with the requirements for fences located within the street setback area specified by the R-Codes. <i>(Note: restrictive covenants may also apply).</i>

4. Lots Adjoining Foreshore Reserves

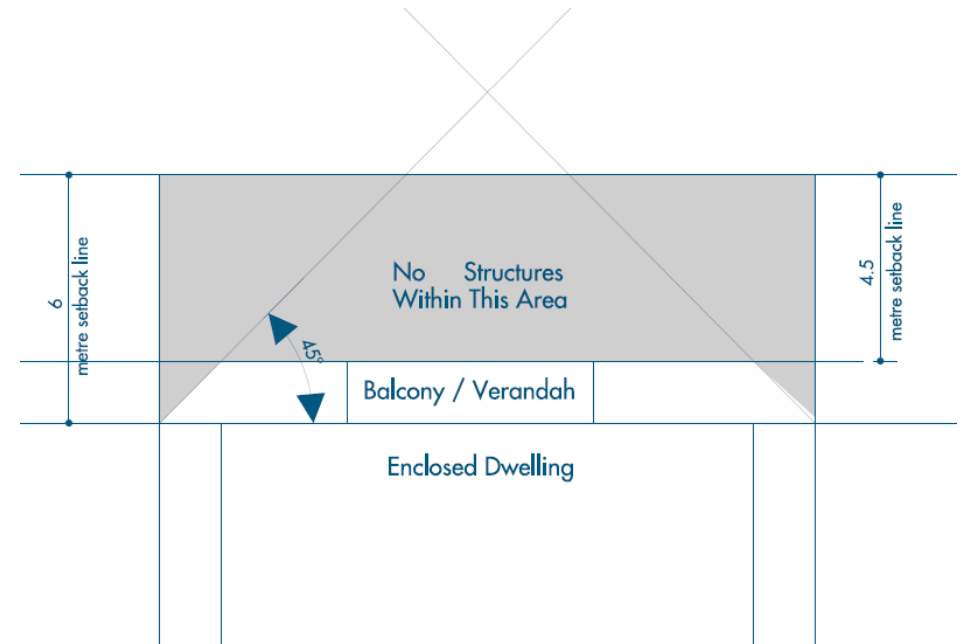


The following provisions outline clarification and/or interpretations of the provisions of the local planning scheme as they apply to lots with boundaries adjoining foreshore reserves:

- (a) Where a lot abuts onto a foreshore reserve, the minimum setback to a dwelling shall be 4.5m to an open balcony, verandah and/or the like, and 6m to the main building.

A 45-degree visual truncation shall be maintained from adjoining properties at the 6m setback line.

- (b) For the purpose of this provision of the Scheme, a 'foreshore reserve' shall mean land reserved as 'Regional Open Space' in the Peel Region Scheme and as shown on the Scheme Maps.
- (c) The provisions apply unless otherwise varied through a Local Structure Plan and Local Development Plan.
- (d) For clarification, the adjoining figure provides an interpretation of the Scheme development standards.





5. Medium Density Single Houses in Structure Plan Areas (R-MD Codes)

The following provisions will apply in Structure Plan areas where the plan identifies that the relevant R-MD Codes local planning policy applies, providing for acceptable development outcomes as a replacement to the deemed-to-comply criteria of the Residential Design Codes ([Reference Appendix 1 of Planning Bulletin 112/2016](#)).

Appendix 1

Single house standards for medium density housing in development zones (R-MD Codes)

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R60	<p><u>Rear load</u> 5m x 30m – 150m² 6m x 30m – 180m²</p> <p><u>Front load</u> 8.5m x 20m – 170m² 7.5m x 25m – 187.5m²</p>	2m	<p>2m minimum, no average</p> <p>1m to porch / veranda no maximum length</p> <p>1m minimum to secondary street</p> <p>Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence</p>	<p><u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings)</p> <p><u>Boundary walls</u> 2/3 length one side boundary, max 3.5m high and 3m average height</p>	<p><u>Boundary setbacks</u> 1.2m for wall height 3.5m or less with major openings</p> <p>1m for wall height 3.5 or less without major openings</p> <p><u>Boundary walls</u> No maximum length to both side boundaries</p>	<p>40% open space (60% site cover)</p> <p>16m² courtyard</p> <p>1/3 required outdoor living area (OLA) may be covered</p> <p>Minimum dimension 4m</p>	<p>An outdoor living area (OLA) with an area of 10% of the lot size or 20m², whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area</p> <p>At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas</p> <p>The OLA has a minimum 3m length or width dimension</p> <p>No other R-Codes site cover standards apply</p>	<p><u>Rear load</u> Nil – provided laneway is minimum of 6m wide</p> <p><u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements</p> <p>Garage width limited to maximum 50% of lot frontage where garage in front of or within 1m of building</p>	<p><u>Rear load</u> 0.5m garage setback to laneway</p> <p><u>Front load</u> 4.5m garage setback from the primary street and 1.5m from a secondary street</p> <p>The garage setback from the primary street may be reduced to 4m where an existing or planned footpath or shared path is located more than 0.5m from the street boundary</p> <p>For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to:</p> <ul style="list-style-type: none"> - Garage setback a minimum of 0.5m behind the building alignment - A major opening to a habitable room directly facing the primary street - An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and - No vehicular crossover wider than 4.5m where it meets the street <p>Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging</p>	Two on-site bays	One on-site bay where dwelling has two bedrooms or less	50% of the adjoining site area	No maximum overshadowing	<p>3m to bedrooms and studies</p> <p>4.5m to all other major openings</p> <p>6m to balconies or similar</p>	No privacy provisions apply
R-MD – R40	<p><u>Rear load</u> 7.5m x 30m – 225m²</p> <p><u>Front load</u> 8.5m x 30m – 255m² 8.5m x 25m – 212.5m² 10 x 20m – 200m² 10 x 25m – 250m² 12.5m x 20m – 250m²</p>	4m	<p>2m minimum, no average</p> <p>1.5m to porch / veranda no maximum length</p> <p>1m minimum to secondary street</p> <p>Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence</p>	<p><u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings)</p> <p><u>Boundary walls</u> 2/3 length one side boundary, maximum 3.5m high and 3m average height</p>	<p><u>Boundary setbacks</u> As per R-MD – R60</p> <p><u>Boundary walls</u> To both side boundaries subject to: No maximum length to one side boundary, 2/3 max length to second side boundary for wall height 3.5m or less</p>	<p>45% open space (55% site cover)</p> <p>20m² courtyard</p> <p>1/3 required OLA area may be covered</p> <p>Minimum dimension 4m</p>	As per R-MD – R60	<p><u>Rear load</u> Nil – provided laneway is minimum of 6m wide</p> <p><u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements</p>	As per R-MD – R60	Two on-site bays	As per R-Codes	35% of the adjoining site area	<p>No maximum overshadowing for wall height 3.5m or less</p> <p>No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%</p>	<p>4.5m to bedrooms and studies</p> <p>6m to all other major openings</p> <p>7.5m to balconies or similar</p>	R-Codes clause 5.4.1 C1.1 applies, however the setback distances are 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces

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Appendix 1

Single house standards for medium density housing in development zones (R-MD Codes)

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R30	<p><u>Rear load</u> 10m x 30m – 300m²</p> <p><u>Front load</u> 10m x 30m – 300m² 15m x 20m – 300m²</p>	4m	<p>2m minimum, no average</p> <p>1.5m to porch / veranda no maximum length</p> <p>1m minimum to secondary street</p> <p>Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence</p>	<p><u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings)</p> <p><u>Boundary walls</u> 2/3 length one side boundary, maximum 3.5m high and 3m average height</p>	<p><u>Boundary setbacks</u> As per R-MD – R60</p> <p><u>Boundary walls</u> To both side boundaries subject to: 2/3 length to one side boundary, 1/3 max length to second side boundary for wall height 3.5m or less</p>	<p>45% open space (55% site cover)</p> <p>24m² courtyard</p> <p>1/3 required OLA area may be covered</p> <p>Minimum dimension 4m</p>	As per R-MD – R60	<p><u>Rear load</u> Nil – provided laneway is minimum of 6m wide</p> <p><u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements</p>	As per R-MD – R60	Two on-site bays	As per R-Codes	35% of the adjoining site area	As per R-MD – R40	<p>4.5m to bedrooms and studies</p> <p>6m to all other major openings</p> <p>7.5m to balconies or similar</p>	As per R-MD – R40
R-MD – 25	<p><u>Front load</u> 12.5m x 25m – 312.5m²</p> <p>15m x 25m – 375m²</p> <p>12.5m x 30m – 375m²</p>	6m	<p>3m</p> <p>1.5m to porch / veranda no maximum length</p> <p>1.5m minimum to secondary street</p> <p>Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence</p>	<p><u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings)</p> <p><u>Boundary walls</u> 2/3 length one side boundary, max 3.5m high and 3m average height to one side boundary</p>	<p><u>Boundary Setbacks</u> As per R-MD – R60</p> <p><u>Boundary walls</u> As per R-MD – R30</p>	<p>50% open space (50% site cover)</p> <p>30m² courtyard</p> <p>1/3 required OLA area may be covered</p> <p>Minimum dimension 4m</p>	As per R-MD – R60	<p><u>Rear load</u> Nil – provided laneway is minimum of 6m wide</p> <p><u>Front load</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements</p>	As per R-MD – R60	Two on-site bays	As per R-Codes	25% of the adjoining site area	As per R-MD – R40, however if overshadowing intrudes into rear half of the lot, shadow cast does not exceed 25%	<p>4.5m to bedrooms and studies</p> <p>6m to all other major openings</p> <p>7.5m to balconies or similar</p>	As per R-MD – R40

3	SUBJECT:	Proposed Local Government Reform Submission and Transparency Notice of Motion
	DIRECTOR:	Director Business Services
	MEETING:	Council Meeting
	MEETING DATE:	25 January 2022

Summary

In 2017, the State Government announced a review of the *Local Government Act 1995* (Act). Following consultation, the Department of Local Government, Sport and Cultural Industries (DLGSC) has released the proposed Local Government Reforms requesting input from the sector by 25 February 2022.

Council is requested to endorse the City of Mandurah response to the DLGSC request for feedback on the proposed Local Government Reform Submission as set out in *Attachment 3.1*.

Part of the proposed reform includes livestreaming of Council meetings for band one and two local governments. This was a component of the Notice of Motion that was approved at the 27 August 2019 Ordinary Council Meeting which acknowledged the City of Mandurah's commitment to transparency, good governance and community engagement practices. A workshop has been carried out to explore ways to increase transparency and a copy of the Options Paper for Improved Transparency Reform including resource requirements are detailed in *Attachment 3.2*.

Disclosure of Interest

The Chief Executive Officer (CEO) has declared an interest by virtue of the position he holds as CEO.

Previous Relevant Documentation

- G.23/11/20 24 November 2020 Response to Local Government Act Amendments
- SP.3/10/20 6 October 2020 Response to Local Government Review Panel Final Report
- G.42/11/19 26 November 2019 Response to CEO Standards and Guidelines and Mandatory Code of Conduct for Council
- G.22/8/19 27 August 2019 Transparency Reform: Notice of Motion
- S.6/8/19 20 August 2019 Parliamentary Select Committee Inquiry into Local Government
- G.31/3/19 26 March 2019 Local Government Act Review Phase Two
- G.11/12/18 27 February 2018 Local Government Act Review – DLGCSI Submission
- G.16/10/17 10 October 2017 Review of the Local Government Act 1995 & Regulations – WALGA Submission

Background

In 2017, the State Government announced a review of the *Local Government Act 1995* which is the first significant reform of local government conducted in more than two decades. The objective of the review is for Western Australia to have a new, modern Act that empowers local governments to better provide for their communities. The review is being conducted in two stages.

The first stage focused on making information available online, building capacity through reducing red tape and meeting public expectations around standards and performance. The majority of the stage one priority reforms are now in place following the passage of the Local Government Legislation Amendment Act 2019.

These reforms included:

- A new gift framework for elected members;
- A mandatory online induction for all candidates;
- Universal training for elected members; and
- Easier access to information to provide greater transparency to the community.

The second phase focusses on delivering an Act for the community based on the key themes 'agile', 'smart' and 'inclusive'. The City has been actively involved in the consultation process for the review. In 2017, Council adopted a submission to WALGA on potential amendments to be considered as part of the review. Further to this, Council adopted a submission to the DLGSC in response to the discussion paper on Phase One of the review at its meeting of 27 February 2018.

At the Council Meeting of 26 November 2019, Council endorsed a submission to the DLGSC on the proposed Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (CEO Standards), and Standards and Guidelines for Mandatory Code of Conduct for Council Members, Committee Members and Candidates (Mandatory Code of Conduct).

In parallel with the Minister's review of the Act, the Legislative Council established the Select Committee into Local Government in June 2019, to inquire into how well the system of local government is functioning in Western Australia. The City provided a submission to this inquiry as part of the consultation phase.

In addition, Council adopted a response to the Local Government Review Panel Final Report at its meeting of the 6 October 2020 and a further submission on the Local Government Act Amendments at its meeting of the 24 November 2020.

Comment

Proposed Local Government Reform

The proposed reforms have been developed on the basis of findings identified as part of the Local Government Act Review and recommendations of various reports, including the Local Government Review Panel Final Report¹.

The purpose of the changes to the Local Government Act and Regulations are to provide for a more consistent framework for local government across Western Australia. The proposed reforms are based on six themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

The DLGSC is inviting comments from local governments and the wider community to inform implementation of the proposed reforms. The feedback received will inform the drafting of legislation.

The City has now prepared a submission to the DLGSC on the proposed Local Government Reform Submission (refer *Attachment 3.1*). Noting that in order to support a number of the initiatives within this reform agenda, further information and consultation with the sector is required from the DLGSC and this has been stated throughout the submission.

¹ The report can be accessed at <https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-reform-consultation>

Transparency Notice of Motion

At the 27 August 2019 Ordinary Council Meeting, Mayor Williams moved a notice of motion that related to transparency reforms which included:

1. Notes the City of Mandurah's longstanding commitment to transparency, good governance and community engagement practices.
2. Requests Officers to undertake analysis of best practise approaches across the Local Government sector in relation to increased transparency and accountability measures, including the feasibility of live streaming of Council meetings, and provide a report to Council outlining the findings of this analysis, and recommendations on potential reforms for the City of Mandurah;
3. Request Officers to facilitate a workshop with Elected Members (post the October 2019 elections) to explore the scope of potential transparency reforms to help guide Officers in this analysis

Due to the pending local government reforms (including live streaming) the Elected Member workshop was delayed until December 2021. The Elected Member Workshop detailed the findings of best practice approaches, including examples of other local governments who provide live streaming and other improved measures that the Council could introduce to increase transparency in local government decision making. The workshop also addressed the risks associated with recording keeping, confidentiality, privacy, defamation and resources impacts.

After receiving feedback from Elected Members during the workshop an Options Paper (*Attachment 3.2*) has been prepared for Council endorsement that outlines different measures that could be introduced. Included in the Options Paper are the resource requirements for implementation and ongoing management. Noting that the costs are approximate only and are subject to further market testing.

Due to the lack of information provided by DLGSC in relation to increased transparency measures, which includes live streaming, it is recommended that no measures that will incur additional costs to the City are implemented until further information is provided to the City. Once further information is provided, the measures will form part of the Long Term Financial Plan deliberations as a new operating request.

Consultation

An Elected Member workshop was conducted in December 2021 to obtain feedback on the proposed Local Government Reforms and the Notice of Motion Transparency Reform. The feedback provided from Elected Members has shaped the submission and the options paper to improve transparency.

Statutory Environment

Local Government Act 1995 and regulations.

Policy Implications

The review of the Act is likely to impact on the Council Policy suite.

Financial Implications

A number of the proposed reform initiatives represent a significant financial impost to the City. Due to the lack of detail provided by DLGSC, it is difficult to understand the resource requirements for each reform and determine whether these changes will add value, improve efficiencies and reduce red tape.

Risk Analysis

As the State Government continues to implement amendments to the Act, the City will continue to monitor and implement changes as they come into effect. There are adequate internal controls to monitor and implement the act amendments into processes and policies as required.

The implementation of livestreaming represents risks to the City and Elected Members including defamation and privacy. As outlined in the Attachment 3.1, the City is seeking further information to understand the greater risk implications.

Strategic Implications

The following strategy from the City of Mandurah Strategic Community Plan 2020 – 2040 is relevant to this report:

Organisational Excellence:

- Ensure the City has the capacity and capability to deliver quality services and facilities through accountable and transparent business practices, governance, risk and financial management.

Conclusion

Elected Members are requested to adopt the Proposed Local Government Reform submission and note the Options Paper for Improved Transparency Reform.

NOTE:

Refer ***Attachment 3.1*** Proposed Local Government Reform Submission
Attachment 3.2 Options Paper for Improved Transparency Reform

RECOMMENDATION

That Council:

1. **Approve the City of Mandurah's submission to the Proposed Local Government Reform as identified in Attachment 3.1.**
2. **Notes that the City of Mandurah submission will be forwarded to the Department of Local Government, Sport and Cultural Industries and the Western Australian Local Government Association.**
3. **Notes the Options Paper for Improved Transparency Reform as detailed in Attachment 3.2 and notes that any proposals not included in the budget will not be implemented and will be considered as part of the Long Term Financial Plan deliberations.**

City of Mandurah Submission on the Proposed Local Government Reform

ATTACHMENT 3.1

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
1.1 Early Intervention Powers		
<ul style="list-style-type: none"> • The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> ○ Suspend or dismiss councils ○ Appoint Commissioners ○ Suspend or, order remedial action (such as training) for individual councillors. • The Act also provides the Director General with the power to: <ul style="list-style-type: none"> ○ Conduct Authorised Inquiries ○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal ○ Commence prosecution for an offence under the Act. • Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government. • The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight. 	<ul style="list-style-type: none"> • It is proposed to establish a Chief Inspector of Local Government (the Inspector), supported by an Office of the Local Government Inspector (the Inspectorate). • The Inspector would receive minor and serious complaints about elected members. • The Inspector would oversee complaints relating to local government CEOs. • Local Governments would still be responsible for dealing with minor behavioural complaints. • The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified. • The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation. • The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism. • The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations. • The Inspector would be supported by a panel of Local Government Monitors (see item 1.2). • The existing Local Government Standards Panel would be replaced with a new Conduct Panel (see item 1.3). • Penalties for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4). • These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6). 	<p>Supports early intervention model in principle and requests further information regarding the functioning and financial responsibility of the Inspector and Inspectorate.</p> <p>The City is broadly supportive of the early intervention model, however further information needs to be provided on this model and implementation.</p> <p>In the proposed submission it is stated that the local governments would continue dealing with minor complaints. The City strongly believes that local governments should not be responsible for minor behavioural complaints. This should be managed and determined by the Inspector or this could be delegated to a Local Government Monitor to make a determination.</p> <p>A definition of minor penalties is required. The City supports the Inspector having powers to implement minor penalties, however does not support the Inspector having powers to implement more serious penalties.</p> <p>The City does not support the Inspector to have the power to order a local government to address non-compliance. The City recommends that the Inspector makes recommendations to the Minister for Local Government who has the power to order a local government to address non-compliance.</p> <p>Local governments should not bear the cost of the State Government dealing with a complaint or conducting an inquiry. Appeal mechanisms should include the right to appeal a decision on all complaints (regardless of severity) and the right to appeal the penalty.</p> <p>Any changes require sufficient resources to ensure the response time is appropriate. A service standard should be included to inform involved parties of the expected timeframes for each stage of complaints and inquiries.</p> <p>It is unclear who will appoint the Inspector or who the position is reporting to. The appointment of this role should be transparent and free from political interference.</p>

CURRENT PROVISIONS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
1.2 Local Government Monitors		
<ul style="list-style-type: none"> • There are currently no legislative powers for the provision of monitors/ temporary advisors. • The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases. 	<ul style="list-style-type: none"> • A panel of Local Government Monitors would be established. • Monitors could be appointed by the Inspector to go into a local government and try to resolve problems. • The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence. • Monitors would be qualified specialists, such as: <ul style="list-style-type: none"> ○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators ○ Dispute resolution experts - to address the breakdown of professional working relationships ○ Certified Practising Accountants and other financial specialists - to assist with financial management and reporting issues ○ Governance specialists and lawyers - to assist councils resolve legal issues ○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction. • Only the Inspector would have the power to appoint Monitors. • Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose. <p>Monitor Case Study 1 – Financial Management</p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p> <p>Monitor Case Study 2 – Dispute Resolution</p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council’s code of conduct. After the mediation, the Monitor occasionally makes contact with both</p>	<p>Supports early intervention model in principle and requests further information regarding the proposed broad role and functioning of the Inspector and Inspectorate and financial impost on local government.</p> <p>The City’s previous submission on the Local Government Review Panel Final Report generally supports the introduction of an early intervention framework of monitoring to support local governments and that DLGSC should have additional powers to appoint and support the monitoring. The City notes that adequate funding of this framework will be required by the State Government to ensure its success.</p> <p>The City also notes that there are many government organisations responsible for an oversight function of local government (Corruption and Crime Commission, Ombudsman, Worksafe, Public Sector Commission, DLGSC, Human Rights Commission, Office of the Auditor General). It is important that the role of the proposed Inspectorate be clearly defined. The proposed Inspectorate appears to be very broad in roles and responsibilities (the Inspector would have the power to order a local government to address non-compliance with the Act or Regulations). Given the diverse functions of local governments further clarification needs to be provided on the role of LGA monitors and their scope and process for appointment to resolve problems. It is recommended that the role be narrowed to focus on elected member and CEO complaints or broader systemic issues in the local government sector.</p> <p>A local government should be able to attempt to resolve disputes internally and be provided with sufficient time before an Inspector uses its power to appoint monitors. A threshold should be established before the Inspector enters a local government.</p> <p>The cost of the Monitor appointed to the local government should only be borne by the local government where the local government has requested assistance and a successful outcome has been achieved. Where a local government has been advised that a Monitor has been appointed without request, the cost of the service should be borne by the State Government.</p> <p>Any resolution must be realistic, that is, within a person or the local government’s capacity and capability. Any recommendations should be mutually agreed to by the affected person(s) and the local government.</p> <p>Further clarification to be provided regarding how the monitors would</p>

CURRENT PROVISIONS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
	councillors to ensure there is a cordial working relationship between the councillors.	be recruited and appointed and charged by the Inspectorate to the local government. As suggested above the appointments need to be transparent and free from political interference.
1.3 Conduct Panel		
<ul style="list-style-type: none"> The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. Currently, the Panel makes findings about alleged breaches based on written submissions. The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed. 	<ul style="list-style-type: none"> The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel. The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. The Inspector would provide evidence to the Conduct Panel for adjudication. The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for up to three months, with an appeal mechanism. For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision. 	<p>Supports the Conduct Panel, however do not support the Conduct Panel imposing stronger penalties, this should be referred to the Minister for Local Government for a decision.</p> <p>Consideration be given to former Elected Members to be appointed to the Conduct Panel similar to the Local Government Monitors. Members of the Conduct Panel should be suitably qualified and experience in local government.</p> <p>Council's view in both the 2020 and 2019 submissions was consistent, in that local governments should not be responsible for the management of complaints and Council should not be the decision maker regarding themselves. It is appropriate to have complaints managed by an external body.</p> <p>Support the ability for any person who is subject to a complaint to address the Conduct Panel before a decision is made.</p> <p>Suitability and qualified monitors must include experience in local government.</p> <p>Appeal mechanism should include the right to appeal a decision on all complaints (regardless of severity) and the right to appeal the penalty.</p> <p>The conduct panel should be adequately resourced to ensure its effectiveness.</p> <p>Do not support the Conduct Panel imposing the stronger penalties such as suspension of Councillors, this should be a decision of the Minister for Local Government on recommendation by the Conduct Panel.</p>
1.4 Review of Penalties		
<ul style="list-style-type: none"> There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act. 	<ul style="list-style-type: none"> Penalties for breaching the Local Government Act are proposed to be strengthened. It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. 	<p>Partially Support – local government consultation required.</p> <p>Further information is required to support local governments in implementing these penalties, such as, is the Elected Member also prohibited from attending local government events, workshops, receiving correspondence from the local government and meeting</p>

CURRENT PROVISIONS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
	<ul style="list-style-type: none"> Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). It is proposed that a councillor who is suspended multiple times may become disqualified from office. <p>Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.</p>	<p>constituent/applicants/stakeholders or responding to their enquiries.</p> <p>This may also disadvantage the community due to lack of representation.</p>
1.5 Rapid Red Card Resolutions		
<ul style="list-style-type: none"> Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws. Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings. 	<ul style="list-style-type: none"> It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> Require the Presiding Member to issue a clear first warning If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting. Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector. <p>Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.</p>	<p>Partially Supports.</p> <p>The City supports the harmonisation of local laws however notes that extensive consultation of the local government sector will be required.</p> <p>The City does not support a red card system, however recommends that the Standing Orders include how presiding members can deal with inappropriate behaviour. The City of Mandurah Standing Orders already outlines how the Presiding Member can deal with inappropriate behaviour and expected behaviours of Elected Members are outlined in Code of Conduct. The current recommendation silences an elected member, stifles debate and prevents Council from hearing the reasons for voting for or against an item presented.</p> <p>If the red card system is introduced, to ensure this is used fairly and appropriately, it is recommended that there should be penalties for the Presiding Member issuing a red card without sufficient reason and following the process, just like penalties can be imposed on the disruptive elected member. It is also recommended that the person being disruptive is only silent for the current item and can participate the remainder of the meeting. There also needs to be the ability for Council to pass a dissent motion if they do not agree with the Presiding Member.</p> <p>Standing Orders will have to consider how to handle a right of reply option for a person who is disruptive and silenced during debate (are they allowed to speak, can the right of reply be offered to the seconder or is no right of reply allowed if they person has been given a red card).</p>
1.6 Vexatious Complaint Referrals		
<ul style="list-style-type: none"> No current provisions. The Act already provides a requirement for Public Question Time at council meetings. 	<ul style="list-style-type: none"> Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a 	<p>Do Not Support.</p>

CURRENT PROVISIONS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
	<p>respectful, transparent and equitable manner.</p> <ul style="list-style-type: none"> Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person's query. <p>It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person's complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.</p>	<p>The City acknowledges the intention for DLGSC to assist with the resource implications of vexatious complainants for local governments.</p> <p>It is recommended that a guideline is created for local governments on the criteria for a person who is vexatious and disruptive.</p> <p>Do not support the Inspectorate to determine the complaint vexatious. This is additional red tape and the CEO should have the ability to determine a vexatious complaint.</p> <p>It is recommended that there is an appeal mechanism in which the Inspectorate can make a final determination on whether the decision should remain in place.</p>
1.7 Minor Other Reforms		
<ul style="list-style-type: none"> Other minor reforms are being considered to enhance the oversight of local government. Ministerial Circulars have traditionally been used to provide guidance to the local government sector. 	<ul style="list-style-type: none"> Potential other reforms to strengthen guidance for local governments are being considered. For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. <p>It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.</p>	<p>Supports.</p> <p>The City supports more DLGSC assistance to the sector in relation to local government matters.</p>

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
2.1 Resource Sharing		
<ul style="list-style-type: none"> The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing. 	<ul style="list-style-type: none"> Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1. 	<p>Supports.</p>
2.2 Standardisation of Crossovers		
<ul style="list-style-type: none"> Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. This can create confusion and complexity for homeowners and small businesses in the construction sector. 	<ul style="list-style-type: none"> It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on local roads. A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. The DLGSC will work with the sector to develop standardised design and construction standards. 	<p>Not Currently Supported - local government consultation required</p> <p>Before implementing this reform, the City supports DLGSC to work with the sector to develop standardised design and construction standards.</p>
2.3 Introduce Innovation Provisions		
<ul style="list-style-type: none"> The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket). 	<ul style="list-style-type: none"> New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for: <ul style="list-style-type: none"> Short-term trials and pilot projects Urgent responses to emergencies. 	<p>Not Currently Supported - local government consultation required</p> <p>Before any provisions are introduced, further consultation is required with the City of Mandurah and the sector in relation to what areas of the LGA 1995 this is related to. The implications of any exemption needs to consider good governance, financial management, amenity of the area, legal implications, community impact and a risk assessment.</p>
2.4 Streamline Local Laws		
<ul style="list-style-type: none"> Local laws are required to be reviewed every eight years. The review of local laws (especially when they are standard) has been identified as a burden for the sector. Inconsistency between local laws is frustrating for residents and business stakeholders. 	<ul style="list-style-type: none"> It is proposed that local laws would only need to be reviewed by the local government every 15 years. Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. Local governments adopting Model Local Laws will have reduced advertising requirements. 	<p>Do Not Support - local government consultation required</p> <p>The City supports the harmonisation of local laws however notes that extensive consultation of the local government sector will be required. It is important to understand that local government is not a one size fits all sector and there are differences in local areas. Any local law need to have flexibility where additional provisions can be included.</p> <p>Local governments have individual situations that may need to be included and it is important that there remains flexibility in local laws to capture these.</p> <p>The City does not support where the local law hasn't been reviewed</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
		within the timeframe that it lapses. This is because the local government local laws play a pivotal role in good order of a community and are used to carry out core functions of a local government. It is critical to retain good order regardless of whether a review has been within the timeframe.
2.5 Simplifying Approvals for Small Business and Community Events		
<ul style="list-style-type: none"> Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities. 	<ul style="list-style-type: none"> Proposed reforms would introduce greater consistency for approvals for: <ul style="list-style-type: none"> alfresco and outdoor dining minor small business signage rules running community events. 	<p>Do not currently support standardisation – local government consultation required</p> <p>There is insufficient information to comment.</p> <p>If introduced, factors that must be considered are:</p> <ul style="list-style-type: none"> ensuring the ratepayers are not bearing the cost of a private interest application, that the full costs of assessments are borne by the applicant and not subsidised by the ratepayer (public versus private interest); the approvals do not impact public infrastructure and do not place fixed assets of a private person on local government (public) land; allows public access and aligns to the public access between neighbouring properties; Consistent with Council policies and the local amenity of the area. <p>Before any reforms are introduced, further consultation is required with the City of Mandurah and the sector in relation to what these are.</p>
2.6 Standardised Meeting Procedures, Including Public Question Time		
<ul style="list-style-type: none"> Local governments currently prepare individual standing order local laws. The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public. Inconsistency among the meeting procedures between local governments is a common source of complaints. 	<ul style="list-style-type: none"> To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. Members of the public across all local governments would have the same opportunities to address council and ask questions. <p>As above</p>	<p>Not currently supported - local government consultation required</p> <p>Before any requirements for public question time are introduced, further consultation is required with the City of Mandurah and the sector in relation to what these are.</p> <p>Factors that must be considered are:</p> <ul style="list-style-type: none"> Member of the public should present question in writing for the minute officer to record accurately in the minutes and ask only questions that have been in writing. Questions that have been answered at a previous Council Meeting are not required to be responded to. Does the person have to be in attendance or can they request questions be read aloud by presiding member.

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
2.7 Regional Subsidiaries		
<ul style="list-style-type: none"> Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC. These initiatives typically have to be managed by a lead local government. In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>. So far, no Regional Subsidiary has been formed. 	<ul style="list-style-type: none"> Work is continuing to consider how Regional Subsidiaries can be best established to: <ul style="list-style-type: none"> Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk <p>Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.</p>	<p>Support.</p> <p>Pay rates and conditions should be based on industry standards otherwise it affects the enterprises ability to compete.</p> <p>The City of Mandurah would be interested in being involved in a local government working group in relation to how regional subsidiaries can be best established.</p>

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
3.1 Recordings and Live-Streaming of All Council Meetings		
<ul style="list-style-type: none"> Currently, local governments are only required to make written minutes of meetings. While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings. Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments. Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors¹ such as: <ul style="list-style-type: none"> Growth and development Strategic planning issues Demands and diversity of services provided to the community Total expenditure Population Staffing levels. 	<ul style="list-style-type: none"> It is proposed that all local governments will be required to record meetings. Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment. Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used. Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments 	<p>Not Currently Supported – local government consultation required.</p> <p>The City supports live streaming initiatives as will provide greater access and inclusion for the community to Council decision making processes. The City recommends that if live streaming is compulsory for local governments, all JDAP meetings should be subject to the same requirements as the greatest community interest relates to planning matters and developments in the community.</p> <p>The City does not support the livestreaming and recordings to be held as records due to the significant costs that this will impose on a local government. The storage of this format on a local governments website as well as retaining it for the required period (currently no disposal and retention period is specified in the proposed reforms) will significant increase the costs of managing a website, increase staffing requirements and increase software requirements. It is recommended that if livestreaming occurs, that the proposed reforms only require a local government to live stream as an event and there is no requirement to store the livestreaming as a record of the local government. The cost impost on local governments should be known prior to any reform before</p>

¹ See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

	<p>would still be encouraged to livestream or video record meetings.</p> <p>All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.</p>	<p>implemented.</p> <p>The City does not support the provision of confidential recording to be provided to the DLGSC. The local government is its own entity and carries its own risks and consequences when making decisions. There has been no further explanation on the purpose and intent and the City cannot see the value or purpose of doing so. This would result in an increase in red tape and impose an administration burden on local governments.</p> <p>Before any requirements for recordings and live-streaming are introduced, further consultation is required with the City of Mandurah and the sector in relation to the following:</p> <ul style="list-style-type: none"> • Can a local government stop the recording if a member of the public is offensive to the Council or officer (employee of the local government)? • What happens if there is a system failure and the meeting cannot be recorded, does the meeting require adjournment to another date? • Is it video capability or is it just audio recordings? • Does the proposal include Committee of Council meetings as well? • Will there be quality audio specifications (and video if video is required) that local governments must meet? • What will be the storage, retention and disposal requirements be? • Does the public participation section of the meeting require recording? If so, how does the local government deal with members of the public that do not wish to be recorded or video? • There are practical matters with not recording confidentiality matters in the public livestreaming but recording for DLGSC. Refer to 3.3 for the City's reason for not supporting recordings of confidential items. • Consideration of further protections for Elected Members and employees (legal action) • Sector wide training for Elected Members would be required.
<p>3.2 Recording All Votes in Council Minutes</p>		
<ul style="list-style-type: none"> • A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. • The existing provision does not mandate transparency. 	<ul style="list-style-type: none"> • To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. • Regulations would prescribe how votes are to be consistently minuted. 	<p>Support.</p>
<p>3.3 Clearer Guidance for Meeting Items that may be Confidential</p>		

<ul style="list-style-type: none"> The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. There is limited potential for review of issues managed as confidential items under the current legislation. 	<ul style="list-style-type: none"> Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC. 	<p>Partially not supported.</p> <p>Before any changes to the items that are confidential in the LGA 1995 are introduced, further consultation is required with the City of Mandurah and the sector.</p> <p>Discretion should be retained by the local governments to determine the items to be dealt with under confidentiality provisions. The City does not support seeking approval from an Inspector. The City does not support the audio recordings to be submitted to DLGSC and the explanation provides no justification.</p> <p>It is recommended that the JDAP follow the same rules around confidentiality as local governments as most of the community interest relates to planning matters that are now determined by JDAP.</p>
3.4 Additional Online Registers		
<ul style="list-style-type: none"> Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. Consistent online publication of information can substitute for certain material in annual reports. Consistency in online reporting across the sector will provide ratepayers with better information. These registers supplement the simplification of financial statements in Theme 6. 	<ul style="list-style-type: none"> It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> Lease Register to capture information about the leases the local government is party to (either as lessor or lessee) Community Grants Register to outline all grants and funding provided by the local government Interests Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking <ul style="list-style-type: none"> Contracts Register that discloses all contracts above \$100,000. 	<p>Do not support.</p> <p>Online registers create additional administration burden on a local government. This creates additional costs for local governments and reduces the amount of money spent on the community. Do not support the lease register, community grants register, interest disclosure register (except where there is a financial disclosure), applicant contribution register and contracts register.</p> <p>This creates red tape and local governments have registers that are maintained internally. More online registers also increase the internet data and maintenance costs.</p>
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
<ul style="list-style-type: none"> It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually. The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria. Additional performance criteria can be used for performance review by agreement between both parties. 	<ul style="list-style-type: none"> To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) <p>The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).</p>	<p>Do not support the results of performance reviews being published.</p> <p>KPIs relating to employees/ human resources matters should not be published.</p> <p>Support WALGAs response on why the results of the CEO KPIs should not be published.</p>

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
4.1 Community and Stakeholder Engagement Charters		
<ul style="list-style-type: none"> There is currently no requirement for local governments to have a specific engagement charter or policy. Many local governments have introduced charters or policies for how they will engage with their community. Other States have introduced a specific requirement for engagement charters. 	<ul style="list-style-type: none"> It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. <p>A model Charter would be published to assist local governments who wish to adopt a standard form.</p>	<p>Support.</p> <p>Acknowledge that local governments need to apply different engagement methods that suit their local community.</p>
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
<ul style="list-style-type: none"> Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. These surveys provide valuable data on the performance of local governments. 	<ul style="list-style-type: none"> It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. Results would be required to be reported publicly at a council meeting and published on the local government's website. <p>All local governments would be required to publish a response to the results.</p>	<p>Partially support – local government consultation required</p> <p>Before any new requirements are introduced, further consultation is required with the City of Mandurah and the sector.</p> <p>Further considerations are: minimum set of questions, can local governments choose their own questions in general or in addition to a set imposed by DLGSC.</p> <p>If this proposed reform is to proceed the City suggests the following:</p> <ul style="list-style-type: none"> A more accurate response may be provided from the community over the course of a year, rather than one point in time. Implement a minimum standard required to ensure a consistent and statistically valid survey. Enable local governments to tailor questions for their community.
4.3 Introduction of Preferential Voting		
<ul style="list-style-type: none"> The current voting method for local government elections is first past the post. The existing first-past-the-post does not allow for electors to express more than one preference. The candidate with the most votes wins, even if that candidate does not have a majority. Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific 	<ul style="list-style-type: none"> Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. In preferential voting, voters number candidates in order of their preferences. Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. All other states use a form of preferential voting for local government. 	<p>Do not support.</p> <p>Council has supported first past the post and aligns to the sectors position.</p> <p>The City continues to support the previously proposed trial for online voting.</p> <p>Before any changes to the voting method are introduced further consultation and definition of the type of preferential voting is required with the City of Mandurah and the sector.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
choice.		
4.4 Public Vote to Elect the Mayor and President		
<ul style="list-style-type: none"> • The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> ○ by the electors of the district through a public vote; or ○ by the council as a resolution at a council meeting. 	<ul style="list-style-type: none"> • Mayors and Presidents of all local governments perform an important public leadership role within their local communities. • Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. • Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. <p>A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.</p>	<p>Neutral - Local government consultation required</p> <p>It is recommended that this is a local government decision as it is currently.</p>
4.5 Tiered Limits on the Number of Councillors		
<ul style="list-style-type: none"> • The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. • The Panel Report recommended electoral reforms to improve representativeness. 	<ul style="list-style-type: none"> • It is proposed to limit the number of councillors based on the population of the entire local government. • Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. • The Local Government Panel Report proposed: <ul style="list-style-type: none"> ○ For a population of up to 5,000 – five councillors (including the President) ○ population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) <p>population of above 75,000 – nine to fifteen councillors (including Mayor).</p>	<p>Support.</p> <p>No change required for the City of Mandurah, except that there is requirement currently to undertake a review of wards and representation every 8 years.</p>
4.6 No Wards for Small Councils (Band 3 and 4 Councils only)		

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
<ul style="list-style-type: none"> A local government can make an application to be divided into wards, with councillors elected to those wards. Only about 10% of band 3 and 4 local governments currently have wards. 	<ul style="list-style-type: none"> It is proposed that the use of wards for councils in bands 3 and 4 is abolished. Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. In smaller local governments, the population of wards can be very small. These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. <p>There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.</p>	<p>Support.</p> <p>This does not impact the City of Mandurah.</p>
4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		
<ul style="list-style-type: none"> A person with a lease in a local government district is eligible to nominate as a candidate in that district. A person with a lease in a local government district is eligible to apply to vote in that district. The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors. 	<ul style="list-style-type: none"> Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. The City of Perth Inquiry Report identified sham leases as an issue. Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council. Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address. Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. <p>The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.</p>	<p>Supports - Local government consultation required</p> <p>Before any new requirements are introduced, further consultation is required with the City of Mandurah and the sector.</p> <p>Further considerations include the date when the 12 months applies (candidate nomination closing date, local government election date or another date specified).</p>
4.8 Reform of Candidate Profiles		

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
<ul style="list-style-type: none"> Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words. 	<ul style="list-style-type: none"> Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. It is important to have sufficient information available to assist electors make informed decisions when casting their vote. 	<p>Support.</p> <p>Although this change relates to candidate profiles, further review of eligibility of candidates should include:</p> <ul style="list-style-type: none"> Good financial standing with the local government (no outstanding debts) Verification of qualifications and work experience required by returning officer <p>The Returning Officer should have the power to remove statements on the candidate profile where it is not in accordance with the Code of Conduct.</p>
4.9 Minor Other Electoral Reforms		
<ul style="list-style-type: none"> Other minor reforms are proposed to improve local government elections. 	<ul style="list-style-type: none"> Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) <p>The introduction of more specific rules concerning local government council candidates' use of electoral rolls.</p>	<p>Support.</p>

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
5.1 Introduce Principles in the Act		
<ul style="list-style-type: none"> The Act does not currently outline specific principles. The Act contains a short "Content and Intent" section only. The Panel Report recommended greater articulation of principles 	<ul style="list-style-type: none"> It is proposed to include new principles in the Act, including: <ul style="list-style-type: none"> The recognition of Aboriginal Western Australians Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) Community Engagement <p>Financial Management.</p>	<p>Support.</p>
5.2 Greater Role Clarity		
<ul style="list-style-type: none"> The Act provides for the role of council, councillor, mayor or president and CEO. The role of the council is to: <ul style="list-style-type: none"> govern the local government's affairs be responsible for the performance of the local government's functions. 	<ul style="list-style-type: none"> The <u>Local Government Act Review Panel</u> recommended that roles and responsibilities of elected members and senior staff be better defined in law. It is proposed that these roles and responsibilities are further defined in the legislation. These proposed roles will be open to further consultation and input. 	<p>Support - local government consultation required</p> <p>Before any new requirements are introduced, further consultation is required with the City of Mandurah and the sector.</p> <p>Further considerations relating to whether this should be prescribed in LGA 1995 or included in a guidance note or policy which can be much more</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
	<p>These roles would be further strengthened through Council Communications Agreements (see item 5.3).</p>	<p>flexible when a modification is required.</p>
	<p>5.2.1 - Mayor or President Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> ○ Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council ○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act ○ Developing and maintaining professional working relationships between councillors and the CEO ○ Performing civic and ceremonial duties on behalf of the local government <p>Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.</p>	<p>Support - local government consultation required</p> <p>Before any new requirements are introduced, further consultation is required with the City of Mandurah and the sector.</p> <p>To avoid potential conflict, overseeing must be defined (refer to last responsibility that states "... in overseeing the delivery of the services, operations, initiatives and functions of the local government.").</p> <p>It is recommended that an additional responsibility around providing leadership to Council including values and behaviour approaches, be included.</p>
	<p>5.2.2 - Council Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; <p>Monitoring and reviewing the performance of the local government.</p>	<p>Support - local government consultation required</p> <p>More information should be included on what it means to ensure the local government is "adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council". Examples of the strategic role a Council should take for each of these responsibilities should be included specifically level of involvement in budget and resource allocation.</p> <p>Clarify that the Council is not the entity, it is the local government (first dot point in proposed reforms - "which is the entity consisting of all of the councillors and led by the Mayor or President").</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
	<p>5.2.3 - Elected Member (Councillor) Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> ○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local government. <p>It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity.</p>	<p>Support - local government consultation required</p> <p>Further information of examples of the role of council versus the operational role of administration.</p> <p>Further clarity on Elected Members role in 'Facilitating public engagement with local government'. It is recommended that there is a change in terminology of the reform to clarify that Elected Members roles shouldn't be to facilitate public engagement, but inform the public.</p>
	<p>5.2.4 - CEO Role</p> <ul style="list-style-type: none"> • The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council. • To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> ○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions ○ Facilitating the implementation of council decisions 	<p>Support.</p> <p>Include additional responsibilities for risk management and oversight.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
	<ul style="list-style-type: none"> ○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council ○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council ○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) ○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council <p>Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.</p>	
5.3 Council Communication Agreements		
<ul style="list-style-type: none"> • The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. • The availability of information is sometimes a source of conflict within local governments. 	<ul style="list-style-type: none"> • In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. • It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. • These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. <p>A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.</p>	<p>Partially supported - local government consultation required</p> <p>Before any new requirements are introduced, further consultation is required with the City of Mandurah and the sector.</p>
5.4 Local Governments May Pay Superannuation Contributions for Elected Members		
<ul style="list-style-type: none"> • Elected members are eligible to receive sitting fees or an annual allowance. • Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. • Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils. 	<ul style="list-style-type: none"> • It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. • Superannuation is widely recognised as an important entitlement to provide long term financial security. • Other states have already moved to allow councils to make superannuation contributions for councillors. • Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. • Providing superannuation to councillors recognises that the commitment to elected office can reduce a person’s opportunity to 	<p>As part of the WALGA request to local governments for feedback in relation to Elected Member superannuation, City of Mandurah Council supported the following:</p> <ol style="list-style-type: none"> 1. That the <i>Local Government Act 1995</i> be amended to require Local Governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member. 2 The Salaries and Allowances Tribunal, when making their annual remuneration determination, consider all components of remuneration including any superannuation that is to be paid to Elected Members, in accordance with any amendments to the <i>Local Government Act 1995</i>.

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
	<p>undertake employment and earn superannuation contributions.</p>	<ul style="list-style-type: none"> • The Salaries and Allowances Tribunal consider superannuation in their determination and already notes under the explanatory notes section that where a local government pays superannuation to an elected member due to becoming an Eligible Local Governing Body, the fees listed are inclusive of superannuation. • The Salaries and Allowances Tribunal already determine the remuneration to be paid to Local Government CEOs and Elected Members. Superannuation is a benefit to the person who receives it as it goes into the superannuation account and is a financial benefit to the person. • The Chief Executive Officer's Total Reward Package is determined by the Salaries and Allowances Tribunal where they consider superannuation (all mandatory and non-mandatory employer superannuation contributions) as a component of the Total Reward Package. A minimum and maximum Total Reward Package for each local government (in bands) is set each year by the Salaries and Allowances Tribunal and considering superannuation within the remuneration of Elected Members would be consistent with their current practice for CEOs.
5.5 Local Governments May Establish Education Allowances		
<ul style="list-style-type: none"> • Local government elected members must complete mandatory training. • There is no specific allowance for undertaking further education. 	<ul style="list-style-type: none"> • Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. • Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. • Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. <p>Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.</p>	<p>Support.</p> <p>The City of Mandurah already support Elected Members with educational allowances as part of the Elected Member CEO Training, Professional Development, Travel and Events Council Policy.</p> <p>It is recommended that there is flexibility for how local governments implement this option and can incorporate into existing policies relating to Elected Members entitlements (and not have to create a separate policy).</p>
5.6 Standardised Election Caretaker period		

CURRENT REQUIREMENTS	PROPOSED REFORMS	CITY OF MANDURAH SUBMISSION
<ul style="list-style-type: none"> There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. This is commonly a point of public confusion. 	<ul style="list-style-type: none"> A statewide caretaker period for local governments is proposed. All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> Councils do not make major decisions with criteria to be developed defining 'major' Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. <p>There are consistent election conduct rules for all candidates.</p>	<p>Partially Support - local government consultation required</p> <p>Local Governments should choose whether to have a caretaker period policy. It is recommended that there is flexibility for how local governments implement this option and can incorporate into existing policies relating to Elected Members entitlements (and not have to create a separate policy).</p> <p>Further considerations should include how existing Elected Members that are candidates carry out Council duties and any restrictions imposed.</p>
5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>. The Local Government Panel Report and the Select Committee Report included this recommendation. 	<ul style="list-style-type: none"> The <u>Local Government Panel Report</u> recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>. Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity. 	<p>Neutral – WALGA consultation required.</p>
5.8 CEO Recruitment		
<ul style="list-style-type: none"> Recent amendments introduced provisions to standardise CEO recruitment. The recruitment of a CEO is a very important decision by a local government. 	<ul style="list-style-type: none"> It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. Councils will be able to select an independent person from the approved list. <p>Councils will still be able to appoint people outside of the panel with the approval of the Inspector.</p>	<p>Do not support.</p> <p>The City understands the intent of the proposal however believes that Council should be able to approve the independent person based on its own requirements. It is recommended that if this proposal is introduced, that Council's should be able to request to the Inspector to appoint their own independent person outside of the approved list and that the independent member does not have any voting rights.</p> <p>If the reform is not supported, the Model standards for CEO recruitment (schedule 2, Division 2, clause 8) already states that at least one independent person must be included in the selection panel.</p> <p>Before any criteria for panel members is introduced, further consultation is required with the City of Mandurah and the sector.</p>

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> The financial statements published in the Annual Report is the main financial reporting currently published by local governments. Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information. 	<ul style="list-style-type: none"> The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. Online Registers, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments. <p>Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process.</p>	<p>Not currently supported - local government consultation required</p> <p>Less reporting requirements for all local governments should be implemented and DLGSC work with the Office of the Auditor General to determine the required reporting.</p>
6.2 Simplify Strategic and Financial Planning		
<ul style="list-style-type: none"> Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. There is also the Integrated Planning and Reporting (IPR) framework. While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments. 	<ul style="list-style-type: none"> Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or 	<p>Not currently supported - local government consultation required</p> <p>Before any new requirements and templates are introduced, further consultation is required with the City of Mandurah and the sector to determine the content and the resource implications.</p> <p>Support local governments to adopt a standard set of plans and recommend that the methodology of how to calculate items is also included to ensure consistency across local governments.</p> <p>Simplified asset management plans must be verified to ensure the data for maintenance and renewal is included in the Long Term Financial Plan (LTFP).</p> <p>LTFP should be reviewed annually to reflect decisions and the impact that</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	
	<p>adaption by local governments.</p> <ul style="list-style-type: none"> It is proposed that the plans that are required are: <ul style="list-style-type: none"> Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC Simplified Asset Management Plans to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape Simplified Long Term Financial Plans will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) <p>The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.</p>	<p>these have over 10 years.</p> <p>Not support a rates and revenue policy and recommend that there is a section in the LTFP that captures the objectives. This will ensure the forecast is included in the LTFP.</p> <p>The service and project proposals must be prepared for costs for the next 10 years and detail how this is going to be funded in the LTFP. For example, if a new project states that it will be loan funded, the servicing of the loan wont commence to the next financial year and the additional costs (interest and other fees) will have to be funded by an increase in revenue, generally through rates, or decrease in expenditure.</p> <p>Incorporating these into the budget is short term planning and does not capture impacts past one year.</p>
6.3 Rates and Revenue Policy		
<ul style="list-style-type: none"> Local governments are not required to have a rates and revenue policy. Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure. 	<ul style="list-style-type: none"> The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. A template would be published for use or adaption by all local governments. <p>The <u>Local Government Panel Report</u> included this recommendation.</p>	<p>Support, however should be included in the Long Term Financial Plan.</p> <p>The City does not support a seperate rates and revenue policy and recommend that there is a section in the LTFP that captures the objectives that the DLGSC are aiming to achieve. This will ensure the forecast is included in the LTFP.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	
6.4 Monthly Reporting of Credit Card Statements		
<ul style="list-style-type: none"> No legislative requirement. Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds. 	<ul style="list-style-type: none"> The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. <p>This provides oversight of incidental local government spending.</p>	Support.
6.5 Amended Financial Ratios		
<ul style="list-style-type: none"> Local governments are required to report seven ratios in their annual financial statements. These are reported on the MyCouncil website. These ratios are intended to provide an indication of the financial health of every local government. 	<ul style="list-style-type: none"> Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. <p>The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.</p>	<p>Support – local government consultation required</p> <p>Before any new amendments to ratios are introduced, further consultation is required with the City of Mandurah and the sector.</p> <p>Support WALGAs recommendation relating to ratios to be included.</p> <p>There should be different standards/benchmarks/targets for each maturity level of local government (growth, maturity, regional, rural).</p>
6.6 Audit Committees		
<ul style="list-style-type: none"> Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management. 	<ul style="list-style-type: none"> To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. Audit Committees would also need to consider proactive risk management. To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. <p>The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.</p>	<p>Strongly do not support.</p> <p>In the City's view the Committee should continue to be strategically led by a membership comprising of the majority Elected Members and independent (and appropriately qualified) members. In the role of Council, it is already recognised that Council are to manage risk and therefore Elected Members should remain as the committee currently functions.</p> <p>Do not support the Chair being an independent person. Elected Members are experienced with standing orders and running meetings and prescribing this requirement may not achieve the objective of efficient and effective meetings.</p> <p>Support Audit Committees considering risk and establishing Regional Audit Committees.</p> <p>Do not support majority of independent members and there has been no reason provided to justify this proposal.</p> <p>Request that change in legislation to allow for sitting fees to be paid to independent members to attract suitably qualified persons.</p>
6.7 Building Upgrade Finance		
<ul style="list-style-type: none"> The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. This is not currently provided for under the Act. 	<ul style="list-style-type: none"> Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. This would allow local governments to lend funds to improve buildings 	<p>Do not support.</p> <p>It is not a core function to administer finance to external parties. Recommend that WA Treasury Corporation provide this option to third parties and the State Government manage as they have a department who is qualified and</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	
<ul style="list-style-type: none"> The Local Government Panel Report included this recommendation. 	<p>within their district.</p> <ul style="list-style-type: none"> Limits and checks and balances would be established to ensure that financial risks are proactively managed. 	<p>resourced to do so.</p>
<p>6.8 Cost of Waste Service to be Specified on Rates Notices</p>		
<ul style="list-style-type: none"> No requirement for separation of waste charges on rates notice. Disclosure will increase ratepayer awareness of waste costs. The Review Panel Report included this recommendation. 	<ul style="list-style-type: none"> It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). This would provide transparency and awareness of costs for ratepayers. 	<p>Support. No change to the City of Mandurah.</p>

Options Paper – Transparency Notice of Motion

ATTACHMENT 3.2

After receiving feedback from Elected Members during the workshop an Options Paper has been prepared for Council endorsement that outlines different measures that could be introduced. Included in the below are the resource requirements for implementation and ongoing management, noting that further market research is required to determine the cost impact.

Strategy	Methods to improve transparency	Implementation, cost and resources	Status
<p>Purpose</p> <p>Increased awareness of Council and Committee Meetings and Annual Electors Meeting</p> <p>Including:</p> <ol style="list-style-type: none"> 1. Dates, times, location 2. Types of Meetings and their roles 3. Education for the broader community on: how meetings are run and how decisions are made 	<p>Advertising in local papers.</p> <p>Benefits include that the community is informed on the dates, times and location of the meetings and are aware of how they can participate.</p>	<p>Within existing resources.</p> <p>Advertising is conducted including a large advert in both local papers and how to get involved on an annual basis.</p> <p>When the agenda is released, the media may request further information or write about an item being brought to Council.</p>	<p>Currently in place</p>
	<p>Social Media posts</p> <p>Benefits include the increased promotion of meetings and upcoming agenda items to encourage participation and awareness.</p>	<p>Nil cost. To be allocated within existing resources. This strategy is currently in development for launch in 2022.</p>	<p>Not in place</p>
	<p>City of Mandurah Website article</p> <p>Benefits include that viewers are aware of the upcoming meeting date, location and time of the meetings.</p>	<p>Within existing resources and is a statutory requirement.</p> <p>Noting that a number of improvements have been identified to improve access to the Council pages on the website.</p> <p>To be implemented in 2022.</p>	<p>Currently in place - improvements identified.</p>
	<p>How to Guides</p> <p>Benefits include providing information to raise awareness of Council meetings, the</p>	<p>Within existing resources.</p> <p>Information currently on City of Mandurah website. Noting that a</p>	<p>Currently in place - improvements identified.</p>

	role of Council and how decisions are made and implemented.	number of improvements have been identified to improve the communication methods. To be implemented in 2022.	
	Video of the Mayor presenting on the agenda 'What's coming up at Committee or Council'. Benefits include an increase awareness of the matters that Council will consider at the upcoming meeting.	Nil cost. To be allocated within existing resources. This is currently in development for launch in 2022.	Not in place – to be launched in 2022
Strategy	Methods to improve transparency	Implementation, cost and resources	Status
Purpose Increased public participation in Council and Committee Meetings.	Social Media posts Benefits include an increased awareness and promotion on how resident can be involved in Council Meetings.	Nil cost. To be allocated within existing resources. This strategy is currently in development for launch in 2022.	Not in place – to be launched in 2022
Including: 1. How to get involved in Meetings (public question, public statement or deputation) 2. How to attend meetings and observe debate.	Extending time to submit a public question, public statement or deputation Benefits include residents to still participate in a Council meeting and residents are likely to have a good experience.	Within existing resources. The deadline to submit a public questions, statement or deputation was extended in 2021 to enable greater time for the community and interested stakeholder to participate. The CEO and Presiding Member provide flexibility in allowing extensions of the deadlines.	Currently in place
	City of Mandurah Website and Design Benefits include a greater access to minutes and agendas and residents or others can search for themselves any matters of interest.	Required information is on the website; however, improvements have been identified to improve the accessibility of the content. File storage capabilities require further investigation and will incur additional costs, which could be moderate. The management of loading agendas and	Currently in place - improvements identified.

		<p>minutes will incur nil cost and can be allocated within existing resources.</p> <p>Improvements to be implemented in 2022.</p>	
	<p>Livestreaming and/or recording Council and Committee Meetings (video and audio).</p> <p>Benefits to livestreaming and recording meetings include increased accessibility to connect and engage with the broader community.</p>	<p>Once the outcome of the WA government Local Government Reform agenda (livestreaming reform) has been determined the resources and budget impact will be finalised and presented to Elected Members as part of the Long Term Financial Plan process.</p> <p>The proposed Local Government Reform - 3.1 Recordings and Live-Streaming of All Council Meetings as summarised below:</p> <ul style="list-style-type: none"> • All local governments will be required to record meetings. • Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. • Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. <p>A summary of the cost and resources impacts are stated below:</p>	<p>Not in place – pending reform outcomes</p>

		<p>Camera and Microphone Infrastructure The equipment would be required to be installed in the Council Chamber. Dependant on specification and design camera infrastructure. The City could leave the current infrastructure in place to minimise costs or upgrade equipment up to the cost of \$100K.</p> <p>Upgrade and maintenance costs to be determined.</p> <p>Software There are numerous options for livestreaming: YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. It is likely that the City could utilise the current platforms in place to minimise costs. If another platform is used this would require further investigation into the costs associated.</p> <p>Resources Cost 1 FTE per year (\$80,000) to support Governance Services, Communications and Information Technology staffing requirements to support the meetings, maintenance, coordinate and administer the livestreaming service.</p> <p>There may be additional temporary resources required to setup the</p>	
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		<p>infrastructure and further information will be provided in due course.</p> <p>Storage costs The proposed reform is likely to require the recordings to be retained as a public archive which will have significant cost impacts. It is likely to increase the ongoing costs for storage, however further investigation is required to determine an estimate.</p> <p>File storage capabilities of the City's website require further investigation.</p>	
Strategy	Methods to improve transparency	Implementation, cost and resources	Status
<p>Purpose</p> <p>Increased awareness of decisions made by Council.</p> <p>Including:</p> <ol style="list-style-type: none"> 1. Council's decisions. 2. How to access minutes and agendas 	<p>Council Agendas and Minutes published on website</p> <p>Benefits include access to historical records to enable the community to better understand the decisions made by Council.</p>	<p>A review of the minutes and agendas website pages has occurred to assist the user to navigate and access the information.</p> <p>At present only two years of agendas and minutes are available due to website data restrictions. Governance Services is available to provide access to historical records as requested</p> <p>The Council could fund an increase in file storage capability to include website access of up to 5 years of agendas and minutes. This will improve transparency of Council decision making by enabling the community and interested</p>	<p>Currently in place - improvements identified.</p>

		<p>stakeholders to freely access information. This enhancement will</p> <p>File storage capabilities require further investigation and there will be an initial cost of establishing the online resources.</p>	
	<p>Video of the Mayor addressing all decisions of Council</p> <p>Benefits include providing another means of communication by summarising the decisions made by Council at the latest Council meeting.</p>	<p>Nil cost. To be allocated within existing resources. This strategy is currently in development for launch in 2022.</p>	<p>Not in place – to be launched in 2022</p>
	<p>Media via media statements released by the City and Mayor</p> <p>Benefits include providing formal media release and decisions in other channels which residents may access.</p>	<p>Nil cost. Allocated within existing resources.</p>	<p>Currently in place</p>

4	SUBJECT:	Peel Lightning Club: Request for Continued Financial Support
	DIRECTOR:	Director Place and Community
	MEETING:	Council Meeting
	MEETING DATE:	25 January 2022

Summary

In November 2019, Council approved to support a financial request from the Peel Lightning Netball Club following their appointment into the West Australian Netball League (WANL), the premier state level Netball competition. This support, valued at \$26,400 per annum, covered the use of stadium court access across the Mandurah Aquatic and Recreation Centre and Halls Head Recreation Centre for training and competition games in addition to gymnasium use for players during the 2020 and 2021 seasons. Central to the approval for support was the need for the club to become financially independent.

City officers have recently received a further request from Peel Lightning Netball Club to extend this financial support, citing a number of reasons as to why they were unable to achieve an acceptable level of financial sustainability during their first two seasons in the WANL.

A revised proposal has been prepared to provide Peel Lightning Netball Club with support to enable a financially sustainable and well governed Club into the future.

The proposed support from the City of Mandurah over the next two years is valued at \$19,440:

2022 – Total value - \$12,580

2023 – Total value - \$6,860

Council is requested to approve this revised two year proposal.

Disclosure of Interest

Nil

Previous Relevant Documentation

- G.41/11/19 26 November 2019 Council approved financial support of new Peel Lightning Netball Club with an estimated value of \$26,400 per annum for 2020 and 2021

Background

In May 2019, the Peel Lightning Netball Club was accepted into the Gold Industry Group WANL. Following a request from the Club, in November 2019 Council endorsed support to the value of \$26,400 per year for the Club's initial 2020 and 2021 season. This support was provided in the form of fee waivers for stadium court hire at both the Mandurah Aquatic and Recreation Centre and the Halls Head Recreation Centre in addition to gymnasium access for their players to assist with fitness development.

Peel Lightning Netball Club have acknowledged how pivotal this support was in their first two years in the WANL. However, the impacts of COVID-19 and the Club's inability to secure a key club sponsor in their first two years, has meant they have been unable to meet the targets outlined in their strategy to achieve financial sustainability thus far.

Following engagement with representatives from the Peel Lightning Netball Club, a proposal for support has been prepared in conjunction with the Coordinator, Mandurah Recreation Centres.

Comment

The revised proposal is based upon a staged reduction of fee-waivered court and gymnasium use at the Mandurah Aquatic and Recreation Centre and court use at Halls Head Recreation Centre over the next two years. In addition, it has been recommended that further support is given to assist the Club in Strategic Planning to guide the growth and development of the Club and subsequently Netball as a sport in the region. The proposal, detailed below, aims to ensure the Club can afford the ongoing operating costs into the future whilst incrementally working towards financial sustainability.

City's Proposal:

Court Access

Pre-season trial sessions x 3 (for 3 hours, x 2 courts)

12 weeks of pre-season training, twice per week for 2 hours, x 2 courts

17 weeks of regular season training, twice per week for 2 hours, x 2 courts

Three x home games utilising the Show Courts, which includes full set up and hire

Total value of support for stadium / court usage - \$10,880

2022 - Total value of support for stadium / court usage with 25% discount applied - \$8,160

2023 - Total value of support for stadium / court usage with 50% discount applied - \$6,860

Gym Memberships

Four x Elite membership three month membership/year (\$355)

2022 - Total value of support - Gym Memberships - \$1,420

2023 - Total value of support - Gym Memberships - \$1,420

Strategic Planning Fund

Provision of funds to assist the Club in developing a Strategic Plan (the funding would be for consultancy fees only).

Strategic Planning Consultancy Fees - \$3,000

Note: Consultant budget only available until 30 June 2022

Reporting Requirements

A reporting component will be introduced to ensure accountability and monitor:

1. the Club's progress in achieving financial sustainability,
2. the Club's plan to increase exposure within the Peel Region,
3. the Club's progress in the development of local players and coaches within the association.

Peel Netball Club Support Commitments

As part of the revised proposal, The Peel Lightning Netball Club will also be required to;

1. Attend regular Club Development training sessions (through the City's Club Connect program) to ensure committee members have the opportunity to build their skills and capacity to operate a well governed and financially sustainable Club.
2. Active and willing participation in the Netball Feasibility Study to determine the future of Netball in Mandurah.

Consultation

City Officers have been in consultation with the Peel Lightning Netball Club committee since the request was received.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The court hire fee waivers will potentially impact the Recreation Centre's ability to recover foregone revenue over the term of the proposed agreement. The proposed support from the City of Mandurah over the next two years is valued at \$19,440:

2022 – Total value - \$12,580

2023 – Total value - \$6,860

The implementation of a staged reduction in the hire costs of Mandurah Aquatic and Recreation Centre and Halls Head Recreation Centre courts allows for some revenue to be received over this two year period.

The direct cost to the City is minimal as a result of this proposal. The \$3,000 strategic planning consultancy can be accommodated through the Recreation Services Strategic Planning Fund which has \$5,000 remaining in the 2021/2022 Strategic Planning Grant Fund.

Risk Analysis

The risk in continuing to support this request is deemed low as the City can accommodate the venue space and gym usage at the Mandurah Aquatic and Recreation Centre and Halls Head Recreation Centre with minimum impact to normal operations and revenue. If the competition did not proceed, the venue space would be available to other user groups and clubs.

If a decision were made to not financially support the Peel Lightning Netball Club at all, it would significantly impact their ability to remain operational which is considered an unfavourable outcome at this point in time.

Placing conditions within the agreement to ensure the Club is accountable for their future financial sustainability will assist in mitigating future support requests.

Strategic Implications

The following strategies from the City of Mandurah Strategic Community Plan 2020 – 2040 are relevant to this report:

Social:

- Facilitate opportunities that promote community led initiatives and build local capacity and capability.
- Promote and encourage community connectedness to create social interaction and a strong sense of security and belonging.

Health:

- Provide and facilitate quality infrastructure that is accessible, and conducive to a healthy, active community.

Organisational Excellence:

- Ensure the City has the capacity and capability to deliver quality services and facilities through accountable and transparent business practices, governance, risk and financial management.

Conclusion

Peel Lightning Netball Club have requested an extension of City support to enable their continued participation in the WANL. A local team participating in a state level competition will provide a future pathway for local junior and senior players from the Peel region. The Club has encountered unprecedented setbacks during the first two years of playing in the state league and have been unable to achieve their financial objectives thus far. City officers have compiled a revised proposal which accommodates scaled back, staged support yet retains a level of continuity upon which Peel Lightning Netball Club can build their financial sustainability over the course of the agreement.

RECOMMENDATION

That Council:

- 1. Support the officer's revised proposal to Peel Lightning Netball Club for a further two years (Season 2022 and Season 2023) as detailed in the body of this report.**
- 2. Endorse the Reporting Requirements and Peel Netball Club Support Commitments for inclusion in the Agreement.**

5	SUBJECT:	Elected Member Policy Review
	DIRECTOR:	Director Business Services
	MEETING:	Council Meeting
	MEETING DATE:	25 January 2022

Summary

The *Local Government Act 1995* (the Act) requires that Council adopt policies to govern specified aspects of the role of an Elected Member.

Following each Ordinary Election, it is appropriate for Council to review these policies and make any necessary amendments.

The policies captured in this review include:

- GVN 08 Elected Member and CEO Training, Professional Development, Travel and Events; and
- GVN 07 Elected Member Entitlements.

A review has been conducted and minor amendments are proposed to each policy. Elected Members are requested to consider and adopt GVN 08 Elected Member and CEO Training, Professional Development, Travel and Events Policy (refer Attachment 5.1) and GVN 07 Elected Member Entitlements Policy (refer Attachment 5.2).

Disclosure of Interest

Nil

Previous Relevant Documentation

- G.16/3/21 23 March 2021 Elected Member Entitlements Policy amendments
- G.12/1/20 28 January 2020 Elected Member and CEO Training, Professional Development, Travel and Events Policy
- G.22/12/19 17 December 2019 Elected Member Entitlements Policy GVN 07
- G.12/7/19 23 July 2019 Acknowledge further review of GVN 04 Elected Member Support Policy
- G.19/6/19 25 June 2019 Review of Council Policy Manual

Background

At its meeting of 23 March 2021, Council adopted amendments to the Elected Member Entitlements Policy. Following extensive consultation, Council at its meeting of 28 January 2020, adopted a new policy titled Elected Member and Chief Executive Officer (CEO) Training, Professional Development, Travel and Events.

Comment

Following consultation with Elected Members the policies have undergone a review to bring them into line with current drafting practices.

Minimal additional amendments are proposed to the two Elected Member policies.

GVN 08 - Elected Member and CEO Training, Professional Development, Travel and Events Policy (refer Attachment 5.1)

This Policy outlines the requirements for:

- Elected Member mandatory training;
- Elected Member and CEO training and professional development including approved criteria, approval process, funding allocation;
- Publication of report on training completed by Elected Members; and
- Travel, accommodation and insurance.

In line with the *Local Government Act 1995*, this Policy also provides a framework in relation to attendance at events including:

- criteria for attendance;
- pre-approved events;
- approval process; and
- related interest and gift provisions.

The following amendments are proposed:

Proposed Amendment	Comment
<p>Additional clause:</p> <p>3(i) All claims for reimbursement must be submitted within one month from the Elected Member or CEO returning from the training and professional development.</p>	<p>This amendment will ensure that the City's resources are being appropriately managed by reimbursing expenses within the financial year that the costs were incurred in.</p>
<p>Amendment:</p> <p>3(d) Elected Members cannot enrol in courses that provide a formal qualification (or accreditation) within six months of their term of office concluding.</p>	<p>This does not preclude Elected Members from enrolling in other training or professional development activities.</p>
<p>Amendment:</p> <p>At 5.2.3 clarify that the training register which the CEO must publish on the City's website includes all training and professional development completed and is not restricted to mandatory training.</p>	<p>Better reflects legislative requirements.</p>
<p>Amendment:</p> <p>At 7.2(d), clarify that where there are more than two representatives wanting to attend an Event, the City will pay for additional tickets from the Elected Member Events budget.</p>	<p>This amendment will ensure that Elected Members wishing to attend an Event can do so.</p>

GVN – 07 Elected Member Entitlements Policy (refer Attachment 5.2)

This policy outlines the allowances, fees and reimbursement of expenses that may be paid to Elected Members. The policy also details other support provided to Elected Members to support the delivery of their functions, including equipment and other supplies, insurance cover provided while performing the official duties of office and gifts from the local government.

The following amendments are proposed:

Proposed Amendment	Comment
<p>Amendment:</p> <p>1.4(d) Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Claims must be made by 14 July of the next financial year (14 days after end of the financial year).</p>	<p>In relation to the final claims after the financial year, reducing the time period to claim from 31 days to 14 days to assist with closing off payments to meet the deadline for end of year financial reporting.</p>
<p>Additional clause:</p> <p>4.1(e) All electronic equipment, access cards and parking passes issued to Elected Members must be returned 48 hours after the conclusion of the Elected Members term of office.</p>	<p>This amendment will ensure that the City's resources are being appropriately managed.</p>
<p>Amendment:</p> <p>2.3 (c) All claims for reimbursement must be submitted to the Office of the Mayor and Councillors on the provided claim form, on a monthly basis. Final claims relating to the financial year must be submitted within 14 days after the end of the financial year.</p>	<p>In relation to the final claims after the financial year, reducing the time period to claim from 31 days to 14 days to assist with closing off payments to meet the deadline for end of year financial reporting.</p>
<p>Delete clause:</p> <p>5.3 Elected Member electronic letterhead for relevant Council business use, for each term of office</p>	<p>Reflective of operational requirements.</p>
<p>Minor amendment:</p> <p>5.3 replace reference to "500 printed business cards per annum" to "200 printed business cards per annum".</p>	<p>Reflective of operational requirements.</p>

Consultation

Elected Members were consulted in the review of these policies.

Statutory Environment

Section 2.7(2)(b) of the *Local Government Act 1995* prescribes that Council determine the local governments policies.

Part 5, Division 10 of the *Local Government Act 1995*

Part 10 of the *Local Government (Administration) Regulations 1996*

Under section 5.128 of the *Local Government Act 1995* adoption and modification of this Policy requires an absolute majority decision by Council.

Policy Implications

These policies form part of the Council Policy suite and will be published on the City's website.

In order to ensure that policies are fit for purpose it is recommended that these policies be reviewed following each Ordinary Election.

Financial Implications

The allocations set out in the policy have been included in the 2021/2022 Budget and the Long Term Financial Plan.

Risk Analysis

The policies (and the review) are required to ensure compliance with the *Local Governance Act 1995*.

Strategic Implications

The following strategy from the City of Mandurah Strategic Community Plan 2020 – 2040 is relevant to this report:

Organisational Excellence:

- Ensure the City has the capacity and capability to deliver quality services and facilities through accountable and transparent business practices, governance, risk and financial management.

Conclusion

Council is requested to adopt the following policies:

- GVN 08 - Elected Member and Chief Executive Officer (CEO) Training and Professional Development and Events Policy as per Attachment 5.1; and
- GVN 07 - Elected Member Entitlements Policy as per Attachment 5.2.

NOTE:

- Refer **Attachment 5.1 GVN 08 - Elected Member, Chief Executive Officer Training, Professional Development, Travel and Events Policy**
Attachment 5.2 GVN 07 - Elected Member Entitlements Policy

RECOMMENDATION

That Council adopt:

1. **GVN 08 - Elected Member and Chief Executive Officer (CEO) Training, Professional Development, Travel and Events Policy (as shown at Attachment 5.1).**
2. **GVN 07 - Elected Member Entitlements Policy (as shown at Attachment 5.2).**

ABSOLUTE MAJORITY REQUIRED

Council Policy

ATTACHMENT 5.1

Policy Objective

The Policy provides a framework for Elected Members and the Chief Executive Officer (CEO) in relation to training, professional development, travel and attendance at events.

This policy is developed in accordance with the *Local Government Act 1995* (the “Act”) Sections 5.126(1), 5.127, 5.128 and 5.90A and the *Local Government (Administration) Regulations 1996*.

Applicability

This Policy is binding on Elected Members or the Chief Executive Officer (CEO) where stated.

Policy Requirements/Statement

1. Mandatory Elected Member Training

- a. In accordance with section 5.126(1) of the Act, Elected Members must complete mandatory training within a period of twelve months beginning on the day on which the Elected Member commences their term of office.
- b. The mandatory training is valid for five years.
- c. The Council Member Essentials, consists of the following modules:
 - Understanding Local Government;
 - Serving on Council;
 - Meeting Procedures;
 - Conflicts of Interest; and
 - Understanding Financial Reports and Budgets.

The course is provided by the following bodies –

- North Metropolitan TAFE;
 - South Metropolitan TAFE;
 - West Australian Local Government Association (WALGA).
- d. An Elected Member is exempt from the requirements outlined in section 5.126(1) of the Local Government Act 1995 if the Elected Member passed either of the following courses within the period of five years ending immediately before the day on which the Elected Member commences their term of office:
 - Council Member Essentials;
 - 52756WA Diploma of Local Government (Council Member);
 - The Elected Member passed the course titled LGASS00002 Council Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Elected Member commences their term of office.

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- e. Any costs associated with the mandatory training including the Council Member Essentials and the 52756WA Diploma of Local Government (Council Member) will be funded outside of the Elected Members Training and Professional Development allocation. This includes any actual costs (including registration, accommodation, meals and travel) which has been incurred.

2. Elected Member and CEO Training and Professional Development

2.1 Approved Training and Professional Development Allocation

- a. The CEO and Elected Members are encouraged to attend training and professional development opportunities that will further develop their skills and knowledge. Elected Members are entitled to a Training and Professional Development allocation, as determined under Clause 3.
- b. Training and professional development activities which this policy applies shall generally be limited to the following:
- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
 - Special 'one off' conferences called for or sponsored by the WALGA and/or ALGA on important issues.
 - Annual conferences of the major professions in local government and other institutions of relevance to local government activities.
 - Accredited organisations offering training relevant to the role and responsibilities of Elected Members and the CEO.
 - WALGA Council Member Training and Development.
 - Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.
 - Subscriptions for professional memberships that assist an Elected Member in fulfilling their role on Council. Note, the CEO professional membership allocation is in accordance with their contract conditions and is not included in the allocation.
 - Conferences or study tours that address the initiatives and projects that have been outlined in the City of Mandurah's Strategic Community Plan, advocacy statements or Council resolutions.

2.2 Continuous Professional Development

- a. Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.
- b. As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and/or Mayor in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.
- c. In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the City and its priorities and the skills that will be needed to give effect to the direction.

2.3 Advocacy

- a. The City's Strategic Community Plan and Corporate Business Plan supports and encourages the creation of a vibrant and connected City that supports and improves the community for

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everyone. Council supports this purpose through ongoing advocacy and lobbying to higher levels of government and other stakeholders to increase the City's funding eligibility and opportunities and to highlight priority projects.

- b. The Mayor and CEO will represent the City in accordance with the approved advocacy strategy. The Mayor may delegate another Elected Member to attend where appropriate. The CEO may delegate another City officer to attend where appropriate.

3. Funding Allocation

- a. An allowance over two-years of \$8,000 per Councillor, will cover costs associated with attendance at training and development activities. This includes any actual costs (including registration, accommodation, meals and travel) which has been incurred.
- b. An allowance over two-years of \$16,000 for the Mayor and CEO, will cover costs associated with attendance at training and development activities.
- c. Elected Members will only be registered for professional development activities if the Elected Member has sufficient funds in their two-year expense allocation to meet the costs, unless Council resolves that attendance by that Elected Member would be of specific benefit to the City and resolves to allocate additional funding for any shortfall.
- d. Elected Members cannot enrol in courses that provide a formal qualification (or accreditation) within six months of their term of office concluding. Note: nothing in this Policy precludes Elected Members from enrolling in other training or professional development activities.
- e. Elected Members may elect to utilise a portion of their allocation for Professional Membership. Professional Membership must relate to their role as an Elected Member in local government and be approved by the CEO.
- f. Elected Members who request professional membership to be paid in a year that their term of office is not a full financial year will only have the proportion paid for the days of the membership period they hold office.
- g. Any activities for advocacy as described at clause 2.3, will not be included in the Elected Member or CEO Training and Professional Development allocation and will be determined as part of the annual budget. The amount is outside of the allocation mentioned within this policy and will cover all costs associated with the activity.
- h. Unexpended funds at the end of the two-years will not be carried over to the next financial year, unless approved by Council.
- i. Internal workshops, strategic planning days, whole of Council training and development and internal training programs are not included in an Elected Member's or CEO's training and professional development allocation.
- h.j. All claims for reimbursement must be submitted within one month from the Elected Member or CEO returning from the training and professional development. Final claims relating to the financial year must be submitted within 14 days after the end of the financial year.

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4. Approval for Training or Professional Development

- a. The CEO may approve Elected Members training and professional development applications and the Mayor may approve the CEO's where the:
 - i. Application complies with this policy;
 - ii. Training and development activity is to be held within Australia or New Zealand; and
 - iii. Elected Member has sufficient funds available in their allocation for training and development activity to meet the costs of attendance.
- b. A resolution of Council is required to approve Elected Member or CEO request to attend training and professional development where:
 - i. The application does not comply with this policy;
 - ii. Estimated event expenses exceed the available balance of the Elected Member's two-year expense allocation; or
 - iii. The event is to be held outside of Australia or New Zealand.
- c. Generally, two but no more than three Elected Members may attend a particular training or development activity outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend. Note: approval of attendance at a training or professional development activity should not impede a quorum at any scheduled Council or Committee meetings.
- d. Elected Members or the CEO who wish to participate in training or professional development activities must complete an application form. All applications are to be forwarded to the CEO in reasonable time to meet the registration deadline. Where practicable the City will utilise the 'early bird' registration option. Approvals in respect to the CEO must be forwarded to the Mayor for approval.

5. Training Reports and Register

- a. Elected Members are required to prepare an informal report on their attendance and benefits to them and the City, to be circulated to all Elected Members and the CEO within one month of attending a training or professional development activity. Elected Members are not required to prepare a written report for mandatory training; and
- b. Elected Members must forward records of completion of professional development to the City for inclusion in the Elected Members' Professional Development Register on the City's website, within 10 days of completion.
- c. In accordance with section 5.127 of the Act and regulation 35 of the Local Government (Administration) Regulations 1996, the City must prepare a report for each financial year on the training completed by Elected Members during the financial year. The Council Member Training Report must be published on the City's website within one month after the end of the financial year to which the report relates.

6. Travel, Accommodation, Meals and Incidentals

Incidentals: Includes snacks/food that is consumed outside of breakfast, lunch and dinner, drinks, laundry and dry cleaning, stationery, official telephone calls and internet.

- a. Where practicable, travel requests should be provided at least one month prior to the travel date to allow adequate time for bookings to be made, this will allow the City to take advantage of any

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available discounts for early purchase.

- b. The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.
- c. All air travel is to be by Economy Class (unless otherwise provided for by Council resolution) at a time that is convenient to the Elected Member or the CEO. The cost of any upgrade to business class shall be paid for by the Elected Member or CEOs. Any costs incurred to allocate a seat in Economy Class will be at the expense of the City. Note: The travel period will be the day before the commencement of the activity and the day after the conclusion of the activity.
- d. Elected Members, who use their private vehicle for conference travel, will be reimbursed for vehicle costs in accordance with the Public Service Award 1992 to a maximum amount equivalent to what it would have cost to travel by air.
- e. Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and the night of the closing of the event. If there are no flights available either the day before or the day after the event, the Elected Member may be required to use their allocation to cover the additional accommodation, meals and incidentals related to the additional length of time as a result of flights not being available the day before and/or the day after the event.
- f. Elected Members and the CEO must not receive any personal frequent flyer or accommodation loyalty points for air travel or accommodation booked and paid for by the City.
- g. The City will pay Elected Members and the CEO, a daily allowance that is considered reasonable costs for meals and incidentals in accordance with the rates contained in Schedule I of the Travelling, Transfer and Relieving Allowance of the Public Service Award 1992 for these expense amounts. Where an allowance has been paid, however the Elected Member or CEO has been provided with a meal that an allowance was paid for, the Elected Member or CEO must notify the City and reimburse the allowance amount paid upon returning from the professional development.
- h. Where an Elected Member or CEO chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the Elected Member and CEO will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.
- i. Hire cars will only be paid for by the City if the CEO or in the case of the CEO, the Mayor, consider it the most effective means of travel when attending the conference or professional development. Standard taxi fares (or similar services) or public transport for reasonable travel requirements will be reimbursed upon return, on the production of receipts to verify the expense.
- j. Where an Elected Member or CEO is accompanied by another person for Training and Development or advocacy activities, costs for or incurred by the accompanying person including but not limited to travel, meals, registration and/or participation in any event program, are to be borne by the Elected Member, CEO or the accompanying person and will not be paid for by the City. The only exclusion is for the payment of accompanying persons to attend the conference dinner, with such costs will be met by the City.

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6.1 Claiming Expenses

- a. Elected Members are advised that care needs to be taken in making application for claims for reimbursement of expenses and to differentiate between expenditure incurred in their private capacity and expenditure necessary to fulfil their role as an Elected Member.
- b. Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts
- c. All claims for reimbursement must be submitted to the Office of the Mayor and Councillors on the provided claim form, within two weeks of the Elected Member returning to the City. Final claims relating to the financial year must be submitted within 14 days after the end of the financial year. Final claims relating to the financial year must be submitted by 31 July of that year (31 days after the end of the financial year). No back payment of claims relating to prior financial years will be permitted.
- d. The City will not reimburse any meal or incidental expenses of any type as the allowance provided is considered a reasonable amount for attendance of the activity. The allowance will only be provided where the Training and Development and advocacy activity does not include a meal as part of the costs of the activity.
- e. No acquittal of expenses is required where the reasonable allowance and applicable rates are paid to an Elected Member or the CEO in accordance with the Public Service Award 1992.

6.2 Travel Insurance

- a. Travel insurance for City related business trips, including cover for expenses for overseas medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects will be paid for by the City.
- b. Elected Members and the CEO must determine whether the benefits and endorsements of the above insurance cover is adequate. Elected Members and the CEO may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

7. Attendance to Events

Events: in accordance with Section 5.90A of the Act, events include the following: concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government or a ticket/invitation.

In the course of their duties, Elected Members and/or the CEO will receive tickets or invitations to attend events to represent the City.

In order to meet the policy requirements tickets and invitations to events should be received by the City.

7.1 Criteria for attendance at events

- a. In accordance with section 5.90A of the Act, Council must actively consider the purpose of and benefits to the community, from Elected Members or the CEO attending events.
- b. Attendance at events by Elected Members and/or CEO are required to meet the following criteria:

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- i. All invitations and tickets to events should be received by, or passed onto, the City;
- ii. Be of benefit and relevance to the City and the community; and
- iii. Demonstrate alignment to the City's Strategic Community Plan, Long Term Financial Plan or Corporate Business Plans.

7.2 Pre-approved events

- a. The following events satisfy the criteria established in clause 7.1(b) and are considered pre-approved events ("Pre-approved Event"):
 - i. City hosted ceremonies and functions;
 - ii. City owned and/or sponsored functions or events;
 - iii. Community art exhibitions or cultural events;
 - iv. Any free event held within the City;
 - v. Events hosted by Clubs or Not for Profit Organisations;
 - vi. Events run by schools and educational facilities within the City;
 - vii. Events run by a Local, State or Federal Government within Australia or New Zealand;
 - viii. Events or conferences outside Australia where there is no cost to the City;
 - ix. Advocacy lobbying or Ministerial briefings/events;
 - x. ALGA or WALGA events;
 - xi. Major professional bodies associated with local government at a local, State and Federal level;
 - xii. Announcement of funding, donations and awards events, including where the City is receiving an award or providing an award;
 - xiii. Business invited events within Western Australia, where the business has a presence in the Peel Region;
 - xiv. Opening or launch of an event or facility within the City; and
 - xv. CEO or Mayor representation has been formally requested.
- b. Elected Members and/or the CEO are entitled to attend a Pre-approved Event where there is no cost to the City. Where a set number of tickets or invitations are received by the City, the Mayor and CEO shall allocate the invitations or tickets.
- c. A register of an allocation of events will be maintained to ensure equity and opportunity for Elected Members to represent Council. The Office of the Mayor and Councillors will coordinate this process and distribute the invitations or tickets in accordance with this Policy.
- d. Where there is a cost to the City for the Pre-approved Event, two Council/City representatives may attend. In the first instance the Mayor and CEO will represent the City. The Mayor may delegate another Elected Member to attend where appropriate. The CEO may delegate another City officer to attend where appropriate. [Where there are more than two representatives wanting to attend that the City will pay for additional tickets from the Elected Member Events budget.](#)
- e. For conference dinners or significant State and National award events where the Mayor and CEO (or delegates) attend, payment of accompanying persons to attend the event will be met by the City. For all other events, the Mayor and CEO (or delegates) may purchase a ticket for accompanying persons.
- f. Any appropriate expenses for attendance at Pre-approved Events, such as travel and accommodation, will be paid for by the City out of the City's budget, unless the event is a conference which is described at under clause 3.

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7.3 Approval process

- a. Where an invitation is received to an event that is not a Pre-approved Event under clause 7.2a, that invitation may be submitted for approval to Council in the provided form.
- b. The event should align to the criteria for attendance at events under clause 1. Additional considerations for approval of the event include:
 - i. The cost involved for attendance (including travel or accommodation);
 - ii. The role of the Elected Member or CEO when attending the event (participant, observer, presenter);
 - iii. The numbers of Elected Members invited to attend; and
 - iv. Any justification provided by the applicant when the event is submitted for approval.

7.4 Non-approved Events

- a. Any event that is not approved under clause 7.2 and 7.3 or is received personally is considered a non-approved event.
- b. If the event is a free event to the public then no action is required.
- c. If the event is ticketed and the Elected Member or CEO pays the full ticketed price and does not seek reimbursement then no action is required.
- d. If the event is ticketed and the Elected Member or CEO pays a discounted rate or is provided with a free ticket then the Elected Member or CEO must disclose receipt of the tickets as a gift within the City's gift register.

7.5 Gifts excluded from interest provisions

- a. Gifts relating to attendance at events, where attendance is approved under this Policy, are excluded gifts in accordance with s5.62(1B) of the Act. Providers of excluded gifts are excused from becoming a closely associated person and therefore do not require a disclosure of interest.
- b. Gifts provided by specific entities, as outlined at r20B of the *Local Government (Administration) Regulations 1996* are also excused from becoming a closely associated person and therefore do not require a disclosure of interest.
- c. Elected Members or the CEO should note that excluded gifts under clause 7.5a are still considered a gift and, when received in the capacity of Elected Member or CEO must be disclosed and published on the City's gifts register. Note, conflict of interest provisions do not apply in relation to excluded gifts.
- d. Elected Members or the CEO should note that any invitation not captured by this Policy must be disclosed in accordance with the gift and conflict of interest provisions in the Act.
- e. Elected Members must disclose any events that are paid by a third party or provided to the Elected Member as a discount that is not available to the public, in the City's gift register.

Legislative Context

Local Government Act 1995 s5.126(1), s5.127, s5.128 and 5.90A

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Local Government (Administration) Regulations 1996

Review

At a minimum this Council Policy will be reviewed after each ordinary election.

Responsible Directorate: Business Services

Responsible Department: Governance

Reviewer: Manager, Governance, Procurement and Property

Creation date and reference: 28 January 2020, G.12/1/20

Last Review:

Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased
2			

Council Policy

ATTACHMENT 5.2

Policy Objective

The Elected Member Entitlements Policy (Policy) outlines the allowances, fees and reimbursement of expenses that may be paid to Elected Members.

This Policy is in accordance with the relevant legislation and determinations, being the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and determination of the Salaries and Allowances Tribunal (SAT) for Local Government Chief Executive Officers and Elected Members in accordance with the *Salaries and Allowances Act 1975*.

The Policy details other support provided by the City of Mandurah (City) to Elected Members to support the delivery of their functions, including equipment and other supplies, insurance cover provided while performing the official duties of office and gifts from the local government.

Applicability

This policy is binding on all Elected Members.

Policy Requirements/Statement

1. Fees and Allowances

1.1. Annual meeting attendance fee

In lieu of paying Elected Members a meeting attendance fee for Council or Committee meetings, Elected Members shall be paid an annual amount for meeting attendance as determined by Council when adopting the budget, and within the prescribed range as set by the Salaries and Allowances Tribunal (SAT).

1.2. Mayor and Deputy Mayor Allowance

The Mayor and Deputy Mayor shall be paid an annual allowance as determined by Council when adopting the budget, and within the prescribed range as set by the SAT.

1.3. Payment

- a. Meeting attendance fees and the Mayor and Deputy Mayor allowances are to be made on a monthly, quarterly or six monthly pro-rata basis, at the discretion of the Elected Member.
- b. Payments may be made to an Elected Members' superannuation fund, as nominated, in accordance with the Australian Taxation Office requirements.

1.4. Information Communication and Technology Allowance

- a. Elected Members shall be entitled to an annual Information Communication and Technology (ICT) allowance, as determined by Council when adopting the budget, and within the

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prescribed range as set by SAT. The allowance covers information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed.

- b. This allowance is designed to meet all Elected Member related communication costs and any other relevant telecommunication costs, including relevant hardware to use a telephone, mobile phone, and the internet and consumables for computer equipment (e.g. Internet dongle, printing cartridges, paper, storage devices).
- c. Any claims by Elected Members for expenses incurred over the maximum annual allowance for ICT expenses detailed above are to be submitted on the provided claim form.
- d. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Claims must be made by ~~31~~14 July of that year (~~31~~14 days after end of the financial year).
- e. Full payment of the ICT allowance will be made in advance at the commencement of the financial year. Where an Elected Member's term of office ceases at the local government election in a financial year, the Elected Member will be paid the ICT expenses on a pro-rata basis up until the local government election. Should the Elected Member be re-elected, the remainder of the annual allowance will be paid following the Election Day.

1.5. Conditions of payment

- a. All allowances and fees shall be paid automatically unless an Elected Member has advised the Chief Executive Officer in writing that he/she does not wish to claim any or part of those fees and allowances.
- b. The City will not pay attendance or allowance fees prior to the start of the financial year. Payments will not extend to any period beyond the expiry date of the Elected Members' term of office.
- c. Advanced payments are to be repaid by any Elected Member who resigns or leaves office prior to the expiry of their term of office.
- d. The taxation liability arising from these payments is the individual responsibility of each Elected Member and should seek independent financial advice.

2. Expenses to be reimbursed

- a. Elected Members will be reimbursed child care and/or travel expenses necessarily incurred while performing their duties so that no Elected Member should be unreasonably financially disadvantaged due to meeting the requirements of their office.
- b. The extent to which an Elected Member can be reimbursed for child care and travel expenses is set out under Regulation 31 of the *Local Government (Administration) Regulations 1996*.

2.1. Child Care expenses

- a. Child care expenses incurred by Elected Members as a result of attending Council or Committee meetings will be reimbursed in accordance with the rate set by SAT as the maximum amount or the actual cost, whichever is the lesser.
- b. Child care costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

2.2. Travel expenses

2.2.1. Travel expenses relating to attendance at a Council meeting or meeting of a Committee of Council

- a. Elected Members who incur travel costs while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) because of the Elected Member's attendance at a Council meeting or a meeting of a committee of which he or she is also a member are to be reimbursed at the same rate contained in section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2021*.
- b. As the City of Mandurah is a regional local government, the Elected Member will be reimbursed reasonable travel costs from the Elected Members place of residence or work to the meeting and back.

2.2.2. Travel expenses relating to performance of function in the capacity of an Elected Member

- a. Elected Members who incur travel costs, while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) because the Elected Member is performing a local government function, are to be reimbursed at the same rate contained in Schedule F of the *Public Service Award 1992*.

- b. Eligible claims for such functions include:

- i. Citizenship Ceremonies and civic functions.
- ii. Meetings where an Elected Member has been appointed by Council as its delegate or a deputy to the delegate (except where the other body pays the Elected Member for meeting attendance and/or travel).
- iii. Any City convened meeting requiring Elected Member attendance, including briefing sessions, workshops, and other forums.
- iv. Functions where the Elected Member is representing the Mayor or is attending by resolution of Council or where the function is an otherwise authorised activity.

Note: attendance at functions as a matter of personal choice and not representing Council in an official capacity does not give rise to a claim for reimbursement of expenses incurred as a result of attending.

Note: please refer to GVN 08 Elected Member and CEO Training, Professional Development, Travel and Events Policy

- v. Training courses, seminars and conferences attended in the capacity of an Elected Member.
- vi. Meetings in connection with matters relating to local government, including site inspections or meetings with electors/ratepayers.
- vii. Any other occasion in the performance of an act.

2.2.3. Reimbursement of Actual Expenses Incurred

- a. Where an Elected Member deems to consider it more appropriate to not utilise their own private vehicle to attend a Council related commitment (mentioned above in 2.2.1 and 2.2.2), a taxi/ride hailing company or public transport may be used and the actual cost incurred will be reimbursed.

2.3. Claiming expenses

- a. Elected Members are advised that care needs to be taken in making application for claims for reimbursement of expenses and to differentiate between expenditure incurred in their private capacity and expenditure necessary to fulfil their role as an Elected Member.
- b. Reimbursement of expenses is conditional upon adequate evidence of such expenditure in the form of invoices or receipts. A claim for reimbursement for travel expenses must include the date, particulars of travel, nature of business, distance travelled, vehicle displacement and total kilometres travelled.
- c. All claims for reimbursement must be submitted to the Office of the Mayor and Councillors on the provided claim form, on a monthly basis. Final claims relating to the financial year must be submitted ~~by 31 July of that year~~ (31 within 14 days after the end of the financial year). No back payment of claims relating to prior financial years will be permitted.
- d. Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to office.

3. Mayor Vehicle

- a. In accordance with the *Local Government Act 1995* and regulation 34AD of the *Local Government (Administration) Regulations 1996*, the Mayor is to be provided with a fully maintained local government motor vehicle for the purpose of carrying out the functions of the Mayoral office.
- b. The value of the vehicle will be determined by Council when adopting the budget. The replacement of the Mayor's vehicle will occur once every four years, after the Mayoral Election and in consultation with the newly elected Mayor.
- c. The vehicle use by the Mayor will be in accordance with the terms and conditions of the City's standard private use of motor vehicle responsibilities. The vehicle may be used for personal use by the Mayor subject to reimbursement to the City for the extent of private use and completion of a written agreement with the City detailing the terms and conditions.
- d. Where the Mayor is provided with a vehicle as detailed in 3.a. above, the costs associated with the Mayor's private use of the vehicle is to be reimbursed by the Mayor on an annual basis, using the travel rate contained in Schedule F of the *Public Service Award 1992* and multiplying the private kilometres travelled from the log book information supplied (annualising the private kilometres travelled for the three months). It is expected that the Mayor utilise the log book in the first three months of being elected. The log book should be completed in accordance with the requirements of the Australian Taxation Office. The private kilometres will be annualised and used for the four-year term of office. The Mayor can provide to the City a revised log book, if the private rate from the current log book does not reflect the private usage kilometres being travelled, at any time, during the term of office. Reimbursement by the Mayor can be offset against any remuneration that is due to the Mayor for holding office.
- e. Where the Mayor has exercised the option of using a motor vehicle provided by the City, no further reimbursements for travel costs will be made where such travel can practicably be undertaken in that vehicle.

4. Equipment

4.1. Issue and return electronic equipment

- a. The City is to provide Elected Members with a suitably equipped device i.e. laptop or tablet, for use during their term of office.
- b. The electronic equipment is to be used for Council related business only and the Elected Member is responsible for the safe guarding and protection of the device from misuse.
- c. The electronic equipment will be issued in accordance with the City's supply arrangement in place at the time of the request, with all costs being met by the City.
- d. Consumables for the electronic equipment i.e. sim card or internet access, forms part of the ICT allowance as described in 1.4 of this Policy and are not separately provided or reimbursed.
- e. All electronic equipment, access cards and parking passes issued to Elected Members must be returned 48 hours after the conclusion of the Elected Members term of office.

4.2. Maintenance and replacement of electronic equipment

- a. The City is responsible for the ongoing maintenance of the electronic equipment with all costs being met by the City.
- b. The replacement of the electronic equipment will be in accordance with the City's standard replacement program, which will be every three years, unless determined by the Chief Executive Officer that replacement is required earlier due to performance of electronic equipment.

4.3. Other equipment

- a. Elected Members will be supplied with the following:
 - i. Parking permit for Council related business within specified areas; and
 - ii. Building security access card.

5. Other supplies

5.1. Clothing

- a. The City will reimburse Elected Members for expenses relating to suitable professional attire including clothing and footwear, to a maximum cost to the City of \$500.00 per annum per Councillor and \$1,000 for the Mayor per annum. All claims relating to a financial year must be submitted by 31 July (31 days after the end of the financial year) to be eligible for reimbursement.
- b. All claims for reimbursement must be submitted to the Office of the Mayor and Councillors on the provided claim form ~~and must be accompanied by invoices or receipts~~ in accordance with clause 2.3 of this Policy.

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5.2. Home office furniture

- a. The City will reimburse Elected Members for expenses relating to home office furniture including a printer and furniture, to a maximum cost of \$500.00 per Elected Member for each term of office, for relevant Council use.
- b. All claims for reimbursement must be submitted to the Office of the Mayor and Councillors on the provided claim form in accordance with clause 2.3 of this Policy ~~and must be accompanied by invoices or receipts.~~

5.3. Miscellaneous

The City will provide the following to all Elected Members:

- Name Badge;
- Upon request, a briefcase or satchel for Council business use, for each term of office;
- ~~Elected Member electronic letterhead for relevant Council business use, for each term of office.~~
- 500-200 printed business cards per annum, in accordance with the City's style guide, for relevant Council business use.

6. Insurance

- a. The City will insure or provide insurance cover for Elected Members for the following:
 - i. Councillor's liability to cover losses incurred due to alleged wrongful acts committed whilst acting in official capacity as an Elected Member.
 - ii. Liability protection for third party property damage and/or personal injury allegedly caused by an Elected Member's actions whilst performing official duties.
 - iii. Personal injury insurance is provided in the event of personal injury whilst on Council duties, including direct travel to and from such duties.
 - iv. Motor vehicle coverage for use of private vehicle, when performing official duties.
 - v. Personal property cover is provided for accidental loss or damage to personal property owned whilst an Elected Member is performing official duties.
 - vi. Travel insurance for Council related business trips, including cover for expenses for overseas medical treatment, emergency medical evacuation, flight cancellations, lost baggage and personal effects.
- b. Elected Members must determine whether the benefits and endorsements of the above insurance cover is adequate. Elected Members may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.

7. Gifts from the Local Government

- a. In accordance with section 5.100A of the *Local Government Act 1995* and regulation 34AC of the *Local Government (Administration) Regulations 1996*, gifts may only be given to Elected Members upon the occasion of their retirement, following the completion of at least one full four-year term of office.
- b. On the retirement of an Elected Member and in recognition of their years of service the following will be presented:

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- i. Gift up to the value of \$100 per year of service to a maximum of \$1000;
- ii. Framed photograph celebrating the Elected Members time in office.

Legislative Context

Local Government Act 1995: sections 5.98, 5.98A, 5.99 and 5.99A, 5.100A, 5.101A

Local Government (Administration) Regulations 1996: regulations 34, 34AC and 34AD

Salaries and Allowances Act 1975: section 7B

Local Government Officers' (WA) Interim Award 2021: section 30.6

Public Service Award 1992 Schedule F

Related Documents

Elected Member Expenses Claim Form

Schedule of Expenses and Allowances

Responsible Directorate: Business Services

Responsible Department: Governance

Reviewer: Manager Governance, Procurement and Property

Creation date and reference: Minute G.45/8/07, 21 August 2007

Last Review: Minute G.16/3/21, 23 March 2021

Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased
2	Minute G.39/6/08	18/06/2008	25/05/2010
3	Minute G.26/5/10	26/05/2010	28/02/2012
4	Minute G.57/2/12	29/02/2012	15/07/2013
5	Minute SP.5/7/13	16/07/2013	24/02/2015
6	Minute G.35/2/15	25/02/2015	02/08/2016
7	Minute SP.2/8/16	03/08/2016	17/12/2019
8	Minute G.38/12/19	18/12/2019	26/05/2020
9	Minute G.17/5/20	27/05/2020	23/03/21
10	Minute G.16/3/21	24/03/2021	-