



## Ordinary Council Meeting

24 April 2024

# Minutes

To: The President and Councillors.

Here within are the Minutes of the Ordinary Council Meeting of the Shire of Toodyay held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

Tabitha Bateman  
**ACTING CEO**



### **Our Vision, Purpose and Values**

The Shire of Toodyay's Plan for the Future (Council Plan 2023-2033) is the Community's Strategic Plan outlining the direction that the Shire is undertaking to meet the needs and aspirations of its community.

#### **Our Vision**

A caring and visionary rural community, working together to preserve and enrich Toodyay's environment, character and lifestyle.

#### **Our Purpose**

The Shire of Toodyay exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

#### **Our Values**

We conduct ourselves in line with values the local community cares deeply about:

- **Integrity** - we behave honestly to the highest ethical standard;
- **Accountability** – we are transparent in our actions and accountable to the community;
- **Inclusiveness** – we are responsive to the community and we encourage involvement by all people; and
- **Commitment** – we translate our plans into actions and demonstrate the persistence that will provide results.

#### **Community Aspirations**

There are five core performance areas in this plan: People, Planet, Place, Prosperity, and Performance. These areas are interrelated, and each must be satisfied to deliver excellent quality of life in the Shire of Toodyay.

For each area, there is an overarching aspirational statement and desired outcomes, summarised in the Council Plan which is available on the Shire's website at: <https://www.toodyay.wa.gov.au/documents/432/council-plan-plan-for-the-future-2023-2033>

#### **Disclaimer**

Any discussion regarding a planning matter or other application that any statement or intimation of approval made by any member or officer of the Shire of Toodyay during the course of any meeting is not intended to be and is not to be taken a notice of approval from Council. No action should be taken on any item discussed at a Council Meeting prior to written advice on the resolution of the Council being received. Any plans or documents contained in this document may be subject to copyright law provisions (*Copyright Act 1998*, as amended) and the express permission of the copyright owner(s) should be sought prior to reproduction.

#### **Availability of Meeting Agenda and its Attachments**

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<http://www.toodyay.wa.gov.au/Council/Council-Meetings>

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<http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes>

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### Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following an Ordinary Meeting of Council, where the Minutes will be confirmed subject to any amendments made by the Council.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Council Meeting are put together as a separate attachment to these Minutes with the exception of Confidential Items.

Confidential Items or attachments that are confidential are compiled as separate Confidential Minuted Agenda Items.

### Unconfirmed Minutes

These minutes were approved for distribution on 26 April 2024.



Tabitha Bateman

**ACTING CEO**

### Confirmed Minutes

These minutes were confirmed at a meeting held on 22 May 2024.

Signed: .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*



**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr S Dival, Deputy Shire President, assumed the Chair of Presiding Member at the meeting at the request of the Shire President who was unable to attend the meeting in person.

The Presiding Member declared the meeting open at 1.11pm and read aloud an Acknowledgement of Country:

*"I acknowledge the Ballardong Noongar people, the traditional custodians of the land where we meet today and the Yued and Whadjuk people, who are traditional custodians of respective lands within the wider Shire of Toodyay. I pay my respect to their Elders, past, present and emerging."*

The Presiding Member read through other preliminaries.

**2 RECORDS OF ATTENDANCE**Members

Cr S Dival	Deputy Shire President/Presiding Member
Cr M McKeown	Shire President ( <i>arrived at 1.31pm via zoom</i> )
Cr C Duri	Councillor
Cr R Madacsi	Councillor
Cr S McCormick	Councillor
Cr J Prater	Councillor
Cr D Wrench	Councillor

Staff

Ms T Bateman	Acting Chief Executive Officer
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mr H de Vos	Executive Manager Development and Regulation
Mr M Werder	Project Manager
Mrs M Rebane	Executive Assistant

Visitors

R Ash	D Dadd
S Hefferon	G Hill
L Ferguson	S Fitzgerald
S Cook	T Paris
S Thomson	

**2.1 APOLOGIES**

Nil.

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

## 2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Wrench has submitted an application for Approved Leave of Absence for 7 May 2024 to 26 May 2024 inclusive.

### 2.3.1 Cr Wrench – Application for Leave of Absence

#### OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM132/04/24

**MOVED** Cr D Wrench

**SECONDED** Cr C Duri

That Cr Wrench's application for approved leave of absence between 7 May 2024 and 26 May 2024 inclusive be approved.

Voted For: Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 6/0**

## 3 DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting as follows:

***Cr J Prater disclosed an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in regard to Agenda Item 9.4.2 Toodyay Racecourse Precinct - Main Building Roof Resheeting as he is a past President of the Race Club and no longer on the committee, but still a life member of the Committee. He declared that as a consequence, there may be a perception that, my impartiality on the matter may be affected. I will therefore declare that I will consider the matter on its merits and vote accordingly.***

***Cr S Dival disclosed an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 in regard to Agenda Item 9.2.3 Request for Write Off - Toodyay Tennis Club and Agenda Item being the TTC Write-Off and 10.1 Notice of Motion – Toodyay Tennis Club (Cr Madacsi) as she is a previous committee member of the Club. She declared that as a consequence, there may be a perception that, my impartiality on the matter may be affected. I will therefore declare that I will consider the matter on its merits and vote accordingly.***

## 4 PUBLIC QUESTIONS

### 4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Ordinary Meeting of Council held on 27 March 2024, the following questions were taken on notice:

#### 4.1.1 Community Questions taken on notice - A Henshaw

Questions taken on notice at the 27 March 2024 Ordinary Council Meeting are below, inclusive of the responses provided prior to the publication of the draft Agenda.

##### Question 1

My question refers to the selection and appointment of the independent member for the purpose of CEO Recruitment and Selection panel. Four demonstrable criteria were set by the Council. Was the successful candidate able to demonstrate his ability to meet the set criteria?

##### **Response from Shire President**

*All information pertaining to the CEO Selection and Recruitment Committee of which this question relates, is confidential.*

#### 4.1.2 Community Questions taken on notice - L Graham

Questions taken on notice at the 27 March 2024 Ordinary Council Meeting are below, inclusive of the responses provided prior to the publication of the draft Agenda.

##### **Questions**

Questions taken on notice at the 27 March 2024 Ordinary Council Meeting are below, inclusive of the responses provided prior to the publication of the draft Agenda.

##### Questions 2 and 5

EFT 28472 to the value of \$2,309.13 was paid on 30/06/2020; who approved that payment?

##### **Response from Corporate Services**

*The Acting CEO at the time and the Finance Coordinator at the time.*

##### Question 12

The advertisement you referred to before was placed by the Consultants hired by the Shire. That does not contain the required details of the remuneration and benefits being offered, and it did not comply with Admin Regulation 18A. So I ask:

- (a) When did Council authorise that advertisement?
- (b) How did Council authorise that advertisement?
- (c) What actions did the Council take to ensure the advertisement complied with the regulations?

##### **Response from the Shire President**

*Examination of the minutes of council meetings between the Ordinary Council Meeting of 26 November 2019, when Council resolved to manage the recruitment process with the*



*assistance of a Recruitment Consultant, and the Special Council Meeting of 7 April 2020, when Council resolved to authorise the Shire President to negotiate the contract with the preferred candidate, did not reveal any Council resolution to authorise an advertisement.*

*Based on current advice from the Department of Local Government, Sport and Cultural Industries, a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process including drafting of the advertisement.*

#### Question 13

What are the implications to the Shire of not having a compliant audit for a number of years while having no valid CEO contract?

#### **Response from Corporate Services**

*We are unaware of a link between findings of the Audit and the CEO's contract.*

#### Question 14

What action is the Council going to take to remedy its:

- (a) Non-compliance, and
- (b) False reporting.

#### **Response from Corporate Services**

*Non-compliance has not been established therefore the Council is unable to take any action at present.*

*The Shire's focus is continuous improvement. Council is guided by the model standards for CEO Recruitment developed by the DLGSC, to assist with compliance.*

### **4.1.3 Community Questions taken on notice - G Hill**

Questions taken on notice at the 27 March 2024 Ordinary Council Meeting are below, inclusive of the responses provided prior to the publication of the draft Agenda.

#### **Question**

Why not lease the old Tennis Club building to the Moondyne Men and receive almost \$2,500 a year in rent?

#### **Response**

*Currently the property on Fiennes Street is occupied.*

**4.1.4 Community questions taken on notice - B Ruthven**

Questions taken on notice at the 27 March 2024 Ordinary Council Meeting are below, inclusive of the responses provided prior to the publication of the draft Agenda.

**Questions**Question 2

The minutes of the ARC special meeting of 14 February, which were confirmed on 6 March, show that the committee rejected the Officer Recommendation to workshop the new charter but, instead, recommended that Council adopt the charter. The reason given was that the committee had already conducted a review.

Did the review take place between the calling of the special ARC meeting on 7 February and the convening of the special meeting on 14 February?

- (a) How was the decision to conduct the review made and by whom?
- (b) When, how and where did the review of the proposed new charter take place?
- (c) Which ARC members took part in the review of the proposed new charter?

**Response from Shire President**

With regard to paragraph one of your question, the minutes of the 14 February have no mention of an Officer Recommendation to workshop the new charter.

A review did take place between 7 and 14 February 2024.

- (a) On 7 February, the Audit and Risk Committee, as part of its core function of identifying risks, identified gaps and omissions in the Charter adopted by Council on 24 January 2024. Several Committee Members, recognising the potential implications, initiated a review process.

It is now on record in the attachments to today's OCM (See item 9.3.1) that the Department of Local Government Sport and Cultural Industries (DLGSC), after reviewing the Charter adopted by Council on 24 January 2024, agrees that there were indeed omissions, the existence of which supports the actions taken by the Audit and Risk Committee and the reasons why a review was initiated.

- (b) The Charter was reviewed in accordance with accepted Shire practices. The review took place via email communications among ARC members because at that time, the Teams Meeting software, which could also have been used for the review, was compromised with additional non-ARC members having access to Teams.
- (c) All ARC members were involved in the review process. All but two committee members made comments or contributions to the review.

### Question 3

The ARC minutes show that the only consultation done by the ARC was with the OAG Better Practice Guide, despite the inclusion of the following passages:

Firstly, from the Auditor General's overview:

"... it is therefore difficult to have a 'one-size-fits-all' approach for better practice guidance. Entities need to consider their relevant legal and regulatory requirements as well as operating environment when using this guide."

Then, from within the document:

*"For local government entities, the role of audit committee is prescribed by the Local Government Act 1995 and Local Government (Audit) Regulations 1996. They do not have powers or authority to implement actions in areas over which the CEO has legislated responsibility and they do not have any delegated financial responsibility. The committee does not have management functions and cannot involve itself in management processes or procedures."*

Given that information, which was in the Better Practice guide, would you, as a member of the ARC, please explain why the ARC did not consult with the Department of Local Government or any local government legislation before recommending the charter to Council?

### **Response from the Shire President**

The process for making a recommendation from a Committee to Council is just a recommendation. It is then up to Council to make a decision.

Before a recommendation is put to Council, it is a function of Shire Officers to review, among other things, legal and statutory compliance, policy compliance, and risk related matters and report them to Council. The fact of the matter is that one of the identified omissions in the Charter adopted on 24 January 2024, precludes the Audit and Risk Committee from obtaining the necessary external advice and so there was a reliance on the Officers to fulfil their functions in this case.

### Question 4

A legislated role of the CEO and administration to advise Council and provide relevant information for decision-making and the importance of risk management to the organisation. The Responsible Officer recommended workshopping the charter before putting it to Council.

What consideration did the Audit and Risk Committee give to the risks of legislative non-compliance and reputational damage to the Shire when rejecting the advice and recommendation from the responsible officer regarding the new charter?

### **Response from the Shire President**

The first paragraph of this question has been dealt with in the response to Question 2 above.

The second paragraph of this question has been dealt with in the responses to Questions 2 and 3 above and I once again refer you to the Audit and Risk Committee minutes of the 14 February 2024.

### Question 7

At the rear of 15 Clinton St, near the police lockup is an old shed which has exposed broken asbestos and termite damage. Does the Shire own this shed? What is the risk to the shire associated with this exposed broken asbestos in a public space? Could it be checked?

### **Response from the Environmental Health Officer**

In relation to **Question 7**: Datascape and Department of planning shows the land the shed is on as a Type 3 Reserve that the Shire of Toodyay manages. The Shed has a padlocked wooden door that opens onto 15 Clinton St but a roller door that goes into 8 Duke St which would indicate the Shire doesn't own the shed. The building isn't on the shires asbestos register because there is no record of it being owned or maintained by the Shire.

#### Description

15 Clinton Street, TOODYAY 6566  
Strata:  
Reserve: 27152

#### Details

Polygon Number  
11598605

Land Usage  
Transfer of Land Act (Type 1); Reserve (Type 3 R)

Address  
15 Clinton Street, TOODYAY 6566

House Numbers  
15

Parent House Number  
15

Lot Numbers  
3000

Parent Lot Number  
3000

Locality  
TOODYAY

Strata Number

Reserve No  
27152

Land Area (m<sup>2</sup>)  
5,870



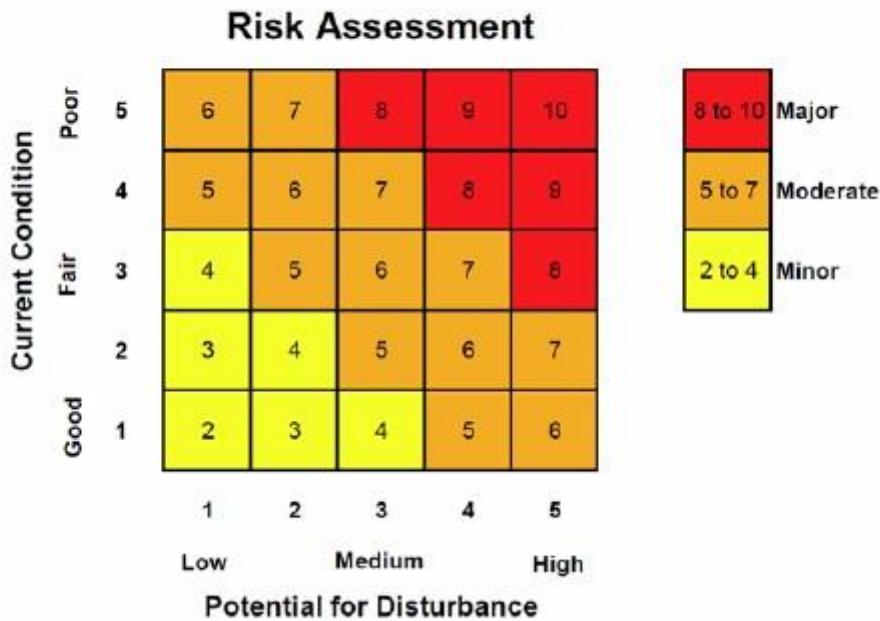
### Question 8

What is the risk to the Shire associated with the broken asbestos in a public space?

### **Response from the Environmental Health Officer**

*In terms of Risk, the presence of the asbestos is a minor risk to public health at 15 Clinton St. The asbestos is non-friable and in fair condition though it is cracked, fragmented, and exposed to weathering. The Potential for disturbance is low due to it being an area of extremely low traffic far away from the road, paths, and recreational areas. There is also no vehicle passthrough or hard surface the asbestos could be ground on to become more fragmented or friable.*

The inherent risk is then calculated using the risk assessment matrix.



**Influences to risk:** *If Shire Staff move the lawn in that area it would expose them to a higher risk and if the old lockup was open to the public more foot traffic may lead to some disturbance of the shed and sheeting.*

**Future risk:** *The shed may become more weathered and crack or break off more sheeting that may contain asbestos. The fence around it may also contain asbestos if the shed is replaced or worked on.*

**Possible remediation of the loose fragments:**

*The cement fragments could be removed via hand picking, including if practical, gently fine raking of wetted soil to 10 cm depth to expose ACM fragments as per Management of Small-Scale Low-Risk Soil Asbestos Contamination by a removalist with a Class B asbestos removal licence.*

*Personal protective equipment – P2 facemask, gloves, and coveralls required when working on material.*

*Other Precautions – Work while the area is free of other people.*

**4.1.5 Community questions taken on notice - S Pearce**

Questions taken on notice at the 27 March 2024 Ordinary Council Meeting are below, inclusive of the responses provided prior to the publication of the draft Agenda.

**Question 4**

Where is the Shire at with the EOI process for the Moondyne Men?

**Response**

*The Shire received the unsolicited expression of interest submitted by the Moondyne Men at the December 2023 Council Meeting.*

*The Acting CEO has liaised with the Moondyne Men to inform them of the Shire’s obligations under the Local Government Act 1995, and in terms of the future of the property.*

**4.1.6 Community Questions taken on notice - P Sides**

Questions taken on notice at the 27 March 2024 Ordinary Council Meeting are below, inclusive of the responses provided prior to the publication of the draft Agenda.

**Question**

When is the Shire going to rezone lots 4.1ha and above as rural small holdings as opposed to rural residential as they were directed to do so by the Department of Lands more than 12 months ago.

**Response from Executive Manager Development and Regulation**

*The DPLH have been contacted about this. The advice provided to Mr Sides by them is consistent with the Shire's position. The matters raised by Mr Sides will be considered by the Minister when the Scheme is finalised. Mr Sides (along with other members of the community) will have the opportunity to make a submission for future Scheme Amendment proposals as part of an Omnibus Scheme Amendment in the event that Mr Sides is unsuccessful this time around. The Shire is working with DPLH on the finalisation of the Scheme which has been delayed due to staffing.*

**4.1.7 B Ruthven - questions raised at the Agenda Briefing held on 17 April 2024 that were taken on notice**

The following questions on notice were received from B Ruthven at the Agenda Briefing as follows:

**Question 1**

In answer to my question in the March OCM you said that the special ARC meeting on 14 February was called under SO 17.10 so SO 4.1(3) does not apply. You imply the sections of SOs are mutually exclusive when they are not, they complement each other. There is nothing in SOs to suggest that the clauses in 4.1 are invalid when an unscheduled meeting is called under SO 17.10 or any other clause.

Would you please explain your rationale for your ruling that SO 4.1(3) does not apply when they are not mutually exclusive?

**Response**

*You are right as Standing Order 4.1(3) is not mutually exclusive.*

*At their meeting held 7 Feb 2024, the Audit and Risk Committee resolved to meet on 14 Feb 2024 for the purpose of reviewing the Financial Management Review (and Audit Reg 17 review) report in accordance with Standing Orders 17.10. The business contained in the Agenda for that meeting complies with Standing Order 4.1 (3).*

**Question 2**

SO Local Law sS.7(8) (a) and (b) when a question is taken on notice. the CEO is to ensure that:

- (a) a written response is given to the person who asked the question; and
- (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.

This agenda has several instances of responses by Executive Services stating- *"This response will be provided at the Ordinary Council Meeting in April 2024"*. This does not comply with the Standing Orders Local Law. The questions were asked of the Presiding Member, as per SO s5.7(1)(b), for responses by the Presiding Member.

Why has Executive Services not been provided with the responses for inclusion in the agenda? and

Why are you, as Shire President, not ensuring compliance with SO 5.7(8)?

**Response**

*The Shire distributed a "draft" agenda for the April 2024 Council Meeting following verbal advice we received from the Department and to allow for changes to be made following the Agenda Briefing. The answers included were the responses finalised at the time.*

*The Shire intended to include all responses to questions once the Agenda is in its final format, following the Agenda Briefing.*

*Community members who asked these questions will be notified before these answers are published. This is in accordance with Standing Orders.*

**Question 3**

Further to the response to a question I asked last month about an asbestos shed at the rear of 15 Clinton Street there seems to be some confusion. During the meeting you said that if the shed is on shire land it is owned by the Shire but the EHO, who provided the response, is of the opinion that the Shire does not own the shed.

- (a) If the Shire does not own the shed, how is it possible for a neighbouring landowner to own and occupy a shed on a Shire-managed reserve?

**Response**

*There are no records available to ascertain who constructed the shed. If a private landowner constructed the shed (and the orientation of the door would suggest this) then there may have been an incorrectly placed shed. There may also have been an informal arrangement with the Shire.*

- (b) Is there any legal, written arrangement in place which gives the owner of 8 Duke Street any rights to own or occupy the shed on the Shire-managed reserve?

**Response**

*The Shire has been unable to find any such agreement.*

- (c) If there is a legal, written arrangement, who is the arrangement with and what are the terms of the arrangement?

**Response**

*The Shire has been unable to find any such agreement.*

- (d) Does the owner of 8 Duke Street have an obligation to maintain the safety of the building in a public space?

**Response**

*The Shire would need to seek advice on this.*

- (e) If there is no arrangement giving the owner of 8 Duke Steet the right to own or occupy, would you please explain why they should not be required to remove their possessions from the shed to allow it to be demolished or used by the Shire?

**Response**

*The Shire would need to seek advice on this.*



**4.2 PUBLIC QUESTION TIME**

Nil.

**5 CONFIRMATION OF MINUTES**

**5.1 Ordinary Meeting of Council held on 27 March 2024**

OFFICER'S OCM133/04/24	RECOMMENDATION/COUNCIL	RESOLUTION	NO.
<b>MOVED</b>	Cr D Wrench		
<b>SECONDED</b>	Cr J Prater		
That the Unconfirmed Minutes of the Ordinary Council Meeting held on 27 March 2024 be confirmed.			
<u>Voted For:</u>	Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater		
<u>Voted Against:</u>	Nil		
			<b>MOTION CARRIED 6/0</b>

**5.2 Agenda Briefing held on 17 April 2024**

OFFICER'S OCM134/04/24	RECOMMENDATION/COUNCIL	RESOLUTION	NO.
<b>MOVED</b>	Cr R Madacsi		
<b>SECONDED</b>	Cr J Prater		
That the Notes of the Agenda Briefing held on 17 April 2024 be received.			
<u>Voted For:</u>	Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater		
<u>Voted Against:</u>	Nil		
			<b>MOTION CARRIED 6/0</b>
<b>Attachments</b>			
1	17 April 2024 Agenda Briefing Notes (Confirmed)		

**5.3 Elector's General Meeting held on 17 April 2024**

<b>OFFICER'S OCM135/04/24</b>	<b>RECOMMENDATION/COUNCIL</b>	<b>RESOLUTION</b>	<b>NO.</b>
<b>MOVED</b>	Cr J Prater		
<b>SECONDED</b>	Cr D Wrench		
That the Unconfirmed Minutes of the Elector's General Meeting held on 17 April 2024 be confirmed.			
<u>Voted For:</u>	Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater		
<u>Voted Against:</u>	Nil		
<b>MOTION CARRIED 6/0</b>			

**6 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS****6.1 PETITIONS**

Nil.

**6.2 DEPUTATIONS**

Nil.

**6.3 PRESENTATIONS**

Nil.

**6.4 SUBMISSIONS****6.4.1 Toodyay Tennis Club**D Dadd

As a member of the Toodyay Tennis Club I am looking to provide further insight into the club's request to write-off the balance of the fees for the 2023 season, balance of \$2,530. Early this year (Early Feb) I spoke with Tabitha with regards to the balance of fees and how the Tennis club fee has been deemed as fair and equitable and how these calculations have been made. A response was received that the Shire has used hours provided at a previous meeting of:

- Monday 3pm – 6.30pm
- Tuesday 9am – 12pm
- Thursday 6.30pm – 9.30pm

This equates to 494 hours for the year assuming 52 weeks of the year (9.5x52 = 494).

It was pointed out in these discussions in February that these hours are incorrect, Tennis is not played 52 weeks of the year. Monday Junior coaching is only 18 weeks (2x 9 week terms); Social Tennis often stops through Christmas period and peak of summer (6-8 weeks); and again through the middle of winter as rain keeps people

off the courts (6-8 weeks); therefore around 40 weeks of social tennis throughout the year.

The Shire has also assumed 3 hours per session – social tennis is 2 hours per session: Tuesday morning 9-11am and Nights are 7-9pm, Junior coaching runs from 3pm till 5.30pm. This makes up 4 hours per week for Social tennis and 2.5 hours per week for Junior coaching.

All up, this totals 205 hours per year, about 41% of the usage the Shire has calculated the fee from. In comparison to usage you would expect from other clubs (based on 2x1 hour training sessions and 1x2 hour game session over a 20 week season) this would be:

Soccer, Netball, Basketball, Hockey:

80 hours per year for \$650 = \$8.13 per hour

Tennis:

205 hours per year for \$3,150 = \$15.37 per hour.

I would also like to point out that the tennis club TRC fees have increased from \$1,500 in 2020/21, to \$2,500 in 2021/22, to \$3,000 in 2022/23 and now \$3,180 in 2023/24 (27% increase in the last 3 years – ignoring 2020/21 as this was only half of a season). In comparison to other clubs who have moved from \$550 to \$650 (18% increase) in the same period. So there has been a marked increase in the TTC fees against other clubs in the same facility.

Another argument was made that the Tennis Club was one of the larger clubs in town at the time when the TRC was being planned/developed and built and that the membership base had some impact on the decision of what fees to charge. Unfortunately the club membership has fallen in the past 4 years from around 35-40 adult members to 21 this season (with 3 being Life Members). If the fee remains as is we will need to look at increasing membership fees to \$176 per adult just to cover the Access Fee without covering any further costs the club would incur (such as Tennis West Affiliation Fees, Junior Coach Travel costs and the usual admin costs).

At the time of writing this submission the Club has only had access to the ½ pavilion during the Tuesday morning sessions, no access on Monday afternoons or during social night tennis. We are thankful that in the last month we have been given the ability to access our storeroom and toilet facilities without the need to find a TRC staff member.

I hope that this information provides a clearer picture of the reason why the Tennis Club feels that the fees are simply too expensive in comparison to what is offered to other sporting groups for access to the same facility. I also hope that representatives from the club can be included in the proposed modelling of alternative fee calculations as it is important for all the sporting clubs that the fees can take into account the usage of the facility in line with seasonality and the individual needs of each sporting group.

**7 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**8 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

Since the last Ordinary Council Meeting, the Shire President has:

- Together with the Acting CEO, met with the editor of the Toodyay Herald on 28 March 2024.
- Recorded a radio interview for Triple M Northam on 16 April 2024.
- Together with the Acting CEO and Shire Officers met with the committee of the Toodyay Tennis Club on 16 April 2024.
- Attended the WALGA Avon Midland Zone meeting on 19 April 2024 in Toodyay.
- Together with the Deputy President attended the centenary morning tea of the Toodyay CWA on 19 April 2024.
- Together with the Deputy President attended an Anzac Day ceremony at the Toodyay District High School on 22 April 2024.
- Together with the Deputy President and CEO met with Darren West on 23 April 2024.

**9 OFFICER REPORTS****9.1 DEVELOPMENT AND REGULATION**

Nil.

## 9.2 CORPORATE AND COMMUNITY SERVICES

### 9.2.1 Monthly Financial Statements - March 2024

Date of Report:	2 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN30
Author:	N Mwale – Finance Coordinator
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil.
Council's Role in the matter:	Legislative
Attachments:	<ol style="list-style-type: none"> <li>1. Monthly Financial Statement as at 31 March 2024; and <a href="#">⇒</a></li> <li>2. Supplementary Information as at 31 March 2024. <a href="#">⇒</a></li> </ol>

#### PURPOSE OF THE REPORT

This report provides Council with financial information for the period ending 31 March 2024.

#### BACKGROUND

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, comparing actuals against annual budget and year-to-date budget.

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

#### COMMENTS AND DETAILS

From 1 July 2023 all local governments were required to present to Council the Statement of Financial Activity to comply with Australian Accounting Standards (AAS) and the amended *Local Government (Financial Management) Regulations 1996*.

The Statement of Financial Activity, contained within the monthly financial statements, summarises the Shire's operating and capital activities and provides an indication of the Shire's financial performance as the year progresses. Officers have also provided additional supplementary information.

#### Key Financial areas

The following information provides balances for key financial areas for the Shire of Toodyay's financial position for the month ending 31 March 2024.

Outstanding Rates

The notices for rates and charges levied for 2023/24 were raised in September 2023 after adoption of the annual budget. Council approved revised rates due dates at its Ordinary Council Meeting held 25 October 2023 as a result of challenges faced during rates notice production.

The *Local Government Act 1995* provides for ratepayers to pay rates in full or by instalments. The revised due dates for 2023/24 are as follows:

<b>Instalment</b>	<b>Due Date</b>
First Instalment	2 November 2023
Second Instalment	2 January 2024
Third Instalment	4 March 2024
Fourth Instalment	6 May 2024

The total outstanding rates balance at the end of March 2024 was \$2,316,065.97 compared to the February 2024 closing balance of \$2,508,825.47.

Outstanding Sundry Debtors

The total outstanding sundry debtors balance at the end of March 2024 was \$728,449 broken down as follows:

<b>Category</b>	<b>29/02/2024</b>	<b>31/03/2024</b>
> 90 days and over	\$ 12,605.15	\$ 16,941.59
> 60 days and over	\$ 7,303.60	\$ 4,836.34
> 30 days and over	\$ 5,127.24	\$ 530,269.89
Current	\$ 575,146.26	\$ 176,401.18
<b>TOTAL</b>	<b>\$ 600,182.25</b>	<b>\$ 728,449.00</b>

The table above shows an increase in the outstanding sundry debtors balance due to progress claims for grant funding approximating \$522,535 which was sent out in February and awaiting payment. Another invoice for \$107,576 was sent out in March.

The composition of outstanding debtors is included in **Attachment 1**.

**IMPLICATIONS TO CONSIDER****Consultative:**

Consultation with Datacom is ongoing in the preparation of the monthly financial statements.  
Moore Australia

**Strategic:**

***Plan for the Future: Shire of Toodyay Council Plan 2023-2033***

***Outcome 9. Responsible and effective leadership and governance.***

9.2 Govern Shire finances, assets and operations responsibly.

**Policy related:**

Authorised Signatories

Purchasing

Corporate Credit Cards

Financial Governance

Delegation

CS1 Payments from the municipal or trust fund (referred to in Section 6.10 "Financial management regulations" of the *Local Government Act 1995*)

**Financial:**

Financial implications are reported, and explained, in the attached financial statements.

The Shire's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance with the Shire's investment policy.

As at 31 March 2024, the balance of funds held in the Shire's operating accounts was \$571,573.30 and the total of all interest bearing term deposits invested for the period ended 31 March 2024 was \$4,082,649.51

Of the \$4,082,649.51 invested in interest bearing deposits, \$2,540,069.39 relates to reserve funds.

**Workforce related:**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM136/04/24**

**MOVED** Cr D Wrench

**SECONDED** Cr C Duri

That Council receives, for the month ending 31 March 2024 the following:

- (a) Monthly Financial Statements; and
- (b) Supplementary information.

Voted For: Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 6/0**

**9.2.2 List of Payments - March 2024**

Date of Report:	8 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN30
Author:	N Mwale – Finance Coordinator
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	NA
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Legislative
Attachments:	1. Creditors Payments Listing - March 2024 <a href="#">⇒</a>

**PURPOSE OF THE REPORT**

To present the list of payments raised during March 2024.

**BACKGROUND**

Payments made from the municipal and trust funds are required to be reported to Council for each month, under section 13 of the *Local Government (Financial Management) Regulations 1996* (the regulations).

The regulations were amended this year to further include the requirement for a list of all payments made using a credit, debit, or purchasing card to be prepared each month, effective 1 September 2023.

**COMMENTS AND DETAILS**

The list of all invoices processed under delegated authority during March 2024 are attached at **Attachment 1**. Electronic Funds Transfers (EFT) are for payments transferred directly to creditor bank accounts. Direct Debits are for direct debits against the bank account such as bank fees, leases, loans, and other charges. Payroll Direct Debits are for payroll and superannuation payments made to employees on a fortnightly basis.

**IMPLICATIONS TO CONSIDER****Consultative:**

Nil

**Strategic:**

***Plan for the Future: Shire of Toodyay Council Plan 2023-2033***

***Outcome 9. Responsible and effective leadership and governance.***

***09.1: Govern Shire finances, assets, and operations responsibly.***



**Policy related:**

Council has delegated authority to the Chief Executive Officer to make payments from the Municipal and Trust Accounts. Creditor invoices and other charges paid have been duly incurred and authorised for payment in accordance with Shire policies Authorised Signatories and Purchasing.

**Financial:**

Payments made in March 2024 total \$1,865,714.59

**Legal and Statutory:****Local Government Act 1995**

Section 5.42 allows the local government to delegate its powers to the Chief Executive Officer. Section 6.8(1)(a) states a local government must not incur expenditure for an additional purpose except where it is incurred before the adoption of the annual budget.

**Local Government (Financial Management) Regulations 1996**

Regulation 13 states that if the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared for each month and presented to Council. Regulation 13A requires that if any payments are made via purchasing cards, a list is to be prepared for each month and presented to Council.

**Risk related:**

There is a legislative requirement to present the list of payments to Council. Failure to do so would pose a minor compliance risk. This report and its attachments help to mitigate this risk and gives Council the opportunity to review and question any payments made.

**Workforce related:**

Nil

**VOTING REQUIREMENTS**

Simple Majority

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Clarification was sought.

*Cr McKeown entered the meeting via zoom at 1.31pm.*

Cr Wrench moved the Officer's Recommendation.

Cr Prater seconded the motion.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM137/04/24**

**MOVED** Cr M McKeown

**SECONDED** Cr D Wrench

That Council notes as being paid, payments listed and presented for the month of February 2024 as attached to this report, summarised as follows:

Municipal Cheques	\$ 130,881.00
Electronic Funds Transfer Payments	\$ 1,467,440.87
Direct Debits	\$ 0.00
Payroll	\$ 262,646.47
Purchasing Cards	\$ 4,746.25
<b>TOTAL</b>	<b>\$ 1,865,714.59</b>

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 7/0**

**9.2.3 Request for Write Off - Toodyay Tennis Club**

Date of Report:	11 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	LEG113
Author:	T Bateman – Acting CEO
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	N/A
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Letter re TRC Fees and Charges; and (confidential)                      Section 5.23(2)  <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government</i>  <i>(e)(i) a matter that if disclosed, would reveal a trade secret where the trade secret or information is held by, or is about, a person other than the local government</i>  <i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i> </li> <li>2. Response from CEO; and (confidential)                      Section 5.23(2)  <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government</i>  <i>(e)(i) a matter that if disclosed, would reveal a trade secret where the trade secret or information is held by, or is about, a person other than the local government</i>  <i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i> </li> <li>3. Request for assistance; and (confidential)                      Section 5.23(2)  <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional,</i> </li> </ol>

	<p><i>commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government</i></p> <p><i>(e)(i) a matter that if disclosed, would reveal a trade secret where the trade secret or information is held by, or is about, a person other than the local government</i></p> <p><i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i></p> <p>4. Request for Fee Waiver - Toodyay Tennis Club. ➡</p> <p>5. Tabled Attachment: Schedule of Fees and Charges ➡</p>
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**PURPOSE OF THE REPORT**

To consider the request for write-off of annual charges payable by the Toodyay Tennis Club (TTC).

**BACKGROUND**

The 2023/2024 Schedule of Fees and Charges was adopted by Council on 28 August 2023.

At the September 2023 Ordinary Council Meeting, Public questions about the fees at the TRC for each of the clubs were asked and responded to.

In November 2023 the TTC lodged a formal dispute in regard to the TRC Fees and Charges (**Confidential Attachment 1**). Their correspondence was responded to by the Chief Executive Officer (**Confidential Attachment 2**).

In February 2024 the TTC wrote the Shire to seek assistance (**Confidential Attachment 3**).

The TTC has written to Council again, to contest their annual charges, as they perceive that they are unfair and inequitable (**Attachment 4**). The total outstanding charges amount to \$2,530. The club has formally requested that these charges be written off.

Council has delegated authority to the Chief Executive Officer to waive or write off monies owing to a maximum value of \$2,000. This request exceeds the CEO’s delegation and must therefore be considered by Council.

**COMMENTS AND DETAILS**

The fees imposed on the TTC were part of a structured fee schedule that was reviewed and approved by Council.

The fees were calculated based on standard criteria which aim to distribute costs fairly among the users. These criteria include factors such as facility usage, maintenance costs, and administrative expenses, ensuring that all beneficiaries of the services contribute fairly to the operational costs.

Officers acknowledge that the wording within the Schedule of Fees and Charges may be considered ambiguous due to the fact it states that each “*fee is based on 3 sessions per week: Training x 2 and Game. Night training sessions require the use of lights. This is included in the fee.*”

In this regard, while *each fee* is based on the above maximum usage, the variation in fees also factors into the above-mentioned standard criteria. It is noted that the fees and charges include a *separate fee* for the Tuesday Tennis Group. At the time of preparing the fees, Officers were unsure if the facility would be used for all TTC fixtures or just the Tuesday bookings. This fee structure gave the TTC the option of both scenarios. It was communicated to the TTC that in the event they resumed regular use of the TRC during the 2023/2024 financial year (beyond the Tuesday fixtures), the amount payable would not exceed \$3,180.

The Tennis Club contends that the fees are inequitable and do not reflect their usage of the facilities.

After consideration and review, the fees charged to the Tennis Club are considered justifiable based on their usage and the overall maintenance needs of the facilities. The recommendation to the Council is to reject the request for write-off based on the principles of equity and financial sustainability for the community. Moving forward, alternative calculation models will be workshopped for consideration in the upcoming budget process.

#### Options for consideration

##### **Option 1 - Reject the Write-Off Request**

Based on the adopted 2023/2024 Schedule of Fees and Charges, Council may opt to reject the write-off request as the fees are aligned with usage and fairly imposed.

##### **Option 2 - Approve the Write-Off Request:**

Council may consider writing off the full amount, if it finds substantial reasons beyond the presented arguments, considering the financial and precedential impacts.

##### **Option 3 - Partial Write-Off**

An alternative could be considering a partial write-off, should the Council determine there is partial merit to the TTC's claims.

It is recommended that Council rejects the TTC's request to write off the remaining annual charges of \$2,530. The charges in question were adopted by the Council following a thorough review and are in line with the principle of equity and usage proportionality. Accepting the write-off request could undermine the Council's fee structure and annual budget planning processes currently in place.

## **IMPLICATIONS TO CONSIDER**

### **Consultative:**

Toodyay Tennis Club

Clublinks

### **Strategic:**

***Plan for the future: Shire of Toodyay Council Plan – 2023 to 2033***

***Outcome 9: Responsible and effective leadership and governance***

***O9.1. Provide strong, clear, and accountable leadership.***

***Outcome 10: Happy community members who feel heard, valued and respected***

***O10.1 Keep community members informed and engaged on local matters.***

### **Policy related:**

Nil.

**Financial:**

Whilst the write-off of \$2,530 would result in a minor financial impact to the end of year position, there may be broader implications in the event a precedent is set for future fee disputes and write-offs. This could potentially undermine the financial strategy and fee integrity upheld by the Council.

**Legal and Statutory:****Local Government Act 1995**

Section 6.12(1)(c) of the *Local Government Act 1995* enables a Local Government to write off an amount of money owing to the local government.

**Risk related:**

Approval of the write-off could set a precedent that may lead to further requests for write-offs, potentially affecting the Council's financial position and its ability to provide services. The financial risk is considered low.

**Workforce related:**

Nil.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION 1**

That Council:

1. Rejects the Toodyay Tennis Club's request to write off the remaining annual charges of \$2,530; and
2. Requests the Acting CEO to provide a report to Council on alternative calculation models for fees and charges for the Toodyay Recreation Centre prior to adoption of the 2024/2025 Annual Budget.

Cr Madacsi foreshadowed an alternate motion as follows:

**That Council:**

1. **Notes the Toodyay Tennis Club's request to write off the remaining annual charges of \$2,530 for the 2023/2024 financial year; and**
2. **Notes that the current usage by the Toodyay Tennis Club of the Toodyay Recreation Centre is less than anticipated in 2020 and used to calculate the 2021/2022 Fees and Charges schedule; and**
3. **Approves the partial write-off for the 2023/2024 financial year of \$1,580 for the Toodyay Tennis Club to reflect current usage thereby reducing the annual fee to \$1,600.**

Clarification was sought.

Cr Madacsi moved the above alternate motion.

Cr Wrench seconded the motion.

Cr McCormick objected to the motion and foreshadowed an alternative motion as follows:

**That Council:**

1. Approves the Toodyay Tennis Club's request to write off the remaining annual charges of \$2,530; and
2. Requests the Acting CEO to provide a report to Council on alternative calculation models for fees and charges for the Toodyay Recreation Centre prior to adoption of the 2024/2025 Annual Budget.

Further clarification was sought.

Cr Prater moved an amendment to the substantive motion at Point No. 3 as follows:

3. Approves the partial write-off for the 2023/2024 financial year of \$1,580 for the Toodyay Tennis Club to reflect current usage thereby reducing the annual fee to **\$650**.

Cr Madacsi did not accept the amendment.

Debate commenced on the substantive motion.

Further clarification was sought.

Debate continued.

Cr Prater raised a Point of Order in accordance with Standing Order 8.4, citing that Standing Order 7.8(1) Relevance, meant that debate was to be restricted to the motion of amendment under discussion, or to a personal explanation or a point of order.

***The Presiding member upheld the Point of Order in accordance with Standing Order 8.5 and requested that the Standing Orders be adhered to.***

Debate continued.

Clarification was sought.

The motion was put.

**ALTERNATE MOTION/COUNCIL RESOLUTION NO. OCM138/04/24**

**MOVED** Cr R Madacsi

**SECONDED** Cr D Wrench

**That Council:**

1. Notes the Toodyay Tennis Club's request to write off the remaining annual charges of \$2,530 for the 2023/2024 financial year; and
2. Notes that the current usage by the Toodyay Tennis Club of the Toodyay Recreation Centre is less than anticipated in 2020 and used to calculate the 2021/2022 Fees and Charges schedule; and
3. Approves the partial write-off for the 2023/2024 financial year of \$1,580 for the Toodyay Tennis Club to reflect current usage thereby reducing the annual fee to \$1,600.

Voted For: Crs R Madacsi, C Duri and D Wrench

Voted Against: Crs S McCormick, M McKeown, S Dival and J Prater

**MOTION LOST 3/4**

*The mover of the motion had advised that the reason for the alternate motion in accordance with r.11(da) of the Local Government (Administration) Regulations 1996 is to correct a factor used in the base fee calculation of the 2021/2022 Fees and Charges schedule which is no longer accurate to the fee schedule calculation of 2023/2024 pursuant to section 6.17(1) of the Local Government Act 1995.*

Cr McCormick moved an alternative motion as follows:

***That Council:***

- 1. Approves the Toodyay Tennis Club's request to write off the remaining annual charges of \$2,530; and***
- 2. Requests the Acting CEO to provide a report to Council on alternative calculation models for fees and charges for the Toodyay Recreation Centre prior to adoption of the 2024/2025 Annual Budget.***

Clarification was sought.

The motion was put.

**ALTERNATE MOTION/COUNCIL RESOLUTION NO. OCM139/04/24**

**MOVED** Cr S McCormick

**SECONDED** Cr J Prater

That Council:

- Approves the Toodyay Tennis Club's request to write off the remaining annual charges of \$2,530; and
- Requests the Acting CEO to provide a report to Council on alternative calculation models for fees and charges for the Toodyay Recreation Centre prior to adoption of the 2024/2025 Annual Budget.

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 7/0**

*The reason for the alternate motion in accordance with r.11(da) of the Local Government (Administration) Regulations 1996 is because of the compelling argument / submission provided by the TTC and appears precise.*



### 9.3 EXECUTIVE SERVICES

#### 9.3.1 Department of Local Government, Sport & Cultural Industries correspondence

Date of Report:	10 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	MTG7/ICR94409
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	<ol style="list-style-type: none"> <li>1. DLGSC Correspondence. <a href="#">⇒</a></li> <li>2. Attachments to correspondence. (confidential) Section 5.23(2) <i>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting (under separate cover)</i></li> </ol>

#### PURPOSE OF THE REPORT

To receive correspondence of a governance nature or non-compliance matters between the Shire of Toodyay and the Department of Local Government, Sport and Cultural Industries (DLGSC).

#### BACKGROUND

Council resolved in 2018:

*That the CEO submit a report to Council at each Ordinary Council Meeting detailing correspondence of a Local Government governance nature or non-compliance matters between the Shire of Toodyay and the Government of Western Australia's Department of Local Government, Sport and Cultural Industries (including with the relevant Minister) since the report to the previous Ordinary Council Meeting.*

#### COMMENTS AND DETAILS

There was one incoming piece of DLGSC correspondence received between 10 March 2024 and 10 April 2024 (**Attachment 1**) that was the result of outgoing correspondence to the department. Attachments to the incoming correspondence are provided (**Attachment 2**).

**IMPLICATIONS TO CONSIDER****Consultative:**

Nil.

**Strategic:**

***Plan for the future: Shire of Toodyay Council Plan – 2023 to 2033***

***Outcome 9: Responsible and effective leadership and governance***

*O9.1. Provide strong, clear, and accountable leadership.*

***Outcome 10: Happy community members who feel heard, valued and respected***

*O10.1 Keep community members informed and engaged on local matters.*

**Policy related:**

Nil.

**Financial:**

Nil.

**Legal and Statutory:**

***Local Government Act 1995***

It is a function of CEO to give effect to the decisions of Council in accordance with s.5.41 of the *Local Government Act 1995*.

**Risk related:**

Nil.

**Workforce related:**

The requirement to regularly report the required correspondence can be managed within existing Shire resources.

**VOTING REQUIREMENTS**

Simple Majority

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Clarification was sought regarding the reasons for confidentiality.

Cr Dival moved the Officer's Recommendation.

Cr Prater seconded the motion.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM140/04/24**

**MOVED** Cr S Dival

**SECONDED** Cr J Prater

That Council receives the DLGSC correspondence (**Attachment 1 and 2**) as attached to this report.

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 7/0**

**9.3.2 Appointment of community member to Environmental Advisory Committee**

Date of Report:	10 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	COC14
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Membership Expression of Interest. (confidential) <i>Section 5.23(2)</i> <i>(b) the personal affairs of any person (under separate cover)</i>

**PURPOSE OF THE REPORT**

To consider appointment of a community member to the Environmental Advisory Committee.

**BACKGROUND**

An expression of interest form was received in January 2024. Due to an administrative oversight, the EOI was not presented to the EAC meeting in January 2024. This report brings the EOI to the committee to consider making a recommendation to Council.

**COMMENTS AND DETAILS**

Currently there is only one community member on the EAC. The EOI form attached (**Confidential Attachment 1**) will increase the committee membership to four people.

**IMPLICATIONS TO CONSIDER****Consultative:**

Nil

**Strategic:**

***Plan for the Future: Shire of Toodyay Council Plan 2023-2033***

***Outcome 9. Responsible and effective leadership and governance.***

***09.1. Provide strong, clear and accountable leadership.***

**Policy related:**

Governance Framework.

Committee Book.

Council Delegates Roles and Responsibilities Policy; and  
Local Government Payments and Gifts to Members

**Financial:**

There will be a cost involved with the appointment of a member now that the Salaries and Allowances Tribunal has included community members being paid meeting attendance fees. There will also be costs associated with training and induction up to \$800 (approx.).

**Legal and Statutory:**

s.5.8, s.5.9, s.5.10, s.5.11A, and s.5.11 of the *Local Government Act 1995*.

**Risk related:**

The Environmental Advisory Committee Meeting was cancelled for 10 April 2024 as it was clear from the apologies received that there would be no quorum. To delay the decision of membership till the next Committee Meeting would be a high risk. This report mitigates the risk.

**Workforce related:**

A Shire Officer will arrange the member’s training and provide an induction pack to the person appointed by Council.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM141/04/24**

**MOVED** Cr R Madacsi

**SECONDED** Cr C Duri

That Council appoint Mr Sam Roberts as a community member on the Environmental Advisory Committee.

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 7/0**

## 9.4 INFRASTRUCTURE AND ASSETS

### 9.4.1 Schedule of Preventative Maintenance - Fire Stations

Date of Report:	3 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIR3
Author:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. Schedule of Preventative Maintenance. <a href="#">⇒</a>

#### PURPOSE OF THE REPORT

To receive the update on the current program of preventative maintenance for bush fire station buildings.

#### BACKGROUND

At the Bushfire Advisory Committee Meeting of 1 November 2023, item 2.3.2 Questions from Members, the following was minuted:

*Preventative maintenance around the fire stations was previously raised as an agenda item, Motion/BFAC Resolution No. BFAC002/02/23.*

*Could a request be made for confirmation; that there is now a schedule in place for items such as Insect eradication, Door maintenance, Gutter clearing, Water filter servicing etc.*

The response from the Shire of Toodyay Executive Manager Infrastructure, Assets and Services noted that a schedule of preventative building maintenance would be notified to Council.

At the Bushfire Advisory Committee Meeting of 7 February 2024, item 2.3 Inward/Outward Correspondence, the following was minuted:

#### *Question*

*Preventative maintenance around the fire stations was previously raised as an agenda item, Motion/BFAC Resolution No. BFAC002/02/23. It was raised again at the November BFAC.*

*During the recent storms and power outages, the emergency backup generator failed to start rendering the station and ancillaries redundant, vehicle charging, radio communications etc.*

*Could a further request be made for confirmation; that there is now a schedule in place for items such as Insect eradication, Door maintenance, Gutter clearing, generator, and water filter servicing etc?*

To respond to the question, a memorandum was issued to the Bushfire Advisory Committee at the Meeting (refer **Attachment 1**) and included in the Minutes.

### **COMMENTS AND DETAILS**

The memorandum (**Attachment 1**) details the various maintenance tasks and the frequency carried out at the bush fire station buildings. The additional service, which is not detailed, is the maintenance and inspection program for the backup generators at each bush fire station.

In the past, this task has been reactive rather than on a regular program basis. Shire Officers are in the process of seeking quotes from two local companies to carry out an annual program of inspection and testing of all the generators in all Shire buildings, of which the bush fire stations form a component.

Once the quotes have been received and evaluated, the cost will be included in the forthcoming Council budget for 2024/2025 for consideration.

### **IMPLICATIONS TO CONSIDER**

#### **Consultative:**

Nil

#### **Strategic:**

*Shire of Toodyay Council Plan 2023-2033*

#### **Outcome 1. A safe and healthy community.**

*1.1. Facilitate community safety.*

*Recognising the role volunteers play in our community and the need to support and foster volunteering.*

#### **Policy related:**

Risk Management

Asset Management

#### **Financial:**

The costs of the current programmed maintenance activities are included in the current Council budget. The additional cost of the backup generator inspection and testing will be a Shire wide maintenance cost included in the 2024/2025 budget for Council to consider.

#### **Legal and Statutory:**

*Bush Fires Act 1954*

*Workplace Health and Safety Act 2020*

#### **Risk related:**

Safe and effective management of Bush Fire Brigades is a responsibility of Local Government under the *Bush Fires Act 1954* and other legislation, most notably the *Workplace Health and Safety Act 2020*.

Improving and reviewing procedures and standards in relation to the operation of our Bush Fire Service reduces exposure to risk.

**Workforce related:**

All current and proposed maintenance activities on the bush fire stations will be carried out by external contractors. Shire of Toodyay staff will be required to manage the contract activities.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM142/04/24**

**MOVED** Cr C Duri

**SECONDED** Cr J Prater

That Council receives and notes the Schedule of Preventative Maintenance Fire Stations (**Attachment 1**).

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 7/0**



**9.4.2 Toodyay Racecourse Precinct - Main Building Roof Resheeting**

Date of Report:	3 April 2024
Applicant or Proponent:	Shire of Toodyay
File Reference:	TEC4
Author:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Responsible Officer:	C Sullivan – Executive Manager Infrastructure, Assets & Services
Previously Before Council:	Nil.
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Existing Structure Toodyay Race Club Precinct Toodyay Structural Report; ⇨</li> <li>2. RFQ012024 Roof Resheeting Evaluation; (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></li> <li>3. RFQ012024 Reliable Asset Maintenance R2; (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></li> <li>4. RFQ01-2024 Tender Response; (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional,</i></li> </ol>

	<p><i>commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></p> <p>5. RFQ012024 Roof Resheet - section 4; (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></p> <p>6. Quote No_25014. (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></p>
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**PURPOSE OF THE REPORT**

To consider the award of the Request for Quotation for the Roof Resheeting of the Main Building at the Toodyay Racecourse Precinct.

**BACKGROUND**

At the Special Council Meeting of 24 January 2024, Council considered a report item 6.1 Toodyay Race Club – Racecourse Precinct Remediations. Council resolved (CRN: SCM001/01/24) as follows:

*That Council:*

1. *Confirms Council’s support of the return of the Toodyay Cup and Picnic Race Day to the Toodyay Racecourse in 2024; subject to:*
  - a) *An allocation from the Asset Development Reserve of up to \$200,000 to replace the roof sheeting and gutters of the building housing the Tote area and Horseshoe Bar to be considered as part of the 2023-24 mid-year budget review; and*
  - b) *Possible funding sources being investigated to support the Shire’s contribution; and*
  - c) *A further report being brought to the Ordinary Council Meeting of 27 March 2024 to confirm the cost estimates and funding of the proposed works program as detailed at the Council Workshop of 6 December 2023.*
2. *Notes the correspondence received from the Toodyay Race Club on 14 December 2023 (as tabled).*

3. *Authorises the Toodyay Race Club to dismantle and store the materials of the Tote Area which is under the main roof of the building housing the Tote Area and Horseshoe Bar, at no cost to the Shire, and subject to the Shire's demolition/building requirements.*

Shire Officers did not submit a report to the Ordinary Meeting of Council of 27 March 2024 as the results of the Request for Quotation for the Roof Resheeting of the Main Building was not completed and further definition of proposed and actual works on site carried out by the Toodyay Race Club was being determined.

As discussed at the workshop with Council in December 2023, a structural engineer was required to carry out an independent assessment of the steel portal frames and structural members to assist in identifying any remediation works required. The report from the structural engineer (Lalli Consulting Engineers) was received on 5 April 2024 and is included for reference (**Attachment 1**).

In relation to possible funding sources, Shire officers have identified two possible funding opportunities – Lottery West and the Federal Regional Precincts and Partnerships Program. Shire officers will make submissions if the criteria for funding support can be met. The emphasis is on community led projects for multipurpose community events spaces that promote active community participation.

### COMMENTS AND DETAILS

In the report item 6.1 to the Special Council Meeting of 24 January 2024, it was noted that:

*The major issue which the Shire of Toodyay is being asked to address is the replacement of the roof sheeting and gutters of the building over the Tote Area and the Horseshoe Bar.*

Shire officers drafted a Request for Quotation (RFQ) and issued the RFQ 01/2024 to five companies. The closing date for the submission of the RFQ was 15 March 2024. Two companies decided not to submit a response due to workload commitments. The three submissions received were evaluated by Shire officers based on the evaluation criteria included in the RFQ. One submission was deemed as non-conforming due to the scope of works in the RFQ not being fully addressed. Points of clarification were sought from the two conforming submissions to enable the evaluation to be completed.

The evaluation of the RFQ was carried out by the Executive Manager Infrastructure Assets and Services and the Acting Coordinator Project Delivery. An independent review was carried out by the structural engineer who performed the assessment of the building support structure. A copy of the evaluation by Shire staff is included for reference (**Attachment 2**).

The evaluation panel recommends that the quote submitted by Reliable Asset Maintenance following points of clarification be accepted as the preferred submission. Both conforming submissions rated highly in all the non-price criteria as both companies are highly experienced in the scope of work and nominated highly qualified and experienced staff. Both companies are well resourced with suitable plant and equipment to carry out contracts of this type. A copy of the RFQ submission by Reliable Asset Maintenance is included for reference (**Confidential Attachment 3**). A copy of the RFQ submission by WCCD is included for reference as Attachments 4, 5 and 6.

Further to the structural report (**Attachment 1**), it is recommended that exposure of the column footings is carried out to assess any corrosion protection work required, which can be the subject of a quote as an extra to the RFQ. Similarly, it is recommended that further investigation of the existing roof purlins be carried out to determine which ones need to be replaced due to corrosion. Some corrosion protection work will be required on the steel portal frame members as detailed in the report (**Attachment 1**).

Following the decision of Council at the Special Council Meeting of 24 January 2024, the following works have been undertaken on site to date.

- Removal of redundant and unsafe wiring from Tote area.
- Upgrading of electrical switchboards to meet regulatory requirements.
- Install a gravel floor in the maintenance shed.
- Repairs to plumbing underneath the Livery area.
- Establish as built information on sewer lines, leach drains, drainage pipework and soak wells.
- Large scale tree lopping and green waste removal.
- New garden bed established at the public entry point. These will be planted out for the spring growth season.
- Relocate the Joe Broderick memorial to the new garden bed.
- Engage a licenced electrician to negotiate with Western Power for the relocation of the main transformer pole.
- Re-establish the rose beds by the Livery and Finish Post. Install reticulation to the beds.
- General tidy up of all garden areas.
- Engage a licenced builder to perform repairs to the Ticket Booth and Members area outside deck.
- Submission for demolition of the toilet block, jockeys' room, and tote area. This includes all the relevant permits required from Council to perform the demolition and safe disposal of asbestos.
- Establish the position of the various solenoid valves on the ring main that supplies water for the track.
- Negotiate with RAAWA with regards to the supply and installation of the new plastic running rail. This has been delivered and will be installed closer to race day.
- Slashing of the track in preparation for the coming wet season. A qualified greenkeeper will aerate the track and rye grass will be planted once the track has received its first significant rain. The greenkeeper will consult with us over the course of the year to make sure the track is in premium condition for race day.
- Establish a gardening sub-committee to maintain the gardens over the year.

The existing ablutions block has deteriorated to the point where demolition is required. The Toodyay Race Club has submitted a request as required by the lease to demolish the building. A permit to demolish has been submitted as noted above which requires approval by Council. The demolition including removal of asbestos will be carried out at no cost to the Shire of Toodyay.

## IMPLICATIONS TO CONSIDER

### Consultative:

Shire Officers have met on-site with representatives of the Toodyay Racing Club and conducted a Council Workshop with Elected Members to allow a presentation to Elected Members by the Toodyay Racing Club representatives. Shire Officers have previously

initiated risk assessments by insurers LGIS (April 2023) and a defects assessment of the buildings in the precinct by BPS (September 2022). Both documents have previously been issued to the Toodyay Racing Club for their information.

**Strategic:**

***Plan for the Future: Shire of Toodyay Council Plan 2022-2033***

*Outcome 1: A safe and healthy community*

*O1.1. Facilitate community safety.*

*Outcome 9: Responsible and effective leadership and governance*

*O9.2 Govern Shire finances, assets, and operations responsibly*

**Policy related:**

*Risk Management*

*Asset Management*

*Financial Governance*

**Financial:**

The Shire invests significantly in the maintenance costs of all Shire owned buildings.

**Legal and Statutory:**

*Local Government Act 1995*

*Building Act 2011*

*Building Code of Australia NCC 2022*

*Plumbing Code of Australia 2022*

*Electricity Act 1945*

**Risk related:**

The current condition of the buildings and infrastructure in the precinct warrants action to address risks to public safety which is considered moderate (9) and requires adequate controls to be put in place. Demolition of some structures and remediating others seeks to mitigate that risk. There is also a reputational risk should an incident occur which causes personal injury. This is rated high (15).

**Workforce related:**

The Shire has an ongoing commitment to the upgrade, renewal, and maintenance of Shire buildings.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council:

1. Notes the report including the progress of works on site;

2. Approves the submission by Reliable Asset Maintenance for the sum of \$121,760.00 excluding GST for the replacement of the roof sheeting to the Main Building; and
3. Approves the request for demolition of the existing ablutions block; and
4. Requests the Acting CEO provide an update through a written report to the Ordinary Council Meeting of 22 May 2024 detailing progress of works on the site including further remediation of the Main building steel structure.

Clarification was sought.

Cr Prater moved the Officer's Recommendation as follows:

**That Council:**

1. **Notes the report including the progress of works on site;**
2. **Approves the submission by Reliable Asset Maintenance for the sum of \$121,760.00 excluding GST for the replacement of the roof sheeting to the Main Building; and**
3. **Approves the request for demolition of the existing ablutions block; and**
4. **Requests the Acting CEO provide an update through a written report to the Ordinary Council Meeting of 22 May 2024 detailing progress of works on the site including further remediation of the Main building steel structure.**

Cr Madacsi foreshadowed an alternate motion as follows:

**That Council:**

1. **Notes the report including the progress of works on site;**
2. **Approves the submission by Reliable Asset Maintenance for the sum of \$121,760.00 excluding GST for the replacement of the roof sheeting to the Main Building conditional to the Toodyay Racecourse Grounds lease being amended by 31 October 2024 to reflect the terms resolved by Council Resolution OCM 192/07/11 to include:**
  - (a) **an attached Schedule of Works as Annexure 1, and**
  - (b) **a current Property Condition Report as Annexure 2;**
3. **Approves the request for demolition of the existing ablutions block; and**
4. **Requests the Acting CEO provide an update through a written report to the Ordinary Council Meeting of 22 May 2024 detailing the progress of works on the site including further remediation of the Main building steel structure.**

*Cr Madacsi cited that the reason for the alternate motion in accordance with r.11(da) of the Local Government (Administration) Regulations 1996 is to correct an omission in the Toodyay Racecourse lease that provided the baseline for maintenance of the Shire racecourse facilities, as resolved by OCM 192/07/11 at the Ordinary Council Meeting of 19 July 2011.*

Cr McKeown raised a Point of Order in accordance with Standing Order 8.4, citing that Standing Order 9.2 (1) Motions to be supported, meant that the mover of a foreshadowed motion could not enter into debate until that motion had been seconded.

***The Presiding Member rejected the Point of Order in accordance with Standing Order 8.5 and allowed Cr Madacsi to cite her reason for foreshadowing the amendment motion.***

Cr McCormick seconded the motion moved by Cr Prater.

Cr Madacsi objected to the motion.

Debate commenced.

Cr Prater raised a Point of Order in accordance with Standing Order 8.4, citing that Standing Order 7.8(1) Relevance, meant that debate was to be restricted to the motion of amendment under discussion, or to a personal explanation or a point of order and this meant that the Agenda item was not about the lease and therefore debate ought not to be about the lease terms.

***The Presiding Member upheld the Point of Order in accordance with Standing Order 8.5 and requested that Cr Madacsi adhere to the Standing Orders and speak to the debate around the Officer's recommendation moved by Cr Prater.***

Debate continued.

The motion was put.

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM143/04/24**

**MOVED** Cr J Prater

**SECONDED** Cr S McCormick

That Council:

1. Notes the report including the progress of works on site;
2. Approves the submission by Reliable Asset Maintenance for the sum of \$121,760.00 excluding GST for the replacement of the roof sheeting to the Main Building; and
3. Approves the request for demolition of the existing ablutions block; and
4. Requests the Acting CEO provide an update through a written report to the Ordinary Council Meeting of 22 May 2024 detailing progress of works on the site including further remediation of the Main building steel structure.

Voted For: Crs S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Crs R Madacsi and C Duri

**MOTION CARRIED 5/2**

9.5 COMMITTEE REPORTS

Nil.

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 Notice of Motion – Toodyay Tennis Club (Cr Madacsi)

Date of Report:	16 April 2024
Applicant or Proponent:	Cr Madacsi
File Reference:	MTG7
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Acting CEO
Previously Before Council:	N/A
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>1. Correspondence (2021); (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i></li> <li>2. Correspondence (2022); and (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i></li> <li>3. Correspondence Response (2022). (confidential) Section 5.23(2) <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting</i> <i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i></li> </ol>



## PURPOSE OF THE REPORT

To consider a notice of motion provided by Councillor Madacsi.

## BACKGROUND

On 12 April 2024 Councillor Madacsi provided the Acting Chief Executive Officer notification of a notice of motion for the April 2024 Ordinary Meeting of Council as follows:

## NOTICE OF MOTION

That Council based upon,

1. a 16 February 2021 signed agreement between the Shire of Toodyay and the Toodyay Tennis Club to provide access to the Fiennes St courts until February 2023 at which time it would be reviewed by Council, and
2. a 26 April 2022 letter informing the new Toodyay Tennis Club committee any agreement for on-going use of the premises will need to be formalised and considered by council,

Resolves to

- a. Review the Toodyay Tennis Club's agreement for use of the Fiennes Street premises, as agreed;
- b. Consider the future use of the property in line with the Shire's long-term planning and Plan for the future;
- c. Authorise the CEO to seek Expressions of Interest for the Fiennes Street premises in accordance with the *Local Government Act 1995* and regulations;
- d. Request the CEO to bring a report back to Council for consideration by the August 2024 OCM.

Clause 4.4(4)(c) of the Shire of Toodyay Standing Orders Local Law states that the Chief Executive Officer "may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on matters such as policy, budget and law". This report is provided in accordance with such.

## COMMENTS AND DETAILS

Correspondence from 2021 (**Attachment 1**), and 2022 (**Attachment 2**) and a response from the CEO in 2022 (**Attachment 3**) is provided as background information with regard to allowing the Toodyay Tennis Club use of the Club rooms and court facilities.

Councillors were informed via email on 1 March 2024 that although a review was due to be undertaken in February 2023, it had not been carried out.

## IMPLICATIONS TO CONSIDER

### Consultative:

Shire Officers are intending to meet with the Tennis Club on 16 April 2024.

### Strategic:

***Shire of Toodyay Plan for the future - Council Plan 2023-2033***

*Outcome 9: Responsible and effective leadership and governance.*

*9.1. Provide strong, clear, and accountable leadership.*

**Policy related:**

Financial Governance

Risk Management

Register of Delegations

Disposal of Property Policy

The Shire's Disposal of Property policy currently provides for *disposal of Shire land and property, deemed surplus to the Shire's requirements, for community benefit in accordance with Part 3 (Division 3 – Subdivision 6) of the Local Government Act 1995*. The policy states that any *Decisions on the disposal of local government property (assets) may only be made in accordance with Instruments of Delegation contained in the Shire's Register of Delegations, or by resolution of Council*.

**Financial:**

Nil

**Legal and Statutory:**

*Local Government Act 1995*

**Risk related:**

The risks are minor but as this matter has the potential to cause reputation damage to the Shire the risk is High (10). This report mitigates the risk.

**Workforce related:**

The outcomes of this report can be managed within existing resources.

**VOTING REQUIREMENTS**

Simple Majority

**NOTICE OF MOTION – CR MADACSI**

That Council:

1. Reviews the Toodyay Tennis Club's agreement for use of the Fiennes Street premises, as agreed;
2. Considers the future use of the property in line with the Shire's long-term planning and Plan for the future;
3. Authorises the CEO to seek Expressions of Interest for the Fiennes Street premises in accordance with the *Local Government Act 1995* and regulations; and,
4. Requests the CEO to bring a report back to Council for consideration by the August 2024 OCM.

Cr Madacsi moved a motion as follows:

**That Council:**

1. **Reviews the Toodyay Tennis Club's agreement for use of the Fiennes Street premises, as in the agreement signed 16 February 2021 by the Shire and the Toodyay Tennis Club;**
2. **Considers the future use of this portion of crown reserve No 21797 and the whole reserve, in line with the Shire's long-term planning and Plan for the future;**

3. Authorises the CEO to seek Expressions of Interest for the Fiennes Street premises in accordance with the *Local Government Act 1995* and regulations; and,
4. Requests the CEO to bring a report back to Council for consideration by the August 2024 OCM.

Cr Wrench seconded the motion.

Cr McCormick objected to the motion.

Debate commenced.

Clarification was sought.

Debate continued.

Further clarification was sought.

Debate continued.

Cr McKeown raised a Point of Order in accordance with Standing Order 8.4, citing that Standing Order 7.8(1) Relevance, meant that debate was to be restricted to the motion of amendment under discussion, or to a personal explanation or a point of order.

***The Presiding Member upheld the Point of Order in accordance with Standing Order 8.5 and requested that the Standing Orders be adhered to.***

Debate recommenced.

The motion was put.

#### **MOTION/COUNCIL RESOLUTION NO. OCM144/04/24**

**MOVED** Cr R Madacsi

**SECONDED** Cr D Wrench

That Council:

1. Reviews the Toodyay Tennis Club's agreement for use of the Fiennes Street premises, as in the agreement signed 16 February 2021 by the Shire and the Toodyay Tennis Club;
2. Considers the future use of this portion of Crown Reserve No 21797 and the whole reserve, in line with the Shire's long-term planning and Plan for the future;
3. Authorises the CEO to seek Expressions of Interest for the Fiennes Street premises in accordance with the *Local Government Act 1995* and regulations; and,
4. Requests the CEO to bring a report back to Council for consideration by the August 2024 OCM.

Voted For: Crs R Madacsi, C Duri, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Cr S McCormick

**MOTION CARRIED 6/1**

*The reason for the original Notice of Motion having been tweaked was to include reference to the specific reserve, and to also specify the agreement that was signed at a precise date between the Shire and the Toodyay Tennis Club*

**11 NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING**

Nil.

**12 QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN****12.1 Cr Madacsi questions provided on notice**

The following questions on notice were received from Councillor Madacsi.

**Question 1**

In relation to the conclusion that although Datascape and the Department of Planning shows the shed is on a Type 3 Reserve that the Shire of Toodyay manages, that because a roller door faces into 8 Duke St, it would indicate the Shire doesn't own the shed. Why is it assumed because a roller door faces another property over a meter away, that the shed belongs to that other property, rather than the more probable explanation it was excised by a past planning decision?

**Response**

*The garage was built at some point between 1960 and 1990. The shed is being used by the owner of Lot 202 however that person does not own the shed as it is clear from the mapping that the shed is not on Lot 202. The Shire holds no further records on this matter.*

**Question 2**

Does the removal through subdivision and sale of the 8 Duke St home from government tenure, mean the shed previously used but remaining under government tenure can be rightfully claimed by the Duke St property owner?

**Response**

*No. A person may not acquire Crown land by adverse possession (s.36 of the Limitation Act 1935).*

**Question 3**

What is the relevance of a record of ownership or maintenance for an old fibro building built on land that belonged to the Education Trust (Department of Education) at the time and remains government land to the question?

**Response**

*The Shire considers the relevant matter to be a compliance issue where it is apparent that a shed on a Crown Land reserve is being used by a private landowner of an adjoining property.*

*To rectify the issue, the following can be done:*

- (a) Formally request the landowner to cease occupation and use of the shed; or*
- (b) The Shire or landowner can submit a Crown Land Enquiry form to the Department of Planning, Lands and Heritage to request that a portion of the Reserve (RV3000) is excised and the landowner of Lot 202 will have the option to purchase the unallocated crown land. The land can then be amalgamated into Lot 202 through a separate application process.*

**Question 4**

How was a low risk of exposure to the user of the building or other persons determined, when the building is within a tourism precinct, only 15m from a heritage exhibit, next to a short cut between Duke Street and Clinton Street?

**Response**

*The determination of the public health risk was based on the possible asbestos containing material being non-friable, undisturbed, and outdoors. There would need to be significant interaction and disturbance of the material to make it friable and breathable. In its current state and location, the hazard is minor.*

**Question 5**

What is the justification for the expenditure and ongoing maintenance obligation to stabilize a dilapidated fibro shed that is of no value to the community, against the single cost of removal?

**Response**

*Given that the owner of Lot 202 has been in possession of the shed for some time there is no justification for ongoing maintenance expenditure by the Shire.*

**Question 6**

Was the risk to the Shire as the land manager, or the commonwealth, as the owner of the land considered?

**Response**

*Yes.*

**Question 7**

Given the risk to the Shire, should not structural and legal clarity be obtained?

**Response**

*Council can consider seeking structural and legal clarity for the case if it deems that the impact is worth the cost and resourcing of doing so.*

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM145/04/24**

**MOVED** Cr D Wrench

**SECONDED** Cr C Duri

That the response to the questions regarding the Community Questions taken on notice raised by Councillor Madacsi be received and noted.

Voted For: Crs R Madacsi, C Duri, S McCormick, M McKeown, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 7/0**

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****13.1 MEMBERS**

Nil.

**13.2 EMPLOYEES**

Nil.

*Cr McKeown departed the meeting at 2.33pm.***14 CONFIDENTIAL BUSINESS****14.1 CEO Recruitment and Selection - Potential Housing for new CEO****OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM146/04/24****MOVED** Cr S Dival**SECONDED** Cr J Prater**That:**

1. The meeting be closed to the public in relation to 14.1 CEO Recruitment and Selection - Potential Housing for new CEO at 2.33pm in accordance with Standing Order 10.1(e).
2. In accordance with Standing Orders Clause 5.2 (2), Council close the meeting to members of the public to allow the part of the meeting that deals with confidential business to continue behind closed doors in accordance with Section 5.23 (2) of the *Local Government Act 1995* as matters being considered deal with the following —
  - (a) a matter affecting an employee or employees; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (ii) information that has a commercial value to a person;

Voted For: Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J PraterVoted Against: Nil**MOTION CARRIED 6/0**

In accordance with Standing Orders 5.2 (3) the Presiding Member directed everyone to leave except the Members; the Acting CEO and the Executive Assistant, specified by the Presiding Member.

*All members of the public departed the Council Chambers at 2.34pm.**The Managers departed Council Chambers at 2.34pm.*

**CSRC RECOMMENDATION/COUNCIL RESOLUTION NO. OCM147/04/24****MOVED** Cr S McCormick**SECONDED** Cr D Wrench

That Council receive the minutes of the CEO Selection and Recruitment Committee meeting held on 10 April 2024.

Voted For: Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 6/0****CSRC RECOMMENDATION/COUNCIL RESOLUTION NO. OCM148/04/24****MOVED** Cr J Prater**SECONDED** Cr S Dival

That Council requests the Acting CEO to lodge expressions of interest with local real estate agents via written correspondence for rental properties which may be suitable for the CEO.

Voted For: Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 6/0****MOTION/COUNCIL RESOLUTION NO. OCM149/04/24****MOVED** Cr R Madacsi**SECONDED** Cr D Wrench

That Council move from behind closed doors at 2.37pm.

Voted For: Crs R Madacsi, C Duri, S McCormick, D Wrench, S Dival and J Prater

Voted Against: Nil

**MOTION CARRIED 6/0**

*The Council Chambers were re-opened at 2.38pm.*

Presiding Member read aloud resolutions for the benefit of the live audience

*In accordance with Standing Order 5.2(7), the Presiding Member read aloud the following resolutions for the benefit of the live audience:*

*OCM147/04/24 – Resolution made by Council; and*

*OCM148/04/24– Resolution made by Council.*

**15 NEXT MEETINGS AS PER THE AGENDA**

Ordinary Council Meeting	22 May 2024
Agenda Briefing	15 May 2024
Bushfire Advisory Committee Meeting	1 May 2024
Heritage Advisory Committee Meeting	8 May 2024

**16 CLOSURE OF MEETING**

The Deputy Shire President, as Presiding Member, declared the meeting closed at 2.39pm.





# **ATTACHMENTS MINUTES**

**Ordinary Council Meeting**

**Wednesday, 24 April 2024**



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# Agenda Briefing

## 17 April 2024

### Notes

#### Unconfirmed Notes

These notes were approved for distribution on 19 April 2024.

Tabitha Bateman

**ACTING CEO**

When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes" that will be received at the next Ordinary Council Meeting, subject to any amendments being made by Council.

The "Received" Notes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Agenda Briefing are included in the attachments to the Ordinary Council Meeting with the exception of confidential items or attachments that are confidential which will be included in Confidential Minutes of the Ordinary Council Meeting.

#### Received Notes

These notes were received at an Ordinary Council Meeting held on 24 April 2024.

Signed: .....  .....

*Note: The Presiding Member at the meeting at which the notes were received is the person who signs above.*

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AGENDA BRIEFING NOTES

17 APRIL 2024

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Cr M McKeown, Shire President, declared the meeting open at 3.01pm.

**2 RECORDS OF ATTENDANCE**Members

Cr R Madacsi	Councillor
Cr C Duri	Councillor
Cr M McKeown	Shire President
Cr D Wrench	Councillor
Cr S Dival	Deputy Shire President
Cr J Prater	Councillor

Staff

Ms T Bateman	Acting Chief Executive Officer
Mr C Sullivan	Executive Manager Infrastructure, Assets & Services
Mr H de Vos	Executive Manager Development and Regulation
Mrs N Mwale	Finance Coordinator
Mr M Werder	Project Manager
Mrs M Rebane	Executive Assistant

Visitors

S Thomson  
S Fitzgerald  
S Cook  
L Ferguson  
T Paris  
B Ruthven  
P Ruthven

**2.1 APOLOGIES**

Cr S McCormick Councillor

**2.2 APPROVED LEAVE OF ABSENCE**

Nil

**2.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**3 DISCLOSURE OF INTERESTS**

The Chairperson advised that disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting as follows:

***Cr Prater declared an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 pertaining to Agenda Item 9.4.2 Toodyay Racecourse as he was a past President of the Race***

**AGENDA BRIEFING NOTES**

17 APRIL 2024

*Club and is no longer on the Race Club Committee but is a life member of the Race Club.*

*Cr S Dival declared an Impartiality Interest pursuant to Regulation 22 of the Local Government (Model Code of Conduct) Regulations 2021 pertaining to Agenda Item 9.2.3 Request for write-off by the Toodyay Tennis Club and Item 10.1 Notice of Motion – Toodyay Tennis Club (Cr Madacsi) as she was a previous committee member of the Tennis Club.*

**4 PUBLIC QUESTIONS****4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

As per Council Meeting Agenda.

**4.2 PUBLIC QUESTION TIME****4.2.1 B RUTHVEN**Question 1

In answer to my question in the March 2024 OCM you said that the special ARC meeting on 14 February was called under Standing Order (SO) 17.10 so Standing Order (SO) 4.1(3) does not apply. You imply the sections of SOs are mutually exclusive when they are not, they complement each other. There is nothing in SOs to suggest that the clauses in 4.1 are invalid when an unscheduled meeting is called under SO 17.10 or any other clause.

Would you please explain your rationale for your ruling that SO 4.1(3) does not apply when they are not mutually exclusive?

*Shire President response:*

*I will take the question on notice.*

Question 2

SO Local Law s5.7(8) (a) and (b) when a question is taken on notice. the CEO is to ensure that:

- (a) a written response is given to the person who asked the question; and
- (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.

This agenda has several instances of responses by Executive Services stating- "*This response will be provided at the Ordinary Council Meeting in April 2024*". This does not comply with the Standing Orders Local Law. The questions were asked of the Presiding Member, as per SO s5.7(1)(b), for responses by the Presiding Member.

Why has Executive Services not been provided with the responses for inclusion in the agenda? and

Why are you, as Shire President, not ensuring compliance with SO 5.7(8)?

*Shire President response:*

*I will take the question on notice.*



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**AGENDA BRIEFING NOTES****17 APRIL 2024**

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Question 3

Is there going to be another agenda put out before the meeting.

Response from Acting CEO:

*Details and information was not at hand at the time of the draft agenda preparation. We have been advised we can have a draft agenda and make adjustments to it*

Question 4

Standing Order 5.7(8)(b) does say summary responses are to be included in the agenda. Will there be another agenda on the website? Will I receive the written response before the Ordinary Council Meeting?

Response from Acting CEO:

Yes.

Question 5

Further to the response to a question I asked last month about an asbestos shed at the rear of 15 Clinton Street there seems to be some confusion. During the meeting you said that if the shed is on shire land it is owned by the Shire but the EHO, who provided the response, is of the opinion that the Shire does not own the shed.

- (a) If the Shire does not own the shed, how is it possible for a neighbouring landowner to own and occupy a shed on a Shire-managed reserve?
- (b) Is there any legal, written arrangement in place which gives the owner of 8 Duke Street any rights to own or occupy the shed on the Shire-managed reserve?
- (c) If there is a legal, written arrangement,
- (d) Who is the arrangement with and what are the terms of the arrangement, and
- (e) Does the owner of 8 Duke Street have an obligation to maintain the safety of the building in a public space?
- (f) If there is no arrangement giving the owner of 8 Duke Street the right to own or occupy, would you please explain why they should not be required to remove their possessions from the shed to allow it to be demolished or used by the Shire?

Shire President response:

*I will take the question on notice.*

**5 CONFIRMATION OF MINUTES**

As per Council Meeting Agenda

AGENDA BRIEFING NOTES

17 APRIL 2024

6 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

6.1 PETITIONS

Nil.

6.2 DEPUTATIONS

Nil.

6.3 PRESENTATIONS

Nil.

6.4 SUBMISSIONS

A submission has been received and will be spoken to at the April meeting.

7 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

To be made at the meeting.

9 OFFICER REPORTS

9.1 DEVELOPMENT AND REGULATION

Nil.

9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 Monthly Financial Statements - March 2024

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from the Finance Coordinator unless otherwise specified.
<i>Madacsi</i>	Please explain how the variance totals are arrived at? (p.12).	The variance totals are arrived at by comparing the Actuals column, with Year-to-Date Budget column.
<i>McKeown</i>	(p.10) Amount of cash that the Shire holds. \$YTD Actual is 1.8 and this year 1.5 on the second line. Was there a reason for that?	<u>Acting CEO response:</u> Cash restricted reserves is the growth in the reserve balances.

AGENDA BRIEFING NOTES

17 APRIL 2024

**9.2.2 List of Payments - March 2024**

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Finance Coordinator unless otherwise specified.
<i>Madacsi</i>	<p>Is this double entry an error? If not, please explain (p.12).</p> <p>EFT 115 and EFT 116 Date: 14 March 2024 Telstra Corporation Telstra mobiles and data account 2608284176 Amount: \$1,362.35</p>	<p>No it is not double entry. The bills for account 2608284176 in both January 2024 and February 2024 were same amounts.</p> <p>The payments for both January 2024 and February 2024 were made on 14 March 2024</p>
<i>Dival</i>	<p>Showgrounds (p.30) water use.</p>	<p><u>Executive Manager Infrastructure, Assets and Services response:</u></p> <p>The preparation of the oval for use by the Cricket Club and the turf wicket has necessitated use of water on the showgrounds. The summer weather was severe in terms of temperatures which means if a comparison was to be done between last summer and this summer, a lot more water would have been used this summer.</p>
<i>Madacsi</i>	<p>Page 25 EFT28 (07/03/24) BAAZ Security Services \$1,443.73 (Security Services) <b>What is this for?</b></p>	<p>This payment was for the cost of security for the Australia Day event held on 26 January 2024.</p>
<i>Madacsi</i>	<p>Page 32 EFT49 (07/03/24) Perth Animal Emergency Service \$2,243.55 (Car Accident – Chihuahua) <b>What is this for?</b></p>	<p>The former Ranger attended a vehicle crash as a first responder and was given the injured dog to deal with by the fire crew.</p> <p>The Officer elected to take the injured animal down to emergency veterinary care in Perth to assist with its welfare.</p> <p>He was given the treatment details and gave verbal consent. The owner of the dog took the dog after treatment refusing to pay the vet stating they did not give consent.</p> <p>The vet has requested that the Shire pay given a verbal authority to treat was given by the Ranger at the time.</p>

AGENDA BRIEFING NOTES

17 APRIL 2024

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Finance Coordinator unless otherwise specified.
<i>Madacsi</i>	Page 36 and 40 EFT 148 and 235-238 (19/03/24) Natural Management Consulting \$374 (Chitty Road upgrade SLK 4.34-6.34: inspection, revegetation and monitoring Year 1 <b>What is this for?</b>	A requirement of the project scope was revegetation for the areas that had been disturbed by the road upgrade. The areas of vegetation planting by Natural Management Consulting also required regular site visits over a number of months to water the plants and apply fertiliser when necessary to ensure as many plants survive as possible.
<i>Prater</i>	(pg38) 203 construction of shared path Jubilee / Toodyay St \$110,000 – is that just the one contractor being responsible for work up there?	<u>Executive Manager Infrastructure, Assets and Services response:</u> <i>That business was awarded the Tender for the construction of the footpath on Jubilee and Toodyay street, and the payment made was a progress payment for the services being provided by that business.</i>
<i>Prater</i>	Was an inspection done on the work they did?	<u>Executive Manager Infrastructure, Assets and Services response:</u> <i>Yes. Quite a few site inspections have occurred with the contractor in terms of work to be done, remediation of surface finish, removal of some of the debris and building materials still on both the sites and some crack repairs. There is still work to be finalised on both these projects.</i>

**9.2.3 Request for Write Off - Toodyay Tennis Club**

***The President ruled that the questions regarding this item be discussed at the end of the briefing behind closed doors.***

AGENDA BRIEFING NOTES

17 APRIL 2024

9.3 EXECUTIVE SERVICES

9.3.1 Department of Local Government, Sport & Cultural Industries correspondence

Item 9.3.1. - Questions and Points raised		
Councillor	Discussion	Response from Acting CEO unless otherwise specified
McKeown	Which charter does that correspondence refer to?	<i>This was taken on notice.</i> <b>Response after the meeting:</b> The Department made comments and provided an annotated version of the Shire’s charter included in the March 2024 Council Meeting attachments; and a document provided by Officers to the Draft Charter recommended by the ARC); with comments against each of the Officer’s reasonings for amending the clauses.

9.3.2 Appointment of community member to Environmental Advisory Committee

Nil.

9.4 INFRASTRUCTURE AND ASSETS

9.4.1 Schedule of Preventative Maintenance Fire Stations

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Infrastructure, Assets and Services unless otherwise specified.
Madacsi	Are the Morangup Co-location Centre and the Bejoording Fire Station included in all current and proposed maintenance activities to be carried out by the external contractors?	<i>Yes. The report carries out a request from BFAC. The attachment to the report – while individual fire stations not noted by name there were terms referring to the different fire stations under the different maintenance activities.</i>
Madacsi	Are we talking about firebreaks around these buildings or any growth	<i>No we are not referring to any of that because the BFAC request was a schedule of maintenance of the buildings themselves. In terms of the surroundings of the buildings, the</i>

AGENDA BRIEFING NOTES

17 APRIL 2024

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Infrastructure, Assets and Services unless otherwise specified.
	between the building and the bushland?	<i>property maintenance is a different matter. This work is paid for out of the ESL funding Levy</i>
<i>Madacsi</i>	Bejoording for quite some time has not had shire assistance around the colocation centre and undertake most of the work themselves and they are not happy about it. There has been some recent works that does not seem to be on the schedule.	<p><i>The Scheduled work is in the attachment.</i></p> <p><i>In terms of the difference between work carried out by the brigades and the Shire I will have to take that question on notice.</i></p> <p><b>Response after meeting:</b></p> <p><b>Contact has been made with the Fire Brigade who did not raise any issues about building or grounds maintenance carried out by them that should have been carried out by the Shire. The Brigade are required to maintain the building in a clean and tidy state, all building maintenance is a Shire responsibility and should not be carried out by others. Any maintenance requests should be notified to the Shire as works requests. Further details are required on the work referred to in order to fully respond to the complaint.</b></p>

9.4.2 Toodyay Racecourse Precinct - Main Building Roof Resheeting

Item 9.4.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Infrastructure, Assets and Services unless otherwise specified.
<i>Madacsi</i>	What is the estimated cost of further remediation of the Main building steel structure?	<i>This will be subject to further quotes when the structural details are resolved for the footings of the columns, the reinforcing for the cladding on the wall and any corrosion protection work required.</i>
<i>Madacsi</i>	Is the recommended works such as the removal of wall cladding, maintenance to base plates and purlins to be undertaken as recommended before	<p><i>Footing reinforcement or wall cladding work can be undertaken independently of the roof re-sheeting.</i></p> <p><i>The roof sheets would be removed first to allow any corrosion protection or purlin</i></p>

AGENDA BRIEFING NOTES

17 APRIL 2024

Item 9.4.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Infrastructure, Assets and Services unless otherwise specified.
	installation of the roof sheeting?	<i>replacement to be carried out and then the new roof sheets installed.</i>

**9.5 COMMITTEE REPORTS**

Nil.

**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Refer to item 10.1 tabled item at 3.30pm. The Acting CEO provided an overview.

Item 10.1 – Questions and Points raised		
Councillor	Discussion	Response from Acting CEO
<i>Dival</i>	Policy Related Disposal of Property Policy. How does it relate to the item?	<i>The Act details the process for managing property disposals. In this case whether it is disposing or leasing it is still considered a disposition of a property whether public tender, private treaty or through expressions of interest.</i>

**11 NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING**

Nil.

**12 QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

It was noted that Cr Madacsi submitted questions on notice that will be responded to in the Agenda for April 2024.

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**13.1 MEMBERS**

Nil.

**13.2 EMPLOYEES**

Nil.

**AGENDA BRIEFING NOTES**

17 APRIL 2024

**14 CONFIDENTIAL BUSINESS****14.1 CEO Recruitment and Selection - Potential Housing for new CEO**

*The Shire President ruled that the Chambers be closed at 3.33pm to be moved behind closed doors.*

**15 NEXT MEETINGS**

As per Council Meeting Agenda.

*The Shire President ruled that the meeting return from behind closed doors at 3.52pm.*

**16 CLOSURE OF MEETING**

The Shire President declared the agenda briefing closed at 3.53pm.





SHIRE OF TOODYAY

**MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)  
**FOR THE PERIOD ENDED 31 MARCH 2024**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**SHIRE OF TOODYAY**

A caring and visionary rural community, working together to preserve and enrich  
Toodyay's environment, character and lifestyle.

SHIRE OF TOODYAY  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE PERIOD ENDED 31 MARCH 2024

	2023/24 Actual(a)	2023/24 Revised Adopted Budget	2023/24 YTD Budget(b)	2022/23 Actual	Var.\$ (b)-(a)	Var. % (b)- (a)/(a)
Rates	7,597,115	7,604,776	7,584,920	7,068,483	12,195	0%
Operating Grants, subsidies and contributions	1,091,778	932,598	363,650	3,376,535	728,128	200%
Fees and charges	1,476,236	1,459,737	1,297,820	1,427,209	178,416	14%
Interest revenue	172,932	220,000	113,730	178,229	59,202	52%
Other revenue	252,538	358,458	240,902	384,975	11,636	5%
	10,590,599	10,575,568	9,601,022	12,435,431	989,577	10%
<b>Expenses</b>						
Employee costs	(2,978,365)	(4,175,838)	(2,866,450)	(4,191,693)	(111,915)	4%
Materials and contracts	(3,656,465)	(4,577,336)	(3,409,280)	(4,068,860)	(247,185)	7%
Utility charges	(402,996)	(437,903)	(303,500)	(447,625)	(99,496)	33%
Depreciation	2,643	(4,436,148)	(2,957,460)	(3,542,172)	2,960,103	(100%)
Finance costs	(73,674)	(144,447)	(96,360)	(165,717)	22,686	(24%)
Insurance	(443,893)	(448,380)	(340,043)	(381,835)	(103,850)	31%
Other expenditure	(178,848)	(264,593)	(202,440)	(266,734)	23,592	(12%)
	(7,731,597)	(14,484,645)	(10,175,533)	(13,064,635)	2,443,936	(24%)
	<b>2,859,002</b>	<b>(3,909,077)</b>	<b>(574,511)</b>	<b>(629,204)</b>	<b>3,433,513</b>	<b>(598%)</b>
Non Operating Grants, subsidies and contributions	974,615	3,268,721	2,396,760	2,523,972	(1,422,145)	(59%)
Profit on asset disposals	0	0	0	84000	0	0%
Loss on asset disposals	0	0	0	(182,240)	0	0%
Fair value adjustments to financial assets at fair value through profit or loss	0	0	0	2764	0	0%
	974,615	3,268,721	2,396,760	2,428,496	(1,422,145)	(59%)
<b>Net result for the period</b>	<b>3,833,617</b>	<b>(640,356)</b>	<b>1,822,249</b>	<b>1,799,293</b>	<b>2,011,368</b>	<b>110%</b>
<b>Other comprehensive income</b>						
Changes in asset revaluation surplus	0	0		2,445,794	0	0%
<b>Total other comprehensive income for the period</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,445,794</b>	<b>0</b>	<b>0%</b>
<b>Total comprehensive income for the period</b>	<b>3,833,617</b>	<b>(640,356)</b>	<b>1,822,249</b>	<b>4,245,087</b>	<b>2,011,368</b>	<b>110%</b>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF TOODYAY

STATEMENT OF FINANCIAL ACTIVITY

	2023/24	2023/24	2023/24	Var.\$	Var. %	2022/2023
	Actual(a)	Revised Adopted Budget	YTD Budget(b)	(a)-(c)	(a)-(b)/(b)	Actual
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from Operating Activities</b>						\$
Rates	7,597,115	7,604,776	7,584,920	12,195	(0%)	7,068,483
Operating Grants, subsidies and contributions	1,091,778	932,598	363,650	728,128	(67%)	3,376,535
Fees and charges	1,476,236	1,459,737	1,297,820	178,416	(12%)	1,427,209
Interest revenue	172,932	220,000	113,730	59,202	(34%)	178,229
Other revenue	252,538	358,458	240,902	11,636	(5%)	384,975
Profit on asset disposals	0	0	0	0	0%	84,000
Fair value adjustments to financial assets at fair value through profit or loss	0	0	0	0	0%	2,764
	10,590,599	10,575,568	9,601,022	989,577	(9%)	12,522,195
<b>Expenditure from Operating Activities</b>						
Employee costs	(2,978,365)	(4,175,838)	(2,866,450)	(111,915)	(4%)	(4,191,693)
Materials and contracts	(3,656,465)	(4,577,336)	(3,409,280)	(247,185)	(7%)	(4,068,860)
Utility charges	(402,996)	(437,903)	(303,500)	(99,496)	(25%)	(447,625)
Depreciation	2,643	(4,436,148)	(2,957,460)	2,960,103	0%	(3,542,172)
Finance costs	(73,674)	(144,447)	(96,360)	22,686	31%	(165,717)
Insurance	(443,893)	(448,380)	(340,043)	(103,850)	(23%)	(381,835)
Other expenditure	(178,848)	(264,593)	(202,440)	23,592	13%	(266,734)
Loss on asset disposals	0	0	0	0	0%	(182,240)
	(7,731,597)	(14,484,645)	(10,175,533)	2,443,936	32%	(13,246,875)
Non-cash amounts excluded from operating activities	0	4,436,148	(2,957,460)	2,957,460	0%	3,642,371
<b>Amount attributable to operating activities</b>	<b>2,859,002</b>	<b>527,071</b>	<b>(3,531,971)</b>	<b>6,390,973</b>	<b>(224%)</b>	<b>2,917,691</b>
<b>Cash Flows from Investing Activities</b>						
Non Operating Grants, subsidies and contributions	974,615	3,268,721	2,396,760	(1,422,145)	146%	2,523,972
Proceeds from disposal of Assets	60,094	165,000	123,750	(63,656)	106%	394,293
	1,034,708	3,433,721	2,520,510	(1,485,802)	144%	2,918,265
<b>Outflows from investing activities</b>						
Payments for Property, Plant and equipment	(172,023)	(231,950)	(173,963)	1,940	1%	(356,766)
Payments for Land and Buildings	(17,226)	(291,000)	(218,250)	201,024	1167%	0
Payment for construction/purchase of Infrastructure	(2,387,148)	(5,566,722)	(4,175,042)	1,787,894	75%	(3,609,711)
	(2,576,396)	(6,089,672)	(4,567,254)	1,990,858	77%	(3,966,477)
<b>Amount attributable to investing activities</b>	<b>(1,541,688)</b>	<b>(2,655,951)</b>	<b>(2,046,744)</b>	<b>505,056</b>	<b>33%</b>	<b>(1,048,212)</b>
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from Reserves	0	91,440	68,580	(68,580)	0%	20,000
	0	91,440	68,580	(68,580)	0%	20,000
<b>Outflows from financing activities</b>						
Principal elements of finance lease payments - separate from Capex	(182,080)	(237,528)	(178,146)	(3,934)	(2%)	(139,662)
Repayment of Borrowings	(163,075)	(329,051)	(246,789)	83,714	51%	(317,686)
Transfer to Reserves	0	(345,000)	(258,750)	258,750	0%	(699,665)
	(345,155)	(911,579)	(683,685)	338,529	98%	(1,157,013)
<b>Amount attributable to financing activities</b>	<b>(345,155)</b>	<b>(820,139)</b>	<b>(615,105)</b>	<b>269,949</b>	<b>78%</b>	<b>(1,137,013)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
Surplus or deficit at the start of the financial year	3,716,584	3,716,583	2,787,437	929,146	(25%)	2,984,118
Amount attributable to operating activities	2,859,002	527,071	(2,648,978)	5,507,980	(193%)	2,917,690
Amount attributable to investing activities	(1,541,688)	(2,655,951)	(1,535,058)	(6,630)	(0%)	(1,048,212)
Amount attributable to financing activities	(345,155)	(820,139)	(461,328)	116,173	0%	(1,137,013)
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>4,688,742</b>	<b>767,564</b>	<b>(1,857,927)</b>	<b>6,546,670</b>	<b>(140%)</b>	<b>3,716,584</b>

This statement is to be read in conjunction with the accompanying notes.

## SHIRE OF TOODYAY

## STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2024

	2024	2023
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	2,114,153	3,154,372
Trade and other receivables	3,480,603	1,663,193
Other financial assets	2,540,069	2,463,541
Inventories	215,098	178,620
Other assets	409,020	409,020
<b>TOTAL CURRENT ASSETS</b>	<b>8,758,944</b>	<b>7,868,746</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	284,426	342,861
Other financial assets	61,117	61,117
Property, plant and equipment	40,361,789	40,361,789
Infrastructure	156,642,214	156,642,214
Right-of-use assets	144,447	144,447
<b>TOTAL NON-CURRENT ASSETS</b>	<b>197,493,993</b>	<b>197,552,428</b>
<b>TOTAL ASSETS</b>	<b>206,252,937</b>	<b>205,421,174</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,169,304	645,016
Other liabilities	612,441	612,441
Lease liabilities	135,428	135,428
Borrowings	329,051	329,051
Employee related provisions	497,253	687,283
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,743,477</b>	<b>2,409,219</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	14,070	14,070
Borrowings	4,780,858	4,943,933
Employee related provisions	87,740	87,740
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>4,882,668</b>	<b>5,045,743</b>

<b>TOTAL LIABILITIES</b>	7,626,145	7,454,962
<b>NET ASSETS</b>	198,626,792	197,966,212
<b>EQUITY</b>		
Retained surplus	(72,400,739)	(71,816,688)
Reserve accounts	(2,540,069)	(2,463,541)
Revaluation surplus	(123,685,983)	(123,685,983)
<b>TOTAL EQUITY</b>	<b>(198,626,792)</b>	<b>(197,966,212)</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF TOODYAY  
MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2024  
PREPARATION TIMING AND REVIEW**

Prepared by: Finance Coordinator

Reviewed by: Acting Chief Executive Officer

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the Local Government Act 1995 and accompanying regulations Local Government Act 1995 requirements

Section 6.4(2) of the Local Government Act 1995 read with the Local Government (Financial Management) Regulations 1996 prescribe that the financial report be prepared in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996 regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Composition of estimated net current assets

**THE LOCAL GOVERNMENT REPORTING ENTITY**

functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements

**Judgements and estimates**

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

SHIRE OF TOODYAY  
NET CURRENT ASSET REPORT  
FOR THE PERIOD ENDED 31 MARCH 2024

	Last Years Closing 30/06/2023	This Time last Year 31/03/2023	Year to Date Actual 31/03/2024
	\$	\$	\$
<b>Composition of estimated net current assets</b>			
<b>Current assets</b>			
Cash and Cash Equivalent	3,154,372	3,943,600	2,114,153
Cash Restricted-Reserves	2,463,541	1,797,548	2,540,069
Cash Restricted -Term Deposits	1,212,267	1,180,136	1,212,267
Cash Restricted - Trust	163,226	163,226	163,226
Trade and other receivables	1,663,193	2,083,876	3,300,394
Other assets	409,020	157,705	180,209
Inventories	178,620	152,931	215,098
	9,244,240	9,479,021	9,725,417
<b>Less: current liabilities</b>			
Trade and other payables	(645,016)	(1,180,154)	(1,169,304)
Lease liabilities	(135,428)	(139,662)	(135,428)
Long term borrowings	(329,051)	(317,686)	(329,051)
Employee provisions	(687,283)	(571,142)	(497,253)
	(1,796,778)	(2,208,644)	(2,131,036)
<b>Net current assets</b>	7,447,462	7,270,377	7,594,381
<b>Less: Total adjustments to net current assets</b>	(1,751,370)	(1,092,508)	(1,778,160)
	(3,548,148)	(3,301,152)	(3,909,196)
<b>Net current assets used in the Statement of Financial Activity</b>			
<b>Non-cash amounts excluded from operating activities</b>			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .	<b>Last Years Closing 30/06/2023</b>	<b>This Time last Year 31/03/2023</b>	<b>Year to Date Actual 31/03/2024</b>
	\$		\$
<b>Adjustments to operating activities</b>			
Add: Loss on asset disposals	182,240	107,444	0
Add: Depreciation	3,542,172	2,461,030	2,643
Movement in current employee provisions associated with restricted cash	(31,004)	(25,263)	(31,004)
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates	342,861	284,871	284,426
	4,036,269	2,828,082	256,066

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<b>Adjustments to net current assets</b>			
	(2,463,541)	(1,797,548)	(2,540,069)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	329,051	317,686	329,051
- Current portion of lease liabilities	135,428	139,662	135,428
- Current portion of employee benefit provisions held in reserve	247,692	247,692	297,430
<b>Total adjustments to net current assets</b>	<b>(1,751,370)</b>	<b>(1,092,508)</b>	<b>(1,778,160)</b>



**SHIRE OF TOODYAY****VARIANCE REPORT****FOR THE PERIOD ENDED 31 MARCH 2024**

The material variance thresholds are adopted annually by Council as an indicator of whether

the actual expenditure or revenue varies from the

the material variance adopted by Council for the current year is an Actual Variance

exceeding 10% and a value greater than \$5,000.

**Reporting Nature and Type**

<b>Explanation of Variance</b>	<b>YTD BUDGET</b>	<b>YTD ACTUALS</b>	<b>VAR TO YTD BUDGET</b>	<b>VAR TO YTD BUDGET</b>
<b>Revenue</b>			<b>\$</b>	<b>%</b>
Rates	7,584,920	7,597,115	12,195	0.16%
There is no variance to report, however, rates revenue is over budget by \$12,195 due to instalment interest.				
Fees and charges The favourable variance of Fees and Charges by \$178,416 is mainly due to (\$881,526) Waste collection fees, and Bins charges raised, rental/lease properties income of \$126,843 and other accumulative income from various income sources such as Rates search/certificate fees levy and building application fees	1,297,820	1,476,236	178,416	13.75%
Operating grants, subsidies and contributions Favourable variance is mainly attributable to DFES Grant of \$107,413, RRG(WBN) Direct Grant for 2023/2024 for \$173,727, CRC Grants for \$149,993, MAF grant received for \$191,377 and ESL grants of \$296,369 received.	363,650	1,091,778	728,128	200.23%
Interest earnings The favourable variance is mainly due to higher rates penalty interest earnings and higher interest income received on investments.	113,730	172,932	59,202	52.05%
Other Revenue A favourable variance is mainly due to Christmas Party 2023 Sponsorship donations received at CRC and standpipe water usage higher than anticipated.	240,902	252,538	11,636	4.83%
	<b>YTD BUDGET</b>	<b>YTD ACTUALS</b>	<b>VAR TO YTD BUDGET</b>	<b>VAR TO YTD BUDGET</b>
<b>Expenses</b>			<b>\$</b>	<b>%</b>
Employee costs Permanent /Timing variances relating to employment costs as a result of payroll costing allocations.	(2,866,450)	(2,978,365)	(111,915)	3.90%
Materials and contracts The unfavourable variance is mainly due to cost allocations of Plant and equipment and maintenance costs. A journal of \$182,081 for finance leasing, is yet to be posted to Finance costs due to misposting	(3,409,280)	(3,656,465)	(247,185)	7.25%
Utility charges The unfavourable variance is mainly due standpipe water charges at Northam-Toodyay Road	(303,500)	(402,996)	(99,496)	32.78%

	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
<b>Expenses</b>			\$	%
Depreciation on non-current assets YTD depreciation for assets not raised due to Financials for June 2023 not yet been finalised. Depreciation is non-cash and does not affect net surplus	(2,957,460)	2,643	2,960,103	-100.09%
Interest expenses The variance is mainly due to the timing issues. Second payment instalment of loan interest to be paid in May 2024	(96,360)	(73,674)	22,686	-23.54%
Insurance expenses There is unfavourable variance in Insurance Expenses due to increase in premiums and non Scheme premiums(Income protection)paid to LGIS insurance.	(340,043)	(443,893)	(103,850)	30.54%
Other expenditure The variance is mainly due timing issues	(202,440)	(178,848)	23,592	-11.65%
Non-operating grants There is unfavourable variance in non-operating grants and contributions of \$1,422,145 mainly due to the timing of works on Various roads capital projects. Some Projects	2,396,760	0	(2,396,760)	-100.00%
	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET	VAR TO YTD BUDGET
<b>Capital Activities</b>				
Land and Buildings The total Capital Expenditure on Land and Building is under budget due to timing of construction work.	(218,250)	(17,226)	201,024	-92.11%
Infrastructure - Roads The total Capital Expenditure on Infrastructure Assets-Roads is under budget. This is predominantly due to timing issue with Construction work.	(3,213,812)	(1,824,448)	1,389,363	-43.23%
Infrastructure - Footpaths	(251,250)	(24,856)	226,394	-90.11%
Infrastructure - Bridges & Drainage The total Capital Expenditure on Drainage and Bridges is tracking well.	(435,005)	(323,527)	111,477	-25.63%
Infrastructure - Other The total Capital Expenditure on Infrastructure Assets- Others is tracking well.	(274,976)	(214,316)	60,660	-22.06%
Plant and Equipment Plant and equipment budget is under budget due to timing issues.	(173,963)	(172,023)	1,940	-1.11%
Loans				
Loan Repayments Principal and interest repayments for the period ending 31 March 2024 in accordance with WATC schedule.	(96,360)	(73,674)	22,686	-23.54%
Reserves				
Transfer from Reserves No transfers from reserves required as yet.	68,580	0	(68,580)	-100.00%
Transfer to Reserves No transfers to reserves required as yet.	(258,750)	0	258,750	-100.00%

SHIRE OF TOODYAY

SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES

CASH AND FINANCIAL ASSETS

Description	Interest Rate	Unrestricted	Restricted	Trust	Total Cash	Institution	Maturity Date
		\$	\$	\$	\$		
<b>Cash Deposits</b>							
Municipal-Operating account		571,573.30			571,573.30	Bendigo Bank	
Municipal at Call & savers account		1,542,580.12			1,542,580.12	Bendigo Bank	
Trust-633 000 110 482 783				163,226.12	163,226.12	Bendigo Bank	
Reserve Account	0.42%		2,540,069.39		2,540,069.39	Bendigo Bank	
633 000 137 945 127	0.35%			145,931.34	145,931.34	Bendigo Bank	
633 000 152 237 145	0.35%			50,983.04	50,983.04	Bendigo Bank	
633 000 152 238 135	0.35%			128,905.24	128,905.24	Bendigo Bank	
633 000 152 238 176	0.35%			214,743.09	214,743.09	Bendigo Bank	
633 000 152 238 218	0.35%			465,568.04	465,568.04	Bendigo Bank	
633 000 152 240 834	0.35%			33,888.38	33,888.38	Bendigo Bank	
633 000 158 622 795	0.35%			25,104.38	25,104.38	Bendigo Bank	
633 000 165 467 309	0.35%			127,174.91	127,174.91	Bendigo Bank	
633 000 173 945 890	0.35%			9,748.67	9,748.67	Bendigo Bank	
633 000 184 647 550	0.35%			10,220.32	10,220.32	Bendigo Bank	
SHIRE OF TOODYAY							
<b>Total</b>		<b>2,114,153.42</b>	<b>2,540,069.39</b>	<b>1,375,493.53</b>	<b>6,029,716.34</b>		
<b>Comprising</b>							
Cash and cash equivalents		<b>2,114,153.42</b>	<b>2,540,069.39</b>	<b>1,375,493.53</b>	<b>6,029,716.34</b>		
		<b>2,114,153.42</b>	<b>2,540,069.39</b>	<b>1,375,493.53</b>	<b>6,029,716.34</b>		

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value 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.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

**SHIRE OF TOODYAY  
SUPPLEMENTARY INFORMATION**

<b>DEBTORS ACCOUNT RECONCILIATION AS AT 31 MARCH 2024</b>					
<b>Description</b>	<b>Current</b>	<b>31-59 Days</b>	<b>60-89 Days</b>	<b>Over 90 Days</b>	<b>Balance</b>
Debtor Control-Miscellaneous Debtors	175,304.76	529,685.74	4,420.18	13,834.57	723,245.25
Debtor Control-Infringements	0.00	182.25	0.00	0.00	182.25
Debtor Control-Community Services	998.70	381.90	123.00	943.80	2,447.40
Debtor Control-Waste Management	97.72	0.00	293.16	287.72	678.60
Cemetery Fees	0.00	0.00	0.00	1675.5	1,675.50
Dog Registration	0.00	20.00	0.00	200.00	220.00
<b>Total</b>	<b>176,401.18</b>	<b>530,269.89</b>	<b>4,836.34</b>	<b>16,941.59</b>	<b>728,449.00</b>

<b>Account Reconciliation</b>	
Debtors Accounts Total	728,449.00
Debtors Control Accounts Total	728,449.00
<b>Variance</b>	<b>0.00</b>

**Comments/Notes-Receivable General**

This aged debtors reflects Sundry debtors only. It does not include other debtors such as GST due from ATO and Pensioner Rebates due from the State

SHIRE OF TOODYAY  
SUPPLEMENTARY INFORMATION

RATES ACCOUNT RECONCILIATION AS AT 31 MARCH 2024

	Current Overdue	Arrears-Year 1	Arrears-Year 2	Arrears-Year 3 and over	Deferments	Total Balance	Variance
Rates Control	1,697,239.45	291,299.74	104,260.85	112,645.24	0.00	2,205,445.28	0.00
Rates Deferment	0.00	0.00	0.00	0.00	284,426.12	284,426.12	0.00
Rates PrePayment	-173,805.43	0.00	0.00	0.00	0.00	-173,805.43	0.00
<b>Total</b>	<b>1,523,434.02</b>	<b>291,299.74</b>	<b>104,260.85</b>	<b>112,645.24</b>	<b>284,426.12</b>	<b>2,316,065.97</b>	<b>0.00</b>

Account Reconciliation

Rates Accounts Total	2,316,065.97
Rates Control Accounts Total	2,316,065.97
<b>Variance</b>	<b>0.00</b>

NOTE

Rates Control account is a summary account presenting the balances of all rates payers transactions for the period.  
Deferment of the payment of Shire rates means that the pensioner does not have to pay their Council rates each year (Deferment only applies to Rates, Water Rates and Emergency Service Levy only, all other charges must be paid in full).  
Rates Prepayment is when rates payers makes excess payment for their rates, resulting in the Shire owing the rates payers.

SHIRE OF TOODYAY  
SUPPLEMENTARY INFORMATION  
FOR THE MONTH ENDED 31 MARCH 2024  
RESERVE ACCOUNTS

Reserve Accounts - Movement

	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23	2022/23	
	Actual	2023/24	Actual	Actual	Budget	2023/24	Budget	Budget	Actual	2022/23	Actual	Actual
	Opening	Actual	Transfer	Closing	Opening	Budget	Transfer	Closing	Opening	Actual	Transfer	Closing
	Balance	Transfer to	(from)	Balance	Balance	Transfer to	(from)	Balance	Balance	Transfer to	(from)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Employee Entitlement Reserve	278,697	8,658	0	287,355	272,430	0	0	272,430	247,692	31,005	0	278,697
(b) Asset Development Reserve	612,919	19,041	0	631,959	604,608	0	(145,000)	459,608	328,417	284,502	0	612,919
(c) CCTV Reserve	27,802	863	0	28,665	27,116	0	0	27,116	27,144	658	0	27,802
(d) Emergency Management Reserve Newcastle Footbridge & Pedestrian Overpass Reserve	77,258	2,400	0	79,658	75,350	0	0	75,350	75,429	1,829	0	77,258
(e) Reserve	44,470	1,381	0	45,852	43,494	0	0	43,494	38,536	5,934	0	44,470
(f) Heritage Reserve	11,449	356	0	11,805	11,166	0	(10,000)	1,166	11,178	271	0	11,449
(g) Plant Reserve	155,855	4,841	0	160,696	152,005	0	0	152,005	152,166	3,689	0	155,855
(h) Recreation Development Reserve	261,628	8,126	0	269,754	255,411	10,000	0	265,411	245,672	15,956	0	261,628
(i) Refuse Reserve	118,301	3,675	0	121,976	115,379	0	0	115,379	115,501	2,800	0	118,301
(j) Road Contribution Reserve	381,346	11,847	0	393,193	376,345	150,000	(50,000)	476,345	197,676	203,670	(20,000)	381,346
(k) Strategic Access & Egress Reserve	340,255	10,570	0	350,825	334,319	50,000	(156,440)	227,879	234,568	105,687	0	340,255
(l) Drainage and Sewerage Reserve	132,561	4,117	0	136,678	129,780	20,000	0	149,780	109,897	22,664	0	132,561
(m) Biosecurity Reserve	1,000	31	0	1,031	1,000	5,000	0	6,000	0	1,000	0	1,000
(n) Roads Reserve	20,000	622	0	20,622	20,000	25,000	0	45,000	0	20,000	0	20,000
(o) Buildings Reserve	0	0	0	0	0	5,000	0	5,000	0	0	0	0
(p) Plus interest to be allocated	0	0	0	0	0	80,000	0	80,000	0	0	0	0
	2,463,540	76,529.02	0	2,540,069.39	2,418,403	345,000	(361,440)	2,401,963	1,783,876	699,664	(20,000)	2,463,540

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Employee Entitlement Reserve	Ongoing	Funds set aside to provide payments for Employee Entitlement liabilities
(b) Asset Development Reserve	Ongoing	Funds set aside for the future purchase and/or development of assets
(c) CCTV Reserve	Ongoing	Funds set aside for the replacement, expansion and maintenance of CCTV
(d) Emergency Management Reserve	Ongoing	Funds set aside to assist in emergency management and recovery
(e) Newcastle Footbridge & Pedestrian Overpass Reserve	Ongoing	Funds set aside for the maintenance and upkeep of the Newcastle Footbridge and the Duke Street Pedestrian Overpass
(f) Heritage Reserve	Ongoing	Funds set aside for the preservation and/or purchase of Built Heritage assets of significance within the Shire of Toodyay
(g) Plant Reserve	Ongoing	Funds set aside for the ongoing upgrade and replacement of Council owned fleet
(h) Recreation Development Reserve	Ongoing	Funds set aside for the development of recreational facilities
(i) Refuse Reserve	Ongoing	Funds set aside for the development and maintenance of the Shire of Toodyay Waste Transfer Station
(j) Road Contribution Reserve	Ongoing	Funds set aside from contributions given towards particular roads to assist in the ongoing maintenance and preservation of these roads. These funds cannot be used on roads other than those identified in the contribution.
(k) Strategic Access & Egress Reserve	Ongoing	Funds set aside for the implementation and maintenance of strategic access and egress tracks
(l) Drainage and Sewerage Reserve	Ongoing	Funds set aside for drainage improvements
(m) Biosecurity Reserve	Ongoing	Funds set aside for the management of invasive plants and pests
(n) Roads Reserve	Ongoing	Funds set aside for future road maintenance, renewals and upgrades
(o) Buildings Reserve	Ongoing	Funds set aside for future building maintenance, renewals and upgrades

SHIRE OF TOODYAY  
 SUPPLEMENTARY INFORMATION  
 FOR THE MONTH ENDED 31 MARCH 2024  
 BORROWINGS

Purpose	Loan		Interest Rate	2023/2024				2022/2023				2021/2022						
	Number	Institution		Actual	Actual	Actual	Principal	Actual	Budget	Budget	Budget	Principal	Budget	Actual	Actual	Actual	Principal	Actual
				1 July 2023	New Loans	Repayments	outstanding 2023/2024	Repayments	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	1 July 2022	Loans	Repayments	2022/2023	Repayments
Loan 67 - Library Upgrade	67	WATC	6.6%	50,504	\$ 0	\$ (24,842)	\$ 25,662	\$ (1,667)	\$ 97,833	\$ 0	\$ (50,504)	\$ 47,329	\$ (2,513)	\$ 97,833	\$ 0	\$ (47,329)	\$ 50,504	\$ 5,689
Loan 72 - Land - Rec Precinct	72	WATC	4.5%	608,288	0	(24,479)	583,809	(13,534)	655,659	0	(49,503)	606,156	(26,524)	655,659	0	(47,371)	608,288	28,656
Loan 75B - Recreation Precinct	75B	WATC	2.31%	4,137,043	0	(93,369)	4,043,674	(47,690)	4,320,601	0	(187,815)	4,132,787	(94,303)	4,320,601	0	(183,558)	4,137,043	98,560
Loan 71 - Depot - Stage 2	71	WATC	4.52%	477,150	0	(20,384)	456,766	(10,784)	516,577	0	(41,230)	475,347	(21,106)	516,578	0	(39,427)	477,150	22,909
				5,272,985	0	(163,075)	5,109,910	(73,674)	5,590,671	0	(329,052)	5,261,619	(144,446)	5,590,671	0	(317,686)	5,272,985	155,813



SHIRE OF TOODYAY  
 SUPPLEMENTARY INFORMATION  
 FOR THE MONTH ENDED 31 MARCH 2024

LEASE LIABILITIES

Purpose	Institution	Lease Interest Rate	Lease Term	2023/24 Actual		2023/24 Actual		2023/24 Budget		2022/23 Actual		2022/23 Actual		
				Principal	Lease	Principal	Lease	Principal	Lease	Principal	Lease	Principal	Lease	
				2023	30 June 2024	30 June 2024	30 June 2024	1 July 2023	30 June 2024	1 July 2022	30 June 2023	30 June 2023	30 June 2023	30 June 2023
ESRI Mapping Software	Commonwealth Bank	1.70%	36 months	\$ 0	\$ (2,047)	\$ (2,047)	\$ 0	\$ 0	\$ 0	\$ 8,673	\$ (8,673)	\$ 0	\$ (895)	
Drum Roller	Gear Select	1.50%	60 months	42,208	(18,793)	23,415	0	42,208	(25,056)	17,152	67,060	(24,852)	42,208	(2,311)
IVECO Truck	CNHI Capital	4.30%	60 months	0	(26,245)	(26,245)	0	0	(50,000)	(50,000)	23,747	(23,747)	0	(1,628)
Front Wheel Loader	Komatsu	1.50%	60 months	87,758	(40,102)	47,656	0	87,758	(53,472)	34,286	137,162	(49,404)	87,758	(1,581)
Grader	Komatsu	2.10%	60 months	0	(37,317)	(37,317)	0	0	(59,000)	(59,000)	28,037	(28,037)	0	(2,965)
Photocopier	WOBM	2.10%	60 months	1	0	1	0	0	0	0	1	0	1	(119)
Solar Proposal Library/Depot	All Leasing	2.20%	84 months	5,462	(1,791)	3,671	0	5,462	0	5,462	10,411	(4,949)	5,462	(405)
Hino 700 Series Tip Truck T0010				0	(55,785)	(55,785)	0	0	(50,000)	(50,000)	0	0	0	0
				135,429	(182,080)	(46,651)	0	135,428	(237,528)	(102,100)	275,091	(139,662)	135,429	(9,904)

MATERIAL ACCOUNTING POLICIES  
 LEASES

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right-of-use asset is recognised at cost and a lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

**SHIRE OF TOODYAY****SUPPLEMENTARY INFORMATION**

FOR THE PERIOD ENDED 31 MARCH 2024

CAPITAL ACQUISITIONS	CAPITAL ACQUISITION			
	Adopted Revised	YTD Budget	YTD Actual Total	(Under)/Over (F)-(E)
	\$	\$	\$	\$
Land and Buildings	(291,000)	(218,250)	(17,226)	(201,024)
Plant and Equipment	(231,950)	(173,963)	(172,023)	(1,940)
Infrastructure Assets - Roads	(4,285,082)	(3,213,812)	(1,824,448)	(1,389,363)
Infrastructure Assets - Footpaths	(335,000)	(251,250)	(24,856)	(226,394)
Infrastructure Assets - Drainage & Bridges	(580,006)	(435,005)	(323,527)	(111,477)
Infrastructure Assets - Other	(366,634)	(274,976)	(214,316)	(60,660)
	(6,089,672)	(4,567,254)	(2,576,396)	(1,990,858)

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less,

where applicable, any accumulated depreciation and impairment losses

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with

Financial Management Regulation 17A (5) . These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost  
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with Financial Management Regulation 17A. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction,

SHIRE OF TOODYAY  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 31 MARCH 2024  
 CAPITAL ACQUISITIONS

	2023/24 Adopted Budget	Mid Year Budget Review	CARRY FORWARDS 2024/2025	YTD Actual Total
	\$	\$		\$
<b>LAND AND BUILDINGS</b>	<b>501,539</b>	<b>291,000</b>	<b>410,539</b>	<b>17,226</b>
Non-Crown Land Mitigation	275,539	0	275,539	0
Bejoording Fire Station	135,000	0	135,000	0
Butterly House - Veranda Repairs	10,000	10,000	0	0
Butterly House - Replacement of Front Fence	0	0	0	9,044
Morangup Hall - Commercial Kitchen and Floor Sealing	5,000	5,000	0	0
Donegans Cottage - Structural Repair	30,000	30,000	0	0
Library Drainage & Brickwork Repair and Painting	25,000	25,000	0	0
Parkers Cottage - Structural Repair	6,000	6,000	0	0
Clinton Street Duplex - Seal Roof	10,000	10,000	0	8,182
Visitors Centre - Security/Duress Alarms	5,000	5,000	0	0
Racecourse Buildings	0	200,000	0	0
<b>PLANT AND EQUIPMENT</b>	<b>766,034</b>	<b>231,950</b>	<b>654,769</b>	<b>172,023</b>
<b>HEAVY VEHICLE/PLANT REPLACEMENT SCHEDULE</b>	<b>716,769</b>	<b>132,000</b>	<b>654,769</b>	<b>16,936</b>
John Deere 670GP	400,000	70,000	400,000	0
Side Tip Trailer - 1	100,000	0	100,000	16,936
Cherry Picker	55,000	55,000	0	0
Skid Steer Broom	7,000	7,000	0	0
Evac Centre Generator	154,769	0	154,769	0
<b>LIGHT VEHICLE REPLACEMENT SCHEDULE</b>	<b>49,265</b>	<b>99,950</b>	<b>0</b>	<b>155,087</b>
Isuzu MUX - T0000	49,265	49,265	0	49,755
Isuzu D-Max Space Cab Chassis-T0001	0	50,685	0	50,685
New Isuzu D-Max 4x4 Dual Cab utility-T0023	0	0	0	54,647
<b>INFRASTRUCTURE</b>	<b>5,486,923</b>	<b>5,566,722</b>	<b>312,879</b>	<b>2,387,148</b>
<b>ROADS</b>	<b>4,403,977</b>	<b>4,285,082</b>	<b>312,879</b>	<b>1,824,448</b>
Bejoording Road - Widening - SLK 9.34 - 12.30	50,000	50,000	0	0
Telegraph Rd - Bindi Bindi Toodyay Road(From Connor St)SLK 0.00-3.00 -30000189(Federal Black Sport Funding)	0	0	0	3,850
Bindi Bindi Toodyay Road - SLK 2.86 - 6.56 - Wheel Path Pavement Repairs	180,000	230,000	0	0
Bindi Bindi Toodyay Road - Reseal & Linemarking - SLK 11.08 - 13.45	229,976	229,976	0	3,324
Julimar Road Rehabilitation - RRG - SLK 17.56 - 19.81(Regional Roads group)	649,746	649,746	0	617,073
Julimar Road Rehabilitation -RRG Black Spot - SLK 14.11 - 15.96(Regional Roads group)	1,031,716	1,031,716	0	503,519
Chitty Road Upgrade - R2R SLK 4.34 - 6.75(Roads to Recovery)	180,000	180,000	0	218,640
Julimar Road Edge Break Repairs-Council Funded	0	143,984		147,760
Julimar Road - RRG-SLK 19.81 - 22.52 (Regional Roads Groups)	819,759	819,759	0	259,528
Clackline Toodyay Road - Reseal & Linemarking -SLK 5.55- SLK 10.55	473,500	473,500	0	754
Asphalt Repairs - Hamersley, Clinton, Fiennes & Anzac	73,650	73,650	0	0
Maintenance of Roadside Vegetation - Contract Works	70,000	70,000	0	70,000

WSFN Project Development - Bindoon Dewars Pool Road	180,000	180,000	0	0
Nottingham Road - Section 2 - SLK 0.29 - 0.50	166,976	0	166,976	0
Budget for significant edgebreaks - profiling	152,751	152,751	0	0
North Street - Road Upgrade - SLK 0.44 - 0.60	145,903	0	145,903	0
<b>BRIDGES</b>	<b>580,006</b>	<b>580,006</b>	<b>0</b>	<b>323,527</b>
Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair	20,000	20,000	0	0
Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs	20,000	20,000	0	0
Bridge No. 4080 - Julimar Road - West Toodyay	181,836	181,836	0	170,407
Bridge No. 4085 - Slaughterhouse Bridge	79,123	79,123	0	71,930
Bridge No. 0702 - Bindi Bindi Toodyay Road - Connor Road	17,000	17,000	0	0
Bridge No. 0708 - Bindoon Dewars Pool Road	20,000	20,000	0	10,750
Bridge No. 4085 - Slaughterhouse Bridge - MRWA Design	90,000	90,000	0	0
Bridge No. 9025 - Newcastle Pedestrian Footbridge - Pile Replacement	93,445	93,445	0	12,000
Bridge No. 4084 - Dumbarton Bridge	58,602	58,602	0	58,440
<b>FOOTPATHS</b>	<b>335,000</b>	<b>335,000</b>	<b>0</b>	<b>24,856</b>
Stirling Terrace & Goomalling Toodyay Road Kerb & Pram Ramp replacement	15,000	15,000	0	18,810
Townsite - Heavy Haulage - Footpath Corrective Action	40,000	40,000	0	4,651
Toodyay Street - Shared Pathway	98,000	98,000	0	0
Jubilee Street - Shared Pathway	182,000	182,000	0	1,396
<b>OTHER INFRASTRUCTURE</b>	<b>167,940</b>	<b>366,634</b>	<b>0</b>	<b>214,316</b>
Fire Water tanks various (DFES funded 21/22 c/fwd)	24,340	24,340	0	14,443
Installation of Water Tanks - Recreation Centre	105,600	105,600	0	0
Charcoal Lane Lighting	20,000	20,000	0	17,923
Depot Material Bunkers	8,000	8,000	0	0
Newcastle Park - Upgrade	0	179,694	0	179,694
Community Standpipe Shade structure	10,000	10,000	0	1,128
Timber Deck required for the Pool	0	19,000	0	1,128
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>6,754,496</b>	<b>6,089,672</b>	<b>1,378,187</b>	<b>2,576,396</b>

**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.

SHIRE OF TOODYAY

SUPPLEMENTARY INFORMATION

FOR THE MONTH ENDED 31 MARCH 2024

FIXED ASSETS

The following assets are budgeted to be acquired and/or disposed of during the year.

	2023/24 Actual Additions	2023/24 Disposals - Net Book Value	2023/234 Actual Disposals - Sale Proceeds	2023/24 Actual Disposals - Profit or Loss	2023/24 Budget Additions	2023/24 Budget Disposals - Net Book Value	2023/24 Budget Disposals - Sale Proceeds	2022/23 Actual Additions	2022/23 Disposals - Net Book Value	2022/23 Actual Disposals - Sale Proceeds	2022/23 Actual Disposals - Profit or Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>(a) Property, Plant and Equipment</b>											
Land - freehold land	0	0	0	0	275,539	0	0	0	368,080	276,540	(91,540)
Buildings - non-specialised	0	0	0	0	226,000	0	0	0	0	0	0
Buildings - specialised	17,226	0	0	0	0	0	0	0	0	0	0
Furniture and equipment	0	0	0	0	0	0	0	24,894	0	0	0
Plant and equipment	0	0	0	0	766,034	240,000	240,000		277,393	117,752	(159,641)
<b>Total</b>	<b>17,226</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,267,573</b>	<b>240,000</b>	<b>240,000</b>	<b>24,894</b>	<b>645,473</b>	<b>394,292</b>	<b>(251,181)</b>
<b>(b) Infrastructure</b>											
Infrastructure - roads	1,824,448	0	0	0	4,403,977	0	0	3,603,407	0	0	0
Other infrastructure Bridges	323,527	0	0	0	580,006	0	0	0	0	0	0
Other infrastructure Drainage	0	0	0	0	0	0	0	0	0	0	0
Other infrastructure Footpaths	24,856	0	0	0	335,000	0	0	0	0	0	0
Other infrastructure	214,316	0	0	0	167,940	0	0	0	0	0	0
<b>Total</b>	<b>2,387,148</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,486,923</b>	<b>0</b>	<b>0</b>	<b>3,603,407</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(c) Right of Use Assets</b>											
Right of use - plant and equipment	172,023	0	0	0	237,528	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>237,528</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>172,023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>475,056</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.



MID YEAR BUDGET REVIEW 2023/24  
SUMMARY OF PROPOSED BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

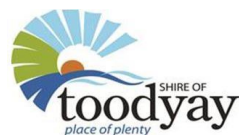
GL Account Code	Description	Comments	Adopted Budget	Proposed Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption 28 August 2023</b>	Opening surplus -	4,710		\$	\$	\$ 4,710
	<b>Net current assets at end of Financial Year 2023</b>	Net current assets at end of financial year - surplus	599,583				599,583
031.010.10	Rates - Gross Rental Value	Higher interim rates on gross rental values than projected	(4,500,690)	(4,510,331)	9,641	0	613,934
031.015.10	Rates - Unimproved Value	Higher interim rates on unimproved values than projected	(3,092,170)	(3,094,452)	2,282	0	616,216
031.100.10	Rates Search / Certificate Fee	Increased property search and rates information requests than projected.	(20,000)	(28,456)	8,456	0	624,672
031.151.10	Rates- Interest Penalty	Interest raised on outstanding rates higher than projected.	(70,000)	(76,000)	6,000	0	630,672
032.157.10	Interest on investments	Interest earned on investments higher than expected.	(95,000)	(144,000)	49,000	0	679,672
041.447.10	Members of Council - Other Materials and Contracts	Contribution to AROC initiated shared project-Regional housing strategy.	1,500	10,000	0	(8,500)	671,172
043.300.10	Office of the CEO - Salaries & Wages	Additional funds required for engagement of temporary CEO	380,830	410,830	0	(30,000)	641,172
043.339.10	Professional Services - Consultants, Survey, Design and Audits	Additional funds required for recruitment of new CEO	72,090	92,090	0	(20,000)	621,172
044.393.10	Corporate Services - Computer Software and Licences	Funds required for purchase and implementation of records management system.	221,762	317,920	0	(96,158)	525,014
044.414.10	Corporate Services - Public Liability Insurance	Insurance premiums increased higher than budget projections.	47,065	54,835	0	(7,770)	517,244
053.300.10	Salaries & Wages	Additional funds required for recruitment due to recent staff resignations and payout of leave.	152,109	190,000	0	(37,891)	479,353
054.420.10	Emergency Management - Motor Vehicle Insurance	Increased insurance premiums than projected	25,554	30,554	0	(5,000)	474,353

054.595.51	Emergency Services - Transfer from Asset Development Reserve	Bejoording Fire Station Construction has not been approved. Transfer from Reserve not required this Financial Year.	(135,000)	0	0	(135,000)	339,353
054.733.50	Emergency Management - Fixed Assets – Buildings - Specialised	Bejoording Fire Station Construction has not been approved. Application to be lodged for 2024/2025.	135,000	0	135,000	0	474,353
056.131.10	Fire and Land Management - Other Grants	Final instalment payment received (\$14,993) of MAF 2022/2023 Round 2 and First 50% instalment (\$107,500) of MAF 2023/2024	(74,380)	(122,493)	48,113	0	522,466
087.131.10	Other Welfare - Other Grants	Additional unbudgeted funds received for the CRC Regional Traineeship Program Grant 2023-2024 (\$38000) and Get online grant 2023 (\$1000).	(108,640)	(149,422)	40,782	0	563,248
087.178.10	Other Welfare - Other Income	Toodyay Christmas Street Party 2023 Sponsorship (\$5605) and various donations received.	(100)	(10,460)	10,360	0	573,608
106.336.10	Town Planning/Regional Development - Contr	Funds allocated for Gazette Project will not be spent prior to 30 June 2024.	39,950	35,000	4,950	0	578,558
107.131.10	Other Community Amenities - Other Grants	Funds for Community Centre Upgrade received; carry over from FY 2022/2023 (\$9,000).	0	(9,000)	9,000	0	587,558
113.133.50	Recreation & Sport -Evac Centre Generator	Request carry over-delay in grant agreement approval. Not expected prior to June 2024.	(77,381)	0	0	(77,381)	510,177
113.739.50	Recreation & Sport -Evac Centre Generator	Request carry over-delay in grant agreement approval. Not expected prior to June 2024.	154,769	0	154,769	0	664,946
113.595.51	Specialised Buildings - Transfer From Reserve	Additional funds allocated from reserve for Toodyay Racecourse. Renewals of roof sheeting and gutter of the building , the Tote area and Horseshoe Bar.	0	(200,000)	200,000	0	864,946
113.756.50	Racecourse Buildings	Works to be carried at Toodyay Racecourse, renewals of roof sheeting, gutter of the building, the Tote area and Horseshoe Bar.	0	200,000	0	(200,000)	664,946
113.756.50	Timber deck repairs-unbudgeted.	Unbudgeted Item: Funding for decking repairs to the pool.	105,600	124,600	0	(19,000)	645,946
116.130.10	Heritage- State Grants	Heritage Grant approved.Any unspent grant to be carried over to 2024/25 FY	(420)	(20,000)	19,580	0	665,526
116.336.10	Heritage - Contractors	Heritage Survey project -Any unspent component to be carried over to 2024/25 FY	71,320	101,320	0	(30,000)	635,526
117.438.10	Community Sponsorship - Donations Paid	Toodyay Fibre Festival (2024) cancelled this year: allocation from funding pool not required- \$8 000.00	0	(8,000)	8,000	0	643,526
121.133.50	Bejoording Road - Widening - SLK 9.34 - 12.30	Bejoording Road widening-Design was undertaken in 2022/23. Funds to be allocated to Chitty Road upgrade-R2R SLK 4.34-6.75	(50,000)	0	0	(50,000)	593,526

121.133.50	Chitty Road Upgrade - R2R SLK 4.34 - 6.75 (Roads to Recovery)	Funds to be transferred from Bejoording Road widening SLK 9.34-12.30.	(180,000)	(230,000)	50,000	0	<b>643,526</b>
121.741.50	Bejoording Road - Widening - SLK 9.34 - 12.30	Bejoording Road widening-Design was undertaken in 2022/23. Funds to be allocated to Chitty Road upgrade-R2R SLK 4.34-6.75	50,000	0	50,000	0	<b>693,526</b>
121.741.50	Chitty Road Upgrade - R2R SLK 4.34 - 6.75(Roads to Recovery)	Funds to be transferred from Bejoording Road widening SLK 9.34-12.30.	180,000	230,000	0	(50,000)	<b>643,526</b>
121.133.50	Bridge No. 9025 - Footbridge-Pile Replacement-Solar lighting	Funds to be transferred from bridge No.0697 and bridge No. 0968, subject to approval from LRCI	(93,445)	(113,445)	20,000	0	<b>663,526</b>
121.133.50	Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair	Funds to be transferred to Solar lighting project, ending approval from LRCI	(20,000)	(10,000)	0	(10,000)	<b>653,526</b>
121.133.50	Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs	Funds to be transferred to Solar lighting project, subject to approval from LRCI	(20,000)	(10,000)	0	(10,000)	<b>643,526</b>
121.133.50	Nottingham Road - Section 2 - SLK 0.29 - 0.51	Unsuccessful grant application. Officers to reapply in 2024/25	(83,488)	0	0	(83,488)	<b>560,038</b>
121.133.50	North Street - Road Upgrade - SLK 0.44 - 0.61	Unsuccessful grant application. Officers to reapply in 2024/25	(72,952)	0	0	(72,952)	<b>487,086</b>
121.595.51	Nottingham Road - Section 2 - SLK 0.29 - 0.50	Unsuccessful grant application this Year. Transfers from Reserves to be deferred	(83,488)	0	0	(83,488)	<b>403,598</b>
121.595.51	North Street - Road Upgrade - SLK 0.44 - 0.60	Unsuccessful grant application this Year. Transfers from Reserves to be deferred	(72,952)	0	0	(72,952)	<b>330,646</b>
121.741.50	Nottingham Road - Section 2 - SLK 0.29 - 0.51	Carry-over to FY2024/2025 due to unsuccessful grant application.	166,976	0	166,976	0	<b>497,622</b>
121.741.50	North Street - Road Upgrade - SLK 0.44 - 0.61	Carry-over to FY2024/2025 due to unsuccessful grant application.	145,903	0	145,903	0	<b>643,525</b>
121.746.10	Bridge No. 9025 - Footbridge-Pile Replacement-Solar lighting	Additional funds to be transferred from bridge No.0697 and bridge No. 0968 subject to approval by LRCI	93,445	113,445	0	(20,000)	<b>623,525</b>
121.746.10	Bridge No. 0698 - Bindi Bindi Toodyay Road - Picnic Hill - Bridge Repair	Funds to be transferred to Solar lighting project subject to approval from LRCI	20,000	10,000	10,000	0	<b>633,525</b>
121.746.10	Bridge No. 0697 - Bindi Bindi Toodyay Road - Waters Brook - Bridge Repairs	Funds to be transferred to Solar lighting project subject to approval from LRCI	20,000	10,000	10,000	0	<b>643,525</b>
144.420.10	Plant Operations - Motor Vehicle Insurance	Increase in Insurance premiums than projected	34,848	51,348	0	(16,500)	<b>627,025</b>
144.739.50	John Deere 670GP-Grader	Additional funds required to cover cost of grader acquisition due to price increase post budget approval.	400,000	470,000	0	(70,000)	<b>557,025</b>
144.739.50	Purchase of Side Tip Trailer - 1	Carry-over - No spend in FY2023/2024 - vehicle purchase has deferred to FY2024/2025	100,000	0	100,000	0	<b>657,025</b>
144.758.50	Proceeds on Sale of Assets - Plant and Equipment	Carry-over \$165,000 in proceeds from sale of plant and equipment deferred to FY2024/2025.	(240,000)	(75,000)	0	(165,000)	<b>492,025</b>
147.133.50	Shire Owned Land Mitigation	Due to delay in grant agreement approval. Project delivery is not expected prior to 30 June 2024.	(137,770)	(137,770)	0	0	<b>492,025</b>



147,731.50	Shire Owned Land Mitigation	Due to delay in grant agreement approval. Project delivery is not expected prior to 30 June 2024.	275,539	0	275,539	0	767,564
					1,534,351	(1,371,080)	767,564



**Creditors Payment Run**

01 March 2024 to 31 March 2024

Cheque Payments						
Ref#	Payment Number	Date	Cheque Number	Creditor Name	Invoice Description	Inclusive Amount
1		07-03-2024	13038	SHIRE OF TOODYAY	Library Book purchases February 2024	1,000.00
2		14-03-2024	13039	OLD GAOL MUSEUM	Old Gaol Honorariums April 2024	400.00
3		14-03-2024	13040	SHIRE OF TOODYAY	Depot petty cash recoup February 2024	93.85
4		28-03-2024	13041	DEPARTMENT OF TRANSPORT	1TYD853 12 month vehicle registration 2024 - 2025	25.30
5		28-03-2024	13042	OLD GAOL MUSEUM	Old Gaol Honorariums March 2024	500.00
6		28-03-2024	13043	WATER CORPORATION	Water Account 9007938270 - Medical & Community Centres plus DFES - Nov -	871.70
7		28-03-2024	13043	WATER CORPORATION	Water Account - 9007935192 - Shire Offices Jan-February 2024	25.80
8		28-03-2024	13043	WATER CORPORATION	Water Account - 9007935205 - Admin Gardens - Jan - February 2024	973.71
9		28-03-2024	13043	WATER CORPORATION	Water Account 9007935635 - Pelham Res Toilets	40.14
10		28-03-2024	13043	WATER CORPORATION	Water Account 9007935002 - Tennis Courts for period December 2023 - February 2024	814.23
11		28-03-2024	13043	WATER CORPORATION	Water Account 9007933760 - Northam-Toodyay Rd, Avon Hills. FI Lot adj Lot 10	105,495.68
12		28-03-2024	13043	WATER CORPORATION	Water Account 9008751598 Waste Transfer Station Railway Rd, Toodyay for January-	357.48

Payment Number	Date	Cheque Number	Creditor Name	Invoice Description	Inclusive Amount
13	28-03-2024	13043	WATER CORPORATION	Water Account 9007931837 - Newcastle Park January - February 2024	256.91
14	28-03-2024	13043	WATER CORPORATION	Water Account 9007931909 Library Stirling Tce, January - February 2024	426.97
15	28-03-2024	13043	WATER CORPORATION	Water Account 9007931917 - Mrs O'Reillys - 100 Stirling Tce - December 2023 - February 2024	365.81
16	28-03-2024	13043	WATER CORPORATION	Water Account 9007931976 - Bank Building - December 2023 - February 2024	466.36
17	28-03-2024	13043	WATER CORPORATION	Water Account 9007932530 - 61 Telegraph Rd, Toodyay Lot 277 Res 22143 - January - February	298.17
18	28-03-2024	13043	WATER CORPORATION	Water Account 9007933496 - Donegans Cottage - December 2023 - February 2024	424.43
19	28-03-2024	13043	WATER CORPORATION	Water Account 9007933509 - Parkers Cottage - January - February 2024	110.78
20	28-03-2024	13043	WATER CORPORATION	Water Account 9007933517 - Pavilion, Showgrounds & Hockey Oval - January -	14,021.98
21	28-03-2024	13043	WATER CORPORATION	Water Account 9007933568 - Duidgee Park - December - February 2024	3,154.44
22	28-03-2024	13043	WATER CORPORATION	Water Account 9007933744 - Connors Mill / VC - January - February 2024	453.83
23	28-03-2024	13043	WATER CORPORATION	Water Account 9007933752 - Connors Cottage - January - February 2024	303.43
<b>Cheque Total</b>					<b>130,881.00</b>

Electronic Funds Transfer Payments					
Ref#	Date		Creditor Name	Invoice Description	Inclusive Amount
24	07-03-2024	EFT	ALEXANDRA JEAN HURLEY	Consignment February 2024	44.00
25	07-03-2024	EFT	ALLEVARE THE LABEL	Consignment February 2024	18.50
26	07-03-2024	EFT	AUSTRALIA POST	Postage charges + renewal of PO Box for February 2024	656.38
27	07-03-2024	EFT	AVON CONCRETE	Installation of culvert extensions at SLKs 20.26, 20.67, 21.00, 21.14, 21.82, 22.00 and 22.35	56,100.00
28	07-03-2024	EFT	BAAZ SECURITY SERVICES PTY LTD	Security Services 25.01.24 - 26.01.24	1,443.75

Electronic Funds Transfer Payments					
29	07-03-2024	EFT	BORAL CONSTRUCTION MATERIALS (BORAL RESOURCES WA LTD)	10 x 205Lt Emulsions and Drums for Road Patching	4,510.00
30	07-03-2024	EFT	CONPLANT PTY LTD	Tyre and Tube for Ammann Roller	2,316.99
31	07-03-2024	EFT	CONPLANT PTY LTD	Service Wacker Neuson roller 1000 hr	2,186.93
32	07-03-2024	EFT	CORSIGN (WA) PTY LTD	100 x Culvert Markers & 500 x Guide Posts	11,825.00
33	07-03-2024	EFT	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2023/24 ESL 3rd Quarter Contribution	94,826.15
34	07-03-2024	EFT	DEPARTMENT OF MINES INDUSTRY REGULATION & SAFETY	BSL Levies November 2023 -Missing levy for building permit	61.65
35	07-03-2024	EFT	EAG ELECTRICAL AIR-CONDITIONING & GAS	Test & Tag electrical equipment at the Medical Centre	531.30
36	07-03-2024	EFT	ERIC OWEN TOLHOPF	Consignment February 2024	24.00
37	07-03-2024	EFT	FRAMES WEST	Supply material for stand pipe protective cover,.	832.76
38	07-03-2024	EFT	FRAMES WEST	Supply patio tube for stand pipe shelter.	140.00
39	07-03-2024	EFT	G FORCE CONCRETE	Concrete Apron Extension - Julimar Fire Station	6,628.00
40	07-03-2024	EFT	GLENORAN LEATHER	Consignment February 2024	45.15
41	07-03-2024	EFT	John BUTLER	Consignment January 2024	7.70
42	07-03-2024	EFT	John BUTLER	Consignment February 2024	30.80
43	07-03-2024	EFT	KIMBA DESIGN	Consignment February 2024	26.60
44	07-03-2024	EFT	Leah Imelda CARVELL	Consignment February 2024	13.00
45	07-03-2024	EFT	MICKS STIX	Consignment February 2024	34.50
46	07-03-2024	EFT	NATURAL INTENTIONS BEAUTY RANGE	Consignment February 2024	45.00
47	07-03-2024	EFT	OZTROLOGY PTY LTD	Consignment February 2024	24.00
48	07-03-2024	EFT	Paul Wesley Jones SUTTON	Reimbursement of expenses 12/12/2023	160.16

Electronic Funds Transfer Payments					
49	07-03-2024	EFT	PERTH ANIMAL EMERGENCY SERVICE PTY LTD	Car Accident - Chihuahua	2,243.55
50	07-03-2024	EFT	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket Sales for January 2024	397.40
51	07-03-2024	EFT	QUILTS BY ROBYN	Consignment February 2024	52.00
52	07-03-2024	EFT	STEWART & HEATON CLOTHING CO PTY LTD	BFS PPE - Name Badges (Name details will be included in email)	100.85
53	07-03-2024	EFT	STEWART & HEATON CLOTHING CO PTY LTD	J795-GLD2-TDY1 (2 x 87, 2 x 92, 4 x 97, 2 x 102, 2 x 107, 1 x 112) Clothing	3,018.02
54	07-03-2024	EFT	STEWART & HEATON CLOTHING CO PTY LTD	BFS - T-shirts Sizes (3 x L, 5 x 4XL 1 x 5XL)	297.69
55	07-03-2024	EFT	STEWART & HEATON CLOTHING CO PTY LTD	Belts, T-shirts & Trousers	2,094.25
56	07-03-2024	EFT	STEWART & HEATON CLOTHING CO PTY LTD	Name Badge - ALLAN CREUSOT MORANGUP BFB	8.40
57	07-03-2024	EFT	TAMMAR PUBLICATIONS	Consignment - January - 2024	22.00
58	07-03-2024	EFT	Tanya Michelle STUART	Consignment January 2024	7.68
59	07-03-2024	EFT	Tanya Michelle STUART	Consignment February 2024	23.09
60	07-03-2024	EFT	TOODYAY TRADERS	Key Cutting one side	31.50
61	07-03-2024	EFT	TOODYAY TRADERS	Monthly Hardware Purchases - January 2024 - \$60 max per transaction Extension Lead x 1	42.25
62	07-03-2024	EFT	TOODYAY TYRE & EXHAUST	Replacement tyres & disposal for T000 - EMIAS	682.00
63	07-03-2024	EFT	TOODYAY TYRE & EXHAUST	2 x HaliTrax 17.5R25 grader tyres for Komatsu GD655-5 grader + disposal	6,436.00
64	07-03-2024	EFT	TOODYAY TYRE & EXHAUST	2 x HaliTrax 17.5R25 grader tyres for Komatsu GD655-5 grader + disposal	3,189.00
65	07-03-2024	EFT	VANGUARD PRESS	Signs designed and printed for Information Bay (2 Businesses)	190.00
66	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Traffic Control - Julimar Road SLK14.11 to 15.96 - 2 man crew with E Stops	1,384.90
67	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply 5 x 2 crew for Traffic Management / Control on Julimar Road SLK 14.11 - 15.96 from	20,149.53
68	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Traffic Management - Julimar Road SLK 14.11 to 15.96 - Tree Stump Removal	2,486.00
69	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply 5 x 2 crew for Traffic Management / Control on Julimar Road SLK 14.11 - 15.96 from	2,501.95

Electronic Funds Transfer Payments					
70	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply 5 x 2 crew for Traffic Management / Control on Julimar Road SLK 14.11 - 15.96 from	14,541.59
71	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply 5 x 2 Crew for Traffic Management / Control on Julimar Road SLK 14.11 - 15.96 from	18,595.23
72	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	9,650.85
73	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide emergency traffic management control for bushfire incident in Julimar 20/12/2023 to	16,114.18
76	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	3x2 crew for traffic control Chitty Road Asphaltting works	1,469.05
77	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply traffic management crew for footpath installation works - Jubilee Street	6,384.13
79	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	13,714.25
80	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply traffic management crew for footpath installation works.- Toodyay Street	9,948.95
81	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply traffic management crew for footpath installation works - Jubilee Street	4,723.13
82	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply 5 x 2 crew for Traffic Management / Control on Julimar Road SLK 14.11 - 15.96 from	3,716.63
83	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply 5 x 2 crew for Traffic Management / Control on Julimar Road SLK 14.11 - 15.96 from	6,674.25
84	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply 5 x 2 crew for Traffic Management / Control on Julimar Road SLK 14.11 - 15.96 from	14,308.94
85	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	1,155.00
86	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Supply traffic management crew for footpath installation works.- Toodyay Street	9,493.55
87	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	11,446.60
88	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	6,474.33
89	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	7,201.70
90	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	9,397.85
91	11-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Provide traffic management for roadworks on Julimar Rd SLK 19.81 - 22.52 from 9/1/2024 to	10,179.13
92	14-03-2024	EFT	AVON SKIP BINS	Depot, skip bin empty for February 2024	60.00
93	14-03-2024	EFT	AVON SKIP BINS	Memorial Hall, skip bin empty for February 2024	180.00

Electronic Funds Transfer Payments					
94	14-03-2024	EFT	BUNNINGS - MIDLAND	4 x Holman 50 x 40mm PVC Reducing Coupling - Retic repairs Duidgee Park	20.52
95	14-03-2024	EFT	CORSIGN (WA) PTY LTD	100 x TDI Brackets for Sign Installation, Blade St & Timberden Dve St blades & hazard board	643.50
96	14-03-2024	EFT	EASIFLEET	Hugo De Vos payroll salary deductions PPE 12/3/2024	498.10
97	14-03-2024	EFT	FRONTLINE FIRE & RESCUE EQUIPMENT	6 x Surname Stickers (FINDLAY, WARNER, STRINGER, LITTLE, BILSKE, SOFOULIS)	66.00
98	14-03-2024	EFT	FULTON HOGAN INDUSTRIES PTY LTD	Julimar Road SLK 14.11 - 15.96 BS - SEALING WORKS	141,630.59
99	14-03-2024	EFT	FULTON HOGAN INDUSTRIES PTY LTD	Chitty Rd Upgrade SLK 4.34-6.30 - Seal and Asphalt Works	144,757.61
100	14-03-2024	EFT	INFOCOUNCIL PTY LTD	Implementation Fee, instalment 3 due in year 3 as per contract terms	4,149.20
101	14-03-2024	EFT	KOMATSU AUSTRALIA PTY LTD	Carry out 6000 hr service on Komatsu grader.	7,306.59
102	14-03-2024	EFT	M SPESHY PTY LTD	Insurance excess on vehicle repairs. 1HBZ025	300.00
103	14-03-2024	EFT	Mark ROBERTS	Reimbursement - Pre employment medical 27.02.2024	366.50
104	14-03-2024	EFT	METROCOUNT TRAFFIC DATA SPECIALISTS	Roll rubber road tube, Centre lane flaps, battery packs & road deck spikes	1,606.00
105	14-03-2024	EFT	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement 2023 - 2024 - Auditors information requests	550.00
106	14-03-2024	EFT	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement - Backup Service Online - February 2024	11,261.43
107	14-03-2024	EFT	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed phone agreement February 2024	1,244.04
108	14-03-2024	EFT	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Watch guard fire box x2 Library & Depot	70.33
109	14-03-2024	EFT	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement 2023 - 2024, Monitors x 2	451.00
110	14-03-2024	EFT	Sarah Jane PARKIN	Reimbursement for worker expense - volunteer - Sarah Parkin	45.00
111	14-03-2024	EFT	SHIRE OF NORTHAM	Tipping fee for all waste apart from EWaste and recycling to be delivered to the Northam waste	22,895.22
112	14-03-2024	EFT	SHIRE OF NORTHAM	Tipping fee for all waste apart from EWaste and recycling to be delivered to the Northam waste	585.48
113	14-03-2024	EFT	STEWART & HEATON CLOTHING CO PTY LTD	Two line Name Badges - (Mahar, Arentsen)	16.81
114	14-03-2024	EFT	SYNERGY	Electricity Account 149993610	1,177.53
115	14-03-2024	EFT	TELSTRA CORPORATION LTD	Telstra mobiles and data account 2608284176	1,362.35

Electronic Funds Transfer Payments					
116	14-03-2024	EFT	TELSTRA CORPORATION LTD	Telstra mobiles and data account 2608284176	1,362.34
117	14-03-2024	EFT	TELSTRA CORPORATION LTD	Telstra mobiles and data account 2608284176 Feb 24	1,337.35
118	14-03-2024	EFT	TOODYAY HARDWARE & FARM	2 Screws HX T17	22.50
119	14-03-2024	EFT	TOODYAY IGA	Staff Amenities January 2024	2,939.55
120	14-03-2024	EFT	TOODYAY TYRE & EXHAUST	4 x 265/65 R17 Toyo Tyres, Disposal and Wheel Alignment for Ranger Vehicle	1,497.00
121	14-03-2024	EFT	TOODYAY TYRE & EXHAUST	Puncture Repair Coondle 1.4/3 x Puncture Repairs Julimar 1.4 + disposal	284.00
122	14-03-2024	EFT	TOOLMART	Supply new cordless power tools for Parks and Garden crew.	1,689.00
123	14-03-2024	EFT	TOTAL GREEN RECYCLING	Waste Transfer Station - E/Waste Recycling December 2023	841.50
124	14-03-2024	EFT	URL NETWORKS PTY LTD	URL Networks - SIP Trunks February 2024	132.04
125	14-03-2024	EFT	VAPOUR PLUMBING AND GAS	Replace leaking spout at Visitors Centre kitchen sink	170.50
126	14-03-2024	EFT	WALGA	Individual e-learning enrolments - Cr Dival	869.00
127	14-03-2024	EFT	WALGA	Role of Mayors and Presidents - Cr McKeown	434.50
128	14-03-2024	EFT	WALGA	Role of Mayors and Presidents - Cr Dival	434.50
129	14-03-2024	EFT	WALGA	Understanding Financial Reports and Budgets - Cr Dival	544.50
130	14-03-2024	EFT	WALGA	Understanding Financial Reports and Budgets - Cr Prater	544.50
131	14-03-2024	EFT	WCS CONCRETE PTY LTD	Supply and Deliver ~18m3 - Concrete for Julimar Apron	4,675.00
132	14-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Repair damaged wiring on front deck mower	1,037.00
133	14-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Regassing of Roller - Insurance Claim	2,985.00
134	14-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Replace batteries on Generator at memorial hall	515.00
135	14-03-2024	EFT	WOBM - WHEATBELT OFFICE OF BUSINESS MACHINES - NORTHAM	Monthly Rental of Photocopier - Toodyay Library 2022/2023 January 2024	117.59
136	14-03-2024	EFT	WREN OIL	Annual waste oil collection fees 2023/2024 - Waste Transfer Station Feb 2024	16.50



Electronic Funds Transfer Payments					
137	14-03-2024	EFT	WURTH AUSTRALIA P/TY LTD	Supply store items	231.76
138	14-03-2024	EFT	ZONE 50 ENGINEERING SURVEYS PTY LTD	1077-012 Julimar Road - spotting	4,153.60
139	19-03-2024	EFT	C & F BUILDING APPROVALS	NCC Compliance Assessment - 121 Whitfield Rd, Dumbarton, 24 Tomkins Bend, Nunile & 26	1,430.00
140	19-03-2024	EFT	C & F BUILDING APPROVALS	NCC 227 Timber Creek Crescent, Coondle	385.00
141	19-03-2024	EFT	GLEN FLOOD GROUP PTY LTD	Wayne Butler, Temp for Coordinator of Project Delivery, Depot 4 March - 17 March 20024	8,974.90
142	19-03-2024	EFT	GLEN FLOOD GROUP PTY LTD	Wayne Butler, Temp for Coordinator of Project Delivery, Depot 19 February - 3rd March 2024	8,865.45
143	19-03-2024	EFT	GRANICUS AUSTRALIA PTY LTD	Open Forms Annual License ("Burning Permits" System) 3/4/2024 - 02/04/2025	2,171.57
144	19-03-2024	EFT	MM MECHANICAL PTY LTD	Diagnose and address clutch failure. replace broken bonnet and new latch.	13,291.08
145	19-03-2024	EFT	MM MECHANICAL PTY LTD	Diagnose an Repair charging system, Re gas Air Con, repaid snapped intake brackets, address oil	5,008.44
146	19-03-2024	EFT	MM MECHANICAL PTY LTD	T7861 Repairs/attention to Flywheel and new clutch. Repairs/Maintenance to rear bumper/tail	4,464.90
147	19-03-2024	EFT	MM MECHANICAL PTY LTD	T7853 Diagnose and repaid over heating of cooling system	330.00
148	19-03-2024	EFT	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Chitty Road Upgrade - SLK 4.34-6.34 - Tree Inspection, Revegetation & Monitoring - Year 1	374.00
149	19-03-2024	EFT	S F FITZGERALD PLUMBING & GAS	Supply and install 80mm PVC pressure pipe and fittings to Depot water tanks and connect to Storz	2,731.50
150	19-03-2024	EFT	TEAM GLOBAL EXPRESS PTY LTD	Parcels from Frontline	67.84
151	19-03-2024	EFT	WAYNE GIESEMANN CEILINGS	Replace water damaged/Mould ceiling in Youth Hall store room - Health & Safety Issue	2,772.00
152	28-03-2024	EFT	ARC INFRASTRUCTURE	L3374 Shire of Toodyay Rail Corridor Licence Agreement	220.00
153	28-03-2024	EFT	AUSTRALIAN TAXATION OFFICE - ALBURY	January 2024 BAS	29,543.71
154	28-03-2024	EFT	AUSTRALIAN TAXATION OFFICE - ALBURY	February 2024 BAS	39,106.00
155	28-03-2024	EFT	AUTOPRO NORTHAM	Supply new CV Joint For T0003	265.15
156	28-03-2024	EFT	AUTOPRO NORTHAM	Supply oil filter for T0003	19.00
157	28-03-2024	EFT	AUTOPRO NORTHAM	Supply new tow ball for T0023	39.96
158	28-03-2024	EFT	AVON SKIP BINS	Skip bin empty Sportsground 13 March & 23 February 2023	120.00

Electronic Funds Transfer Payments					
159	28-03-2024	EFT	AVON WASTE - STONDON PTY LTD	Services- Rubbish Waste Removal - 2023 Toodyay International Food Festival	330.00
160	28-03-2024	EFT	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges 29.01 - 09.02.2024	17,992.37
161	28-03-2024	EFT	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges Fortnightly Service from 12/02/2024 - 23/02/24	17,295.72
162	28-03-2024	EFT	AVON WASTE - STONDON PTY LTD	Fortnightly rubbish collection charges 26.02 - 08.03.2024	17,343.74
163	28-03-2024	EFT	AVON YARD & MAINTENANCE SERVICES	Install new guttering at Morangup Hall	700.00
164	28-03-2024	EFT	AVON YARD & MAINTENANCE SERVICES	Affixing 3 x information signs to mounts.	200.00
165	28-03-2024	EFT	AVON YARD & MAINTENANCE SERVICES	Fabrication and installation of 4 x interpretive signs - Pelham Reserve.	1,100.00
166	28-03-2024	EFT	BONGERS BEES ENTERPRISES PTY LTD	Restock of honey for sale in VC	345.00
167	28-03-2024	EFT	BRODERICK WASTE SOLUTIONS	Management of waste transfer station for period ending 20 February 2024	5,100.00
168	28-03-2024	EFT	C & F BUILDING APPROVALS	NCC Compliance - 16 Gadsdon Pass, Nunile & 105 Drummondi Dve, Toodyay	770.00
169	28-03-2024	EFT	C & F BUILDING APPROVALS	Bulk PO to cover contract building surveyor services provided by C & F Building Approvals	3,520.00
170	28-03-2024	EFT	C & F BUILDING APPROVALS	Bulk PO to cover contract building surveyor services provided by C & F Building Approvals	1,045.00
171	28-03-2024	EFT	CADDS FASHIONS SPORTFIRST NORTHAM	Mack Terra Pro - Zip Size 11 Colour - Black for Red Allen	224.99
172	28-03-2024	EFT	CADDS FASHIONS SPORTFIRST NORTHAM	Supply new CV Joint For T0003	13.50
173	28-03-2024	EFT	CADDS FASHIONS SPORTFIRST NORTHAM	Steel blue Argyle Zip Boot Size 8.5 Black	206.99
174	28-03-2024	EFT	CARRINGTON'S (WA) PTY LTD	Chitty Rd Upgrade SLK 4.34-6.30 - Seal & Asphalt Works - Traffic Management	5,020.13
175	28-03-2024	EFT	CHARLES SERVICE COMPANY	Cleaning services for March to 20/03/2024	11,215.39
176	28-03-2024	EFT	CHARLES SERVICE COMPANY	Cleaning Meeting Room, little office, computer room 19/02/2024 - 15/03/2024	1,379.40
177	28-03-2024	EFT	CHARLES SERVICE COMPANY	Cleaning of Admin Building 19/02/2024 - 15/03/2024	1,452.00
188	28-03-2024	EFT	CHARLES SERVICE COMPANY	Cleaning Youth Hall from 19/02/2024 - 15/03/2024	532.40
189	28-03-2024	EFT	Charmeine Gail DURl	Councillor Attendance allowance March 2024	1,456.29
190	28-03-2024	EFT	CITY OF ALBANY	Migration fee for data transfer from AMLIB to Civica (Library Management System) to prepare	4,239.40

Electronic Funds Transfer Payments					
191	28-03-2024	EFT	CLOUD COLLECTIONS PTY LTD	Court Filing and Baliff Fees - N Baugh, B & O Moses and P Steele	1,469.60
192	28-03-2024	EFT	CLOUD COLLECTIONS PTY LTD	Court filing & Bailiff Fees - D Lloyd, T Kress and A & D Taylor	2,012.60
193	28-03-2024	EFT	CLUBLINKS MANAGEMENT PTY LTD	Venue Hire for Australia Day 2024	627.95
194	28-03-2024	EFT	CONPLANT PTY LTD	supply & freight new glass window for Ammann Roller.	465.30
195	28-03-2024	EFT	CORE BUSINESS AUSTRALIA PTY LTD	Assistance with the development and implementation of a compliance improvement	2,200.00
196	28-03-2024	EFT	CTI SECURITY	Alarm System monitoring - Community Centre & VC 01 April to 30 June 2024	202.92
197	28-03-2024	EFT	CTI SECURITY	Alarm Monitoring April - June 2024	202.92
198	28-03-2024	EFT	CTI SECURITY	Alarm Monitoring Charges January to March 2024	202.92
199	28-03-2024	EFT	D CLEMENTS SMASH REPAIRS	Repairs to T000 Isuzu MU-X. Insurance Excess	300.00
200	28-03-2024	EFT	Danielle Kim WRENCH	Councillor Attendance allowance March 2024	1,456.29
201	28-03-2024	EFT	DARREN LONG CONSULTING	February preparation Annual Financial Report - audit	4,125.00
202	28-03-2024	EFT	DATACOM SOLUTIONS (AU) PTY LTD	Datascape monthly SaaS fee for February 2024	3,711.11
203	28-03-2024	EFT	DOWNER EDI WORKS LIMITED	Construction of Shared Pathway - Jubilee/Connor Street/ Toodyay Street - WABN Part Grant	110,000.00
204	28-03-2024	EFT	EAG ELECTRICAL AIR-CONDITIONING & GAS	Replace inlet valve to evap air conditioner at 19a Clinton Street	385.00
205	28-03-2024	EFT	EAG ELECTRICAL AIR-CONDITIONING & GAS	Repair lights at old Goal.	889.90
206	28-03-2024	EFT	EAG ELECTRICAL AIR-CONDITIONING & GAS	Service of Air conditioners - Bendigo Bank	176.00
207	28-03-2024	EFT	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply and install lights to Town oval and Rec centre	6,671.39
208	28-03-2024	EFT	EAG ELECTRICAL AIR-CONDITIONING & GAS	Supply and fit new strip lights to library.	4,236.10
209	28-03-2024	EFT	EAG ELECTRICAL AIR-CONDITIONING & GAS	Check air conditioner at Sports Pavilion Showgrounds. Replace the unit was	264.00
210	28-03-2024	EFT	EASIFLEET	Hugo De Vos payroll salary deductions PPE 27/02/2024	498.10
211	28-03-2024	EFT	EASIFLEET	Hugo De Vos payroll salary deductions PPE 26.3.24	498.10
212	28-03-2024	EFT	FINISHING WA - FORMERLY PRITCHARD BOOK BINDERS	Binding Minutes	1,751.53

Electronic Funds Transfer Payments					
213	28-03-2024	EFT	FRONTLINE FIRE & RESCUE EQUIPMENT	66437 - 70 x 3M P2 Particulate Filter ( 7 boxes of 10) 66435 - 70 x 3M REtainer Clip (to suit 6000	1,141.91
214	28-03-2024	EFT	FRONTLINE FIRE & RESCUE EQUIPMENT	Signage, jerry can, nozzles, hooklok an adaptors	1,023.00
215	28-03-2024	EFT	FRONTLINE FIRE & RESCUE EQUIPMENT	PTO Check - Morangup 2.4	624.09
216	28-03-2024	EFT	GLEN FLOOD GROUP PTY LTD	Wayne Butler, Temp for Coordinator of Project Delivery, Depot 04.02. - 18.02.2024	3,885.48
217	28-03-2024	EFT	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Payment for Finance Officer-Payroll Temp for W/E 10 March 2024 as per attached	876.81
218	28-03-2024	EFT	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Payment for Finance Officer-Payroll Temp for W/E 25 February 2024 as per attached	2,156.48
219	28-03-2024	EFT	HAYS SPECIALIST RECRUITMENT (AUST) PTY LTD	Payment for Finance Officer-Payroll Temp for W/E 03 March 2024 as per attached	2,011.02
220	28-03-2024	EFT	John Anthony PRATER	Councillor Attendance allowance March 2024	1,456.29
221	28-03-2024	EFT	John BUTLER	Consignment - December 2023	46.20
222	28-03-2024	EFT	KA QUINN & SA ROBINSON	Cabinetry Repairs Moragnup Colocated Emergency Facility	825.00
223	28-03-2024	EFT	KAKADU TRADERS (WG TRUNK CO)	Australian Kangaroo leather hats to sell in the VC	476.30
224	28-03-2024	EFT	KLEEN WEST DISTRIBUTERS	Admin paper towel, hand towel & toilet rolls	174.52
225	28-03-2024	EFT	LANDGATE	Land Title searches - December 2023	152.50
226	28-03-2024	EFT	Lena THOMSON	Reimbursement - Pre-Employment expenses - 14.03.2024	365.70
227	28-03-2024	EFT	MAYDAY RENTAL	Dry hire Dynapac CA3500P 14T Smooth drum roller, including mobilisation fee	6,006.00
228	28-03-2024	EFT	MELISSA GAYE ADAMS	Reserve signage design work.	495.00
229	28-03-2024	EFT	Michael Vincent MCKEOWN	Councillor Attendance allowance March 2024	4,841.42
230	28-03-2024	EFT	Michelle Louise DIVAL	Councillor Attendance allowance March 2024	2,137.18
231	28-03-2024	EFT	MM MECHANICAL PTY LTD	Julimar 2.4 - Clutch Issue investigation -T7124	1,003.29
232	28-03-2024	EFT	MM MECHANICAL PTY LTD	1HCF585 CESM Ute service	2,526.66
233	28-03-2024	EFT	MODDEX GROUP PTY LTD	Install Hand Railing for new steps at Community Centre	1,390.16
234	28-03-2024	EFT	MOORE AUSTRALIA	Final billing in relation the Review of Risk Management, Internal Control & Legislative	6,050.00

Electronic Funds Transfer Payments					
235	28-03-2024	EFT	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Chitty Road Upgrade - SLK 4.34-6.34 - Tree Inspection, Revegetation & Monitoring - Year 1	374.00
236	28-03-2024	EFT	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Chitty Road Upgrade - SLK 4.34-6.34 - Tree Inspection, Revegetation & Monitoring - Year 1	374.00
237	28-03-2024	EFT	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Chitty Road Upgrade - SLK 4.34-6.34 - Tree Inspection, Revegetation & Monitoring - Year 1	374.00
238	28-03-2024	EFT	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Chitty Road Upgrade - SLK 4.34-6.34 - Tree Inspection, Revegetation & Monitoring - Year 1	374.00
239	28-03-2024	EFT	NORTH STAR SECURITY NOMINEES PTY LTD	Alarm System Monitoring - Administration April - June 2024	157.30
240	28-03-2024	EFT	NORTH STAR SECURITY NOMINEES PTY LTD	Alarm System Monitoring - Administration Monitoring January to March 2024	145.20
241	28-03-2024	EFT	NUTRIEN WATER - MIDLAND	Supply 40 x Hunter I20 S/S gear drive sprinklers	1,658.80
242	28-03-2024	EFT	NUTRIEN WATER - MIDLAND	Supply male camlocks for Truck 10.	53.04
243	28-03-2024	EFT	NUTRIEN WATER - MIDLAND	RainBird and Hunter sprinklers, nozzles and controllers	4,015.01
244	28-03-2024	EFT	OFFICEWORKS	Stationery - CRC, Admin and Freight	129.37
245	28-03-2024	EFT	PENTANET LIMITED	NBN business unlimited data for 15 Fiennes St, Library & VC March 2024	784.89
246	28-03-2024	EFT	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed phone agreement April 2024	1,244.03
247	28-03-2024	EFT	PROFESSIONAL PC SUPPORT PTY LTD (XL2)	Managed ITC agreement April 2024	10,305.01
248	28-03-2024	EFT	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales 01 November - 4 November 2023	47.02
249	28-03-2024	EFT	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket Sales 05 November - 11 November 2023	49.30
250	28-03-2024	EFT	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales 13 November - 19th November 2023	115.70
251	28-03-2024	EFT	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales 22 November - 30 November 2023	140.55
252	28-03-2024	EFT	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales 01 December - 09 December 2023	14.80
253	28-03-2024	EFT	PUBLIC TRANSPORT AUTHORITY OF WA	TransWA ticket sales 11 December - 15 December 2023	189.89
254	28-03-2024	EFT	Reuben Gregory Barbrec CAMPBELL	Reimbursement - Travel - R Campbell 13-14 March 2024	627.00
255	28-03-2024	EFT	ROAD AND TRAFFIC SERVICES	Julimar Road - Edgebreaks - SLK 10.17 - 12.17 - Line Marking Works	12,765.17
256	28-03-2024	EFT	Rosemary June MADACSI	Councillor Attendance allowance March 2024	1,456.29

Electronic Funds Transfer Payments						
257	28-03-2024	EFT	S F FITZGERALD PLUMBING & GAS	Cleaning of sewer drains at Connors Cottage		418.00
258	28-03-2024	EFT	SHIRE OF NORTHAM	AROC Workforce Housing Solutions Project		10,000.00
259	28-03-2024	EFT	SONIC HEALTHPLUS PTY LTD	Audiometry Testing for Kyle Woollams		77.00
260	28-03-2024	EFT	SONIC HEALTHPLUS PTY LTD	Audiometry Testing for Mark Roberts		77.00
261	28-03-2024	EFT	SOUTHERN CROSS AUSTEREO PTY LTD	Triple M Around the Towns Interviews 2024		99.00
262	28-03-2024	EFT	SPACETOCO PTY LTD	Host ParterPro Bundle (Reporting and Service) - Online Booking facilities for March 2024		165.00
263	28-03-2024	EFT	Steven John MCCORMICK	Councillor Attendance allowance March 2024		1,456.29
264	28-03-2024	EFT	STRUCTERRE CONSULTING ENGINEERS	Soil Test 56 Bejoording Road - Proposed Bejoording Fire Station Planning		1,910.70
265	28-03-2024	EFT	SYNERGY	Electricity Account 802970900		7,686.80
266	28-03-2024	EFT	SYNERGY	Streetlights- Electricity Account 174585790 - January 2024 - inclusive of Credit Inv		6,826.62
267	28-03-2024	EFT	SYNERGY	Streetlights, Electricity Account 174585790 - February 2024		4,346.23
268	28-03-2024	EFT	TEAM GLOBAL EXPRESS PTY LTD	Henderson hoses, Stewart & Hanson and Frontline deliveries		193.31
269	28-03-2024	EFT	TELSTRA CORPORATION LTD	Telstra mobiles and data account 2608284176		1,337.36
270	28-03-2024	EFT	TELSTRA CORPORATION LTD	Telstra account telephone & internet 0293288400 December 2023		2,490.25
271	28-03-2024	EFT	THE DOG LINE PTY LTD	INV: s-23934 Dangerous Dog equipment		187.00
272	28-03-2024	EFT	THE PRINT SHOP WHEATBELT	Artist Cards for Gallery at CRC - Stronger Community Grant - 2023		184.80
273	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - Hose clear reinforced x 6		67.50
274	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - March 2024 Poly sockets x 10		49.50
275	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - March 2024 Silicone		13.95
276	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - March 2024 - adhesive		34.50
277	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024 - Socket poly		3.75
278	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024 - Gripple		25.00

Electronic Funds Transfer Payments					
279	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases -January 2024 - Solenoid Valve	39.95
280	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024 - Starposts	47.85
281	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024 - Pipe riser & PVC	19.05
282	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024 PVC pipe	38.85
283	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024	30.00
284	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024	45.95
285	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024	63.35
286	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024 Cloth Tape - Australia Day	35.25
287	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024- Nipple poly 3/4	11.25
288	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024 Socket PVC	8.50
289	28-03-2024	EFT	TOODYAY HARDWARE & FARM	Monthly Hardware Purchases - January 2024	49.90
290	28-03-2024	EFT	TOODYAY TRADERS	Aquadhere interior	17.50
291	28-03-2024	EFT	TOODYAY TRADERS	Monthly Hardware Purchases - February 2024	27.25
292	28-03-2024	EFT	TOODYAY TRADERS	Poly nipple	4.50
293	28-03-2024	EFT	TOODYAY TRADERS	Monthly Hardware Purchases - February 2024 - \$60 maximum	10.50
294	28-03-2024	EFT	TOODYAY TRADERS	Monthly Hardware Purchases - February 2024 - Jug	35.75
295	28-03-2024	EFT	TOODYAY TYRE & EXHAUST	1HPT-112 2 x new Tyres for RMO Vehicle	640.00
296	28-03-2024	EFT	VERNICE PTY LTD	Julimar Rd - SLK 19.81 – 22.52 - Gravel Supply as per Tender Contract	217,784.27
297	28-03-2024	EFT	WALGA	Individual e-learning enrolments - Cr Prater	869.00
298	28-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Central 12.2 - Transmission ECU replacement and clearance lights rewiring	5,786.60
299	28-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Julimar 2.4 - Wiring Repairs Back Deck	577.30
300	28-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Coondle 1.4 - air compressor and lighting fault	558.00

Electronic Funds Transfer Payments					
301	28-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Toodyay Central 4.4 - Lighting and siren fault	448.50
302	28-03-2024	EFT	WEST WIDE AUTO ELECTRICS	Julimar 1.4 - DPF repair	562.50
303	28-03-2024	EFT	WINC AUSTRALIA P/L	2mtr High Speed Hdmi Cable	10.53
304	28-03-2024	EFT	WINC AUSTRALIA P/L	Paper Cups 7oz x 1000	261.05
305	28-03-2024	EFT	WINC AUSTRALIA P/L	Stationery for P&D, VC, CRC and Admin	603.57
306	28-03-2024	EFT	WINC AUSTRALIA P/L	Admin Stationery - Brother desktop Scanner	588.85
307	28-03-2024	EFT	WINC AUSTRALIA P/L	Stationery - CRC, Depot, Admin and P&D - March	365.99
308	28-03-2024	EFT	WRIGHT EXPRESS AUST PTY LTD	SES Fuel Card Fees	23.07
<b>EFT Total</b>					<b>1,467,440.87</b>
Payments Payroll					
Ref#	Date	Description			Inclusive Amount
309	05.03.2024	Payroll PPE 05.03.2024			14225.79
310	07.03.2024	Payroll PPE 07.03.2024			20274.23
311	13.03.2024	Payroll PPE 13.03.2024			93083.15
312	28.03.2024	Payroll PPE 28.03.2024			97065.25
313	13.03.2024	Superannuation PPE 12.03.2024			18,612.75
314	27.03.2024	Superannuation PPE 26.03.2024			19,385.30
<b>Payroll Total</b>					<b>262,646.47</b>



Purchasing Cards - FM Regulations 13A				
Ref#	Date	Creditor Name	Invoice Description	Inclusive Amount
315		<b>CC - CEO - February</b>	Zoom subscription - AROC	223.90
316			International fee	6.72
317			Card fee	4.00
318			Adobe subscription	802.81
<b>Other Total</b>				<b>1,037.43</b>
Purchasing Cards - FM Regulation 13A				
Ref#	Date	Creditor Name	Invoice Description	Inclusive Amount
319		<b>CC - MDR -December</b>	BP Ballajura	70.00
320			ChatGPT	32.89
321			International Transaction Fee	.99
322			Card Fee	4.00
<b>Other Total</b>				<b>107.88</b>
323		<b>CC - MDR - January</b>	Alfordson Ergonomic Chair	259.64
324			ChatGP	33.72
325			Boost prepaid - Credit	8
326			International Transaction Fee	1.01
327			Card Fee	4.00
328			Officeworks	29.34
<b>Other Total</b>				<b>320.21</b>
329		<b>CC - MAS - January</b>	Officeworks	318.61
330			Burst SMS	1528.50
331			Farewell gift - Jasmin Bear	155.95
332			Card Fee	4.00
333			Valve Warehouse	450.78

Purchasing Cards - FM Regulation 13A				
Ref#	Date	Creditor Name	Invoice Description	Inclusive Amount
			<b>Other Total</b>	<b>2,457.84</b>
334		<b>CC - CESM -January</b>	Card Fee	4.00
			<b>Other Total</b>	<b>4.00</b>
335		<b>CC - MCCS - January</b>	Dunnings incident 657041	41.9
336			Ampol incident 657041	15.95
337			Ampol incident 657041	98.93
338			BP incident 657041	59.58
339			BP incident 657041	14.99
340			BP incident 657041	109.16
341			Dunnings incident 657041	83.51
342			Widgiemooltha Roadhouse incident 657041	130.98
343			Card fee	4.00
			<b>Other Total</b>	<b>559.00</b>
344		<b>CC - MCCS - January</b>	Facebook	33.46
345			International transaction fee	1.00
346			Adobe	18.69
347			Card fee	4.00
			<b>Other Total</b>	<b>57.15</b>

Purchasing Cards- FM Regulation 13A				
REF#	Date	Creditor Name	Invoice Description	Inclusive Amount
348	11.03.2024	<b>Purchasing Card - Library</b>	Big W Online Vista Aus	114.00
349	11.03.2024		Booktopia Pty Ltd	88.74
			<b>Other Total</b>	<b>202.74</b>
<b>Purchasing Card Total</b>				<b>4,746.25</b>
<b>Total Payments</b>				<b>1,865,714.59</b>

**From:** Daniel Dadd

**Sent:** Friday, 23 February 2024 7:17 AM

**Subject:** ICR94596 - [External]-Toodyay Tennis Club Annual Fee - Formal Request for waiver

Good Morning President and Councillor,

The Toodyay Tennis Club would like to request the balance of the annual booking fee (\$2,530) payable to Clublinks be formally waived for this season (Oct 23 - Sept 24). For the reasons outlined in our prior correspondence.

We look forward to your consideration of our request and response.

Regards

The Toodyay Tennis Club Committee.

**Treasurer - Daniel Dadd**



PO Box 357 Toodyay 6566

<https://play.tennis.com.au/toodyaytennisclub>



## Schedule of Fees & Charges - 2023/2024

Description	Statutory (s) or Council (c)	GST	Adopted 2022/2023	Adopted 2023/2024
<b>Youth Hall Hire</b>				
Toodyay Karate Club (per annum)	(c)	***	225.00	239.00
Toodyay Fun & Fitness for Over 55's	(c)	***	225.00	239.00
<b>Toodyay Recreation Centre</b>				
Fees may be applied on a pro rata basis.				
<b>Annual Fees - Club Use</b>				
Sporting pitch/courts				
Changerooms/toilets				
Pavilion 1/2				
Storage Room				
Fee is based on 3 sessions per week: Training x 2 and Game.				
Night training sessions require the use of lights. This is included in the fee.				
Additional use will attract fees.				
Toodyay Tennis Club	(c)	***	3000.00	3180.00
Toodyay Basketball Club	(c)	***	610.00	650.00
Toodyay Soccer Club	(c)	***	610.00	650.00
Toodyay Hockey Club	(c)	***	610.00	650.00
Toodyay Netball Club	(c)	***	610.00	650.00
Toodyay Tennis Club (Tuesday Group)	(c)	***	610.00	650.00
Other groups as approved	(c)	***	610.00	650.00
<b>Casual Use - Pitch hire (incl. use of lights if required)</b>				
2 hours or less	(c)	***	no charge	no charge
1/2 day	(c)	***	282.00	298.50
Full day	(c)	***	395.00	418.50
<b>Casual Use - Multi use netball/basketball courts - no lights</b>				
	(c)	***	no charge	no charge
<b>Casual Hire - Tennis Courts</b>				
1 court per hour	(c)	***	28.00	29.50
4 courts per hour	(c)	***	90.00	95.00
Racquet hire	(c)	***	5.50	5.50
Ball Hire	(c)	***	5.50	5.50
<b>Social Sports</b>				
Team Registration	(c)	***	39.40	41.70
Per game per player	(c)	***	5.50	5.80
<b>Kiosk food and beverage</b>				
	(c)	***	Cost +15%	Cost +15%
<b>Pavilion Function Room - 1/2 room - Clubs and Community Groups</b>				
Per hour	(c)	***	33.80	36.00
Full day	(c)	***	169.40	179.50
Cleaning	(c)	***	at cost	at cost
Bond	(c)	Exempt	550.00	550.00
<b>Pavilion Function Room - Full room - Clubs and Community Groups</b>				
Per hour	(c)	***	56.50	60.00
Full day	(c)	***	282.50	299.50
Cleaning	(c)	***	100%	100%
Bond	(c)	Exempt	550.00	550.00

**From:** Redacted Information <[@dlgsc.wa.gov.au](mailto:dlgsc.wa.gov.au)>  
**Sent:** Tuesday, March 26, 2024 2:43 PM  
**To:** Tabitha Bateman <[Redacted Information@toodyay.wa.gov.au](mailto:Redacted Information@toodyay.wa.gov.au)>; Councillor McKeown <[cr.mckeown@toodyay.wa.gov.au](mailto:cr.mckeown@toodyay.wa.gov.au)>  
**Subject:** [External]-Shire of Toodyay Charter

Afternoon Tabitha and Shire President Cr. McKeown,

I hope this email finds you well. I apologise in the delay in getting this to you.

Attached is an annotated version of the Shire's charter and a document with comments against each of the Shire's reasonings for amending the clauses.

In accordance with the below it would be beneficial for the LG to have the final charter reviewed by a legal professional.

The Shire's charter has removed a lot of items citing that the legislation deals with it or that it is a responsibility of the CEO. The Shire also appears to say that the OAG guidelines is a guide and not intended for all but in the next sentence say they should stick to the guide. The Shire appears to have misinterpreted the statements in the OAG's guide as though the ARC is performing a function where in fact they are providing a third party overview of a function administered by the CEO.

While the majority of the functions that the ARC has were removed, we have assessed they should remain however, a valid point was raised by the team in their assessment in particular; that the local government ARC may not be able to attract people with the appropriate experience to effectively conduct these functions due to its size/location and that the ARC councillors could potentially use the charter against administration. This may not have been the intent but certainly has in our assessment given the Department of Local Government, Sport and Cultural Industries this impression.

For the ARC to be made an effective tool for the Shire, consideration should be given to either:

- Insert the deleted functions, but amend them to ensure that the ARC are undertaking a review function, or
- Insert the deleted functions and enhance clause 1.2 to ensure that the ARC only operate in a review capacity.

The team have had a look at the City of Swan's and City of Cockburn's audit charters and have made the following observations:

- In parts where a legislative reference is provided, it may be beneficial to include the information from the legislative reference so members do not need to refer to the Act and Charter in understanding their role.
- Both COS and COC outline the minimum number of members and the number of independent members, it would be beneficial for the Shire to add this in.

- The Shire should divide up its auditing section to differentiate between the Committee's internal and external audit functions similar to the COS.
- To minimise disputes between the administration and the ARC, the charter should clearly establish:
  - Clear lines of reporting between the ARC and administration.
  - what training and induction materials will be provided to ARC members.
  - What timeframes the ARC will receive agendas/minutes and the respective accompanying reports before/after each meeting similar to COC.

I hope the above assists the Shire in revising the Charter.

Kind Regards

Redacted Information

Director Local Government Financial Policy and Statutory Approvals

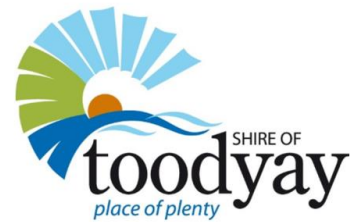
Department of Local Government, Sport and Cultural Industries  
140 William Street, Perth WA 6000  
GPO Box R1250, Perth WA 6844

## Redacted Information

Web: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)



## MEMORANDUM



**MEMO TO:** Bush Fire Advisory Committee

**FROM:** **Charles Sullivan**  
Executive Manager  
Infrastructure, Assets and Services

**DATE:** 3 April 2024

**FILE NO:** FIR3

**SUBJECT:** Schedule of Preventive Maintenance Fire Stations

### Administration Centre

15 Fiennes Street  
PO Box 96  
TOODYAY WA 6566

**T** (08) 9574 9300

**F** (08) 9574 2158

**E** [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au)

**W** [www.toodyay.wa.gov.au](http://www.toodyay.wa.gov.au)

The current program of maintenance tasks for the fire stations is shown below.

- Gutter Cleaning Annually [B],[C],[J],[M]
- Airconditioning Service Annually [B],[C],[J],[M]
- Water Filters Bi-Annually [C],[J],[M]
- Rodent Control (quarterly) [B],[C],[J],[M]
- Termite Treatment Annually [B],[C],[J],[M]
- Insect Inside/Outside Annually (or as required) [B],[C],[J],[M]
- Fire Extinguisher Testing Bi-annually [B],[C],[J],[M],[T\*]
- Roof Safety System Check/Certification Bi-annually [C],[J],[M]
- Roller doors Annually [B],[C],[J],[M]

#### Fire Extinguisher Details:

Please note this includes:

- BFS Appliances at Toodyay Colocation Centre (Toodyay Central 1.4, Toodyay Central 4.4, Toodyay 12.2) - not red trucks or building)
- FSV1, FSV2 and spare fire service extinguishers held at the Shire Depot.

#### Airconditioning Details:

Coondle & Julimar – 4 x Split System (4 x external component roof mounted, internal components 1xComms Room, 1xOffice, 2xTraining Room)

Morangup – 6 x Split System (2 x external component ground mounted, internal components 1xComms Room, 1xBFS Office, 1xSES Office, 3xTraining Room)

Bejoording – 1 x Split System (1 x external component ground mounted, internal component 1xOffice)

#### Water Filter Details:

Filters every 6 months

Lamps every 12 months

<https://www.puretec.com.au/site/User%20Guides/Puretec%20Hybrid%20Series%20User%20Guide.pdf>

Contractor: Leon [info@floworplumbing.com.au](mailto:info@floworplumbing.com.au)

#### Roof Safety System Certification:

Bi-annually (or at least annually)

Contractor:

Richard Wilkinson [richard@safemaster.net.au](mailto:richard@safemaster.net.au)

Tyron Menikides [inspections@safemaster.net.au](mailto:inspections@safemaster.net.au)

#### Locations & Plans:

To assist contractors, facility location maps/info and building layout diagrams (inc. Access Codes) are shown here: [W:\CESM\brigades\ContractorDiagramsInfo](#)

Charles Sullivan

**Executive Manager Infrastructure, Assets and Services**





Existing Structure  
Toodyay Race Club Precinct, Toodyay  
Structural Report  
24-0564

Existing Structure  
Toodyay Race Club Precinct, Toodyay  
**STRUCTURAL REPORT**

---

Prepared for: Shire of Toodyay

Job Number: 24-0564

2 April 2024

REV	DATE	PREPARED	APPROVED	DESCRIPTION
				
0	2 April 2024	Brett Walker	Andrew Lalli	Issued to Client



Existing Structure  
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 24-0564

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Existing Structure  
Toodyay Race Club Precinct, Toodyay  
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## Introduction

This office was engaged by the Shire of Toodyay to carry out a structural inspection and assessment of the main undercover shelter structure at the Toodyay Racecourse. An inspection was carried out by this office on Tuesday, 26 March 2024 and comprised a visual inspection of the various components of the structure. This report serves to provide comment on the condition of the structure and provide recommendations regarding remedial works where required.



MAIN STRUCTURE



Existing Structure  
 Toodyay Race Club Precinct, Toodyay  
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## Background

The undercover shelter is a single level structure approximately 42m x 26m. The construction consists of bitumen & gravel hardstand area, steel portal frames, steel purlins and aluminium roof sheeting.

The age of the structure is unknown, but is it expected to be at least 50 years old.

Based on the geological charts for the area, it is anticipated that the site would be classified as Class S to Class M in accordance with AS2870 indicating Slightly to Moderately reactive soils. The site has been assessed in accordance with AS1170.2 Wind Actions and has an expected ultimate design wind speeds of 39.3m/s. The Corrosivity Classification of C2 (Low) in accordance with AS4312 would be applicable for this site.



SATELLITE VIEW OF EXPOSURE OF STRUCTURE



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## Observations

The below items are ranked by their overall condition to ease of reference, utilising the grading and descriptions below.

CONDITION GRADE	DESCRIPTION
1	Element is in new or as new condition. No signs of damage, deterioration, or other issues
2	Element is starting to show signs of deterioration, aging or wear and tear
3	Element is deteriorated, aged or showing obvious signs of wear and tear
4	Element is close to end of useful life and showing significant signs of deterioration
5	Element has failed

TABLE 1- ELEMENT CONDITION RANK

Below is a summary of the various elements for ease of reference:

Element	Condition Grade
Base Connection	4
Steel Portal Frame	3
Purlins	4-5
Roof sheeting	5
Wall Cladding	5
Enclosed Space	5



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Main Structural Elements

Base Connection

Condition Grade 4

The base of the columns are for the most part concealed by gravel and bitumen, with most being founded just below surface level, but with some +200mm below the main surface.

There are signs of reinforcement/strengthening to most of the column bases, which involved welding a plate between the base plate and column.

In multiple locations the base plates were exposed and the area cleaned to view the condition of this element. In most instances the column bases which were protected from the weather appeared to be performing well, with only minor corrosion visible. The condition of the column based on the extremities of the building (exposed to weather and direct wetting) were affected by corrosion but without significant material loss.



PICTURE 1 – CONCEALED BASE PLATE



PICTURE 2 – CONDITION OF NUT AND THREAD – CORROSION MATERIAL IN PLACE



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PICTURE 3 – CONDITION OF NUT WITH CORRODED MATERIAL REMOVED



PICTURE 4 – NUT NO LONGER IN PLACE. POSSIBLE SITE WELDING REPAIR HAS BEEN CARRIED OUT



PICTURE 5 – BASE PLATE CONDITION INTERNAL & PROTECTED FROM WEATHER



PICTURE 6 – BASE PLATE BELOW GROUND & COLUMN REINFORCEMENT



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**Steel Portal Frame**

**Condition Grade 3**

The main structural steel frame consists of a Universal Beam (UB) section for both the columns and beam, with being the specific member size 310UB40.4 for both items.

The main roof beam's span is approximately 18,000mm with a 4,200mm cantilever at each end. The beam is pitched with a bolted splice at the ridge (midpoint). The beam's bottom flange is rotationally restrained at regular locations. Bays of cross bracing are also present between some roof beams. There is no bracing between the columns in either direction, indicating the structure relying on 'portal frame action' for its stability. These portal frames are spaced at 6,100mm centres in a grid line pattern.

The steelwork is exhibiting varying levels of corrosion to the surface, with some locations (commonly towards the eave overhang) where the surface protection has been completely lost, with just the bare metal exposed.



PICTURE 7 – TYPICAL STEELWORK LAYOUT



PICTURE 8 – TYPICAL STEELWORK LAYOUT





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PICTURE 9 - TYPICAL RIDGE/BRACING/STRUT CONNECTION



PICTURE 10 - CORROSION



PICTURE 11 - EXAMPLE OF EXTENT OF CORROSION TO STEEL BEAM (SEVERE)



PICTURE 12 - EXAMPLE OF EXTENT OF CORROSION TO STEEL BEAM (TYPICAL)



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**Purlins**

<b>Condition Grade</b>	<b>4-5</b>
------------------------	------------

The purlins consisted of a cold -formed lipped ‘C’ profile which is 150mm high (C150). The thickness of the profile is unknown, but is typically either 1.2mm or 1.5mm thick. The purlins are connected to the main steel beams with cleat and bolts. At regular intervals, there are purlins which are ‘doubled-up’ which coincide with a larger cleat and additional bolts at the steel beam which acts as a critical rotational restraint to the steel beams.

Typically the purlins are exhibiting varying levels of corrosion to the surface, with some locations where the surface protection has been completely lost, with just the bare metal exposed.

The purlins to the location where the roof sheet has been lost can be classified as having failed, as the corrosion is that severe that the edge material can be crumbled by hand (see image below).

At one location, the roof sheeting was manually lifted to view the condition of the top of the purlin, which typically can trap moisture and experience accelerated corrosion. At this location moderate corrosion was present, but no-more advanced than could be located elsewhere on the purlins.



PICTURE 13 – SEVERE CORROSION TO PURLIN



PICTURE 14 – CORROSION TO TOP OF PURLIN (ROOF SHEET MANUALLY REMOVED)



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PICTURE 15 - TYPICAL PURLIN CLEATED CONNECTION



PICTURE 16- TYPICAL 'DOUBLED-UP' PURLIN CONNECTION



PICTURE 17 - TYPICAL PURLIN CORROSION EXAMPLE



PICTURE 18 - TYPICAL PURLIN CORROSION EXAMPLE



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PICTURE 19 – TYPICAL PURLIN CORROSION EXAMPLE



PICTURE 20 – TYPICAL PURLIN CORROSION EXAMPLE



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**Roof sheeting**

**Condition Grade 5**

The roof sheeting is an aluminium sheet with a profile similar to Trimdeck™. To the underside, the sheeting appears to be performing well, but when viewed from the top, there are large amounts of damage, bends, creases, and sections with additional sheets laid on top to correct past issues experienced with the roof cover.

There are many locations where the integrity of the aluminium has been lost around the screws where galvanic corrosion has occurred, as can be seen in the image below.

Typically, when using aluminium roof sheeting this requires isolation to carbon steels, eg steel purlins, cleats, bolts etc. This can be done in many ways, but there were no indicators on site of any of these isolators being present.



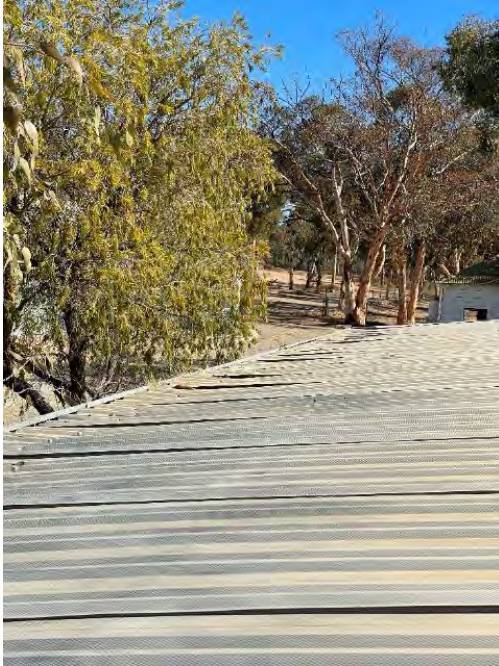
PICTURE 21 – ALUMINIUM ROOF SHET PROFILE



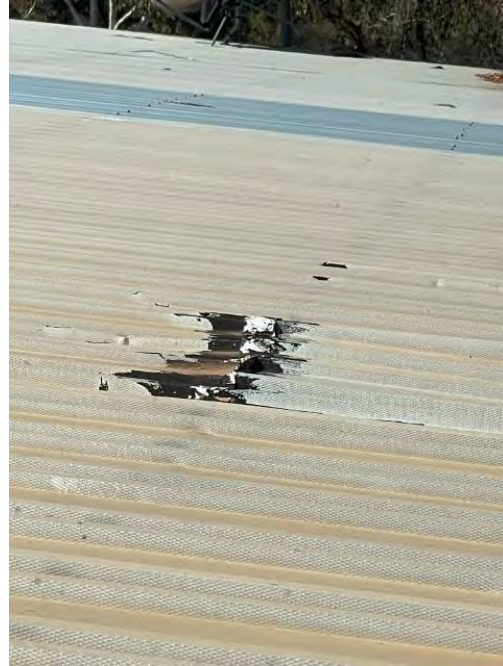
PICTURE 22 – GALVANIC CORROSION AT SCREW LOCATION.



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PICTURE 23



PICTURE 24



PICTURE 25



PICTURE 26



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Ancillary items

Wall cladding

Condition Grade 5

Wall cladding has been installed to some of the faces of the structure. Although the condition of the members appears to be adequate, the connections and restraints of these are inadequate.

The base of the columns (which support the girts) are not fixed at the base but have a loose bracket placed over brickwork below. This allows the wall to be pushed by hand back and forth. The connection at the top is to the last purlin, which when loaded in this manner is bending through its weak axis and is grossly undersized for the design loads which would apply to this member.



PICTURE 27 – COLUMN BASE CONNECTION



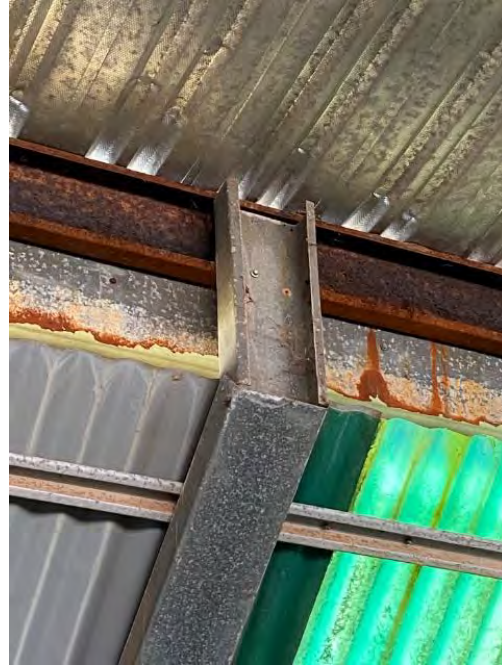
PICTURE 28 – COLUMN TOP CONNECTION



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PICTURE 29 - TYPICAL ENCLOSED SIDE OF STRUCTURE



PICTURE 30 - COLUMN SUPPORTING GIRTS





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## Enclosed Space

Condition Grade

5

The enclosed room could not be accessed and was locked at time of inspection, but observations were made from heights where possible. From what could be observed, the ceiling appears to have severely sagged and deformed and is in poor condition.



PICTURE 31 – COLLAPSED CEILING



PICTURE 32 – COLLAPSED CEILING



Existing Structure  
 Toodyay Race Club Precinct, Toodyay  
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## Discussion & Recommendations

All the defects identified are the result of corrosion due to exposure to the atmosphere and dissimilar metals (aluminium and carbon steel).. In no area was there any sign of excessive deflection, over-stress, deformation, impact-damage, or other indicators of poor performance. The severity of the corrosion observed varied from minor loss of paint coating to mild surface rust, minor pitting of the surface to flaking and potential loss of material.

The primary concern with excessive corrosion is the loss of thickness of the original steel member which can alter the ultimate strength capacity of the member.

Below are recommendations based on each element type, as well as a timeline to implement that recommendation.

### Column Base Connection

Timeframe	6 months
-----------	----------

The connection at the base of the column is critical for the structure's integrity for both its stability and to hold the structure down in high wind events.

**Recommendation:** Expose all base plates and base connections back to bare metal, with all bitumen coating and previous paint protection removed to allow for a thorough assessment of this element's condition.

Following this, further advice will be able to be provided as to the remediation involved. If in good condition the surface protection to the steelwork can be reinstated with a suitable primer and topcoat system.

### Steel Portal Frame

Timeframe	24 Months
-----------	-----------

The condition of the steelwork's surface protection is quite poor, but due to the geographic location, as well as the structure being exposed and easily viewed, this is not a large concern.

**Recommendation:** the asset owner should determine the desired lifespan of the structure to allow further advice to be provided as to the steelworks surface protection. There is no immediate concern with the steelwork's condition, but the loss of surface protection will allow corrosion rates to accelerate on these members. At some point when the corrosion reaches a severe stage this will pose a structural concern. The timeframe on this is unknown and should be monitored. Typical treatment would include removal of all the corrosion deposits by mechanical abrasion or blasting and the application of a painted protection system suitable for C2.



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**Purlins**

<b>Timeframe</b>	<b>6 Months</b>
------------------	-----------------

**Recommendation:** Although most purlins are in no immediate danger of failure, as the roof sheeting is to be replaced and there is moderately to highly developed corrosion, the purlins should also be replaced. Treatment of purlins by means of cleaning off the corrosion and painting is not considered practical due to their relatively thin guage.

The replacement should be a similar profile as previously installed, but due to the increased sheeting mass, some modifications should be made.

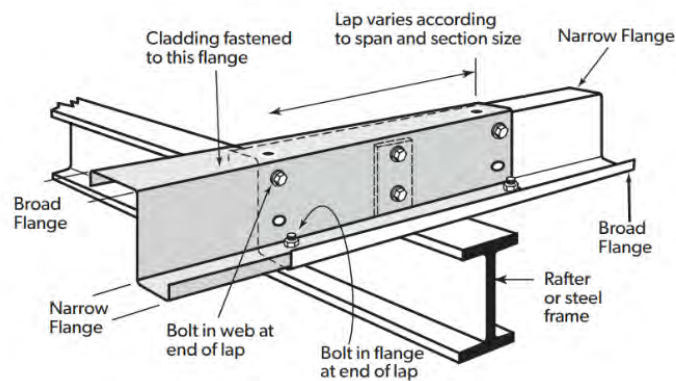
**Size:** Z15012

**Spacing:** to suit existing cleats (approx. 1200mm)

**Laps:** 900mm over each support (beam). Laps to be bolted as per manufactures recommendations (below)

**Bridging:** Midspan

**Fixing:** M12 purlin bolts to suit existing cleats.



TYPICAL PURLIN LAPPING DETAIL



Existing Structure  
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**Roof Sheeting**

**Timeframe** **6 Months**

Typically, when using aluminium roof sheeting this requires isolation to carbon steels, eg steel purlins, cleats, bolts etc. This can be done in a few ways, but typically a PVC or polythene tape between the 2 surfaces in contact. Connections between these 2 different metals (eg screws) is done with a stainless steel 304/316 alternative.

This office has carried out an analysis to determine the affect that the additional weight of the sheeting material aluminium vs steel may make on the structure. Aluminium is approximately 1/3<sup>rd</sup> the weight of steel and although the dead load of this material significantly increases in volumes over the entire structure (1200m<sup>2</sup>). Ultimately the additional load per square meter is 2.8kg, which to place that into perspective is 1/5<sup>th</sup> of the minimum imposed load which would be placed this roofing structure to account for maintenance personnel etc. Imposed loads and dead loads and their effect on the designs are different, but the below is a quantifiable example to explain this office's recommendations.

**Recommendation:** Replace the roof sheeting with a suitable profile. Utilising a similar Aluminium sheet does impose cost implications for all facets of the works including supply, install and the additional items for isolation/stainless steel screws.

Therefore, this office's recommendation to replace the sheeting with a steel (Colorbond) alternative. One example is a 0.42BTM Superdek sheet from Stratco, which its end span will exceed the existing 1200mm purlins spacing.

TABLE 5.0 - SPANS (mm) - Determined by wind speeds for non cyclonic areas

BMT	Application	Span Type	WIND CLASSIFICATION			
			N1 (W28)	N2 (W33)	N3 (W41)	N4 (W50)
0.35mm	Walling	Single	1700	1700	1600	1450
		End	2200	2200	2000	1550
		Internal	2500	2500	2250	1700
0.42mm	Roofing	Single	1150	1150	1150	1150
		End	1350	1350	1350	1350
	Internal	1900	1900	1900	1500	
	Walling	Single	2350	2100	1850	1700
		End	2850	2550	2250	1700
Internal		3000	3000	2600	1950	
0.48mm	Roofing	Single	1700	1700	1700	1500
		End	1900	1900	1900	1500
		Internal	2600	2600	2350	1800
	Walling	Single	2800	2400	2000	1950
		End	3200	2950	2550	2050
		Internal	3300	3300	2900	2250



Existing Structure  
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**Wall Cladding**

Timeframe	Immediately
-----------	-------------

These modifications are not structurally sound and should be removed.

If reinstatement of the walls is desired, these should be designed and detailed by someone suitably qualified.

**Enclosed Room**

Timeframe	Immediately
-----------	-------------

The enclosed room should not be accessed, and no personnel should access or store anything on the space over this area.

If use of this area is required, this should be closely reviewed by a someone suitably qualified.

**Conclusions**

This office was engaged by the Shire of Toodyay to carry out a structural inspection and assessment of the main undercover shelter structure at the Toodyay Racecourse. The inspection identified several items requiring attention with this office supplying remediation where possible as well as timelines for remediation/action to occur.



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Appendix



PICTURE 33



PICTURE 34



PICTURE 35



PICTURE 36



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PICTURE 37



PICTURE 38



PICTURE 39



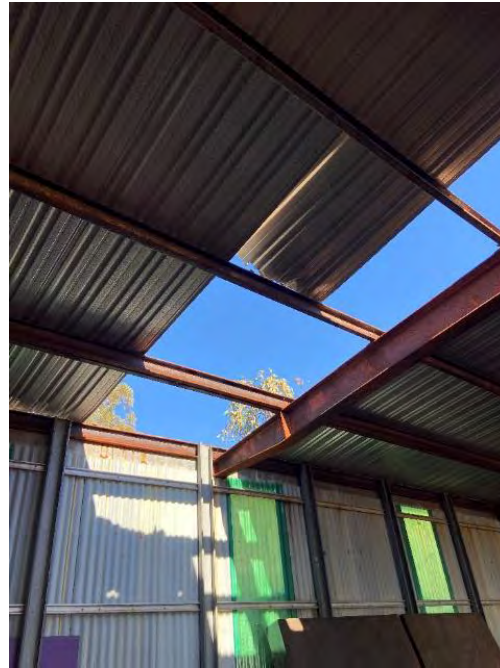
PICTURE 40



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PICTURE 41



PICTURE 42



PICTURE 43



PICTURE 44





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PICTURE 45



PICTURE 46



PICTURE 47



PICTURE 48



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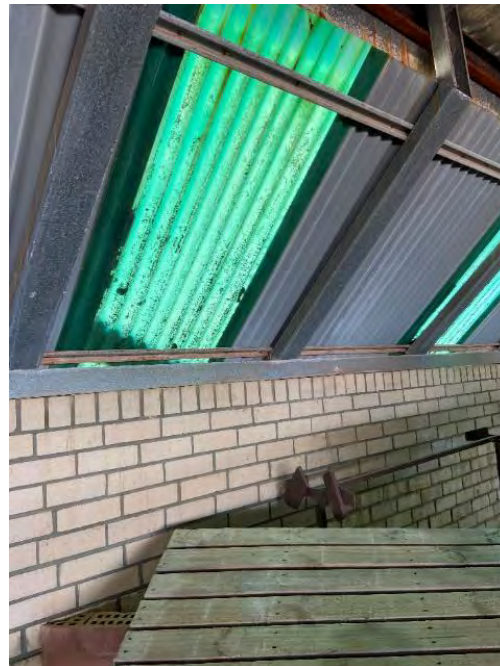
PICTURE 49



PICTURE 50



PICTURE 51



PICTURE 52



Existing Structure  
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PICTURE 53



PICTURE 54



PICTURE 55



PICTURE 56



Existing Structure  
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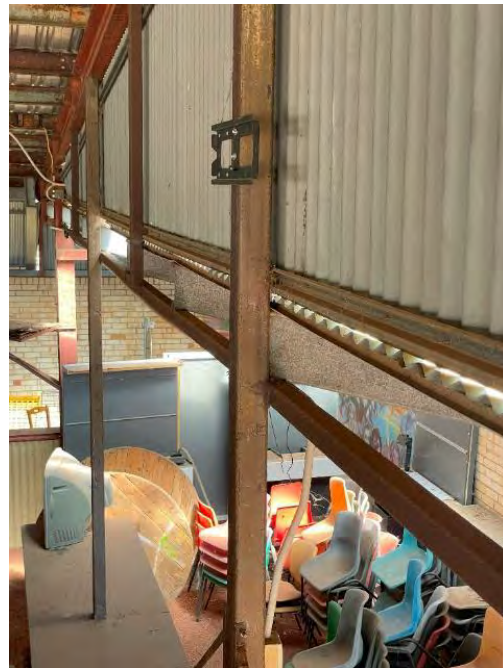
PICTURE 57



PICTURE 58



PICTURE 59



PICTURE 60



Existing Structure  
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PICTURE 61



PICTURE 62



PICTURE 63



PICTURE 64



Existing Structure  
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PICTURE 65



PICTURE 66



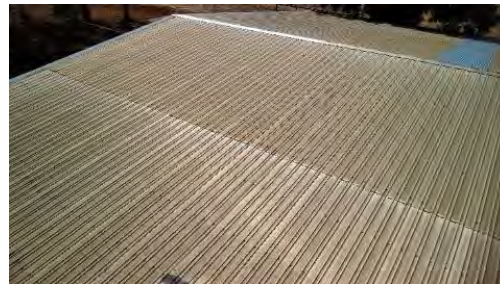
PICTURE 67



PICTURE 68



PICTURE 69



PICTURE 70



PICTURE 71



PICTURE 72



Existing Structure  
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PICTURE 73



PICTURE 74



PICTURE 75



PICTURE 76



PICTURE 77



PICTURE 78



PICTURE 79



PICTURE 80



Existing Structure  
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PICTURE 81



PICTURE 82



PICTURE 83



PICTURE 84





Existing Structure  
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PICTURE 85



PICTURE 86



PICTURE 87



PICTURE 88



Existing Structure  
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PICTURE 89



PICTURE 90



PICTURE 91



PICTURE 92